

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

Mayor: Rollin Hall
City Atty: Peter Ekstrand
City Adm: Chad Springer
City Clerk: Susan Schamaun
Date: September 2, 2014

PROCEEDINGS OF THE CITY COUNCIL

The regular meeting of the City Council of the City of Wabasha was held on Tuesday, September 2, 2014, and was called to order at 7:00 pm by Mayor Hall.

All Councilpersons were present.

All present stood and recited the Pledge of Allegiance.

2. Guest Speaker: None

3. Public Comments:

Deb Navarre, 610 Gambia Ave. Addressed the council and expressed her disappointment in how the sand truck hauling item was handled. She felt that the council should have been the ones to speak to area property owners and the people they represent in person rather than Mr. Roemer.

Barb Ludwitzke, Gambia Ave. Addressed the council to report a neglected property on Gambia Ave. She would like to know what the city can do about it. Chief Warren reported to council that he had spoken with Barb Ludwitzke prior to the meeting and that he will move forward with city procedure for neglected properties.

4. Changes or Additions to Agenda:

Councilperson Bricher requested a discussion on the possible annexation of part of Greenfield Township be added as item 10.6.

Councilpersons Bricher and Schoen moved to approve agenda with the addition of item 10.6. Adopted unanimously.

5. Mayor's Presentation:

Mayor Hall reported the Port Authority met on August 19, 2014 and items of discussion included the Community Center project, and the Riverfront Task Force. Mayor Hall also reported that he, Wendy Busch, and Emily Durand attended a Project Main Street seminar in Winona that discussed ways of bringing people to downtown. He also stated that he had recently read an article of the Simplicity of Success and the core of the article was that everyone knows that change is the only condition in which anything exists. And that the council had called a special meeting where a majority of the council voted to accept a settlement agreement with a trucking company that could transport silica sand on the streets of the community. He stated that this activity could change various aspects of life in Wabasha and he reminded citizens that change is the only condition in Wabasha in which anything exists. He also stated that even with change the community will remain strong and be a great place to live, stay and visit. He said that he has spoken with new businesses and residents moving to Wabasha. He summarized that there will be change but that most changes will be for the best.

Mayor Hall read the following proclamation into the record:

PROCLAMATION Childhood Cancer Awareness Month

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in more than 15,000 of our country's young people each and every year.

WHEREAS, one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

WHEREAS, founded over twenty years ago by Steven Firestein, a member of the philanthropic Max Factor family, the American Cancer Fund for Children, Inc. and Kids Cancer Connection, Inc. are dedicated to helping these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Mayo Clinic in Rochester, University of Minnesota Amplatz Children's Hospital in Minneapolis, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection also sponsor Courageous Kid Recognition Award ceremonies, community Get Well cards and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.

NOW, THEREFORE, I, The Mayor of the City of Wabasha do hereby proclaim the 2nd of September, in the year 2014, as:

A handwritten signature in black ink, appearing to read "Rollin Hall", written over a horizontal line.

Mayor Rollin Hall

6. Committee Reports and Wabasha Good News:

Street Commission: Councilperson Bricher reported the Street Commission met on August 26th and discussed the following:

- 2014 Street Project progress
- HD security cameras to be installed at the Street Shop because of people taking stored street maintenance materials from the brush dump area.

- No parking signage being added to the west side of Church Avenue from Grant Blvd to 6th Street West because the street becomes narrow for traffic to one lane when there is boat trailer parking during tournaments and other high use days.
- 2015 budget review. A new item for a part time employee to aid when heavy snow plowing/removal is required, reducing the amount of comp time by full time employees and overall save the city money.
- Councilperson Wharton attended the meeting and requested that centerline, curb marking and cross walks be painted at the following intersections: Bridge Street/Grant Blvd W; Grant Blvd W/Gambia Ave; Bridge Street/Hiawatha; and Hiawatha/Gambia. He noted that the issue was tabled until the next meeting so that more information on it would be available.
- City Engineer Brian Main attended the meeting for a discussion on the Mississippi Riverbank erosion and stabilization options. Also discussed with Brian were possible actions the city may be required to take concerning the replacement of failed pavers in Big Jo Alley.

HPC: Councilpersons Schoen reported that Jay Jewson will be appointed to the HPC at tonight's meeting.

Planning Commission: Councilperson Friedmeyer reported the Planning Commission met on Tuesday, 8th and are still working on the interim moratorium on mining ordinance and should have a final draft at their next meeting. He also reported the following:

- He and City Administrator Chad Springer will be attending the APA conference in Duluth.
- Discussion on Mosquito Field and how much of it is wetland and how much is developable.

Utilities Commission: Councilperson Schmidt reported that the commission met for their regular meeting and discussion the following:

- A request by a resident on Lawrence Blvd. to place sand on the beach area where pumping had occurred. It was decided to wait until after a meeting with the MPCA on September 11th to get their recommendation. He also noted that ways to get the pipe out further into river flow is being looked at to avoid the problem in the future.

Police Commission: Councilperson Wharton reported the Police Commission did not meet.

Park Board: Councilperson Kruger reported that the Park Board met on August 20th and the following items were discussed:

- Changes to the campground lease and rules to adapt flood procedures as a result of this springs flooding.
- Possible locations for new tennis courts – Bruegger Park or Eagle Basin
- Changes to the Community Garden rules to be more strict towards gardeners that don't take care of there plots.

7. Administrator's Report: Chad Springer, City Administrator, reported on the following :

- They are progressing with the Ambulance Director selection and the interviews have been set up for Friday, September 5th and Thursday, September 11th .
- The county is moving forward with installing a 4-way stop at Pembroke and Main
- Work on the Budget and cleaning up the fund accounts continues
- He, Sue and Wendy had a presentation on Agenda Pal, a program that will allow staff to upload all agenda items and have them available on a iPod or laptop at the meeting. The city has

received a free trial and would like council volunteers to try it out at the next meeting. Council members Schoen, Hall and Wharton volunteered.

8. Consent Agenda:

Councilpersons Bricher and Schoen moved to approve the consent agenda as presented. Motion adopted unanimously.

- 8.1 Approved the July 28, 2014 Special Meeting Minutes and August 5, 2014 Regular Minutes
- 8.2 Warrants
- 8.3 MN Lawful Gambling Application for Exempt Permit for Raffle – NEC Soar With The Eagles
- 8.4 Lease Amendment – MN DOT Under the Bridge
- 8.5 Resolution Requesting MN DOT install the Michael Duane Clickner Memorial Bridge Sign
- 8.6 HPC Appointment – Jay Jewson
- 8.7 UT Commission appointment – Bryan Hall

Mayors	General Fund	\$4,517.71
Police	"	\$4,206.94
Legal	"	\$3,500.00
Planning & Development	"	\$5,212.47
Street Dept.	"	\$8,853.87
Park Dept.	"	\$6,280.51
Engineering (General	"	\$367.50
2014 Street Project	"	\$41.23
2013 St. Project	"	\$206.85
Elections	"	\$3,000.25
Bldg. Inspections	"	\$1,187.42
Ambulance	"	\$4,517.17
Pool	"	\$367.51
Library – Ins. Deductible	"	\$15.76
Fire	"	\$8,017.14
Refuse – Clean Up Day	"	\$442.46
Miscellaneous	"	\$5,000
Total	"	\$54,209.04

9. Public Hearing: None

10.1.1 Street Project Updates: Bolton & Menk: Mr. Brian Malm, came forward and reported the project is approximately 80% complete and that the contractor was not in town working but did return today and will be back on Thursday. He reported that the project completion date is September 5th and the project will be completed within budget. Mr. Malm is also requesting that the council approve Pay Estimate 1 to Rochester Sand & Gravel as presented.

Council members Schoen and Friedmeyer moved to approve paying Pay Estimate 1 in the amount of \$271,520.14. Adopted unanimously.

10.1.2 Lawrence Blvd Riverbank Erosion: Bolton & Menk: Mr. Brian Malm reported that he had done a field visit with Street Superintendent Tony Johnson to view problems with erosion along the riverbank and discuss ways of stabilization. He reported that there are several areas of minor erosion as well as an area of significant erosion near the intersection of Lawrence Blvd and Arch Ave. He suggested the city fill with topsoil, re-seed and then cover with an erosion control blanket. He also reported that he has looked into several grant opportunities but that the current grants available do not fit with this project. He stated that if permanent stabilization is considered, Bolton and Menk recommend that 150' of the riverbank be stabilized by installing rip-rap. The cost to stabilize 150"

would be approximately \$17,500 and the cost to stabilize the current area of concern with topsoil and seed would be about \$3,000-\$4,000. He also stated that he recommends the city consider developing a program to permanently stabilize areas of the riverbank, involving setting aside funds each year and do a phased approach to correcting the problem, and that annual photos be taken for documentation.

10.1.3 Hwy 60 Mill & Overlay: Bolton & Menk: Brian Malm reported that MN DOT is planning a mill and overlay project on Hwy 60 thru town at the end of September. Council members were provided with a feasibility study prepared by Bolton and Menk. He stated that according to city assessment policy, the project can be assessed to affected properties at 20%. Councilmembers were provided with 2 options for scheduling of the assessment process. Councilmembers discussed the information provided.

Councilperson Wharton stated that since the city did not assess the County Road 76 project because no city funds were involved, the council should not assess these property owners as it is the same situation.

Mayor Hall stated that council should be consistent with the assessment policy and treat all property owners the same. Councilmembers Bricher, Friedmeyer and Schoen also agree that the city should be consistent with its assessment policy.

City Attorney Peter Ekstrand stated that a majority vote was needed to set the hearing, but that a 6/7 vote would be needed to pass assessments.

Councilpersons Schoen and Friedmeyer moved to accept the feasibility report and to call for a public hearing on October 7, 2014 and move forward with Scheduling Option 1 as presented. Adopted with the following vote: Yes – Friedmeyer, Schoen, Kruger, Bricher, Mayor Hall. No – Schmidt and Wharton.

10.1.4 2013 Project – Carquest Paving Issue: City Administrator Chad Springer stated that a letter had been sent to MSA requesting they pay the cost for parking lot modifications. A response was received from MSA on August 15, 2014 stating that their position is unchanged and will not participate in any modifications to the parking area. Chad stated that there are 3 options the council can consider – repair at city expense/legal action/nothing. Councilmembers discussed the information and options available.

Councilpersons Schoen and Schmidt moved to move forward with the repair and withhold the funds from the 2013 Street Project contingency. After further discussion Councilperson Schoen withdrew her motion.

Councilpersons Wharton and Schoen moved to move forward with the repair of the parking area at Carquest and to withhold the cost of repairs from the MSA contingency. Adopted with the following vote: Yes – Friedmeyer, Schoen, Kruger, Schmidt, Wharton and Mayor Hall. No – Bricher.

10.2 approve 2015 Preliminary Budget/Levy and call for public hearing for December 2, 2014:

Councilmembers were provided with a copy of the proposed 2015 budget/Levy. City Administrator Chad Springer stated that the city received a \$50,000 increase in healthcare costs and that part of that was alleviated with employees with single coverage paying \$100/month for coverage.

Councilmember Wharton requested clarification of the 7.8% increase in the Library budget. Librarian Michele McCaughtry stated that costs for books have risen and that this year the library is already out of funds to purchase books. She also stated that the county is not provided as much as they used to and donations have been down. She reported that the library is currently in need of new computers and other equipment as well.

Councilmember Schoen inquired about charging non-resident access fees. Michele stated that it had been tried in the past and did not go over very well.

Councilmembers Kruger and Friedmeyer moved to adopt the following resolution adopting the 2015 Preliminary Budget as proposed and set the TNT hearing for December 2, 2014 and that a continuation hearing if needed is scheduled for Tuesday, December 16, 2014. Adopted unanimously.

RESOLUTION # 36-2014

RESOLUTION SETTING PRELIMINARY ANNUAL CITY BUDGET, PRELIMINARY PROPERTY TAX LEVY FOR THE YEAR 2015, AND SETTING DATES AND TIMES FOR REQUIRED TRUTH-IN-TAXATION HEARING.

BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota, that the attached City preliminary budget be approved for the year 2015.

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the City estimates that the following sums of money will be levied for the current year, collectable in 2015 upon the taxable property in the City of Wabasha, for the following purposes:

General Fund:	\$	993,593.00
2013A Debt Service	\$	352,724.00
2003A Debt Service	\$	21,000.00
Library Fund:	\$	150,381.00
Port Authority:	\$	<u>39,822.00</u>

TOTAL LEVY: \$ 1,557,520.00

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the required Truth-IN-Taxation hearing is scheduled for Tuesday, December 2, 2014 at 7:00 PM in the City Council Chambers, 900 Hiawatha Drive East, Wabasha, Minnesota, and that a continuation hearing, if needed, is scheduled for Tuesday, December 16, 2014, at that same location and hour.

FURTHER BE IT RESOLVED, by the City Council of the City of Wabasha, Minnesota that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Wabasha County, Minnesota.

Adopted by the City Council of the City of Wabasha, Minnesota on this 2nd day of September, 2014.

Dated: _____

Rollin Hall, Mayor

ATTEST:

Susan Schamaun, City Clerk/Treasurer

10.3 Approve Planning RFP Recommendation & Contract: City Administrator Chad Springer reported that RFP's went out for Planning Services and the city received two responses. Both companies were interviewed by a subcommittee of Himself, Councilmember Friedmeyer, Councilmember Schoen and Councilmember Wharton. The recommendation from the sub-committee is to engage the services of Bolton and Menk, specifically Kristi Clarke for the Planning Services for the

city. He stated the following for the basis for the decision:

- 20 years of experience
- Synergies and efficiencies gained from having cohesive engineering and planning team
- Planner has completed approximately 13 comp plan throughout career
- Cost \$60.00 per hour for up to 24 hours a week and no cost for meetings.

He reported that a reference check had been performed as well as an additional discussion with the principal from Bolton and Menk and resulted in no concerns with the recommendation. He also reported that Molly Patterson Lundgren with WSB will complete the mining ordinance.

Council members Wharton and Schmidt moved to approve the Planning Contract with Bolton and Menk as submitted effective immediately. Approved unanimously.

10.4 Fire Department Purchase of Equipment: Fire Chief Darren Sheeley is requesting approval to purchase a 4 person ATV unit for the Wabasha Fire Dept. They will use 6500.00 from the gambling money donated to the city from the fire dept and will fundraise for the remaining 6500.00. The ATV is a Polaris 4 seater and will be used in place of the two seater Kubota that was purchased several years ago. Darren reported that the purchase of the ATV will allow emergency personnel to better respond to accidents that cannot be gotten to with traditional equipment.

Council members Kruger and Bricher moved to approve the purchase of a Polaris 4-seat ATV as requested. Adopted unanimously.

10.5 Community Center Lease: At the August 5, 2014 meeting, council approved the concept of a Community Center and approved a subcommittee to work on developing a lease. The subcommittee met with CVB members and drafted a lease agreement. Carolyn Klees, Bill Jewson and Don Jacoby were in attendance for the CVB. Following is a summary of milestones that were agreed upon:

- June 1, 2015 – Presentation of 3 year pro-forma and Business/Marketing plan
- June 1, 2015 – Provide city with acceptable Capital Fundraising Campaign Plan
- June 1, 2015 – Construction plans approved by council
- September 1, 2015 – City provided with acceptable evidence of financing, or a financing plan that provides for full payment of all construction costs
- May 1, 2016 – Construction to commence on or before date
- The City of Wabasha will not be committing any funds per the agreement. If all conditions/milestones met will translate to a 20 year lease agreement.

Council members discussed the information provided and after all discussion. Council members Wharton and Schoen moved to approve the Community Center Lease with the following corrections:

- **Add 1,000,000 to the amount line on page 2**
- **Correct typo in Section 3.1 page 5 para 2**

Further discussion after the motion included the following:

- Parking issues, including tearing down the Glander Bldg.
- Councilman Friedmeyer stated that he felt the issue should be tabled until the Riverfront Committee has finished with their assessment and make sure that the city is considering the highest and best use for the property and should allow the committee to do their “do diligence” before making a decision.
- Carolyn Klees informed the council that there will be no kitchen included and that local restaurants will cater to the events. She also reported that they will be collaborating with

the local businesses for events. She also stated that timing is important and they need to move forward.

- Don Jacoby addressed the council and stated that he has worked on several projects in the city and the parking issue always comes up. He feels that parking issues could be solved by the use of parking structures if needed.

After all discussion, the motion passed with the following vote: Yes: Kruger, Schmidt, Wharton, Mayor Hall. No: Friedmeyer, Schoen, Bricher

10.6 Possible Annexation of Part of Greenfield Township: Council person Bricher requested a discussion on the possible annexation of part of Greenfield Township. City Attorney Ekstrand stated that will provide council with a memo on the information, he also stated that the city would need to prove a need except if utilities are expanded. It was decided to put the item on the agenda for October 7th meeting for further discussion.

11.1 Donations:

The following resolution to approve accepting donations was approved by unanimous consent.

CITY OF WABASHA RESOLUTION NO. # 37-2014 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>
Bill & Gloria Hager	Library Donation	\$ 100.00
Kathryn McMahan	Library Donation	\$ 20.00
Covidien	Ambulance	\$5,000.00

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 September 2, 2014.

Other Business: The July financial reports were emailed to all council members.

**Having no other business, councilpersons Schoen and Wharton moved to adjourn at 9:23 pm.
Adopted unanimously.**

Patty Heraty, Deputy Clerk