WABASHA CITY COUNCIL

WABASHA CITY HALL

Tuesday, December 18, 2024

Special Council Meeting 6 PM

To see Council meeting YouTube videos, go to the City's YouTube page and go to the "LIVE" tab.

All matters listed under the "Consent Agenda" are considered to be routine by the City Council and will be entered by one motion. Unless requested by a Council Member or citizen, there will be no separate discussion on these items. If discussion is required regarding an item, that item will be removed from the Consent Agenda and will be considered separately. This meeting will be held in person at Wabasha City Hall, 900 Hiawatha Dr E. Wabasha, MN 55981. A virtual option is also available. To join, click here https://us02web.zoom.us/j/82339495094. To watch the meeting live on your computer or Smartphone, click here to watch the meeting on YouTube (or search for City of Wabasha YouTube Channel).

Council member Dean Meurer will attend the meeting via Zoom from: 218 Main St. W, Wabasha, MN 55981

Council member Jeff Sulla will attend the meeting via Zoom from: 639 Kingston Way The Villages, FL 32163

1. **Consent Agenda**
   1. December Warrants
   2. REP Center Purchase
2. **General Business**
   1. Public Hearing on 936 Grant Boulevard Nuisance Order
   2. Adopt City Council Resolution 48-2024 Findings, Conclusions, and Order of Abatement of Wabasha City Council for 918 Grant Blvd, 930 Grant, 936 Grant.
   3. Amendment to Wabasha Personnel Policy Handbook Take Home Vehicle Policy
3. **Adjournment**

City Council Special **1. 1.**

Meeting Date: 12/18/2024

ITEM TITLE: December Warrants

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Attachments

12-10-24 Warrants

CITY OF WABASHA
COUNCIL PAYABLES

PROG Descr	Search Name	Account Descr	Amount	Comments
Administration				
Administration	WATER SYSTEMS COMPANY	E 100-410-41500-311 Contractor Fees	$35.40	WATER JUG SERVICES
Administration	WATER SYSTEMS COMPANY	E 100-410-41500-311 Contractor Fees	$14.98	WATER JUG SERVICES
Administration	MPCA FISCAL SERVICES	E 100-410-41500-311 Contractor Fees	$75.00	VIC REIMBURSEMENTS
Administration	RED WING WORDSMITH	E 100-410-41500-311 Contractor Fees	$121.60	10-1-24 City Council Meeting Minutes
Administration	RED WING WORDSMITH	E 100-410-41500-311 Contractor Fees	$105.60	11-12-24 City council Meeting Minutes
Administration	DARREN SHEELEY	E 100-410-41500-311 Contractor Fees	$202.00	808 FRANKLIN AVE
Administration	WABASHA FRESH MARKET	E 100-410-41500-330 Meeting Expense	$7.77	CITY HALL ACCOUNT - TOOTSIE ROLLS
Administration	VALLEY PUBLICATIONS, INC	E 100-410-41500-351 Legal Notice Publishing	$5.10	BALANCE FORWARD
Administration	VISA	E 100-410-41500-433 Dues and Subscriptions	$52.70	FINANCE CHARGES
Administration	VISA	E 100-410-41500-433 Dues and Subscriptions	$21.46	ADOBE SUBSCRIPTION
Administration			$641.61	
Ambulance				
Ambulance	HILLS HARDWARE HANK	E 100-420-42500-200 Office Supplies	$51.98	OFFICE SUPPLIES
Ambulance	VISA	E 100-420-42500-200 Office Supplies	$109.36	MISC SUPPLIES SHARPIES, INK AND PAP
Ambulance	VISA	E 100-420-42500-206 Training Center Expenditures	$75.15	MICROSOFT STORE
Ambulance	KWIK TRIP INC	E 100-420-42500-212 Motor Fuels	$318.69	AMBULANCE FUEL
Ambulance	WABASHA COUNTY	E 100-420-42500-212 Motor Fuels	$119.20	AMBULANCE - GAS
Ambulance	WABASHA COUNTY	E 100-420-42500-212 Motor Fuels	$280.10	AMBULANCE - DIESEL
Ambulance	KWIK TRIP INC	E 100-420-42500-212 Motor Fuels	$212.06	AMBULANCE
Ambulance	WABASHA COUNTY	E 100-420-42500-212 Motor Fuels	$93.07	AMBULANCE - GAS
Ambulance	WABASHA COUNTY	E 100-420-42500-212 Motor Fuels	$336.94	
Ambulance	WABASHA COUNTY	E 100-420-42500-212 Motor Fuels	$97.20	AMBULANCE - GAS
Ambulance	WABASHA COUNTY	E 100-420-42500-212 Motor Fuels	$396.34	AMBULANCE - DIESEL
Ambulance	AIRGAS USA LLC	E 100-420-42500-215 Oxygen-Supplies	$64.08	OXYGEN
Ambulance	GUNDERSEN ST ELIZ HOSP & CLINIC	E 100-420-42500-217 Medical Supplies	$1,193.63	MEDS FOR RIG
Ambulance	BOUND TREE MEDICAL, LLC	E 100-420-42500-217 Medical Supplies	$824.27	MEDICAL SUPPLIES
Ambulance	TELEFLEX LLC	E 100-420-42500-217 Medical Supplies	$550.00	EZ-IO 25MM NEEDLE
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	$75.00	AMIODARONE
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	$38.40	MEDICAL SUPPLIES
Ambulance	BOUND TREE MEDICAL, LLC	E 100-420-42500-217 Medical Supplies	$228.59	MEDICAL SUPPLIES
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	$818.64	MEDICAL SUPPLIES
Ambulance	LIFE-ASSIST, INC	E 100-420-42500-217 Medical Supplies	$348.28	MEDICAL SUPPLIES
Ambulance	WABASHA FRESH MARKET	E 100-420-42500-219 General Supplies	$162.76	ambulance account
Ambulance	ECP SERVICES, LLC	E 100-420-42500-311 Contractor Fees	$1,741.74	NOVEMBER COMMISSIONS
Ambulance	ECP SERVICES, LLC	E 100-420-42500-311 Contractor Fees	$2,035.46	OCTOBER COMMISSIONS

PROG Descr	Search Name	Account Descr		Amount	Comments
Ambulance	FIRSTNET BUILT WITH AT & T	E 100-420-42500-321	Telephone	$76.46	AMBULANCE MOBILE INTERNET
Ambulance	HBC	E 100-420-42500-321	Telephone	$60.37	AMBULANCE PHONE LINES
Ambulance	CLEARWAY COMMUNITY SOLAR LLC	E 100-420-42500-381	Electric/Gas Utility	$98.04	AMBULANCE SOLAR
Ambulance	XCEL ENERGY	E 100-420-42500-381	Electric/Gas Utility	$21.73	AMBULANCE GARAGE
Ambulance	SHAWN WRISTEN	E 100-420-42500-388	Lodging	$110.27	HOTEL FOR ON CALL CREW
Ambulance	EVEREST EMERGENCY VEHICLES, IN	E 100-420-42500-414	Vehicle Maintenance	$2,396.07	INVERTER WORK
Ambulance	DICK S AUTO PARTS	E 100-420-42500-414	Vehicle Maintenance	$98.30	BATTERY
Ambulance	VISA	E 100-420-42500-433	Dues and Subscriptions	$14.00	PIONEER PRESS
Ambulance	VISA	E 100-420-42500-433	Dues and Subscriptions	$900.00	WISCONSIN EMS ASSOC
Ambulance				$13,946.18	
Elections/Voters Registration					
Elections/Voters Registrati	WABASHA FRESH MARKET	E 100-410-41200-219	General Supplies	$147.16	city hall account - elections
Elections/Voters Registrati	TYLER GRABAU, PETTY CASH	E 100-410-41200-219	General Supplies	$36.96	PNP MEAL SUPPLIES
Elections/Voters Registrati	TYLER GRABAU, PETTY CASH	E 100-410-41200-219	General Supplies	$26.61	PRIMARY SUPPLIES
Elections/Voters Registration				$210.73	
Engineering					
Engineering	BOLTON AND MENK INC	E 100-410-41300-303	Engineering Fees	$990.00	GENERAL ENGINEERING
Engineering	BOLTON AND MENK INC	E 100-410-41300-303	Engineering Fees	$4,749.50	EAGLES BASIN TOWNHOMES
Engineering	BOLTON AND MENK INC	E 100-410-41300-303	Engineering Fees	$805.00	FITZGERALD SUBDIVISION
Engineering				$6,544.50	
Fire Protection					
Fire Protection	VISA	E 100-420-42200-200	Office Supplies	$176.36	HP INK CARTRIDGES
Fire Protection	WABASHA COUNTY	E 100-420-42200-212	Motor Fuels	$5.19	FIRE DEPARTMENT - GAS
Fire Protection	WABASHA COUNTY	E 100-420-42200-212	Motor Fuels	$160.92	FIRE DEPARTMENT - DIESEL
Fire Protection	KWIK TRIP INC	E 100-420-42200-212	Motor Fuels	$75.04	FIRE DEPARTMENT FUEL
Fire Protection	WABASHA COUNTY	E 100-420-42200-212	Motor Fuels	$117.19	FIRE DEPARTMENT DIESEL
Fire Protection	HILLS HARDWARE HANK	E 100-420-42200-212	Motor Fuels	$73.87	GROUNDING CORD END
Fire Protection	HBC	E 100-420-42200-321	Telephone	$108.05	FIRE DEPARTMENT PHONE LINES
Fire Protection	CLEARWAY COMMUNITY SOLAR LLC	E 100-420-42200-381	Electric/Gas Utility	$153.22	FIRE DEPARTMENT SOLAR
Fire Protection	XCEL ENERGY	E 100-420-42200-381	Electric/Gas Utility	$7.65	FIRE SIREN
Fire Protection	XCEL ENERGY	E 100-420-42200-381	Electric/Gas Utility	$171.02	113 HIAWATHA DR
Fire Protection	XCEL ENERGY	E 100-420-42200-381	Electric/Gas Utility	$8.25	FIRE SIREN
Fire Protection	WABASHA RUBBISH REMOVAL	E 100-420-42200-384	Refuse Disposal	$93.60	FIRE HALL DUMPSTER
Fire Protection				$1,150.36	
General Govt Bldg City Hall					
General Govt Bldg City Hall	VISA	E 100-410-41900-200	Office Supplies	$146.71	OFFICE PAPER
General Govt Bldg City Hall	VISA	E 100-410-41900-200	Office Supplies	$78.79	MISC OFFICE SUPPLIES
General Govt Bldg City Hall	VISA	E 100-410-41900-200	Office Supplies	$6.54	COMPUTER SUPPLIES

PROG Descr	Search Name	Account Descr		Amount	Comments
General Govt Bldg City Hall	VISA	E 100-410-41900-211	Cleaning/Janitorial Supplies	$6.44	CLEANING SUPPLIES
General Govt Bldg City Hall	VISA	E 100-410-41900-211	Cleaning/Janitorial Supplies	$22.94	CLEANING SUPPLIES
General Govt Bldg City Hall	VISA	E 100-410-41900-211	Cleaning/Janitorial Supplies	$16.79	cleaning supplies
General Govt Bldg City Hall	VISA	E 100-410-41900-211	Cleaning/Janitorial Supplies	$599.99	PROLUX CORE BUFFER SUPPLIES
General Govt Bldg City Hall	WABASHA COUNTY D. A. C.	E 100-410-41900-313	Cleaning Services	$269.50	CLEANING CREW
General Govt Bldg City Hall	HBC	E 100-410-41900-321	Telephone	$336.55	CITY HALL PHONE LINES
General Govt Bldg City Hall	CLEARWAY COMMUNITY SOLAR LLC	E 100-410-41900-381	Electric/Gas Utility	$507.31	CITY HALL SOLAR
General Govt Bldg City Hall	WABASHA RUBBISH REMOVAL	E 100-410-41900-384	Refuse Disposal	$472.25	ROLL OFF SERVICES
General Govt Bldg City Hall	WABASHA RUBBISH REMOVAL	E 100-410-41900-384	Refuse Disposal	$1,087.20	CITY HALL DUMPSTER
General Govt Bldg City Hall	VISA	E 100-410-41900-433	Dues and Subscriptions	$960.00	DOCUSIGN
General Govt Bldg City Hall	VISA	E 100-410-41900-433	Dues and Subscriptions	$20.00	NOTARY
General Govt Bldg City Hall				$4,531.01	
IT Department					
IT Department	HBC	E 100-410-41920-312	Computer Support	$268.73	INTERNET SERVICES
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312	Computer Support	$91.07	MICROSOFT 365
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312	Computer Support	$42.00	FIREWALL PROTECTIONS
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312	Computer Support	$245.99	CLOUD BACKUP
IT Department	ON-SITE COMPUTERS INC	E 100-410-41920-312	Computer Support	$1,120.00	EXPANDED BUSINESS
IT Department	BANYON DATA SYSTEMS INC	E 100-410-41920-312	Computer Support	$4,065.00	SUPPORT FOR COMPUTER SYSTEMS
IT Department	VISION DESIGN GROUP INC	E 100-410-41920-320	Internet/Website Service	$450.00	LIVABILITY PAGE BUILDOUT
IT Department				$6,282.79	
Legal					
Legal	FLAHERTY & HOOD, P.A.	E 100-410-41800-304	Legal Fees	$482.50	GENERAL MUNICIPAL MATTERS
Legal	WABASHA COUNTY	E 100-410-41800-304	Legal Fees	$2,000.00	DECEMBER 2024 LEGAL SERVICES
Legal				$2,482.50	
Library					
Library	HBC	E 211-471-47100-321	Telephone	$99.08	LIBRARY PHONE LINES
Library				$99.08	
Mayor and Council					
Mayor and Council	VISA	E 100-410-41100-330	Meeting Expense	$24.10	MEETING SUPPLIES
Mayor and Council				$24.10	
Miscellaneous					
Miscellaneous	XCEL ENERGY	E 100-490-45400-450	Food Share Expenses	$57.87	142 2ND ST W
Miscellaneous	WARNING LITES OF MINNESOTA IN	E 502-490-45400-478	Reception Center	$5,914.00	BARRICADE TYPE 111HIP/ROAD CLOSED
Miscellaneous				$5,971.87	
Planning & Community Developme					
Planning & Community De	RED WING WORDSMITH	E 100-420-42300-311	Contractor Fees	$148.80	11-21-24 HPC Meeting Minutes

PROG Descr	Search Name	Account Descr		Amount	Comments
Planning & Community De	VISA	E 100-420-42300-331	Travel Expense	$855.50	PIER HOTEL
Planning & Community De	BOLTON AND MENK INC	E 350-410-42300-311	Contractor Fees	$206.00	ATHLETIC FIELD RELOCATION
Planning & Community De	WABASHA COUNTY	E 350-410-42300-311	Contractor Fees	$478.58	MN DOT TESTING
Planning & Community Developme				$1,688.88	
Police Protection					
Police Protection	WABASHA COUNTY	E 100-420-42100-212	Motor Fuels	$1,482.99	POLICE - GAS
Police Protection	VISA	E 100-420-42100-219	General Supplies	$19.82	DESK CALENDAR
Police Protection	PAUL BUSCH AUTO CENTER, INC	E 100-420-42100-221	Equipment Maintenance/Parts	$23.15	PLUG AND REPAIR TIRES
Police Protection	VISA	E 100-420-42100-221	Equipment Maintenance/Parts	$38.98	HARDSHELL LAPTOP CASE
Police Protection	VISA	E 100-420-42100-221	Equipment Maintenance/Parts	$7.49	CUBICLE HOOKS
Police Protection	VISA	E 100-420-42100-221	Equipment Maintenance/Parts	$263.60	USA MIDWAY
Police Protection	VERIZON WIRELESS	E 100-420-42100-321	Telephone	$160.08	MOBILE INTERNET SERVICES
Police Protection	MPPOA	E 100-420-42100-433	Dues and Subscriptions	$140.00	MEMBERSHIP DUES
Police Protection	LDF	E 100-420-42100-433	Dues and Subscriptions	$304.00	MEMBERSHIP DUES
Police Protection	VISA	E 100-420-42100-581	Uniforms	$100.60	RUFUS
Police Protection	DICK S AUTO PARTS	E 501-420-42100-500	CAPITAL OUTLAY	$36.88	OIL FILTER
Police Protection	DICK S AUTO PARTS	E 501-420-42100-500	CAPITAL OUTLAY	$43.47	OIL
Police Protection	DICK S AUTO PARTS	E 501-420-42100-500	CAPITAL OUTLAY	$53.28	WIPES, CARE WASH, RAIN X AND DE ICE
Police Protection	DICK S AUTO PARTS	E 501-420-42100-500	CAPITAL OUTLAY	$25.79	OIL
Police Protection	DICK S AUTO PARTS	E 501-420-42100-500	CAPITAL OUTLAY	$479.32	BRAKE PAD AND ROTORS(LESS RETURN
Police Protection	DICK S AUTO PARTS	E 501-420-42100-500	CAPITAL OUTLAY	$224.32	BATTERY(Less return #190388 239.73 -
Police Protection	STREICHER S	E 501-420-42100-500	CAPITAL OUTLAY	$1,240.80	AMMO
Police Protection				$4,644.57	
Pool					
Pool	HBC	E 100-450-45300-321	Telephone	$25.71	POOL PHONE LINE RESERVATION
Pool	CLEARWAY COMMUNITY SOLAR LLC	E 100-450-45300-381	Electric/Gas Utility	$510.81	POOL SOLAR
Pool				$536.52	
Public Works					
Public Works	XCEL ENERGY	E 100-430-43100-101	Full-time Employees-Regular	$25.78	311 MAIN ST/ PARKING LOT
Public Works	ARNOLD S SUPPLY & KLEENIT CO	E 100-430-43100-211	Cleaning/Janitorial Supplies	$196.00	HAND SOAP
Public Works	WABASHA COUNTY	E 100-430-43100-212	Motor Fuels	$417.70	PUBLIC WORKS - GAS
Public Works	WABASHA COUNTY	E 100-430-43100-212	Motor Fuels	$477.98	PUBLIC WORKS - DIESEL
Public Works	FEILS OIL COMPANY	E 100-430-43100-212	Motor Fuels	$853.07	PREMIUM GAS - NO ETH
Public Works	WABASHA COUNTY	E 100-430-43100-212	Motor Fuels	$385.03	PUBLIC WORKS - GAS
Public Works	WABASHA COUNTY	E 100-430-43100-212	Motor Fuels	$383.26	PUBLIC WORKS - DIESEL
Public Works	FEILS OIL COMPANY	E 100-430-43100-212	Motor Fuels	$54.70	DIESEL EXHAUST FLUID
Public Works	LINDE GAS & EQUIPMENT INC	E 100-430-43100-215	Oxygen-Supplies	$103.10	PARTS
Public Works	VISA	E 100-430-43100-215	Oxygen-Supplies	$32.80	TOP GRAIN GLOVES
Public Works	VISA	E 100-430-43100-215	Oxygen-Supplies	$111.85	SUPPLIES

PROG Descr	Search Name	Account Descr	Amount	Comments
Public Works	TYLER GRABAU, PETTY CASH	E 100-430-43100-219 General Supplies	$20.00	REFUND OF GARDEN PLOT FEE TO KRIS
Public Works	WATER SYSTEMS COMPANY	E 100-430-43100-219 General Supplies	$35.40	PUBLIC WORKS WATER COOLER
Public Works	WATER SYSTEMS COMPANY	E 100-430-43100-219 General Supplies	$14.98	PUBLIC WORKS WATER COOLER
Public Works	JLM SPECIALTY COATINGS	E 100-430-43100-219 General Supplies	$330.00	REPAINT WABASHA SIGNAGE
Public Works	VISA	E 100-430-43100-219 General Supplies	$101.84	FINANCE CHARGES
Public Works	WATER SYSTEMS COMPANY	E 100-430-43100-219 General Supplies	$35.40	PUBLIC WORKS WATER COOLER
Public Works	WATER SYSTEMS COMPANY	E 100-430-43100-219 General Supplies	$14.98	PUBLIC WORKS WATER COOLER
Public Works	JESSES AUTOMOTIVE LLC	E 100-430-43100-221 Equipment Maintenance/Parts	$118.27	MOUNTED 1 NEW MULTI TRACK MOWER
Public Works	FACTORY MOTOR PARTS	E 100-430-43100-221 Equipment Maintenance/Parts	$113.85	WIX AC30 SHIPPED - WATER REMOVAL F
Public Works	MACQUEEN EQUIPMENT INC	E 100-430-43100-221 Equipment Maintenance/Parts	$1,694.96	PELICAN TUBE
Public Works	DICK S AUTO PARTS	E 100-430-43100-221 Equipment Maintenance/Parts	$143.76	OIL AND FILTERS
Public Works	FIRE SAFETY USA	E 100-430-43100-221 Equipment Maintenance/Parts	$300.00	HOSE COUPLING
Public Works	DAHL AUTOMOTIVE	E 100-430-43100-221 Equipment Maintenance/Parts	$2,039.16	VEHICLE REPAIRS
Public Works	FEILS OIL COMPANY	E 100-430-43100-221 Equipment Maintenance/Parts	$1,402.32	EQUIPMENT OIL BULK
Public Works	DICK S AUTO PARTS	E 100-430-43100-221 Equipment Maintenance/Parts	$31.10	FORMULA 2 CLEANERAND AIR FILTER
Public Works	DICK S AUTO PARTS	E 100-430-43100-221 Equipment Maintenance/Parts	$18.39	SYN COMPRESSOR OIL 30/40
Public Works	DICK S AUTO PARTS	E 100-430-43100-221 Equipment Maintenance/Parts	$64.76	CQ DIATOM OIL ABSORB
Public Works	DICK S AUTO PARTS	E 100-430-43100-221 Equipment Maintenance/Parts	$31.99	TIEDOWN 14 1666#
Public Works	DICK S AUTO PARTS	E 100-430-43100-221 Equipment Maintenance/Parts	$41.28	BRAKE CLEAN NON-CHLOR
Public Works	MAJERUS GARAGE	E 100-430-43100-221 Equipment Maintenance/Parts	$660.73	CIRCUIT, AIR PUMP, AIR DRYER FILTER
Public Works	DAKOTA FLUID POWER	E 100-430-43100-221 Equipment Maintenance/Parts	$98.85	HYDRAULIC QUICK DISCONNECT
Public Works	CAPITAL ONE TRADE CREDIT	E 100-430-43100-240 Small Tools and Minor Equip.	$24.99	SHOCKWAVE DRIVER BIT
Public Works	NORTHERN TOOL & EQUIPMENT	E 100-430-43100-240 Small Tools and Minor Equip.	$24.99	SHOCKWAVE DRIVER BIT
Public Works	VISA	E 100-430-43100-308 Continuing Ed	$25.00	TREE INSPECTOR RECERT
Public Works	HBC	E 100-430-43100-321 Telephone	$90.56	PUBLIC WORKS PHONE LINES
Public Works	VERIZON WIRELESS	E 100-430-43100-321 Telephone	$40.02	MOBILE INTERNET SERVICES
Public Works	CLEARWAY COMMUNITY SOLAR LLC	E 100-430-43100-381 Electric/Gas Utility	$74.88	PUBLIC WORKS SOLAR
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	$130.61	CAMPGROUND
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	$187.50	175 PEMBROKE AVE S
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	$498.95	PUBLIC WORKS GARAGE
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	$17.17	724 MAIN ST W
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	$108.75	ATHLETIC FIELD
Public Works	XCEL ENERGY	E 100-430-43100-381 Electric/Gas Utility	$80.87	175 PEMBROKE
Public Works	XCEL ENERGY	E 100-430-43100-382 Street Lights	$280.26	STREET LIGHTS
Public Works	XCEL ENERGY	E 100-430-43100-382 Street Lights	$3,938.28	STREET LIGHTS
Public Works	WABASHA COUNTY	E 100-430-43100-383 Forestry	$492.80	BAGS OF HYDROSEED
Public Works	DANCKWART LANDSCAPING, LLC	E 100-430-43100-383 Forestry	$800.00	PULVERIZED BLACK DIRT
Public Works	INTERSTATE BUILDING & SUPPLY	E 100-430-43100-383 Forestry	$214.42	PARKS AND FORESTRY SUPPLIES
Public Works	BRUEGGER VALLEY LLC	E 100-430-43100-383 Forestry	$605.00	HAULING OF BRUSH DUMP ASHES
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384 Refuse Disposal	$376.74	1 TON ROLL OFF SERVICE
Public Works	WABASHA RUBBISH REMOVAL	E 100-430-43100-384 Refuse Disposal	$430.56	PUBLIC WORKS DUMPSTER

PROG Descr	Search Name	Account Descr		Amount	Comments
Public Works	ARNOLD S SUPPLY & KLEENIT CO	E 100-430-43100-386	Snow Removal	$360.00	70 ICE FOE
Public Works	KRIS ENGINEERING	E 100-430-43100-386	Snow Removal	$233.14	SERRATED ICE BLADE
Public Works	TIM ADAMS	E 100-430-43100-527	PARK MAINTENANCE	$2,000.00	DOCK REMOVAL
Public Works	JASONS PORTABLE TOILETS	E 100-430-43100-527	PARK MAINTENANCE	$2,450.00	PARK TOILETS
Public Works	VISA	E 100-430-43100-527	PARK MAINTENANCE	$122.41	SURFACE MOUNT ALUMINUM FLANGES
Public Works	WABASHA COUNTY	E 100-430-43100-527	PARK MAINTENANCE	$492.80	28 BAGS OF HYDROSEED
Public Works	INTERSTATE BUILDING & SUPPLY	E 100-430-43100-527	PARK MAINTENANCE	$65.77	PLYWOOD AC 4 X 8
Public Works	VISA	E 100-430-43100-579	Safety Equipment	$32.29	SAFELTY GLASSES
Public Works	VISA	E 100-430-43100-579	Safety Equipment	$89.14	SAFETY GLASSES AND GLOVES
Public Works	BRANDON HUTH	E 100-430-43100-581	Uniforms	$100.00	NEW BOOTS
Public Works	VISA	E 100-430-43100-581	Uniforms	$151.50	CUSTOM INK
Public Works	VISA	E 100-430-43100-596	Flags	$363.44	FLAGS
Public Works	BOLTON AND MENK INC	E 501-430-43100-500	CAPITAL OUTLAY	$5,193.00	2024 STREET IMPROVEMENTS
Public Works	ROCHESTER SAND & GRAVEL	E 501-430-43100-500	CAPITAL OUTLAY	$226,315.52	2024 STREET PROJECT CONTRACTOR ES
Public Works	ST CROIX RECREATION	E 502-430-43100-472	Grants/Donations	$1,108.08	MEMORIAL BENCHES
Public Works				$257,872.73	
Sewer Department					
Sewer Department	HBC	E 810-500-49449-321	Telephone	$0.95	PHONE LINE
Sewer Department	HBC	E 810-500-49449-321	Telephone	$46.05	UTILITIES ALARM
Sewer Department	XCEL ENERGY	E 810-500-49449-381	Electric/Gas Utility	$6.37	DUGAN LIFT STATION
Sewer Department	CLEARWAY COMMUNITY SOLAR LLC	E 810-500-49449-381	Electric/Gas Utility	$300.10	UTILITIES SOLAR
Sewer Department	XCEL ENERGY	E 810-500-49449-381	Electric/Gas Utility	$134.88	SEWAGE LIFT STATION - 112 9TH ST E
Sewer Department				$488.35	
Water Department					
Water Department	HBC	E 800-500-49000-321	Telephone	$103.78	UTILITIES PHONE LINES
Water Department	VERIZON WIRELESS	E 800-500-49000-321	Telephone	$40.02	MOBILE INTERNET SERVICES
Water Department	CLEARWAY COMMUNITY SOLAR LLC	E 800-500-49000-381	Electric/Gas Utility	$409.45	UTILITIES SOLAR
Water Department	GOPHER STATE ONE CALL	E 800-500-49000-407	Gopher State One-Call	$35.10	26 TICKETS BILLABLE
Water Department				$588.35	
				$307,704.13	

City Council Special **1. 2.**

Meeting Date: 12/18/2024

ITEM TITLE: REP Center Purchase

DEPARTMENT: Administration

PURPOSE:

Purchase of New Portable Radio

ITEM SUMMARY:

The Ambulance is looking to purchase a new Motorola APX-8000XE Dual Band Portable Radio using REP Center funds. No city money will be used for this purchase. This dual-band radio will replace a portable radio from 2011 and will be a significant upgrade. It will also give us the capability to communicate with our partners in Wisconsin in the event of a mutual aid situation as it has both 800mhz and VHF capabilities. Right now the ambulance does not have a way to communicate with our Wisconsin counterparts. We received a quote for $8,282.34. The Ambulance would use it's $7,500 in REP Center Funds for a majority of the purchase with the remaining balance coming out of the Emergency Management REP Center Funds.

COMMITTEE RECOMMENDATION:

REP Center Budget Committee approved the Purchase as did the State of Minnesota.

STAFF RECOMMENDATION:

Approve the Purchase of the portable radio.

ACTION REQUIRED:

Take action on purchase of portable radio for the Ambulance using REP Center funds.

Attachments

REP Center Purchase

DEPARTMENT OF HUMAN SERVICES

Radiological Emergency Preparedness (REP) Program
Reception Center Request for Purchase

Grant #		**Reporting Period**	
Requesting Agency	Wabasha Ambulance	**Submitted by (Printed Name)**	Ryan T. Marking
Date Submitted to DHS	11/29/2024	**Date Received by DHS**	12/2/2024

Equipment Purchase Request

The Ambulance is looking to purchase a Motorola APX-8000XE Dual Band Portable Radio. This dual band radio will replace a portable radio from 2011 and will be a significant upgrade. It will also give us the capability to communicate with our partners in Wisconsin in the event of a mutual aid situation as it has 800mhz and VHF capabilities. Right now the ambulance does not have any way to communicate with our Wisconsin counter parts. We recieved a quote for $8,282.34. We would use Ambulance Funds for a majority of the purchase and Emergency Management has agreed to cover the additional balance using their funds.

Provide information about your equipment purchase request and justify why it should be funded with REP funds.

REP Funded Training Request

Provide information about your training request and justify why this training should be funded with REP funds.

In the event of a REP Center activation there will be a need to have reliable communication and the ability to communicate with entities beyond our service area which would include Wisconsin as some of our primary mutual aid partners.

Authorized Signature of Requesting Agency _____

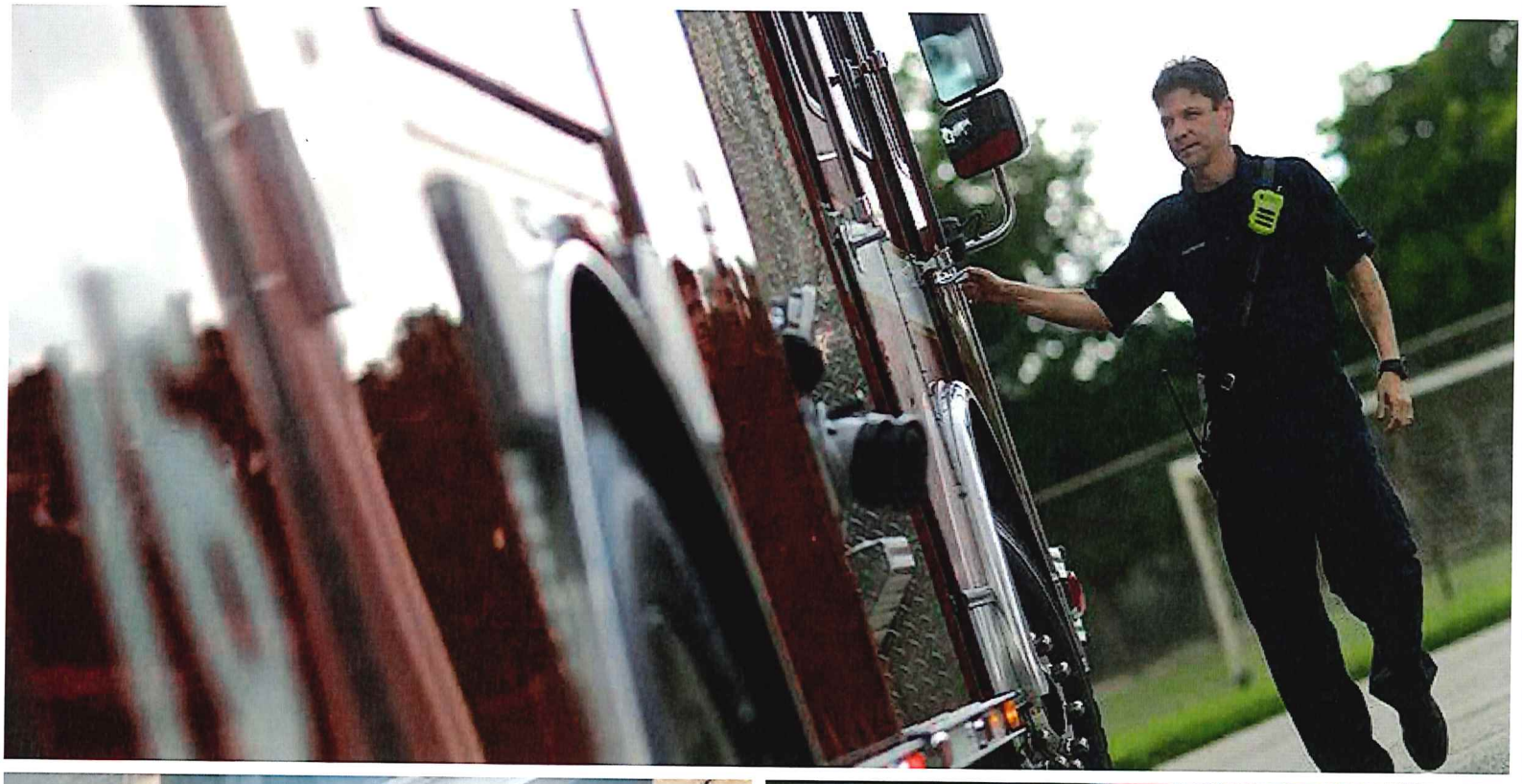
Approved [XXX] Signature of approving authority Ken Koss

Not Approved [ ] Printed name of approving authority Ken Koss

Reason request was denied:

MOTOROLA SOLUTIONS

QUOTE-2839556







WABASHA, CITY OF

APX-8000XE Portable Green 10-16-2024

10/16/2024

The design, technical, pricing, and other information ("Information") furnished with this submission is confidential proprietary information of Motorola Solutions, Inc. or the Motorola Solutions entity providing this quote ("Motorola") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola.
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MOTOROLA SOLUTIONS

QUOTE-2839556

10/16/2024

WABASHA, CITY OF
900 HIAWATHA DR E
WABASHA, MN 55981

RE: Motorola Quote for APX-8000XE Portable Green 10-16-2024

Dear Ryan Marking,

Motorola Solutions is pleased to present WABASHA, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide WABASHA, CITY OF with the best products and services available in the communications industry. Please direct any questions to Sid Sanocki at sid.sanocki@ancom.org.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Sid Sanocki
Sales

Motorola Solutions Manufacturer's Representative

MOTOROLA SOLUTIONS

QUOTE-2839556
APX-8000XE Portable Green
10-16-2024

Billing Address:
WABASHA, CITY OF
900 HIAWATHA DR E
WABASHA, MN 55981
US

Shipping Address:
WABASHA, CITY OF
900 HIAWATHA DR E
WABASHA, MN 55981
US

Quote Date:10/16/2024
Expiration Date:12/15/2024
Quote Created By:
Sid Sanocki
Sales
sid.sanocki@ancom.org
6517148359

End Customer:
WABASHA, CITY OF
Ryan Marking
ambdir@wabasha.org
651-565-2633

Contract: MnDOT 209493
Payment Terms:30 NET

Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
	APX™ 8000 Series	APX8000XE					
1	H91TGD9PW6AN	APX 8000 ALL BAND PORTABLE MODEL 2.5	1	$7,392.32	28.0%	$5,322.24	$5,322.24
1a	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	1	$567.00	28.0%	$408.24	$408.24
1b	Q361AN	ADD: P25 9600 BAUD TRUNKING	1	$330.00	28.0%	$237.60	$237.60
1c	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	1	$0.00	0.0%	$0.00	$0.00
1d	QA02006AC	ENH: APX8000XE RUGGED RADIO	1	$880.00	28.0%	$633.60	$633.60
1e	Q58AL	ADD: 3Y ESSENTIAL SERVICE	1	$184.00	0.0%	$184.00	$184.00
1f	QA05509AA	DEL: DELETE UHF BAND	1	-$800.00	0.0%	-$576.00	-$576.00
1g	H38BS	ADD: SMARTZONE OPERATION	1	$1,650.00	28.0%	$1,188.00	$1,188.00
1h	QA09113AB	ADD: BASELINE RELEASE SW	1	$0.00	0.0%	$0.00	$0.00
1i	QA01427AG	ALT: APX8000/XE HOUSING GREEN	1	$28.00	28.0%	$20.16	$20.16

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Disc %	Sale Price	Ext. Sale Price
2	PMNN4504A	BATT IMPRES 2 LIION UL2054 DIV2 R IP68 3400T	1	$222.92	28.0%	$160.50	$160.50
3	PMMN4106D	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,XE500 REMOTE SPKR MIC WITH CHANNEL KNOB, HIGH IMPACT GREEN	1	$665.28	28.0%	$479.00	$479.00
4	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	2	$186.50	39.68%	$112.50	$225.00

Grand Total $8,282.34(USD)

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

MOTOROLA SOLUTIONS

Purchase Order Checklist
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the *Legal* Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept
Ship To Contact Name & Phone #
Tax Exemption Status
Signatures (As required)

City Council Special **2. 1.**

Meeting Date: 12/18/2024

ITEM TITLE: Public Hearing on 936 Grant Boulevard Nuisance Order

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

The Council will take a public hearing on the issues. City Administrator Gregerson and Chief Joe Start will speak first.

City Council Special **2. 2.**

Meeting Date: 12/18/2024

ITEM TITLE: Adopt City Council Resolution 48-2024 Findings, Conclusions, and Order of Abatement of Wabasha City Council for 918 Grant Blvd, 930 Grant, 936 Grant.

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Resolution contains background and information on this item. Please also see staff summary of written or verbal comment received by staff.

ACTION REQUIRED:

Determine timeframe for 50% progress and 100% progress on the property clean up. Approve City Attorney, City Administrator, Police Chief taking subsequent enforcement steps.

Attachments

Adopt Resolution 48-2024 Findings Conclusions Order of Abatement

Public Comments Received

CITY OF WABASHA, MN
CITY COUNCIL RESOLUTION 48-2024

FINDINGS, CONCLUSIONS AND ORDER OF ABATEMENT
OF WABASHA CITY COUNCIL
REGARDING ALLEGED CODE VIOLATIONS AND PUBLIC NUISANCE CONDITIONS AT 918 GRANT BOULEVARD (WABASHA COUNTY PID# R27.00448.00), 930 GRANT BOULEVARD (WABASHA COUNTY PID# R27.00448.06), AND 936 GRANT BOULEVARD (WABASHA COUNTY PID# R27.00447.00),

WHEREAS, pursuant to Wabasha City Code, Section 91.20, and Minnesota Statutes, Chapter 609, the City Council of the City of Wabasha, Minnesota (the "City") is taking under consideration an Order of Abatement to abate certain conditions on that certain property located at 918 Grant Boulevard, 930 Grant Boulevard, and 934 Grant Boulevard, in Wabasha, MN (the three parcels referenced are cumulatively referred to herein as the "Property"), which constitute a public nuisance under Wabasha City Code Section 91.15; and

WHEREAS, pursuant to Wabasha City Code Section 91.20(A)(2), the City provided written notification to the owner of the Property Lance Binner (the "Owner") by personal service on September 19, 2024; and

WHEREAS, pursuant to Wabasha City Code Section 91.20(C)(1), on November 21,2024 the Owner requested a hearing before the Wabasha City Council to determine whether the conditions at the Property constitute a nuisance under Chapter 91 of the Wabasha City Code; and

WHEREAS, a hearing was held on December 18, 2024, before the Wabasha City Council to consider the nuisance conditions present on the Property and consideration of an Order of Abatement to abate such conditions, and a list of individuals testifying at the public hearing is attached hereto as Exhibit A; and

WHEREAS, at the December 18 hearing, the Owner was given an opportunity to be heard by the Wabasha City Council, and the City Council received evidence and heard testimony regarding the nuisance conditions present on the Property.

NOW, THEREFORE, the Wabasha City Council, based upon the record, testimony and evidence presented at said hearing, makes and adopts the following:

FINDINGS

1. That Lance Binner is the owner of record (the "Owner") of the Property located at 918 Grant Boulevard, 930 Grant Boulevard, 936 Grant Boulevard, Wabasha, MN 55981 (the "Property"). *See 2024 Property Tax Statement, attached hereto and incorporated herein by reference as Exhibit B*.

2. That on September 19, 2024, the Wabasha Police Department pursuant to Wabasha City Code Sections 91.20, hand delivered to the Owner a Notice and Order to Abate Nuisance,

ordering that the nuisance conditions be removed from the Property not later than the ten (10) days following receipt of said Notice and Order. *See September 19, 2024 Nuisance Notice, attached hereto and incorporated herein by reference as Exhibit C*.

3. That after meeting with Lance Binner on September 26, 2024, and learning about his need for additional time to clean up the property, Chief Joe Stark and City Clerk Wendy Busch provided Property Owner an extension to clean up the property until November 15, 2024.

4. That, after the time had elapsed, Chief Joe Stark met with the Owner on November 21, 2024, and informed him that the property still had nuisance conditions and needed to be cleaned up. The Owner verbally requested a hearing in front of the Council to Police Chief and Administrator Gregerson and the Owner was hand delivered a notice of the date and time of the hearing, of December 3, 2024. The Owner requested an extension and that was granted by the City Administrator to December 18, 2024.

5. That the storage of junk/rubbish, white crates, barrels, inoperable lawnmowers, trailers, various motor parts and other vehicle parts, and unlicensed vehicles, including a 2009 Chevrolet Cobalt, a 1999 Ford F550 Motor Home, 1996 Honda Civic, are currently present in plain view on the premises of the Property, as is depicted in the photographs attached hereto as Exhibit D and taken on November 19, 2024. A visual inspection of the Property conducted by Chief Stark on December 13 confirms that the Property is in the same or substantially the same condition as it was on November 19.

6. That the staff report presented to City Council, dated December 13, 2024, documents complaints that the city has received from neighboring property owners and Google images, present day photos, that demonstrate significant accumulation of junk and vehicles since 2015.

7. That the accumulation of such junk/rubbish, stored in the open, on the premises of the Property, is in violation of the following City Code Sections (prohibited conditions in parentheses following citation):

    a) **Chapter 91: Public Nuisances, 91.15 Definitions, Junk/Rubbish.** (Any material or substance stored in the open or not enclosed in a building which does not serve, nor is it intended to serve, any useful purpose or the purpose for which it was originally intended, including, but not limited to: refuse; empty cans; bottles; debris; used furniture; unused appliances; machinery parts; motor vehicle parts; remnants of wood; decayed, weathered or broken construction material no longer usable; metal; or any cast off materials**.)**
    b) **91.15 Junk Cars** (Any unlicensed, unregistered or inoperable vehicle stored in the open)
    c) **91.16 General Policy.**
        (A) It is hereby determined that the uses, structures, activities and causes of blight factors described within this section, if allowed to exist, will tend to result in

blighted and undesirable neighborhoods so as to be harmful to the public welfare, health and safety.

(B) No person, firm or corporation of any kind shall maintain or permit to be maintained any public nuisance identified with this section on any platted or subdivided property within the city which is either owned, leased, rented or occupied by the person, firm or corporation.

8. That from the date of the notice of violation from the Police Chief on September 19, 2024 until the date of this hearing, the Owner have had 91 days in which to voluntarily remedy, abate, eliminate and remove the nuisance conditions on the Property, but has failed to remedy said conditions even after having been contacted and ordered to do so.

9. That the September 19, 2024 Nuisance Notice ordered removal of the blight and nuisance conditions specifically identified therein and informed the Owners of their right to appeal the Wabasha Police Department's notice, as follows::

> "Your failure to either abate the nuisance within ten (10) days or to file a request for a hearing before the City Council will result in the City entering your property and abating the nuisance conditions, which shall include, but is not necessarily limited to, disposing of junk materials, removing and storing junk materials, and towing and storing junk vehicles. If you file a request for a hearing on this matter, a hearing before the Wabasha City Council will be scheduled and you will be given an opportunity to address the Council. The Council will either affirm or overturn this declaration of public nuisance. If affirmed, you will be ordered to comply with the abatement procedures described herein."

10. That City staff have initiated this hearing seeking an Order of Abatement from the City Council in order to take further legal action against the Owners to abate the blight and nuisance conditions on the Property hereby authorizing City staff and the City Attorney to enforce the City Council's Order of Abatement and to have City personnel or the City's contracted agent subsequently enter upon the Property and remedy, abate, eliminate and remove the blight and nuisance conditions present on the Property following a subsequent motion for summary.

11. That the Owner has been notified that pursuant to Wabasha City Code, 91.20 (E), all costs incurred by the City in abating any of the identified blight and nuisance conditions on the property, including but not limited to, hiring a City contractor or using City personnel to enter upon the Property and clean up, remedy, abate, eliminate and remove the identified blight and nuisance conditions on the Property, as well as, the City's legal fees incurred on this matter and court costs in enforcing this Order of Abatement, are the Owners' obligation.

12. That the Owners have been notified that pursuant to Wabasha City Code, section 91.20 (F) in the event that such costs incurred by the City in this process are not timely paid by the Owners upon the Owners receipt of an invoice for the same from the City, such costs

will be subsequently assessed by the City against the Property and certified to taxers for payment by the Owners in like manner as property taxes on the Property.

NOW, THEREFORE, the Wabasha City Council makes and adopts the following:

CONCLUSIONS AND ORDER

1. That the conditions on the Property identified herein, the accumulation of junk materials in plain view, constitute a public nuisance in violation of the above-referenced City Code provisions.

2. That the Owners are hereby ordered to remedy, abate, eliminate and remove all of the nuisance conditions from the Property as identified in the September 19, 2024 Nuisance Notice, Exhibits B, Exhibit C Photographs, and this Order of Abatement.

3. That the Property Owners shall have until 12 PM on XXXX, 2025, to remedy, abate, eliminate and remove 50% of the blight and nuisance conditions from the Property as identified in the September 19, 2024 Nuisance Notice, Exhibits C and Exhibit D, and this Order of Abatement. That by XXXX 1, 2024, 100% of the blight and nuisance conditions shall be abated.

4. That if the Owners shall fail to remedy the nuisance conditions on or before the time specified above herein, the City staff and City Attorney are authorized and directed to take all actions necessary to remedy, abate, eliminate and remove all of the blight and nuisance conditions from the Property as identified in the September 19, 2024 Nuisance Notice, Exhibits C and D, and this Order of Abatement, including but not limited to or all or any combination of the following:

    a. At the discretion of the City Administrator and City Attorney, obtaining an administrative search warrant or other court order as may be required to allows City staff or agents of the City to enforce the terms of this order.

    b. Execute a Consent Agreement with the Property Owners, allow the City or the City's contracted agent to enter upon the Property to remedy, abate, eliminate and remove the identified blight and nuisance conditions present on the Property and invoice the costs incurred by the City associated with the clean-up to the Owners or subsequently assess such costs to the Property.

    c. Execute a contract with a City contractor to enter upon the Property to remedy, abate, eliminate and remove the identified blight and nuisance conditions present on the Property.

    d. Invoice the Owners for all costs incurred by the City to remedy, abate, eliminate and remove the identified blight and nuisance conditions present on the Property.

e. In the event that the owners do not timely pay the invoiced costs incurred by the City, initiate a public hearing before the City Council to consider assessing such costs incurred by the City as an assessment on the Property to be certified for payment in like manner as property taxes on the Property.

5. This Order of Abatement shall remain in effect until the Owners remedy, abate, eliminate and remove all of the identified blight and nuisance conditions present on the Property to the satisfaction to the Chief of Police.

PASSED by the City Council of the City of Wabasha on this ___ day of _____, 2024.

ATTEST

_____ _____
City Clerk Mayor

VOTE: ___ DURAND ___ SULLA ___ WALLERICH ___ MEURER
___ JENSEN ___ WODELE ___ FRIEDMEYER

EXHIBIT A

List of Individuals Testifying at December 18, 2024 Public Hearing

1. **Caroline Gregerson, City Administrator, City of Wabasha**
2. **Joe Stark, Police Chief, City of Wabasha**
3. _____
4. _____
5. _____

Exhibit B
Wabasha County Taxpayer Records

2024 Property Tax Statement

WABASHA COUNTY
Auditor / Treasurer
625 Jefferson Avenue
Wabasha, MN 55981-1557
651-565-4410 - www.co.wabasha.mn.us

Bill #: 12097
Taxpayer: 95843

Property ID Number: R 27.00448.06

LANCE S BINNER
930 5TH GRANT BLVD
WABASHA MN 55981-1144

Property Description: Sect-29 Twp-111 Range-010 WABASHA (WABASHA CITY) Lot-008 Block-086 & W1/2 OF LOT 9 BLK 86

Property Address: 930 GRANT BLVD W
WABASHA, MN 55981

Step 1 — VALUES AND CLASSIFICATION

Taxes Payable Year:	2023	2024
Estimated Market Value:	85,900	90,300
Improvements Excluded:		
Homestead Exclusion:		
New Improvements:		
Expired Exclusions:		
Taxable Market Value:	85,900	90,300
Property Classification:	RES NON-H	RES NON-H

Sent in March 2023

Step 2 — PROPOSED TAX
1,254.00
Sent in November 2023.

Step 3 — PROPERTY TAX STATEMENT

First half taxes due MAY 15:	657.00
Second half taxes due OCTOBER 15:	657.00
Total Taxes Due in 2024:	1,314.00

$$$ REFUNDS? You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply

Taxes Payable Year		2023	2024
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible. ☐			
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.			
Property Tax and Credits			
3. Property taxes before credits		1,238.00	1,314.00
4. Credits that reduce property taxes:	A. Agricultural Market Value Credits		
	B. Other Credits		
5. Property taxes after credits		1,238.00	1,314.00
Property Tax by Jurisdiction			
6. County WABASHA COUNTY		361.93	348.10
7. City or Town WABASHA CITY		641.21	653.45
8. State General Tax			
9. School District 0811	A. Voter Approved Levies	95.23	149.36
	B. Other Local Levies	137.10	160.27
10. Special Taxing Districts	A. HRA	2.53	2.82
11. Non-school voter approved referenda levies			
12. Total property tax before special assessments		1,238.00	1,314.00
Special Assessments on Your Property			
13. Special Assessments Int: Principal:			
14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		**1,238.00**	**1,314.00**

FIRST HALF DUE	**MAY 15**	**657.00**
SECOND HALF DUE	**OCTOBER 15**	**657.00**

PLEASE READ THE BACK OF THIS STATEMENT FOR IMPORTANT INFORMATION

2024 Property Tax Statement



WABASHA COUNTY
Auditor / Treasurer
625 Jefferson Avenue
Wabasha, MN 55981-1557
651-565-4410 - www.co.wabasha.mn.us

Bill #: 12094
Taxpayer: 95843

Property ID Number: R 27.00447.00

LANCE S BINNER
930 5TH GRANT BLVD
WABASHA MN 55981-1144

Property Description: Sect-29 Twp-111 Range-010 WABASHA (WABASHA CITY) Lot-007 Block-086

Property Address: 936 GRANT BLVD W
WABASHA, MN 55981

Step 1 — VALUES AND CLASSIFICATION

Taxes Payable Year:	2023	2024
Estimated Market Value:	14,100	14,100
Improvements Excluded:		
Homestead Exclusion:		
New Improvements:		
Expired Exclusions:		
Taxable Market Value:	14,100	14,100
Property Classification:	COMM	COMM

Sent in March 2023

Step 2 — PROPOSED TAX
282.00
Sent in November 2023.

Step 3 — PROPERTY TAX STATEMENT

First half taxes due MAY 15:	148.00
Second half taxes due OCTOBER 15:	148.00
Total Taxes Due in 2024:	296.00

$$$ REFUNDS? You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply

Taxes Payable Year		2023	2024
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible. ☐			
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.			
Property Tax and Credits			
3. Property taxes before credits		296.00	296.00
4. Credits that reduce property taxes:	A. Agricultural Market Value Credits		
	B. Other Credits		
5. Property taxes after credits		296.00	296.00
Property Tax by Jurisdiction			
6. County WABASHA COUNTY		90.17	80.77
7. City or Town WABASHA CITY		158.25	153.41
8. State General Tax			
9. School District 0811	A. Voter Approved Levies	18.48	29.90
	B. Other Local Levies	28.47	31.26
10. Special Taxing Districts	A. HRA	0.63	0.66
11. Non-school voter approved referenda levies			
12. Total property tax before special assessments		296.00	296.00
Special Assessments on Your Property			
13. Special Assessments Int: Principal:			
14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		**296.00**	**296.00**

FIRST HALF DUE	**MAY 15**	**148.00**
SECOND HALF DUE	**OCTOBER 15**	**148.00**

2024 Property Tax Statement

WABASHA COUNTY
Auditor / Treasurer
625 Jefferson Avenue
Wabasha, MN 55981-1557
651-565-4410 - www.co.wabasha.mn.us

Bill #: 12095
Taxpayer: 95843

Property ID Number: R 27.00448.00

LANCE S BINNER
930 5TH GRANT BLVD
WABASHA MN 55981-1144

Property Description: Sect-29 Twp-111 Range-010 WABASHA (WABASHA CITY) Lot-010 Block-086 & E1/2 OF LOT 9 BLK 86

Property Address: 918 GRANT BLVD W
WABASHA, MN 55981-1144

Step 1 — VALUES AND CLASSIFICATION

Taxes Payable Year:	2023	2024
Estimated Market Value:	88,000	90,000
Improvements Excluded:		
Homestead Exclusion:	29,300	29,100
New Improvements:		
Expired Exclusions:		
Taxable Market Value:	58,700	60,900
Property Classification:	RES HMSTD	RES HMSTD

Sent in March 2023

Step 2 — PROPOSED TAX

896.00

Sent in November 2023.

Step 3 — PROPERTY TAX STATEMENT

First half taxes due MAY 15:	466.00
Second half taxes due OCTOBER 15:	466.00
Total Taxes Due in 2024:	932.00

$$$ REFUNDS? You may be eligible for one or even two refunds to reduce your property tax. Read the back of this statement to find out how to apply

Taxes Payable Year		2023	2024
1. Use this amount on Form M1PR to see if you are eligible for a property tax refund. File by August 15. If this box is checked, you owe delinquent taxes and are not eligible. ☐			932.00
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		888.00	
Property Tax and Credits			
3. Property taxes before credits		888.00	932.00
4. Credits that reduce property taxes:	A. Agricultural Market Value Credits		
	B. Other Credits		
5. Property taxes after credits		888.00	932.00
Property Tax by Jurisdiction			
6. County WABASHA COUNTY		246.45	233.31
7. City or Town WABASHA CITY		438.17	440.70
8. State General Tax			
9. School District 0811	A. Voter Approved Levies	85.81	121.91
	B. Other Local Levies	115.84	134.18
10. Special Taxing Districts	A. HRA	1.73	1.90
11. Non-school voter approved referenda levies			
12. Total property tax before special assessments		888.00	932.00
Special Assessments on Your Property			
13. Special Assessments Int: Principal:			
14. YOUR TOTAL PROPERTY TAX AND SPECIAL ASSESSMENTS		**888.00**	**932.00**

FIRST HALF DUE	**MAY 15**	**466.00**
SECOND HALF DUE	**OCTOBER 15**	**466.00**

Exhibit C

WABASHA POLICE DEPARTMENT
848 17th Street East, Suite 8
Wabasha, MN 55981
651-565-3361
Fax: 651-565-3843

Nuisance Notice
September 19, 2024

Lance S Binner
930 Grant Boulevard W
Wabasha, MN 55981

YOU ARE HEREBY NOTIFIED that your property located at 936 Grant Boulevard West in the City of Wabasha **is a nuisance in violation of Wabasha City Code Section 91.15.** The following conditions exist at the property that constitute a public nuisance under this code section:

1. Storage of JUNK/RUBBISH, including barrels, wood pallets, lawn mowers, trailers, various motor parts, and other JUNK/RUBBISH which includes any material or substance stored in the open or not enclosed in a building which does not serve, nor is it intended to serve, any useful purpose or the purpose for which it was originally intended, including, but not limited to: refuse; empty cans; bottles; debris; used furniture; unused appliances; machinery parts; motor vehicle parts; remnants of wood; decayed, weathered or broken construction material no longer usable; metal; or any cast off materials.

2. Storage of JUNK CARS, which includes any unlicensed, unregistered or inoperable vehicle stored in the open.

MN 603WGA	2009 Chevrolet Cobalt
MN RVG6661	1999 Ford F550 Motor Home
MN 191WGA	1996 Honda Civic

This nuisance must be abated within ten (10) days of receiving this notice. You have the right to a hearing before the Wabasha City Council, provided that any request for a hearing must be submitted in writing to the City of Wabasha at the City Clerk's Office no later than (10) days following receipt of this notice.

In order to abate the nuisance, you must remove the junk/ rubbish, and any unregistered or inoperable junk cars, as defined above and in Section 91.15 of the Wabasha City Code, from being stored in the open at your property located at 936 Grant Boulevard in the City of Wabasha. Photos of the referenced junk/rubbish are attached hereto. If you have any questions regarding what is required of you to abate the nuisance conditions, you should contact me without delay.

WABASHA POLICE DEPARTMENT
848 17th Street East, Suite 8
Wabasha, MN 55981
651-565-3361
Fax: 651-565-3843

Your failure to either abate the nuisance within ten (10) days or to file a request for a hearing before the City Council will result in the City entering your property and abating the nuisance conditions, which shall include, but is not necessarily limited to, disposing of junk materials, removing and storing junk materials, and towing and storing junk vehicles. If you file a request for a hearing on this matter, a hearing before the Wabasha City Council will be scheduled and you will be given an opportunity to address the Council. The Council will either affirm or overturn this declaration of public nuisance. If affirmed, you will be ordered to comply with the abatement procedures described herein.

Pursuant to Wabasha City Code Section 91.20(C), any costs incurred by the City of Wabasha must be reimbursed by you, and any unpaid balance may be certified to the County Auditor to be collected as a special assessment against the property.

Additionally, the violations described herein constitute misdemeanor offenses under Wabasha City Code Section 91.99.

Please contact me with any questions about this matter at (651) 565-3361.

Sincerely,

Joe Stark
Chief of Police

JS/hj

Enclosures:
Nuisance Violation Property Photos

Nuisance Violation Property Photos








RIGGED
2020


FINSTAD




603 WGA


PURSUIT
RVG6661


EXPLORE Minnesota.com
191 WGA
JAN
10,000 lakes
'23

PUBLIC NUISANCES

§ 91.15 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DETERIORATED STRUCTURES. Any structure or part of any structure which because of fire, wind or other disaster, or physical deterioration is no longer habitable, nor useful.

JUNK/RUBBISH. Any material or substance stored in the open or not enclosed in a building which does not serve, nor is it intended to serve, any useful purpose or the purpose for which it was originally intended, including, but not limited to: refuse; empty cans; bottles; debris; used furniture; unused appliances; machinery parts; motor vehicle parts; remnants of wood; decayed, weathered or broken construction material no longer usable; metal; or any cast off materials.

JUNK CARS. Any unlicensed, unregistered or inoperable vehicle stored in the open.

UNSAFE BUILDINGS. Any building or structure which is structurally unsafe, does not provide adequate egress, is dangerous to human life or constitutes a hazard to safety, health or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster damage or abandonment.

(Prior Code, § 1225.01)

§ 91.16 GENERAL POLICY.

(A) It is hereby determined that the uses, structures, activities and causes of blight factors described within this section, if allowed to exist, will tend to result in blighted and undesirable neighborhoods so as to be harmful to the public welfare, health and safety.

(B) No person, firm or corporation of any kind shall maintain or permit to be maintained any public nuisance identified with this section on any platted or subdivided property within the city which is either owned, leased, rented or occupied by the person, firm or corporation.

(Prior Code, § 1225.03) Penalty, see § 91.99

§ 91.17 PUBLIC NUISANCE; GENERAL.

Whoever, by act or failure to act, does any of the following is guilty of maintaining a public nuisance:

(A) Maintains or permits a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; and

(B) Interferes with, obstructs or renders dangerous for passage, any public highway or right-of-way or waters used by the public.

(Prior Code, § 1225.05) Penalty, see § 91.99

§ 91.18 PUBLIC NUISANCES AFFECTING HEALTH.

The following are hereby declared to be public nuisances affecting health:

(A) All diseased animals running at large;

(B) Carcasses of animals;

(C) Accumulation of manure;

(D) Garbage cans which are not rodent-free or fly-tight or which are so maintained as to constitute a health hazard or emit foul and disagreeable odors; and

(E) Dense smoke, noxious fumes, gas and soot, or cinders in unreasonable quantities.

(Prior Code, § 1225.07) Penalty, see § 91.99

§ 91.19 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY.

The following are hereby declared to be public nuisances affecting peace and safety:

(A) All trees, hedges, signs or other obstructions which prevent persons from having a clear view of all traffic approaching an intersection;

(B) All obnoxious noises in violation of M.S. § 116.07, subd. 2 through 4, as it may be amended from time to time, or the state's Pollution Control Agency Rules §§ 7030.0010 through 7030.0080;

(C) Unauthorized obstructions and excavations affecting the ordinary use of the public streets, alleys, sidewalks or public grounds;

(D) Any limbs or trees, shrubs or hedges which are so close to the surface of the street or sidewalk as to constitute a

danger to pedestrians or vehicles;

(E) Any well, hole or similar excavation which is left uncovered or in such other condition as to constitute a hazard to any child or other person coming on the premises where it is located;

(F) Obstruction to the free flow of water in a natural waterway or a public street drain, gutter or ditch;

(G) The placing or throwing on any street, sidewalk or other public property of any glass, tacks, nails, bottles or other substance which may injure any person or animal or damage any tire when passing over the substance;

(H) The depositing of garbage or refuse on a public right-of-way or on adjacent private property;

(I) Any junk cars, as defined in §91.15 of this chapter;

(J) Any deteriorated or unsafe building or structure, as defined in §91.15 of this chapter; and

(K) Any junk or rubbish, as defined in §91.15 of this chapter.

(Prior Code, § 1225.09) Penalty, see § 91.99

§ 91.20 ENFORCEMENT.

(A) (1) The city shall determine that conditions exist which may violate this subchapter.

(2) Upon identification of a violation, notification by certified or registered letter or personal service shall be issued to the owner of the property.

(3) The notice shall identify the nature of the nuisance, the violation of this subchapter and order that the nuisance be abated within ten days of receiving notice.

(4) Upon receipt of the notification, the property owner shall proceed with alleviating the nuisance.

(B) The property owner shall have the right to a hearing before the City Council; provided that, any request for hearing must be submitted in writing to the city no later than ten days following receipt of the violation notice.

(C) (1) If the property owner requests a hearing in compliance with the provisions established by this section, a hearing before the City Council shall be scheduled.

(2) Following the hearing, the City Council shall, by resolution, determine whether a violation is evident.

(3) Upon finding of a violation, the City Council shall order that the cited conditions be abated.

(D) If an appeal to the City Council's order is not made within ten days following the City Council's decision and the property is not brought into compliance as ordered, the city will initiate action to eliminate the violation.

(E) The city shall proceed with making the necessary arrangements to have the cited violation abated. Any and all costs that may be incurred by the city to alleviate the cite violation shall be the property owner's obligation.

(F) Failure by the property owner to reimburse the city for any reasonable costs incurred concerning the enforcement of this subchapter shall be cause to certify the costs to the County Auditor as a special assessment against the property.

(Prior Code, § 1225.11)

Exhibit D Photographs






CLARK
CLARK
TOYOTA
Nov 19, 2024, 9:03 AM


CRAFTSMAN
Nov 19, 2024, 9:03 AM


Nov 19, 2024, 9:02 AM


PURSUIT
Nov 19, 2024, 9:04 AM


Nov 19, 2024, 9:04 AM


PURSUIT
RVG6661
Nov 19, 2024, 9:04 AM


Nov 19, 2024, 9:04 AM


TRUMP
VANCE
2024
Nov 19, 2024, 9:03 AM

To: Wabasha City Council

From: Caroline Gregerson, City Administrator

Re: Complaints Received

Date: 12/12/2024

The City of Wabasha city staff have received complaints on this property (918 GRANT BOULEVARD,930 GRANT BOULEVARD (WABASHA COUNTY PID# R27.00448.06), AND 936 GRANT BOULEVARD (WABASHA COUNTY PID# R27.00447.00), over the past couple of years. Many of them are neighbors and requested that their complaints be kept anonymous. There are other complaints that city hall and the police received that were not documented. The City is obligated to investigate complaints that it receives and determine if there are violations.

1. **Neighbor that lives one block away (phone call 11/17/2023, 3/14/2024, phone call 5/15/2024, verbal conversation with city staff 12/12/2024)**

   I have called in numerous complaints over the past two years. I live one block away and to reach most destinations traveling along Gambia onto Grant. The trailers and lawn mowers parked all over the property block views in the intersection. I witnessed a close call with a near collision once with a vehicle and a semi-truck passing each other on Grant when his trailer was parked in the street. I've had pretty close calls myself while driving through that intersection. I think it's an eyesore for anyone driving to the hospital. It's gotten much worse over time.

2. **Neighbor 12/9/2024, prior verbal communication with City**
   I know there is a meeting scheduled to talk about Lance Binner's trashy yard, but what concerns me most is the amount of oil and gas he has stored, along with a lot of wood chips. As a neighbor he is putting our lives and homes in danger, and the Wabasha Fire Department would not be able to handle that big of fire, which would also put there lives in danger, if something isn't done soon.

3. **Individual RC lived in the neighborhood, recently moved farther away, met with City Administrator 7/29/2024**
   Concerned about junk vehicle accumulation the property, what can be done about it, does it comply with the city's ordinances?

4. **Scott Lien** called 12/11/2024 to register written concern about the state of the property. It's not a good view of the City when bring visitors or traveling to St. Elizabeth's.

5. **Jimmy Bador,** called 2/21/2024
   My name is Jimmy Bador. I'm living in Wabasha, MN. There is a property here that is covered completely with what I call junk many, many non functional lawn mowers, various kinds of containers with various kinds of unmarked fluids, various kinds of solids, and other types of possible leaching. And we're right above the Mississippi watershed. I'm very concerned about this property and I would like someone to take a good hard look at it. Thank you very much.

6. **Anonymous Neighbor, verbal communication with staff fall 2024**
   What are the plans for making him cleanup his mess. My taxes keep going up and the view I have out my windows have to look at that mess. Trailers and vehicles park more than 72 hrs all the time.

7. Dear Council,

   I'm not able to make the meeting next Wednesday but wanted to voice my support in the cleanup of Lance Binner's property. Not only is it an eyesore, but it's extremely dangerous crossing Grant Boulevard. In addition to all of the large items in his front yard, he often has vehicles in the street. This makes it even harder to see oncoming traffic when heading West on Gambia.

   Lance was in my shop six or seven years ago when my daughter, Maia, received her driving permit. In an attempt to be neighborly, I mentioned that it's difficult to see traffic with all of the stuff parked in his front yard and in the street. I also mentioned that I had a new driver and before I could continue, he went on a 10 minute rant about how his property was zoned commercial and how he could build up to the curb. (He repeated that statement five or six times.) I had no intention of getting into a fight nor was I trying to be aggressive about removing the junk in his yard. Apparently, this wasn't the first time he had heard this, he became aggravated and started yelling at me.

   My youngest daughter just got her drivers permit and I have asked her to avoid the intersection of Gambia and Grant for all of the reasons mentioned above. I'm not sure what options there are, so please let me know the outcome of the meeting and if there's anything I can do.

   I fear it may take an act of Congress, but it would also be nice to post no parking along that block.

   Thank you for dealing with this issue, I appreciate all that you do.

Brian Fries

1035 3rd St. W
Wabasha, MN 55981
www.PlaidProductions.net
651.565.0096
Date: December 11, 2024

8. **From:** Bill Kay <wmkaysr57@gmail.com>
   Sent: Monday, December 16, 2024 10:41 AM
   To: Caroline Gregerson <cityadmin@wabasha.org>
   Subject: Dec 18 Meeting

   Hey Caroline, I won't be able to make it to the 12-18 meeting to talk about the property at 5th Street/Grant, but would like to voice my opinion on it.

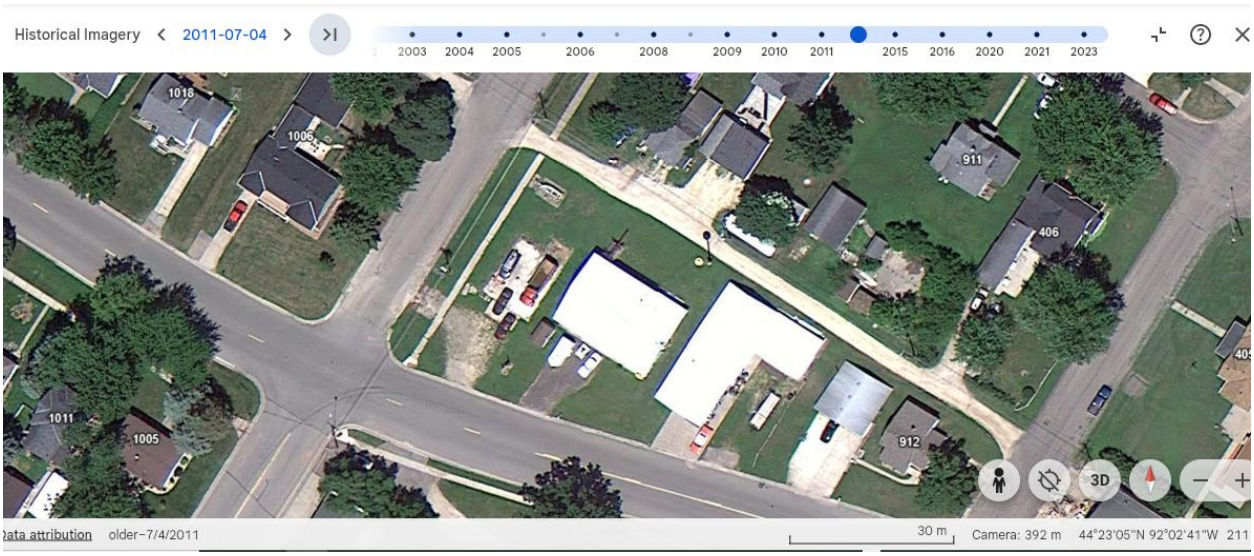
   This property is an eye-sore and an insult to the community.

   This reflects badly on the property owner, the people of Wabasha and the City.
   It is a collecting place for rodents and other animals that we don't want in the city and could be a health hazard. Please do all that is possible to force a cleanup of this property.

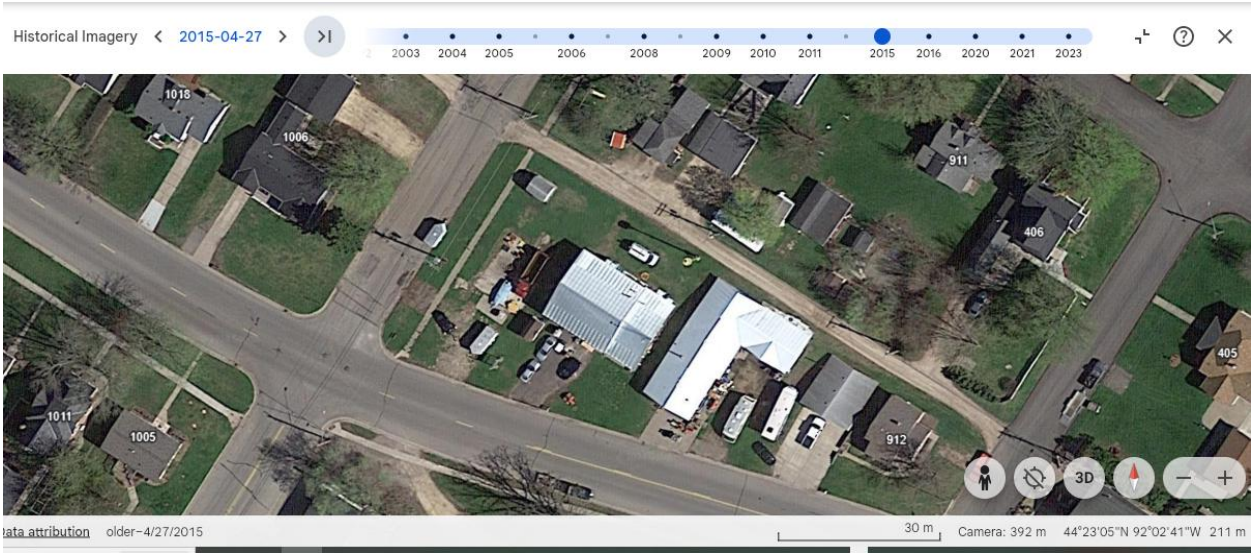
   Thank you

   Bill Kay
   224 3rd Street East

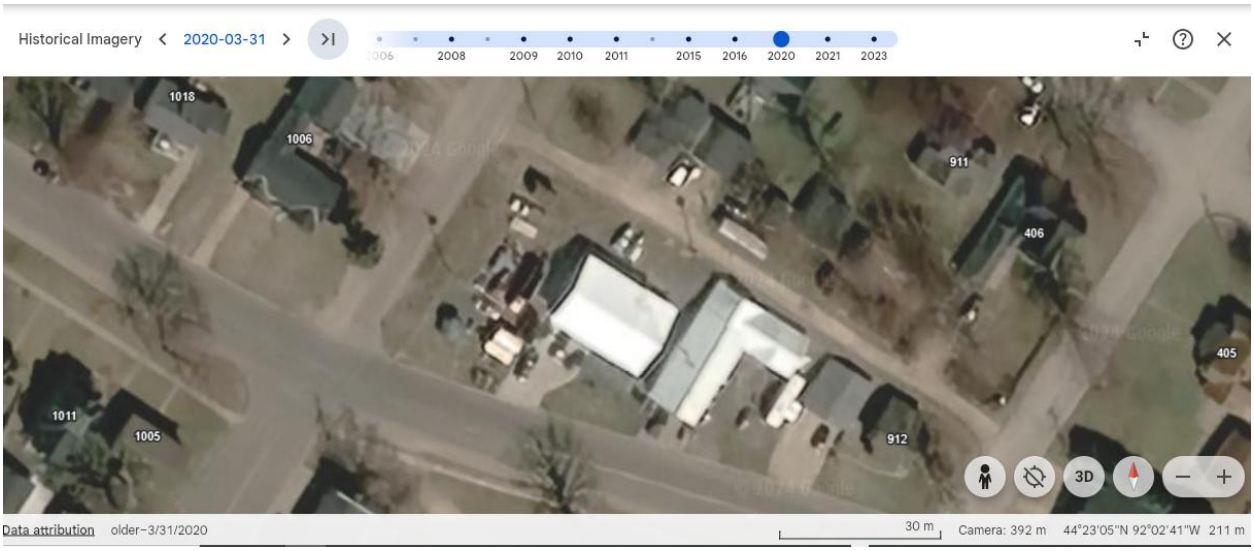
Many of the complaints that the City has received noted that the condition of the property has worsened over time and that is also why, it's been of late where the City has received more frequent complaints than before.


Historical Imagery
2011-07-04
2003 2004 2005 2006 2008 2009 2010 2011 2015 2016 2020 2021 2023
1018
1006
911
406
1011
1005
912
3D
older–7/4/2011
30 m
Camera: 392 m 44°23'05"N 92°02'41"W 211

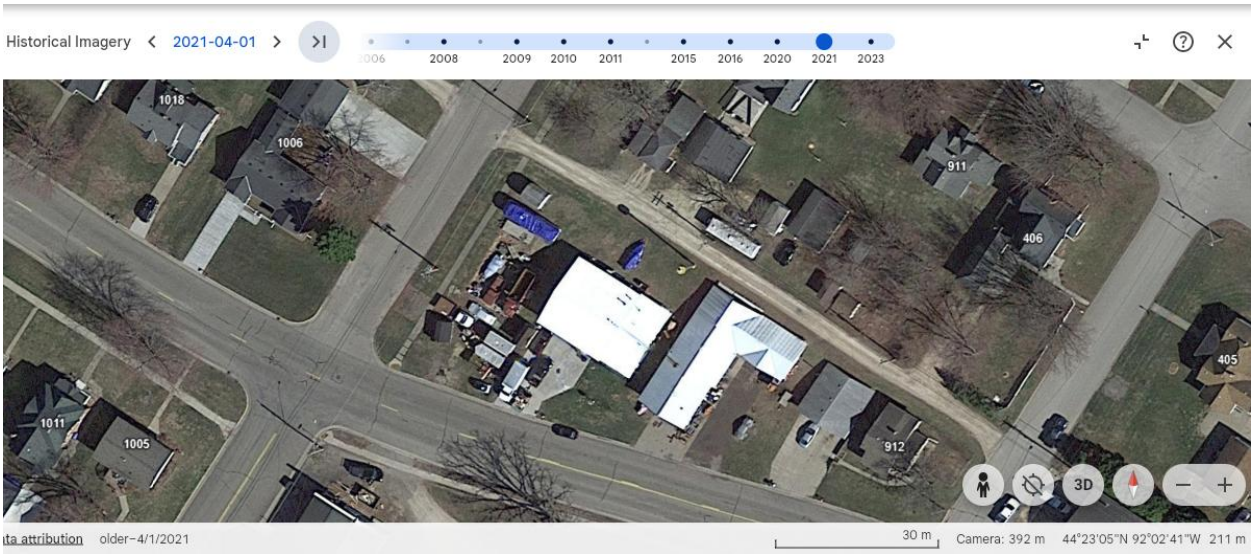
2015


Historical Imagery
2015-04-27
2003 2004 2005 2006 2008 2009 2010 2011 2015 2016 2020 2021 2023
1018
1006
911
406
405
1011
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912
3D
older–4/27/2015
30 m
Camera: 392 m 44°23'05"N 92°02'41"W 211 m

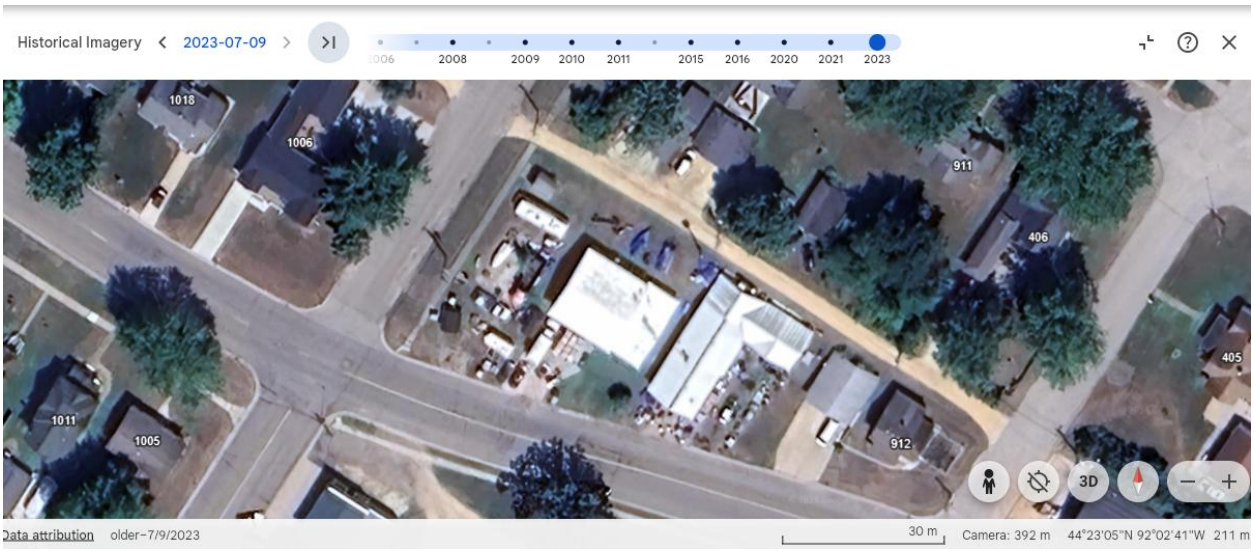
2020


Historical Imagery
2020-03-31
2008
2009
2010
2011
2015
2016
2020
2021
2023
1018
1006
911
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1011
1005
912
3D
Data attribution
older–3/31/2020
30 m
Camera: 392 m
44°23'05"N 92°02'41"W 211 m

2021


Historical Imagery
2021-04-01
2008
2009
2010
2011
2015
2016
2020
2021
2023
1018
1006
911
406
405
1011
1005
912
3D
older–4/1/2021
30 m
Camera: 392 m
44°23'05"N 92°02'41"W 211 m

2023



Present 2024- no satellite imagery available

City Council Special **2. 3.**

Meeting Date: 12/18/2024

ITEM TITLE: Amendment to Wabasha Personnel Policy Handbook Take Home Vehicle Policy

DEPARTMENT: Administration

PURPOSE:

ITEM SUMMARY:

Staff will present some amendments to the employee policy handbook, as approved by the Personnel Committee. Due to some concerns received from the public. staff felt it was important to clarify the take home vehicle policy both for staff and for the public, if requested this information. The Committee determined that if there is an after hours emergency response benefit, take home vehicle privileges should continue for approved staff outlined in the policy, within the geographic limitations set for in this policy amendment (up to 10 miles outside the service boundary). The policy also lays out other considerations, such as if a staff is on leave and using the vehicle for work purposes only. The City Administrator and Department Heads are charged with monitoring the policy and re-evaluating based on data collected, such as number of call backs, fuel costs etc.

COMMITTEE RECOMMENDATION:

Approve policy as drafted and attached.

Attachments

Take Home Vehicle Policy

Take Home Authority for City Vehicles

Proposed Amendment to City of Wabasha Personnel Policies (bolded is new language)

A. **Policy Statement:** Employees shall be granted take-home privileges of City vehicles when determined for the convenience and benefit of the City by the City Administrator. It shall **be for the purpose of the employee's responsibilities for 24-7 emergency response and to maintain operational readiness. The policy is designed to maximize emergency response readiness, provide quicker response times, while ensuring that the take-home vehicles are justified, necessary, and adequately used.**

B. **Procedures:** The following departments are authorized to take assigned City vehicles home:

1. Police Department**: Sworn police officers and police chief**
2. Ambulance Service**: Ambulance Director**

3. **Geographic limitations: The maximum allowable distance for take-home vehicle use is limited to a 10-mile radius from the boundaries of the Department's Service Area, unless being utilized for training, continuing education, or emergency related response. Wabasha Police Department cannot take their take home vehicle outside the State of Minnesota.**

4. When serving in the absence of the individuals listed above, a subordinate acting in their capacity is permitted to drive a vehicle home in order to maintain an appropriate response to an after-hours emergency.

5. When a vacancy occurs in any position granted take-home authority, a review shall be made by the City Administrator as to the appropriateness of continuing such take-home authority.

C. Authorized and unauthorized use. The granting of this authority is for the convenience and benefit of the City of Wabasha, not the employee.

1. Authorized Use:
   a. Take-home vehicles are to be used solely for commuting to and from work and in direct response to official duties.
   b. Employees must be prepared to respond to work-related emergencies or emergent transfers while in possession of a take-home vehicle.

2. Unauthorized Use

a. Personal Use Prohibited: Any personal use of the vehicle, other than "de minimus" personal use, is prohibited.

~~b. Passengers: Non-department passengers, including family members and friends, are not permitted in take-home vehicles unless required for official department duties.~~ **(Suggested edit, this is covered under a already)**

D. Responsibilities of Employees

1. Vehicle Maintenance and Care
    a. Employees are responsible for ensuring their take-home vehicle is kept clean, fueled, and maintained according to department guidelines.
    b. Routine inspections should be done to identify any necessary repairs and employees must report issues immediately to their supervisor.
2. Compliance with City Driving Policy, including but not limited to obeying all traffic laws (page 44 of personnel policies)
3. Use good judgment to ensure take-home vehicle is available for departmental use while employee is on extended leave or when needed for other departmental priorities.

E. **Oversight.** The City Administrator is responsible for designating driver's take-home privileges. The supervisor of the employee granted take home vehicle privileges is responsible for ensuring that this policy is monitored and followed within each respective department. This privilege may re-evaluated or revoked by the supervisor for misuse, based on call back data, number of miles driven for personal commuting as compared to total mileage, cost of gas, etc.