

Councilpersons:
First Ward: Friedmeyer, Wharton
Second Ward: Schmidt, Kruger
Third Ward: Meurer, Schoen

Mayor: Rollin Hall
City Atty: Peter Ekstrand
City Adm: Chad Springer
City Clerk: Susan Schamaun
Date: April 7, 2015

PROCEEDINGS OF THE CITY COUNCIL

The regular meeting of the City Council of the City of Wabasha was held on Wednesday, April 7, 2015, and was called to order at 7:00 pm by Mayor Hall.

Mayor Hall and all Council Members were present.

All present stood and recited the Pledge of Allegiance.

Guest Speaker: Nancy Falkum – Aldo Leopold Gathering & Chippewa River Walk: Nancy Falkum came forward and gave a presentation on the Aldo Leopold Gathering and Chippewa River Walk scheduled for Saturday, April 25th. This event is focused on water and its importance to the world and to humans and also on the importance of protecting and conserving water. She asked Mayor Hall and the city to support a proclamation declaring April 25th as Water (Nibi) Day.

3. Public Comments: Two representatives from HOPE Coalition (service for victims of sexual assault) came forward to state April is Sexual Assault Awareness Month. They stated their organization advocates for victims and survivors and has a 24-hour crisis line. They offer healing, justice and safety and provide assistance to families of people being prosecuted. They help communities in prevention also.

Mayor Hall read the Proclamation April 2015 is Sexual Assault Awareness Month.

Mayor's Report:

Mayor Hall reported the following:

- Continues to meet with the Common Board (joint School, City and County committee)
- Comp Plan Committee met on March 25th to discuss questions for a questionnaire to go to citizens, visitors and high school youth.
- Attended March 23rd HPC (Historic Preservation Committee) meeting and they discussed a Sign Review.
- Attended two Mining Ordinance meetings.
- Regional Event Center meetings have been held weekly.
- Riverfront Taskforce meeting was held today with developers.

Changes or Additions to Agenda:

Councilperson Wharton requested to move 8.5 1st Reading: Street Light Utility Fee Rate Amendment from Consent to General Business.

Councilpersons Schoen and Friedmeyer moved to approve the change to the agenda. The motion was adopted unanimously.

6. Committee Reports and Wabasha Good News:

Utility Commission: Councilperson Schmidt reported that the Utilities Commission met tonight and discussed the Water Well Project. The plans and specs are at the Dept. of Health for review and approval. When they are approved, it will come to Council for approval for advertisement of bids for the project. Also in reference to the water main under the railroad tracks, they are requesting to see the City's permit for the existing pipe under the tracks. Due to the length of time since those pipes were installed, the permit cannot be located. A new permit has to be applied for. He also announced the frost is out of the ground.

Port Authority: Councilperson Friedmeyer reported the Port Authority met on March 17th and Mr. Keith Bell, K&C Fisheries, was present to give a positive update on their fish processing operation. He announced they have 12 full-time employees. They may be adding more employees.

Park Board: Councilperson Schoen stated Park Board discussed doing some creative programming for the pool this season to hopefully increase the numbers. They are also working on new signage. Pool hours have been changed. Currently looking to hire lifeguards. Water at the City's campground has been turned on. Community Garden will also have new signage. Will add community garden expansion to the Park Board agenda.

Police Commission: Councilperson Wharton announced they did not meet.

Street Commission: Councilperson Meurer reported the handicap parking space by Jewson Realty is being eliminated and the 15 minute parking spot by Hill's Hardware has been approved. Street Commission approved the truck purchase by the Street Dept. on tonight's agenda. Street Commission meeting date has been changed to the same day as Council meetings at 3:00 pm.

Tony Johnson, Street Superintendent, reported the pavers in Big Jo Alley have deteriorated and they have been working for two years on getting warranty work done. The City Engineer has recommended getting the pavers tested.

Planning Commission: Councilperson Friedmeyer reported they have met twice to work on the Mining Ordinance to review language and review public comments. He stated they are being very diligent and doing a good job.

8. Consent Agenda: Councilpersons Wharton and Friedmeyer moved to approve the following consent agenda including the warrants: Adopted unanimously.

Approved March 3, 2015 Regular Minutes
Approved MN Lawful Gambling Application for Exempt Permit for Bingo – St. Felix
Approved MN Lawful Gambling Application for Excluded Bingo – Wabasha County Ag Fair Assoc.
Approved Resolution Authorizing Fund Transfers
Approved Resolution Supporting Dedicated State Funding for City Streets
Approved MN Lawful Gambling Application for Exempt Permit for Raffle for St. Jude's Fishing Tournament
Approved new liquor license approval for 260 West Main contingent on returned paperwork and background check
Approved the following warrants as presented:

Mayors/Admin/City Hall/Council	General Fund	\$4,123.54
Youth Baseball/Softball	"	\$8,000.00
Police	"	\$9,084.94
Streets	"	\$17,107.28
Legal	"	\$5,148.45
Parks	"	\$2,124.90
Fire	"	\$4,738.80
Audit Fees	"	\$2,600.00
Ambulance	"	\$6,677.02
Planning	"	\$17,319.50
Pool	"	\$593.11
Engineering	"	\$1,837.50
Eng. 2013 St. Project	"	\$109.00
Bolton & menk/Storm Sewer Mapping	Grant	\$9,018.00
Community Center	Donations	\$2,962.24
Misc.	"	\$60.00
Chamber/City Advertising	"	\$5,000.00
CMS – Bldg. Inspections	"	\$159.53
Total	"	\$96,663.81

Consent Attachments: RESOLUTION AUTHORIZING FUND TRANSFERS:

**CITY OF WABASHA
RESOLUTION NO. # 5-2015
RESOLUTION TO TRANSFER FUNDS**

WHEREAS, pursuant to the Wabasha City Charter, 7.08 Alterations in Budget, the City of Wabasha, City staff requests the Council’s authority; and

WHEREAS, to transfer \$19,631 from Fund 319 (04-05 St. Project) to fund 321 (River Drive Proj.) whereby closing fund 319;

WHEREAS, to transfer \$276,041 from Fund 396 (CSAH 30 Project) to Fund 501(CIP) whereby closing Fund 396.

WHEREAS, to transfer \$99,196 from Fund 390 (2013 St. Proj.) to Fund 501 (CIP).

AND WHEREBY, City staff with consultation of Auditor’s recommends approval of the transfers above;

AND BE IT RESOLVED, the City of Wabasha City Council does hereby authorize the City Clerk to transfer the funds stated above as presented.

Adopted by the City Council of the City of Wabasha on April 7, 2015.

Consent Attachments: RESOLUTION SUPPORTING DEDICATED STATE FUNDING FOR CITY

STREETS:

RESOLUTION # 6-2015

A RESOLUTION SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 22,500 miles—or 16 percent—are owned and maintained by Minnesota's 852 cities; and

WHEREAS, almost 85 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city--large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority--and therefore taxpayers--save seven dollars in repairs; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies in order to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WABASHA CITY COUNCIL that the City of Wabasha supports an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA city street maintenance, construction and reconstruction.

ADOPTED by the City of Wabasha this 7th day of April, 2015.

Councilperson Schmidt questioned the Xcel bill for the City's dog pound and stated it was very high energy bill. Councilperson Schmidt stated he would discuss with City Administrator, Chad Springer.

PUBLIC HEARINGS: Proposed Amendments to Section 500: Waterworks Rates and Section 505 Sewer Rates and Rents:

Mayor Hall opened the Public Hearing at 7:37 pm.

Mayor Hall asked once, twice and three times for public comments. No one from the public came forward to speak on the matter.

It was reported Mr. Mike Bubany reviewed rates with staff and the Utilities Commission and it was his recommendation to raise rates to keep up with expenses. Councilperson Schmidt stated after many years of our auditor telling the City we needed to raise rates, the City has raised rates and it has helped. It was also reported this will be looked at every year for justification.

Mayor Hall closed the public hearing at 7:42 pm.

Councilpersons Schmidt and Friedmeyer moved to approve the proposed amendments to Section 500 Waterworks Rates and Section 505 Sewer Rates and Rents. The motion was adopted by the following vote:

Ayes: Wharton, Meurer, Schoen, Friedmeyer, Schmidt, Mayor Hall

Nays: None

10.1 2014 Financial Audit: Abdo, Eick & Meyers, Mr. Andy Berg:

Mr. Andy Berg came forward and gave a report on the Management Letter of the audit and gave a brief description of the 3-4 findings which are common for smaller cities. Findings were identified for audit entries, limited segregation of duties for utility billing and being out of compliance for FDIC pledged collateral for deposits with a local bank.

Councilpersons Schoen and Wharton moved to approve the 2014 Financial Audit as presented by Mr. Andy Berg, of Abdo, Eick & Meyers. Adopted unanimously.

10.2 Planning Commission Recommendation on Prohibiting Silica Sand Operations in

Reference to the Mining Ordinance: Councilperson Wharton asked about the status of the City's moratorium on silica sand. It was stated the moratorium on silica sand mining and extraction in the mining ordinance goes until approximately June 4th. Councilperson Schoen stated she wants the silica sand ban pursued as a stand-alone ordinance and wanted Council to reiterate to the Planning Commission to look at a ban.

Attorney Ekstrand instructed Council to make their intentions clear.

Discussion was held on investigating and registering the two existing mines in the City and setting a baseline for what they have such as the location of the mines, ownership, product, etc. The City's Planning Department will have to handle this and set up parameters.

Councilpersons Wharton and Schoen moved to direct the Planning Commission to draft an ordinance banning crystalline silica sand mining, extraction and processing and to complete the mining ordinance already implemented. The motion failed by the following vote:

Ayes: Wharton, Meurer, Schoen

Nays: Schmidt, Friedmeyer, Mayor Hall

Councilperson Schoen stated she wanted a re-reading of this particular motion from the February Council meeting.

10.3 Street Dept. Truck – Grant Funded: Tony Johnson stated the Street Department along with the Street Commission is requesting a 2015 Chevy 1 ton 4-wheel drive truck to be used by the Public Works Department. He updated Council on the Reception Center. A few years ago, Xcel Energy

developed the Reception Center Program as a contingency plan to be prepared for any disasters that may come from the two nuclear plants that are located in Minnesota. There are eight different Reception Centers. If something happens at one of the plants, they will determine the wind direction and people being impacted will be routed to the Reception Centers. Wabasha is one of the Reception Center locations. To prepare for a disaster, they have provided funding for any dual use items the City can use for normal use and for activating the Reception Center. In the past, Wabasha has received barricades, cones, fluorescent vests, radios and other small items. He reported the City did not have an adequate truck to pull the Reception Center trailers. He spoke with staff from the Reception Center Program about the City's need for a 1-ton truck to pull the Reception Center trailers and they determined it was a dual use item and was approved. Tony reported he added a lift-gate on the back of the truck to assist in lifting heavy objects and to also protect employees from injury. The truck will be funded by the Reception Center Program.

Tony asked Council to approve the purchase of a plow for the new truck so it can be utilized at its highest and best use for City operations. The plow will cost \$7,065.00.

The City will have to pay for the truck and the Reception Center Program will reimburse the City.

Tony provided bids for a 2015 Chevy 1-ton truck at \$40,132 and a 2015 Ford F-Series truck at \$41,856.05. He recommends along with the Street Commission the approval and purchase of the 2015 Chevy 1-ton truck. He also stated the truck would also be available to the Fire Department whenever they need to pull trailers or need an extra truck for training.

Councilpersons Wharton and Friedmeyer moved to approve the purchase of the 2015 Chevy 1-ton 4-WD truck to be funded by the Reception Center Program and also approve the purchase of the Blizzard Model 8100 Power Plow to be funded by the City's Capital Improvement Plan. Adopted unanimously.

10.4 County Road Repair Request: Tony reported he and the Street Commission have drafted a letter to Wabasha County Highway Engineer, Detrich Flesch, asking that the County seriously consider repairing some of the major thoroughfares through the City such as County Roads 58 and 65, also known as Bridge Avenue, Main Street West, Pembroke Avenue and 2nd Street West.

Councilpersons Schmidt and Schoen moved to approve Tony Johnson, Street Superintendent, to submit the drafted letter to Wabasha County Highway Engineer requesting consideration of repairing some or all of County Roads 58 & 65, Main Street West, Pembroke Avenue and 2nd Street West. Adopted unanimously.

10.5 AgendaQuick Agreement: City Clerk reported staff has previewed different agenda management systems and have determined AgendaQuick to be the most user friendly and has the best time-saving features. The system will allow for better Council connectivity and participation in the process and will allow for Council feedback or questions. Turnaround time for Council packets should become more efficient also.

Cost of the system:	Annual Fee:	\$4,200 (unlimited meeting types and users)
	Installation & Setup	\$1,250
	Training (Included)	\$0
	Total Cost 1 st Year:	\$5,450

This has been budgeted and is part of the CIP.

Councilpersons Friedmeyer and Schoen moved to authorize City Clerk to sign AgendaQuick Service Agreement effective immediately. Adopted unanimously.

10.6 City Representation on Regional Event Center Board: Mr. Ed McBride, Chamber Executive Director, came forward and stated the by-laws for the committee for the Regional Event and Conference Center have been finalized and approved. They are now ready for the selection process to fill the Community Board of Directors. The Community Board of Directors will have direct oversight of the Regional Event and Conference Center. They are requesting to have two positions on the board filled by the City of Wabasha for a term of 4 years.

It was determined to table this item for a future meeting.

10.7 Street and Park Departments Reorganization: City Clerk explained the City Administrator, Chad Springer, along with staff have worked on this reorganization and feel it is a way to provide cross-training and back-up for essential and non-essential duties. It will provide for a better work life balance as it will allow personnel from both departments to be able to use vacation and comp time and have the manpower to be able to provide city service without interruption. By having a consistent oversight of both departments, it will eliminate the redundancy in certain projects. It will give a better career ladder for the employees and some flexibility in the duties being performed. They will have a better day-to-day knowledge of what needs to be done and what is expected. It will place these duties in a competitive range consistent with cities of a similar size and will help with longevity. This reorganization will be assessed every two years. It was also stated that if the City ever rehires Water/Sewer personnel, that department would also be under Public Works direction.

Councilpersons Schoen and Friedmeyer moved to approve the reorganization of the Street and Park Departments as depicted in the chart with a Director of Public works, Assistant Director and Public Works Technicians and approving the amended job descriptions and to review in the first year and then review every two years. Adopted unanimously.

Councilpersons Wharton and Friedmeyer moved to approve Tony Johnson as Director of Public Works at Class 20, Step 3. Adopted unanimously.

Councilperson Schoen and Friedmeyer moved to approve Mike Mroz as the Assistant Public Works Director at Class 17, Step 5. Adopted unanimously.

10.8 (8.5) 1st Reading: Street Light Utility Fee Rate Amendment: Councilperson Wharton questioned why staff wanted to make this a fixed amount. Staff stated this would make an average amount and give a better knowledge of what revenue will be per the budget cycle. It will be reviewed every year during audit preparations and it can be adjusted. Councilperson Schoen pointed out the change of wording to Street Superintendent should remain Director of Public Works due to the reorganization.

Donations:

Councilpersons Schoen and Wharton moved to approve the Resolution accepting donations as of April 7, 2015. Adopted unanimously.

**CITY OF WABASHA
RESOLUTION NO. # 7-2015**

RESOLUTION ACCEPTING DONATIONS

WHEREAS, The City of Wabasha is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute the cash amounts set forth below to the city for the following:

<u>Name of Donor</u>	<u>Description</u>	<u>Amount</u>
Ron Carlson	Library	\$500.00
W-K Booster Club	Library	\$100.00
Anonymous	Library Summer Reading Program	\$150.00
Amy Schierts	Library summer Reading Program	\$200.00
RJAC	Bookmarks, Climb Theater	\$230.00
Friends of the Wabasha Library	Bookmarks, Climb Theater	\$351.00

WHEREAS, All such donations have been contributed to assist the city in the establishment and operation of recreational facilities and programs either alone or in cooperation with others, as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WABASHA, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and operate recreational facilities and programs either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of the City of Wabasha on April 7, 2015.

Having no other business, Councilpersons Friedmeyer and Kruger moved to adjourn at 9:08 pm.
Adopted unanimously.

Susan Schamaun, City Clerk