

12/15/11

The twelfth regular meeting of the 145th Council met at 7:00 PM on December 15, 2011, with all members except Stellmaker present.

A motion was made by VanDeWalker, seconded by Solomonson to accept Clerk's minutes with the note that parking lots after the water diversion project will be done by the City as originally stated in the 10/12/11 minutes. Carried 4-0. A motion was made by Solomonson, seconded by Wilhelm to accept the Treasurer's report. Carried 4-0.

Fire Election results: 2012 Officers-Dan Preble, Chief; Bruce Heitmann, Asst Chief; Scott Deobald, 2<sup>nd</sup> Asst Chief; Dale Preble, President; Nick Kurtii, Vice President and Training Officer; Scott Kennedy, Secretary and Treasurer; Kyle Muenkel, Asst Training Officer. Sandra Flom was voted off the Fire Department due to lack of participation and training. Preble attended the Emergency Management meeting. January 17<sup>th</sup> is the date for going live on the 800 MGHZ system, with the training slated for next Tuesday. Until Whitewater Wireless gets the radios installed in trucks, they will run off portables. VanDeWalker is the only Council person needing to take the NIMS training, so she will take it online. Mutual Aids main theme is the 800 MGHZ.

The VFW representative, Wiebusch, represented his concern to the Council about the proposed 2012 property taxes for the nonprofit organization. Along with the water and sewer bills, the taxes will eat up their operating revenue. Also concerned was Liffriig, Neptune owner. Mayor Christenson expressed that the Council worked hard to keep costs down, but the flood has caused added expense such as property taxes for bought out properties, maintenance on more green space, and meeting the bond payments, should the State not come through with promised money for buy downs. This increase is hoped to be for 2012 only until papers can be filed to exempt properties owned now by the City, and bonds can be refinanced to save thousands on interest in years to come.

FEMA sub grant agreements should be here next week for the Mayor to sign and hand over to SEMCHRA. Property closing is expected to take place in March, and demolition of all houses will start in the spring.

Resolution 11-17 for allowing hourly payment to firefighters for billable hours collected on, was read, and a motion was made by VanDeWalker, seconded by Solomonson and carried 4-0. Effective date for the Resolution is 1/1/12.

Wood burners are not allowed in City limits according to Kurtii from Planning and Zoning. Mazeppa and Plainview were contacted and after their input, it was decided that VanDeWalker would send out letters, giving owners in violation 3 days to comply or be fined \$150.

The Mayor is looking into a dog kennel that was erected in old Zumbro Falls to see if a permit is needed.

The new rate structure for CMS was reviewed.

At the Renewing the Countryside meeting, it was agreed to contact the Minnesota Design Team regarding the green space. The \$1500 fee was waived since Zumbro Falls is a distressed community. It was thought that Elizabeth Lodge could be contacted to house persons helping with Renew the Countryside. The Ripplin' River Days Chair will be at the next meeting which meets the second Tuesday of each month.

Windschittl's have withdrawn their offer to have the City purchase their land. A new place for a City shed will need to be found. Purchases to replenish the contents in the shed still need to be made. The Basketball Court needs fencing. These must be done before we can receive money from FEMA for projects. A Saturday in January, after the Council meeting, will be set aside for discussion of how we will accomplish this.

A motion was made by Solomonson to certify the 2012 Levy for at \$68,705. The motion was seconded by VanDeWalker and carried 4-0.

A motion was made by VanDeWalker, seconded by Solomonson to pay \$1240 to MPDS for permit renewal from S & W. Carried 4-0.

A motion was made to pay People's State Bank \$9,000 for TIF was made by VanDeWalker, seconded by Wilhelm and carried 4-0.

Scanlon, Nietz submitted a contract for signature to Compile 2011 financials and VanDeWalker made a motion to accept and sign. Solomonson seconded. Carried 4-0.

Wilhelm made a motion to accept all the pop, cigarette and games of skill licenses for 2012. Motion was seconded by Solomonson and carried 4-0.

A motion was made by VanDeWalker, seconded by Wilhelm, to pay all 2011 bills by month end, and those such as Bond Payments which are necessary to be paid at the Clerk's discretion, so long as the money is available to do so. Carried 4-0.

The Mayor would like to check with Wabasha regarding the City taking ownership of property where the mobile home was removed. The Council gave its ok to check this out.

Zumbro Valley Watershed saw a lot of enthusiasm from those in attendance for flood control along the Zumbro River.

It was noted that once the electricity is installed at the Park, the flag will again have a light on it.

The Mayor expressed his thanks to the Council for all the hard work in the difficult circumstances for the past year.

Solomonson made the motion to pay bills and adjourn. It was seconded by Wilhelm and carried 4-0.

Submitted by

Joyce Greer, City Clerk

Resolution 11-17

**Whereas** the Zumbro Falls Fire Department has requested that the Zumbro Falls City Council authorize the Zumbro Falls Fire Department to invoice billable labor hours to the appropriate institutions, agencies, and private entities (including insurance companies) for the purpose of reimbursing individual firefighters for hours spent at dispatched calls.

**THEREFORE BE IT RESOLVED BY** that the City Council of Zumbro Falls authorizes the Zumbro Falls Fire Department to invoice billable labor hours to the appropriate institutions, agencies, and private entities (including insurance companies) beginning from the time personnel leave the fire station in route to a dispatched call until personnel are dismissed by an authorized officer in the Fire Department for the purpose of reimbursing individual firefighters for hours spent at dispatched calls at the hourly rate listed in that year's Schedule of Fees for the City of Zumbro Falls. This will not affect other billing procedures of the Fire Department.

**BE IT FURTHER RESOLVED THAT** that the Fire Department will provide the City Clerk a list of all current Fire Department Members, their Social Security numbers, and any other information requested by the City Clerk. New members' name, Social Security number, and any other information requested by the City Clerk shall be submitted within 60 days of that member's start date and will not be eligible for reimbursement until such information is provided.


**BE IT FURTHER RESOLVED THAT** that the Fire Department will track submitted billable labor hours and reimbursement funds for billable labor hours to City Clerk in the manner outlined in the 'Procedure for Distribution of Billable Labor Hour Proceeds to Individual Firefighters'.

**BE IT FURTHER RESOLVED THAT** that the City Clerk will disburse payment to individual firefighters on collected billable labor hours on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup> in a manner as described in the 'Procedure for Distribution of Billable Labor Hour Proceeds to Individual Firefighters'. Modifications to the written procedure may be submitted at the regular January Council Meeting for Council approval.

The effective date for this Resolution shall be 01/01/2012.

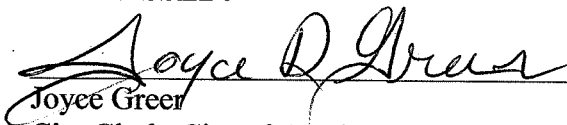
**I CERTIFY THAT** the above resolution was adopted by the City Council on 12/14/2011.

**SIGNED:**

  
\_\_\_\_\_  
Allen Christenson  
Mayor, City of Zumbro Falls

12/14/2011  
\_\_\_\_\_  
Date

**WITNESSED:**

  
\_\_\_\_\_  
Joyce Greer  
City Clerk, City of Zumbro Falls

12/14/11  
\_\_\_\_\_  
Date

## **Procedure for Distribution of Billable Labor Hour Proceeds to Individual Firefighters**

### Recording of Billable Hours:

For each incident that the Zumbro Falls Fire Department submits billable labor hours to the appropriate institutions, agencies, and private entities (including insurance companies), the Fire Department shall submit to the City Clerk in a form constructed by the Fire Department:

- Incident Tracking Number
- Description of the Incident
- Individuals with Billable Hours
- Number of Billable Hours by Individual
- Total Billable Hours
- Entity that the hours were billed to.

### Receipt of Proceeds from Billable Hours:

When proceeds from billable hours are received by the Fire Department, the Fire Department shall:

Submit the Proceeds to the City Clerk for deposit into the Fire Fund.  
Attach the Incident Tracking Number that the proceeds are to be applied to.

### Distribution of Billable Hour Proceeds:

Quarterly, on approximately January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>, the City Clerk will distribute billable hour funds by the following criteria:

- Each billable hour incident that proceeds were received will have a per hour rate determined by dividing the proceeds by the total number of billable hours recorded for that event.
- The hourly rate of each incident will then be multiplied by the incident hours of each firefighter that recorded hours at that reimbursed incident.
- All reimbursed incident amounts for each firefighter will be totaled into one check for each firefighter that is eligible that quarter for reimbursement.

### Example:

Incident 1: Bill 4 hours  
Jane 3 hours  
Totalled Billed: \$70.00 Received: \$0.00

Incident 2: Bill 3 hours  
Chris 2 hours  
Totalled Billed: \$50.00 Received: \$30.00

Incident 1 Payout: Bill and Jane receive \$0.00 payout for this incident

Incident 2 Payout: Hourly Rate =  $\$30/5 \text{ hrs} = \$6.00/\text{hr}$   
Bill would receive: 3 hours \* \$6.00 = \$18.00  
Chris would receive: 2 hours \* \$6.00 = \$12.00