



Goodhue, Minnesota 55027

fGoodhue City Council Work Meeting Minutes

6:00 pm, February 7, 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, Jason Mandelkow, Treyben Kehren, Corey Roper

Call to Order

6:01 pm

Adoption of Agenda

Unanimous adoption of agenda with a motion from O'Reilly and a second from Schmit (5-0-0) with two amendments to the agenda, creating Other items 5(a) Swimming Pool Personnel and 5(b) Interviews for the Administrative Assistant.

Work Meeting Items

EDA Coordinator Richard provided a brief update on the **parks and recreation survey**. There was discussion amongst Council on utilization of a QR code, survey distribution methods and survey content. Council directed staff to edit the survey by removing the option for a dog park in the future park facilities question and allowing households to select multiple age groups for the age demographic question. Staff will provide an updated park survey draft and marketing materials to the EDA Board at the regularly scheduled EDA Board Meeting on Wednesday, February 28, 2024 for approval.

Treyben Kehren presented a list of items the Jaycees are requesting approval from Council on for Volkfest 2024. Kehren requested a temporary liquor license for Rosie Park and Downtown Goodhue, noting it was a typical annual request. Kehren requested a fireworks permit for pyrotechnics for the Hairball performance. Kehren stated the Goodhue Community Fund was requesting a permit for an aerial show in the park, noting they will pick up debris and this was a typical annual request. Kehren requested to close a portion of North 2nd Street from Thursday through Sunday afternoon for the concert stage. There was discussion amongst Council if bar business owners were happy with the gate placement last year and plans for this year. Kehren stated the Goodhue Community Fund was requesting to close the parade route on Sunday, including to parked cars and through traffic. There was discussion amongst Council on who would ticket parked cars this year. Kehren stated the Goodhue Community Fund was requesting

support from the Goodhue County Sheriff's Department in the parade. There was discussion amongst Council on how to enforce parking restrictions, towing, signage and communication with the public. Council unanimously agreed to discuss this item further and see how other communities handled parade route management. Public Works Director Mandelkow agreed to have staff drive the parade route on Friday and clean the area. Kehran stated the Goodhue Community Fund was requesting street closures of 3rd Avenue, 4th Street and the adjacent street on Saturday for a garden tractor pull track and staging area. Kehran stated the track was the same as last year, with the addition of the 4th Street staging area. There was discussion amongst Council on barricade rentals and barricade removal time to provide community members access to buildings in the area. Council directed the Jaycees to have the barricades removed by 5:00 pm on Saturday of the festival. Kehran stated the Goodhue Community Fund was requesting a street closure of 3rd Avenue on Sunday for the Fire Department water fight, sharing it was a typical annual request. Kehran stated the Goodhue Community Fund was requesting a street closure of 2nd Avenue on Saturday for the kids pedal tractor pull, sharing it was a typical annual request. Kehran stated the Goodhue Community Fund was requesting a street closure of 2nd Avenue for the food court. There was discussion amongst Council on food trucks blocking driveways in the past and ensuring the dumpsters are out of the way, to avoid a smell in the area. Kehren requested the Goodhue County Sheriff's Department assist with traffic control on Saturday morning. Kehren stated that in his discussion with the Sheriff's office, they had committed to providing two additional officers on Friday and Saturday nights, based on the number of expected attendees. There was discussion amongst Council on who would be responsible for the cost of the additional officers. Kehren requested Goodhue Public Works Department provide support with street closures and water and utility hook-ups for food court vendors. There was discussion amongst Council on the number of food court vendors, the availability of power for vendors and communication with building and home owners who would be impacted by the food court layout. Council recognized the Jaycees for their willingness to work with the community to create a positive experience. Council unanimously agreed to formally approve the requested items at the regular City Council meeting on Wednesday, February 28, 2024.

Mayor Anderson-Buck presented **Public Safety Aid** information to Council, including the requirements for the dollars, eligible expenses and the total dollar amount allocated to the City of Goodhue. Mayor Anderson-Buck shared there was no use-by date for the funds and no reporting was currently being required by the state. The City has received requests for funding from the Fire Department. Mayor Anderson-Buck shared that the funds cannot be used to pay personnel salaries, but can be used to offset contract costs for law enforcement. Council unanimously agreed to have a conversation on the funds to determine how to allocate and spend the dollars.

Mayor Anderson-Buck presented the **Fire Department's request** to utilize Public Safety Aid dollars to purchase turn-out gear for new firefighters. Mayor Anderson-Buck shared that the City is paying for background checks and physicals for all of the new firefighters, which is \$515 per person. There was discussion amongst Council on what were allowable expenses for the Public Safety Aid dollars. Council member O'Reilly suggested creating a list to sort out all public safety needs and prioritize spending. Council unanimously agreed to have an additional discussion on the turn-out gear purchase and put together guidelines for Public Safety Aid spending.

Mayor Anderson-Buck presented a request to transition to **online billing for City utilities**, sharing online billing was being considered among the Gas Commission. Mayor Anderson-Buck shared that the City incurs costs with mailing water bills, amounting to \$320 a month in expenses that does not include paper or staff time stuffing envelopes. There was discussion amongst Council on transitioning to online payments, administering an incentive for customers to sign-up for online billing and finding ways to save money. Council unanimously agreed to consider a one-time \$5.00 online billing incentive at a later meeting date.

Mayor Anderson-Buck provided an update on **Cintas billing**, sharing that the City was spending over \$4,000 a year to exchange rugs, excluding the costs of uniforms. Mayor Anderson-Buck proposed purchasing commercial rugs to clean in-house at a cost savings. Public Works Director Mandelkow shared that if the City were to cancel the rug contract, they may need to gather quotes for other uniform services. Mayor Anderson-Buck shared there was a minimum charge for Cintas services that the uniform billing did not meet, resulting in a monthly waste of \$11. There was discussion amongst Council on alternative ways to purchase and clean uniforms.

Mayor Anderson-Buck provided an update on **checkbook statements and financials**, sharing the form that will be submitted to the state has been completed by contracted help. Mayor Anderson-Buck shared that things were coded incorrectly, and time was spent fixing mistakes. There was discussion amongst Council on what accounts are used to pay bills and what timeframe the former treasurer was compensated for. Mayor Anderson-Buck assured Council that the City had enough money in the account to pay for everything they needed to.

Mayor Anderson-Buck provided an update on **bond payments**, sharing \$95,191.28 and \$36,124.51 were due February 1, 2024 to Farmers and Merchants Bank, and \$46,446.25 was due for the Broadway and 4th Street project. Mayor Anderson-Buck shared that the Broadway and 4th Street project was not closed out yet and City Engineer Sudtelgte was still working on property assessments for improvements. Mayor Anderson-Buck shared that checks were written for the payments to be on-time. There was discussion amongst Council on the lot payments, and

how the funds were stored in City accounts. Mayor Anderson-Buck shared that the City received an invoice from the IRS for \$8,000 in unemployment and taxes from 2022. With a motion from Benda and a second from O'Reilly (5-0-0), Council unanimously agreed to pay the \$8,000 invoice from the IRS for the 2022 unemployment and taxes mistake.

Mayor Anderson-Buck presented an **ABDO Financial Solutions** proposal to Council for review. Mayor Anderson-Buck shared background information on the company, the services they offer, how they could benefit the City of Goodhue and the cost of services. There was discussion amongst Council on the cost of the service, the necessity of the service, if the service would ultimately save the City money, upcharges with the service and ongoing issues at the City. There was additional discussion amongst Council on hiring an executive search firm to recruit qualified candidates for the City Administrator position, the cost of executive search services, the candidate evaluation process and job marketing. Council unanimously agreed to list the City Administrator/Clerk position on Indeed and LinkedIn to encourage more applications.

Mayor Anderson-Buck presented **Resolution 24-2 Approving Election Judges**. Mayor Anderson-Buck shared that the Resolution had to be submitted to the County by Friday for the March election, with new Resolutions being adopted by Council before each individual election. Mayor Anderson-Buck provided an update on the makeup of judges, judge training and required postings. Mayor Anderson-Buck shared that Goodhue Township will be assisting the City with the March election. With a motion from Schmit and a second from Thuman (5-0-0), Council unanimously adopted Resolution 24-2 Approving Election Judges.

Mayor Anderson-Buck provided an update on the **City's parking ordinance**, sharing the City received feedback from Mychal Johnson, outreach coordinator for the Goodhue County Sheriff's Department, stating that the ordinance does not directly list ticketing fees and are therefore hard to enforce. Johnson recommended the City use Wanamingo's ordinance as a template for updating the ordinance to include fees. There was discussion amongst Council on expired tags and unused vehicles. Public Works Coordinator Mandelkow shared that he would write letters to households with vehicles listing expired tags.

Public Works Director Mandelkow provided a **public works report**. Director Mandelkow provided an update on ash trees in the community, sharing that the trees along the road at Cranson Heights Park needed to be removed. There was discussion amongst Council on the cost to remove trees, the possibility of allowing community members to take logs from removed trees, the cost of chipping trees and the regulations on where ash trees can be burned. Mandelkow shared that the trees in Heritage Park can be handled internally by staff. There was

discussion amongst Council on creating an Adopt-A-Tree program to replace trees, and other avenues for tree replacement. Director Mandelkow provided an update on a streetlight that Xcel was planning to install on 4th Street to light up handicapped parking stalls. Director Mandelkow provided an update on the annual nitrate test, sharing there was an upcoming meeting with participating landowners to discuss options. Mandelokow shared that nitrate levels are high, but cover crops and changing farming practices will have an impact. Director Mandelkow provided an update on kernza grass, sharing that the MN Department of Health and MN Rural Water were interested in starting a program in Goodhue. Mandelkow stated that the groups may want to present to Council on placing kernza grass in the community. Mandelkow shared that the grass can be revenue generating and the groups may have funding available for installation. Director Mandelkow provided an update on safety equipment, sharing that the Cities of Bellechester and Goodhue had jointly purchased a tripod to assist staff in getting out of manholes. Mandelkow shared that staff would be picking up the equipment in the coming weeks for projects. Mandelkow requested the City consider purchasing a gas meter, as there had been several back-ups over the winter that required staff to enter manholes. Mandelkow also requested the City consider purchasing winch safety equipment. There was discussion amongst Council on if the City could utilize Public Safety Aid money for purchases of the winch safety equipment and gas meter. With a motion from Schmit and a second from O'Reilly (5-0-0), Council unanimously approved utilizing Public Safety Aid funds to purchase a winch and gas meter for Public Works. Director Mandelkow provided an update on the right wing of the snowplow, sharing that Goodhue's wing was bent and the City of Zumbrota has an un-bent wing in scrap. Mandelkow shared that Zumbrota was interested in trading the parts when the season ended. Council unanimously agreed to trade the bent wing for an unbent wing with the City of Zumbrota. Director Mandelkow provided an update on the payloader, sharing that it was delivered on Monday morning. Mandelkow shared there was no change in the price of the equipment and the City could finance it through First Farmers and Merchants Bank. Council had discussed financing the equipment at an August meeting and agreed to put 20% down on the equipment at a 6.5% interest rate with a term of 60 months. Council directed Mandelkow to move forward with the approved financing from August, as long as there is no penalty for early payoff.

Mayor Anderson-Buck provided a reminder that the **meeting times have changed** from 6:00 pm to 5:00 pm between February 28, 2024 and March 27, 2024.

Other Items

Mayor Anderson-Buck provided an update on **swimming pool personnel**, sharing that the pool manager from 2023 is interested in returning and believes a large portion of the lifeguards will return as well. Mayor Anderson-Buck shared that when processing W2s for 2023, some were

sent out to lifeguards for very low amounts. There was discussion amongst Council on the hiring process and making improvements to ensure the pool was hiring staff who had the desire and availability to work substantial hours. Council member Schmit was recognized as the pool liaison, and Public Works Coordinator Mandelkow requested a meeting to discuss last year and create a plan for the 2024 season.

Mayor Anderson-Buck provided an update on **Administrative Assistant interviews**, sharing five interviews were conducted with one candidate standing out among the rest. Initially the Personnel Committee planned to conduct a second round of interviews, but no longer thinks it is necessary. Mayor Anderson-Buck provided general information to Council on the top candidate, sharing she has a lot of experience in municipal government, currently works for a neighboring community and is excited to switch careers and be part of creating a new structure at the City of Goodhue. There was discussion amongst Council on salary and benefits negotiations, evaluating vacation, hourly pay, working hours and flex times for meetings. Council unanimously agreed for the Personnel Committee to enter into negotiations with the selected candidate, offering an hourly salary of up to \$32.00, two weeks of vacation time and referring to the employee handbook for compensation time. Council member Schmit requested that all Council members be sent candidate information, including resumes and cover letters, to be better able to guide Council hiring decisions. There was additional discussion amongst Council on who would oversee candidate evaluation, the hiring process and employment negotiations. Council unanimously agreed to let the Personnel Committee make decisions on candidate evaluation, hiring and employment negotiations.

Approval of Bills

City Council was presented with bills that are currently due or due by February 21, 2024. There was no additional discussion. With a motion from Schmit and a second from O'Reilly (5-0-0), Council unanimously voted to pay the bills as stated.

Adjournment

Motion to adjourn was made at 8:40 pm by Schmit and seconded by Thuman (5-0-0).

Respectfully submitted,
Cailin Richard, EDA Coordinator