



Goodhue, Minnesota 55027

Goodhue City Council Work Meeting Minutes

6:00 pm, January 10, 2024

In-Person Meeting, First Floor Conference Room, City Hall

Council Members Present: Mayor Ellen Anderson-Buck, Patrice O'Reilly, Joe Benda, Jason Thuman, Chris Schmit

Council Members Absent: None

Guests: Cailin Richard, McCrae Olson

Call to Order

6:00 pm

Adoption of Agenda

Unanimous adoption of agenda with a motion from Schmit and a second from O'Reilly (5-0-0) with four amendments to the agenda, creating Other items 5(a) Bridge on Broadway, 5(b) Vacation & Sick Time Accruals, 5(c) Sanitary District Update and 5(d) Approve Bills.

Work Meeting Items

Council member Schmit provided information to EDA Coordinator Richard on skatepark grants. There was discussion amongst Council on skate park insurance, examples of skateparks in other communities and potential locations for a skatepark. There was additional discussion amongst Council on the desire for pickleball courts, fundraising for pickleball courts and maintenance of local basketball courts. Council directed EDA staff to focus on **park development** in 2024.

Mayor Anderson-Buck provided a recap of the **2023 employee reviews**, sharing how the reviews were recorded in employee files, the process for implementing annual reviews and feedback they received from employees. There was discussion amongst Council on weekend overtime pay, including the current system and how other employers administer overtime pay. Council unanimously agreed they would maintain the current overtime pay system.

Mayor Anderson-Buck provided information on the **2024 cost of living increase**, sharing what rate other communities used and ways the increase could be structured. There was discussion amongst Council on giving the same increase to all employees, making the increase performance based and the health insurance cost increase. With a motion from Schmit and a second from Benda (5-0-0), Council unanimously approved a 5% cost of living increase for all employees.

Mayor Anderson-Buck presented **financials** to the Council, sharing the 2023 end-of-year general fund balance was \$2,523,241.05. There was discussion amongst Council on Cintas expenses and the need for their services, including their minimum charge, monthly payment structure, services provided and the possibility of purchasing a washer and dryer for public works staff to use. There was additional discussion amongst Council on spending, including implementing a sign-up sheet for the credit card to track usage and ensuring the City isn't paying taxes when they are exempt.

Mayor Anderson-Buck shared **upcoming Bond payments** due in January and February, including \$206,495 to Northland Securities for a general obligation bond and \$206,000.49 to First Farmers & Merchants Bank for Swanson Heights Second Addition lot development.

Council member O'Reilly provided an update on the **election judges**, sharing they had nine currently signed up with a mix of returning and new judges. Council member O'Reilly shared who the head judge was, what training had been scheduled and how the election day-of scheduling would work. Mayor Anderson-Buck shared that the City had to balance political parties amongst judges. Mayor Anderson-Buck shared that the Township historically paid election judges \$16/hour but was paying \$20/hour this year; the City will have to determine its pay rate, paid for out of the City budget. With a motion from Thuman and a second from O'Reilly, Council unanimously voted to pay election judges up to \$20/hour.

Mayor Anderson-Buck provided an update on the **fire department new hires**, sharing that four qualified candidates had been selected. Assistant Fire Chief Thomforde shared the background and fit test costs, and there was discussion on how the costs would be distributed between the City and Department. There was additional discussion on what public safety aid could be used for, when the public safety aid needed to be spent and what other programs the Fire Department utilizes to reimburse spent funds and subsidize their training costs.

Mayor Anderson-Buck provided an update on **legal costs**, sharing there was a 2024 rate increase from Kennedy & Graven. Mayor Anderson-Buck shared that the City was trying to decrease how much they utilized the City attorney. There was discussion amongst Council on candidates for the City Administrator position. With a motion from Benda and a second from O'Reilly (5-0-0), Council unanimously voted to accept the price increase from Kennedy & Graven.

Mayor Anderson-Buck presented the positions needing **Council appointment for 2024**. With a motion from Schmit and a second from O'Reilly (5-0-0), First Farmers and Merchants was appointed as the official bank and the Zumbrota News Record was appointed as the official

newspaper for the City of Goodhue. With a motion from O'Reilly and a second from Thuman (5-0-0), Council member Schmit was appointed as the acting mayor in Mayor Anderson-Buck's absence. With a motion from O'Reilly and a second from Thuman (5-0-0), Reese Sudtelgte from ISG was appointed as the consulting engineer, Robert Vose from Kennedy & Graven was appointed as the City attorney and Goodhue County was appointed as the City prosecutor for the City of Goodhue. With a motion from O'Reilly and a second from Thuman (5-0-0), Council member Benda was appointed as the Ambulance liaison. With a motion from Schmit and a second from O'Reilly (5-0-0), Council member Thuman was appointed as the Fire Association liaison. With a motion from O'Reilly and a second from Benda (5-0-0), Council member Schmit was appointed as the swimming pool liaison and the required number of pool liaisons was changed from two to one. With a motion from Benda and a second from Thuman (5-0-0), Council members O'Reilly and Schmit were appointed as ordinance committee members. With a motion from Schmit and a second from Benda (5-0-0), Mayor Anderson-Buck was appointed as the sanitary district member. Council unanimously agreed to table appointing representatives to the budget committee.

Mayor Anderson-Buck provided information on the **flower committee boxes**, sharing that she had met with representatives of the committee who were concerned about the funding and responsibilities of flower boxes throughout the community. Mayor Anderson-Buck provided information on the history of the flower committee, sharing the number of boxes has grown from seven to twenty-two, and they are distributed between public and private property. There was discussion amongst Council on the cost of the flower boxes, who was responsible for the current care of the flowers and who could take care of them in the future. Mayor Anderson-Buck shared that the school volunteered to take care of their boxes, and there was discussion on which boxes those would be. Mayor Anderson-Buck shared that if the City was going to take care of some boxes, they would have to accept the property through a resolution. Concern was expressed over flower boxes falling into disrepair from neglect. Council unanimously agreed the City should oversee the funding and hold a separate account dedicated to flowers and parks and recreation. Council unanimously agreed to have Mr. Brunkhorst discuss ideas with the flower committee.

Mayor Anderson-Buck presented a resignation letter from the current City treasurer. With a motion from O'Reilly and a second from Schmit (5-0-0), Council accepted the **resignation of treasurer Lindsay Finnesgard**. There was discussion amongst Council on the former treasurer's work schedule, the treasurer's last work date and who the treasurer would be moving forward.

Mayor Anderson-Buck presented **tobacco licenses** for approval from the Country Store, Corner Bar and Dar's. There was discussion amongst Council on raising the tobacco licensure fee from \$50. Council unanimously agreed to table the discussion until their January 24th regular meeting.

Mayor Anderson-Buck provided information on **bank signatures**, sharing there used to be three designated signees including herself, but the other two no longer worked for the City. Mayor Anderson-Buck shared they need a minimum of two signers, and need to assign a secondary signature until another City staff person is hired. With a motion from O'Reilly and a second from Benda (5-0-0), Council approved Kyle McKeown as a temporary signator for the City.

Mayor Anderson-Buck provided information on a **password manager**, recommended by Red Wing Technology Solutions to manage passwords and prevent people from changing any City passwords remotely. Mayor Anderson-Buck shared the program cost \$300. With a motion from Schmit and a second from O'Reilly (5-0-0), Council unanimously approved paying for a password manager with Red Wing Technology Solutions.

Mayor Anderson-Buck provided an update on **Facebook page administration**, sharing that the Gas Manager is currently an administrator but Red Wing Technology Solutions can be the lead account administrator, to manage all administrator access. Council unanimously agreed to utilize Red Wing Technology Solutions for social media administration.

Mayor Anderson-Buck provided information on the **cameras at the car wash**, sharing they cost the City \$900 annually and the Sheriff's department will not be using them. There was discussion amongst Council on options for discontinuing service and getting rid of the cameras. With a motion from Schmit and a second from O'Reilly (5-0-0), Council unanimously voted to offer to sell the cameras to the car wash owners.

Mayor Anderson-Buck provided an **update on her meeting with Evan Cough**, sharing the schools want to collaborate with the City. One of the concerns from the school was lack of lighting on the east side of the school; the City engineer will be asked to look into it. There was unanimous consensus amongst Council to continue communicating with the school district.

Mayor Anderson-Buck provided an update on the swimming pool heater, sharing it is broken, costs \$6,000 to replace and has a four-month lead time. There was discussion amongst Council on the necessity of the pool services. With a motion from O'Reilly and a second from Schmit (5-0-0), Council unanimously voted to purchase a new \$6,000 pool heater.

Other Items

Mayor Anderson-Buck provided information on the bridge on Broadway, sharing that it has qualified for the five-year bridge replacement plan with Goodhue County. Mayor Anderson-Buck shared the history of the bridge, concerns around its stability and details of the program. With a motion from O'Reilly and a second from Benda (5-0-0), Council unanimously approved placing the bridge on the Goodhue County's five-year bridge replacement program list. There was additional discussion amongst Council on alternative bridge repair funding sources.

Mayor Anderson-Buck provided an update on the **vacation and sick time accruals**, sharing that the annual vacation time would be broken up by month and accrued throughout the year. Existing public works staff currently have 96 hours of vacation a year, and new employees will begin accruing vacation from their start day but be prohibited from using it in the first 90 days of their employment. Mayor Anderson-Buck shared that vacation will be tracked in an excel spreadsheet, employees will be able to see their accrued vacation on their pay stubs and part-time employees will have safe and sick time tracked.

Mayor Anderson-Buck provided an update on the **sanitary district**, sharing that the executive Board met and are planning the facility and members of each participating community are going to the legislature to advocate for the project. The estimated completion date is 2028.

Approval of Bills

There were questions from Council on the Zumbrota Ambulance Service annual fee and the billing cycle. With a motion from O'Reilly and a second from Schmit (5-0-0), Council unanimously voted to pay the bills as stated.

Mayor Anderson-Buck presented an additional item, sharing that a privately owned excavator was being stored on City property without Council authorization. There was discussion amongst Council on liability, City excavator use and the City approval process. Council unanimously directed the gas manager to inform the owner to remove the excavator from the City garage.

Council member Benda presented an additional item, sharing that without local law enforcement, Council and the Jaycees would have to evaluate security staffing for Volksfest. There was discussion amongst Council on the cost of services, and what other communities do.

Adjournment

Motion to adjourn was made at 8:54 pm by Schmit and seconded by O'Reilly (5-0-0).

Respectfully submitted,



Cailin Richard, EDA Coordinator