

Councilpersons:
First Ward: Gallenberger, Friedmeyer
Second Ward: Schmidt, Hiers
Third Ward: Meurer, Bricher

Mayor: Rollin Hall
City Atty: Peter Ekstrand
City Adm: David Schmidt
City Clerk: Susan Schamaun
Date: November 1, 2011

PROCEEDINGS OF THE CITY COUNCIL

The regular meeting of the City Council of the City of Wabasha was held on Tuesday, November 1, 2011, and was called to order at 7:00 pm by Council President Gallenberger.

All present stood and recited the Pledge of Allegiance.

Present: Councilpersons Gallenberger, Friedmeyer, Hiers, Bricher, and Meurer. Councilperson Schmidt was absent. Mayor Rollin Hall was out due to family funeral.

2. Guest Presentation: Amy Oie, Wabasha-Kellogg High School Student Council President

Miss Amy Oie gave a presentation explaining what the Wabasha-Kellogg Student Council stands for and the various activities they participate in during the year. She stated the following:

- Students are elected by being nominated by teachers and are elected by their own classes.
- Student Council collaborated with NHS (National Honor Society) during Homecoming Week to collect food for the Food Shelf.
- Planning with SADD to promote positive acts by having BIONIC (Believe It Or Not I Care) Day.

3. Public Comments:

Ms. Alison Hinrichs and Mr. Don Kliewer, General Manager, came forward to announce the local radio station that went on-air on June 15, 2011, became independent today, whereby they have their own programming, and also announced the website, www.1190wbha.com, was introduced this morning. They explained that the radio station plays current country music at 1190 AM and the local phone number is 651-560-4888.

Council President Gallenberger welcomed them to Wabasha and the market and stated she hoped we would have mutual benefits from them being here.

Mr. Richard Fuller came forward and asked if an update could be given on the Anderson House and also the hotel project. Council President Gallenberger stated these issues would be addressed during the meeting. He also stated the stock market went down today and suggested in an effort to keep employees employed at the City, the work week be cut back to 32 hours/week to safeguard benefits etc.

Council President Gallenberger stated she would forward his suggestions to the Financial Committee.

Mr. Fuller stated with several jobs that are being eliminated should not be replaced. And also reminded Council that \$1.2 M was offered for the empty space between the National Eagle Center and the condos but it was rejected.

Council President Gallenberger thanked Mr. Fuller for his comments.

4. Changes or Additions to Agenda: Council President Gallenberger announced Agenda Item 10.3 was being removed from the Agenda due to the Ambulance not having a meeting prior to tonight's meeting.

David Schmidt stated the City's engineering firm, BDM, had forwarded a memo in reference to applying for a Small Communities Block Grant for abating assessments for Very Low Income families in the event the City proceeds with assessing for a street project. A Resolution was attached to the memo with the recommendation to pass the resolution allowing the City to apply for the grant. This was added to the agenda under General Business.

6. Committee Reports:

Street Commission: Councilperson Bricher reported the Street Commission did not meet.

Planning Commission: Councilperson Friedmeyer reported he and the City Planner attended a conference in St. Cloud which was very informative and beneficial and reported the times are changing in relation to land values and consideration for zoning. He also reported the Planning Commission has been working on an ordinance dealing with outdoor furnaces within City limits.

Ambulance Commission: Councilperson Friedmeyer reported the Ambulance Commission did not meet this month.

Park Board: Councilperson Hiery reported the pool required more grinding than anticipated so the pool resurfacing won't be completed until the spring. She also reported a final work day is scheduled in Heritage Park on Thursday, November 3rd at 3:00 pm and the public is encouraged to come by and help. She also extended a huge thank-you to Larry and Judy Udstuen for their all their help and efforts in Heritage Park.

Police Subcommittee: Council President Gallenberger reported she is on this subcommittee along with David Schmidt, Councilpersons Friedmeyer and Bricher, Heidi Schurhammer, Police Administrator, two members of the Police Commission as well as a current police officer. She stated they had a previous meeting with another meeting this afternoon and it was the consensus of the subcommittee to not contract with the County and to advertise to hire a new Police Chief with consideration given to within the department as well as consideration of outside interest. Council President Gallenberger recommended having another Council meeting on Tuesday, November 15th at 7 pm.

Councilperson Bricher gave a brief explanation of what happened at the Police Subcommittee meeting.

It was agreed to schedule a City Council meeting on Tuesday, November 15th at 7:00 pm.

Wabasha Good News: David Schmidt reported the annual Keys at the Nest held at the Eagle's Nest Coffee House was successful with approximately 125 people in attendance. It was also reported the annual Septoberfest was incredibly successful.

Police Chief Kruger wanted to compliment the young people in Wabasha on their respect for the community. They went through Septoberfest, Homecoming and Halloween without any incidents.

7. Administrator's Report: David Schmidt reported the following:

- Mr. Blaine Marcou contacted City Hall and requested the remaining balance in his Business Subsidy Account as he has stopped working on the project. Port Authority will be discussing.
- Senator Amy Klobashar was in Wabasha on Friday, October 28th, and met with himself, Mayor Hall, City Planner Molly Patterson-Lundgren, Port Authority members Marty Wilson and Vicki Moore, Chamber and CVB staff and members to discuss tourism. Senator Klobashar praised the groups efforts and was particularly impressed with the groups ability to attain results in tourism and grant

writing. She was excited about the Anderson House progress and had many compliments to the Chamber on Septoberfest and stated the City looked great.

- Received an email that a division from Rochester has indicated interest in the Army Reserve Center.
- Army Corps. of Engineers has informed the City they may start pumping to fill in the pit this week and will work until freeze up.
- The Anderson House Project is waiting to hear on a USDA backed loan.

8. Consent Agenda: Councilpersons Friedmeyer and Bricher moved to approve the following consent agenda: Adopted by the following vote:

Ayes: Meurer, Hiers, Bricher, Friedmeyer, Gallenberger

Nays: None

Approved the October 4, 2011, Council minutes
 Approved MN Lawful Gambling for Exempt Permit Application for W-K Prom Raffle
 Approved Resolution to assess Unpaid Utility Charges
 Approved First Reading: Moratorium on Exterior Solid Fuel-Fired Heating Device
 Approved Agreement Authorizing Full Participation on the ARMER Radio System
 Approved Firefighters Grant Agency Agreement (Radio Grant)
 Approved the following warrants as presented:

Mayors	General Fund	\$4,730.06
Pool	"	647.55
Legal	"	3,500.00
Park	"	1,844.29
Building Permits-CMS	"	934.04
Streets	"	52,525.24
Planning & Zoning	"	1,059.57
Police	"	922.96
Fire	"	\$747.89
Ambulance	"	6,239.33
Emergency Management (sand bags)	"	6,603.00
Wabasha Clinic Tax Abatement	"	\$9,557.57
Total		\$89,311.50

9. Public Hearing: None

10.1 Resolution of Initial Support for the Mississippi River Trail Bicycle Route: David Schmidt reported Molly Patterson-Lundgren, City Planner, and Veronica Hemmingsen, Chamber Director, attended a Mississippi River meeting. The State has done the planning process and the City was involved. There is no financial cost to support the trail.

Councilpersons Hiers and Meurer moved to approve Resolution #791 of Initial Support for the Mississippi River Trail Bicycle Route which supports the collective efforts of the Mississippi Department of Transportation and other road authorities that comprise the Mississippi River Trail: Adopted unanimously.

Resolution # 791

Of Initial Support for the Mississippi River Trail Bicycle Route

Whereas, the Mississippi River is well known throughout America and the world,

Whereas, the hills, trees and waters centered upon the Mississippi River are quite beautiful to residents and tourists alike;

Whereas, the Mississippi River has served through time as a corridor of exploration, travel, and settlement,
Whereas, the Mississippi River is a corridor of great natural significance and importance within Minnesota and America;
Whereas, the Mississippi River Trail is a bicycle route that offers an opportunity for extraordinary adventure along the entire river from the Headwaters in Lake Itasca State Park in Minnesota to the Gulf of Mexico in Louisiana.
Whereas, the Mississippi River Trail relies exclusively on existing highway shoulders, low-volume paved roads and paved recreational trails,
Whereas, the route will likely evolve and improve as road improvements are made and suitable paved recreational trails become available.
Whereas, the Mississippi River Trail will generate additional economic activity within Mississippi River host communities;
Whereas, a continuous string of local resolutions of support for the *Mississippi River Trail* will strengthen individual and collective funding requests for projects that protect, enhance or promote resources that enrich the traveler's experience;
Whereas, even though the Minnesota Department of Transportation will continue to maintain statewide mapping and information regarding the *Mississippi River Trail*, convene meetings and facilitate the resolution of issues and alignment selection within the State, the *Mississippi River Trail* will be managed collaboratively by all road and trail authorities that comprise the trail;

THEREFORE, BE IT RESOLVED, that the City of Wabasha supports the collective efforts of the Minnesota Department of Transportation and other road and trail authorities that comprise the *Mississippi River Trail* and will participate in ongoing collaborative discussions, and in matters of a general nature regarding the operation and location of the Mississippi River Trail within its administrative boundaries.

Dated: _____

Rollin Hall, Mayor

ATTEST:

Susan Schamaun, City Clerk/Treasurer

(MnDOT 10/20/11)

10.2 New Ambulance Update and Call Statistics: Mr. Ryan Marking, Ambulance Director, came forward and stated the 2005 Ambulance was out of service recently for 11 days and it needed three fuel injections and a glow plug replaced which cost \$2,384.76. Also the A/C in the back doesn't work as there is a leak in the condenser so he reported he told them not to fix that. It just returned to service on Sunday. They have had five transfers out since returning to service. The 2000 Ambulance had an oil change, brake light fixed and also had the battery replaced. On October 20th, an electrical short caused some of the emergency lights not to work so a circuit was replaced for \$632.06.

Mr. Marking also announced that today he was notified that Ford has a shortage of all ambulance chassis' so the new ambulances won't be available until approximately March, 2012.

Mr. Marking reported Harley Davidson has an annual fundraiser and every fall they give 4 donations to emergency service establishments in the southeastern part of Minnesota and the Wabasha Ambulance Service has been chosen as a recipient for a donation which will happen on Saturday, November 12th.

2011 call statistics were distributed as Mr. Marking gave a report.

Council President Gallenberger questioned what the options were if we had another major breakdown in one of the ambulances. Mr. Marking stated the option to lease an ambulance at \$100/week was offered from the company we are buying the ambulances from. He stated at the time we would have needed the loaner until the beginning of the year but now that the ambulances won't be delivered until March, he isn't sure if that would be financially feasible.

Council President Gallenberger asked why we fixed the ambulance for \$2,384.76 when we could have leased a loaner ambulance for 11 weeks x \$100/week which would have only been \$1,100. David Schmidt stated he made the decision to fix the ambulance after speaking with Ford, the Mayor and also the League of Minnesota Cities. The LMC indicated they would cover a portion of the bill to fix the ambulance as it was probably related to the previous ambulance electrical fire.

10.3 Fund Balance Policy: City Clerk, Sue Schamaun, stated per the Auditor's recommendation to be in compliance with mandated GASB 54 Financial Standards, a Fund Balance Policy be adopted by Council which will delegate the authority to assign and remove assignments of fund balance amounts for specified purposes to the City Clerk. It was also pointed out that the City Clerk, under Unassigned Fund Balance, determined to put not less than 40% as the percentage the City will maintain for an unrestricted fund balance in the General Fund. She pointed out the City had a 121% fund balance at the end of December 2010 which a more realistic 65% fund balance when interloan funds were factored in per the City's auditors.

Councilpersons Meurer and Friedmeyer moved to approve the Fund Balance Policy as submitted. Adopted unanimously.

10.5 Acceptance of Early Retirement Agreements: Council President Gallenberger reported Mayor Hall left a written statement stating he supports the Early Retirement Agreements. David Schmidt reported three City staff personnel identified as the Police Chief, Park Director and Zoning Administrator, after meeting qualifications, signed Early Retirement Agreements effective December 31, 2011. David Schmidt reported all together these three people have given many dedicated years of service to the City and he thanked them for their service.

Councilpersons Friedmeyer and Hiers moved to accept the signed Early Retirement Agreements as submitted. Adopted unanimously.

10.6 Acceptance of Revised Pay Scale: David Schmidt reported after working with the Finance Committee, it has been recommended to amend the City's current 6-step pay scale (at 4%) to an 11-step pay scale (at 2%) for all new hires. Currently the City has 3-4 employees who are not to the final 6th step. Changing to a 11-step pay scale for all new hires does pose the disadvantage of treating new employees differently than current employees but it also helps the City's financial situation by extending out and prolonging the advancement of the pay scale.

Councilpersons Meurer and Hiers moved to approve the adoption of the New Pay Scale implementing an 11-step progression to be implemented January 1, 2012 for all new hires. Adopted unanimously.

10.7 Appointment of Parks Director: Council President Gallenberger stated with the retirement of the Parks Director, Council has to determine if they want to replace that position or if they want to fill the position in-house with Mr. Mike Mroz. David Schmidt reported when the Early Retirement Program was being discussed, part of the savings was by taking an experienced person and moving that progression back to Step 1 or 2. The estimated net is almost \$100,000 by replacing the three openings by the Early Retirement Program, two with full-time and one with part-time. He also stated the City is very lucky to have Mr. Mike Mroz in-house who is just a few credits shy of having a Masters in Parks and Recreation, and has already proven his abilities, and his also recommended by the Parks Director.

**Councilpersons Meurer and Hiers moved to appoint Mr. Michael Mroz as the Wabasha Parks Director to take effect January 1, 2012. The motion was adopted by the following vote after discussion:
Ayes: Friedmeyer, Hiers, Bricher, Meurer
Nays: Gallenberger**

Council President Gallenberger stated she felt with the Early Retirement Program there would be a combination of Parks and Streets whereby eliminating the need of a Parks Director.

Councilperson Bricher stated the Parks Director has other duties that go along with parks such as the facilities that relate to the parks and also has responsibility of the pool and its maintenance. Councilperson Hiers stated the Park Board feels very strongly that there needs to be a Park's Director whose special focus is the City's parks. She also noted Mr. Mroz was hugely instrumental in getting the skate park put in. Councilperson Friedmeyer stated the parks are part of the City's assets and the City needs someone to take care of those assets.

Jan Kasper, 1603 River Drive South, came forward and stated she is on the Park Board and they highly recommend hiring Mr. Mike Mroz as the Park Director. She stated Mr. Mroz has been coming to the Park Board meetings for the last 2 years and understands everything and the position deals with the City's campground and campers, flood issues, marina, and parks. There is a lot in just maintaining the parks when it comes to wind, trees, branches, gazebos, picnic shelters, picnic tables, and sidewalks. There is also festivals in which the Park Director must be involved such as Grumpy Old Men, Riverboat Days and Septoberfest etc. She also stated the pool is also a huge undertaking. She stated the Park Board is in full support of hiring Mr. Mike Mroz and she hopes the Council is too.

Councilperson Gallenberger read a statement from Mayor Hall in which he also supported the hiring of Mr. Mike Mroz as the City's Park Director. He felt the City's parks are a window to this community and this leaves an impression on visitors and community members. He also stated Mr. Mroz has the experience and credentials we need to be a Park Director.

Council President Gallenberger stated that though she feels Mr. Mroz has done an outstanding job, she does have a problem with keeping our City staff at the size it is and feels we need to come down. She stated the City does not need a Park Director and Street Superintendent.

10.8 Public Works Director: David Schmidt stated it is his recommendation to approve and advertise for the position. He stated it would be advertised at Grade 1 and due to the timing of advertising and interviewing, it is important to do now as it will take close to 3 months to get the position filled.

Councilpersons Meurer and Friedmeyer moved to approve the City Administrator and Mr. Johnson, Street Superintendent, to advertise and interview for the position of Public Works Employee. Adopted by the following vote after discussion:

Ayes: Hiers, Meurer, Friedmeyer, Bricher

Nays: Gallenberger

Council President Gallenberger read a statement from Mayor Hall that indicated he feels public works services to the citizens would be noticeably reduced in areas such as snow plowing, street sweeping, tree trimming, and equipment maintenance and recommended approving this position.

Councilperson Bricher stated many of the public works duties requires three people and without three employees the duties are not being done efficiently or in a safe manner. If not done in a safe manner, then the City is open to OSHA fines.

Councilperson Meurer volunteered to be on the hiring committee for this position.

Councilperson Friedmeyer stated he felt the safety issue is very important and there is a minimum you can actually have in this department and he felt it does require at least three people. Councilperson Hiers concurred.

10.9 Part-time Zoning Officer: David Schmidt stated with the Early Retirement Package that was previously presented, it was decided to eliminate the full-time Zoning Administrator position and create a part-time zoning position at approximately 24 hours a week at \$17/hour. He stated the Mayor spoke with the City Clerk and the Administrative Assistant to get a feel of what the impact of not having this position posed. The flexibility of the part-time allows the City to work with the hours.

Council President Gallenberger read a statement from Mayor Hall which indicated a big concern he had was if the position was not approved, it would measurably reduce the effectiveness of the current staff in the Clerk's office and that they are not qualified to handle building permits and the City Planner could use the assistance of a part-time zoning position.

**Councilpersons Meurer and Bricher moved to approve the City Administrator to advertise and interview for the part-time Zoning Officer position. Adopted by the following vote after discussion:
Ayes: Hiers, Meurer, Friedmeyer, Bricher
Nays: Gallenberger**

Councilperson Friedmeyer stated it does make sense to fill this position as there are a lot of areas of focus that the front office is not qualified to handle such as GIS mapping and he supports this position.

Councilperson Hiers stated the Job Description committee had made a prior statement that they did not find a job that could be eliminated. She stated that doesn't mean there aren't changes that can be made, but the positions were important to keep though part-time to save monies in the aspect of benefits.

Councilperson Gallenberger stated it would be her recommendation that the City Planner would take over these duties and can't support this position.

10.10 2012 Road Project Options: Councilperson Bricher stated the City Charter or the City's current Improvement Policy states that if the City can get 35% of the persons living on the roadway, the City could move forward in reconstructing the road way and would also need majority vote of the Council. He stated he would like to have petitions set up for each of the roads identified in the Road Project to see if the property owners would support the Road Project.

It was determined this would be on the November 15th agenda.

10.11 Resolution Authorizing An Application For Assessment Abatement Grant Funds: David Schmidt stated BDM's memo in reference to Small Communities Block Grant Application for abating assessments for Very Low Income families for the proposed Road Project. Included in the information is a Resolution authorizing an application for Assessment Abatement Grant Funds which calls for a public hearing.

Councilpersons Meurer and Friedmeyer moved to approve the Resolution Authorizing an Application for Assessment Abatement Grant Funds and authorizing the City Administrator and Mayor to sign the necessary documents set forth within and to call for a public hearing on Tuesday, November 15, 2011 at 7:00 pm. Adopted unanimously.

Council President explained this grant would be for low income families to help pay for assessments. They would have to meet income guidelines. If the city would qualify for this grant, the City would receive funds (not to exceed \$250,000) and residents could apply if they met the guidelines. She stated further if the Council determines to pass the Resolution to apply for the grant, BDM costs should not exceed \$1,000.00 per the memo.

Having no other business at 8:37 pm, Councilpersons Bricher and Hiers moved to adjourn. Adopted unanimously.

Susan Schamaun, City Clerk