

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

Mayor: John Meisch
City Attny: Peter Ekstrand
City Adm: David Schmidt
Admin Assistant: Patty Heraty

Date: April 06, 2010

PROCEEDINGS OF THE CITY COUNCIL

The regular meeting of the City Council of the City of Wabasha was held on Tuesday, April 6, 2010 and was called to order at 7:00 pm by Mayor John Meisch.

Roll call found all members present.

Mayor Meisch called for citizen comments. Hearing none, he called for the consent agenda.

Councilpersons Schmidt and Bricher moved to approve the following consent agenda: Adopted by the following vote:

Ayes: Gallenberger, Gibson, Schmidt, Hiers, Bricher, Meurer, and Mayor Meisch
Nays: None

Approved the March 16, 2010 Regular meeting minutes.
Approved the National Eagle Center Gambling Permit Application for Exempt Permit for raffle
Approved the St. Felix Parish Lawful Gambling Application for Exempt Permit for raffle and bingo.
Approved the following warrants as presented:

Mayors	General Fund	20,292.43
Fire Dept.	"	759.85
Police	"	3,105.97
Zoning/Planning	"	960.57
Ambulance	"	5,201.59
Park	"	395.46
Pool	"	687.88
Streets	"	3,063.68
Total		34,467.43

Prior to the vote council member Gallenberger questioned the payment to Russ's Auto Repair for \$1626.17 for the 2003 Impala repair and Abdo Eick and Meyers warrants. Chief Kruger stated that the vehicle had been inoperable and that he had spoken with City Administrator David Schmidt and it had been decided to repair the vehicle. Mayor Meisch stated that the Abdo Eick and Meyers warrant is for the 2009 audit which had just been completed. He also stated that the city will be going out for bid on auditing services. Council member Gallenberger also requested clarification on the Yaggy Colby warrant. Staff said that the invoice stated that the payment was for final as-built drawings to the city for Alley Construction and contact with Road Constructors. It was decided to approve the payment, but to have City Administrator and Street Superintendent Tony Johnson verify the services.

Mayor Meisch announced that items 5.1 thru 5.3 are nuisance complaints and requested that Chief Kruger clarify the procedure. Chief Kruger stated that the Police Department has been keeping tracking of several properties throughout the city and that notices were given to these properties and that they have been in violation of the city's nuisance ordinance. If declared a nuisance, the owners will be given another notice and given an additional 10 days to clean up the property before the city will clean it up for them.

Item 5.1 Nuisance Complaint – 429 12th Street East. The Police Dept has been receiving complaints about the property owned by David Schneider. Council members were provided with copies of the incident reports and pictures of the properties. The property was inspected on March 15, 2010 by Police Chief Dave Kruger and he observed several bags of garbage out in the open and a compost pile on the property for the last en months. A notice was sent and the nuisance has not been corrected. The property was inspected again on March 31, 2010 and the same violations were noted. The police dept is requesting the council declare the residence a public nuisance and order the property cleaned up. Council members Gallenberger and Bricher moved to declare 429 12th street east a pubic nuisance and order said property cleaned up by City staff and the cost billed to Mr. David Schneider. Adopted unanimously.

Item 5.2 Nuisance Complaint – 318 Second Street West. The Police Dept has received complaints over the last several months about the property owned by Cassandra Peterson. Council members were provided with copies of the incident reports and pictures of the properties. The property was inspected on August 21, 2009 by Police Chief Dave Kruger and he observed sever bags of garbage lying out, high weeds, and old furniture on the property. A notice was sent and the nuisance was not corrected. A citation was issued for the public nuisance violation. The property was inspected again on March 15, 2010 and the same violations were noted. Another nuisance notice was sent to the homeowner, and no action was taken by the homeowner. The police dept is requesting the council declare the residence a public nuisance and order the property cleaned up. Council members Gibson and Hiers moved to declare 318 Second Street West a public nuisance and order said property cleaned up by city staff and the cost billed to Ms. Cassandra Peterson. Adopted unanimously.

Item 5.3 Nuisance Complaint – 329 9th Street East. The Police Dept has received complaints about this property owned by Keith Novak. Council members were provided with copies of the incident reports and pictures of the properties. The property was inspected on February 25, 2010 by Police Chief Dave Kruger and

he observed two inoperable vehicles as well as construction material on the property. A notice was sent on February 26, 2010 and the nuisance was not corrected. The property was inspected again on March 31, 2010 and the same violations were noted. The police dept is requesting the council declare the residence a public nuisance and order the property cleaned up. Council members Schmidt and Bricher moved to declare 329 9th Street East a public nuisance and order the property cleaned up by city staff with the cost billed to Mr. Keith Novak. Adopted unanimously.

Mayor Meisch brought forward item 5.4 City of Wabasha Financial Procedures and Controls Policy. He stated that while administration already adheres to policies and procedures set forth in this document, this document will strengthen and re-enforce those policies that are already in place. Council members Meurer and Gibson moved to adopt the following City of Wabasha Financial Procedures and Controls Policy. Adopted unanimously.

CITY OF WABASHA
900 Hiawatha Dr. East
P.O. Box 268
Winona, MN 55981
Telephone: (651) 565-4568
Fax (651)565-4569

CITY OF WABASHA FINANCIAL PROCEDURES AND CONTROLS POLICY

The City of Wabasha seeks to balance its internal accounting control in such a way as to ensure public confidence and maintain the integrity of its financial systems and assets, without unduly inhibiting the ability to efficiently carry out its mission.

Expenditure Disbursements

Goal: The goal of the City Council in establishing an internal control system for expenditures is to safeguard the assets of the city and to ensure an appropriate level of fiduciary responsibility.

Objective: The objective of the City Council in meeting this goal is to ensure that cash is disbursed only upon proper authorization of management for valid governmental purposes, and that all expenditures are properly recorded.

Procedures

1. Segregation of Duties

Whenever possible, no transaction shall be handled by only one person from beginning to end. Exceptions will be addressed in separate categories.

a. Payment of all claims shall be authorized by the appropriate department supervisor. A disbursements register shall be submitted monthly to the City Council.

b. All disbursements, except those from petty cash and approved electronic transfers, will be made by pre-numbered checks

c. Payments shall be coded by either the Clerk-Treasurer or Administrative Assistant, and the disbursements shall be made by the person who does not do the coding.

d. Blank checks will not be signed in advance.

e. All signed checks will be mailed promptly.

f. A disbursement register will be prepared that details the date of the check, check number, amount of check, description of expense(s) and the account to be charged.

g. Unpaid invoices shall be maintained in a separate file.

h. Travel related expenses shall be submitted on the next business day following the return of employee (council person).

i. Checks by which claims are paid shall have printed on the reverse side, above the space for endorsement "The undersigned payee, in endorsing this order check declares that the same is received in payment of a true, just and correct claim against the City, and that no part has heretofore been paid.

j. In accordance with M.S. 471.425, subd. 2, claims of the City shall be paid within 35 days from the date of receipt, or as otherwise stipulated by the terms of a contract. Claims not paid within this time frame will be subject to penalty and interest charges assessed by the vendor, as provided for in M. S. 471.425, subd. 4.

k. Credit card purchases shall only be allowed as legally provided for under M.S. 471.382 and according to the City's Credit Card Procedure.

l. When designated and undesignated resources are available for use, designated resources will be used first, and then undesignated resources will be used as they are needed.

2. Accounting Controls

The following are common internal controls related to paying bills.

- a. Checks shall be signed by the Clerk-Treasurer and the Mayor . All checks shall require two signatures.
- b. Blank checks will not be signed in advance.
- c. Expenditures must be approved in advance by authorized persons.
- d. The City Clerk/Treasurer and/or the Administrative Assistant shall review each cash disbursement voucher for the proper approved authorization and supporting documentation of expense.
- e. Invoices and requests for reimbursement will be checked for accuracy and reasonableness before approval. Any invoice or statement that is questionable will be investigated by the Clerk/Administrative Assistant and/or held for approval by the council before payment.
- f. Twice a year, on a random basis, the bank statements shall be opened by a council member for review. The reconciliation reports shall be prepared by the Administrative Assistant and shall also be reviewed at random.

Mayor Meisch brought forward item 5.5 Arbitration Fee Authorization. In order to proceed with the arbitration process with Road Constructors, Inc. the American Arbitration Association is requiring a proceed fee of \$600.00 to be paid by May 31, 2010. Council members Meurer and Bricher moved to authorize payment of \$600.00 Proceed Fee to the American Arbitration Association in the Road Constructors, Inc. and City of Wabasha case. Adopted unanimously.

Mayor Meisch announced that the Board of Appeals & Equalization is scheduled for Monday, April 19, 2010 at 6:00 pm at City Hall. Mayor Meisch, Council member Gallenberger, Council member Hiers and Council member Meurer will be on the board.

Round Table Discussion

Council Member Schmidt brought forward for discussion the concrete in the alley by the National Eagle Center. He stated that the colored concrete is deteriorating and that Road Constructors should be contacted to take a look at it. Mayor Meisch said that he has talked to Street Superintendent, Tony Johnson about the problem and he will talk to City Engineer Bill Anderson.

Council Member Gallenberger reminded everyone that pet licenses are now due. She also requested an update on the downtown hotel project. Mayor Meisch stated that he has talked to Blaine Marcou and Mr. Marcou stated that he plans to meet the May 1st deadline.

Council Member Bricher stated that the Street Commission has put together a list of estimated cost for street repairs and they plan to bring it before the council. He also stated that the highway interchange at Grant Blvd. and Hwy 61 is a problem and that something should be done. Discussion included possibly making it no left turn interchange.

Having no other business, Council members Meurer and Gallenberger moved to adjourn at 7:30. Adopted unanimously.

Patty Heraty, Administrative Assistant