



Goodhue, Minnesota 55027

Goodhue City Council Work Meeting Minutes

5:00 pm, March 13, 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, Mycal Johnson, Earl Merchlewitz, Jonathan Huneke, Treyben Kehren

Call to Order

5:00 pm

Adoption of Agenda

Unanimous adoption of agenda with a motion from Benda and a second from Schmit (5-0-0) with one amendment to the agenda, removing item 4) Approve EDA & Council minutes from 2/8/2024, and moving it to the regular Goodhue City Council meeting on March 27, 2024.

Mayor Anderson-Buck clarified the intention of work meetings, stating that it is a time for Council discussion on upcoming action items, and not for public comment. Mayor Anderson-Buck requested that only invited guests address the Council during work meetings.

Work Meeting Items

Mayor Anderson-Buck presented a discussion on **Extra Law Enforcement coverage for Volksfest**. Major Mychal Johnson of the Goodhue County Sheriff's Department shared that the City would provide two additional deputies, which was based on the anticipated number of attendees, at a cost of \$90/hour. Major Johnson shared that these deputies would be separate from the City coverage. There were questions from Council on the duration of time the additional deputies would be working, which Major Johnson answered was based on the time people would begin arriving to when traffic was controlled at the end of the event. Major Johnson provided examples of how they have worked successfully on events in other communities. There were questions from Council on what the regular City coverage would be working on outside of the festival, which Major Johnson answered may be traffic control, patrolling residential neighborhoods or assisting with convert activities when necessary. There was discussion amongst Council on their goal in hiring additional help for the event, the total number of deputies expected to be working the concerts each night and utilizing Public Safety Aid to cover the cost of the additional deputies. Mayor Anderson-Buck requested Council make

a motion at the next meeting to utilize Public Safety Aid to pay for the additional deputies. There were questions from Council on additional coverage that may be at the event, including the Posse and State Patrol, which Major Johnson answered may show up but are not part of their security plan. There were questions from Council on how the Sheriff's Department works with the Volksfest security, to which Major Johnson answered that security typically operates inside the event gates, whereas the deputies typically patrol the perimeter. Chief Deputy Jonathan Huneke provided general updates from the Sheriff's Department, including updated staffing numbers, the daily meeting structure for deputies and expectations for attendance at community meetings. Chief Deputy Huneke shared additional information on crime rates in Goodhue compared to other communities and areas where they have seen crime go down. Council members shared they loved when deputies brought their dogs into the community. Council member Schmit requested more enforcement with stop sign runners, which the Sheriff agreed they would look into.

Mayor Anderson-Buck shared that the City received a \$3,000 bill from Zumbrota Ambulance for new firefighter EMR training and requested Council consider utilizing **Public Safety Aid** to assist in the cost. There was discussion amongst Council on what training funds can be paid for through grants, and what may need Public Safety Aid assistance. Mayor Anderson-Buck shared that the physicals for the new firefighters were more expensive than anticipated. Council unanimously agreed they wanted to be supportive of firefighters and first responders.

Mayor Anderson-Buck provided an update on the North Zumbro Sanitary Sewer District, sharing she was at the Capitol speaking with legislators the previous week and received very positive feedback on the funding proposal. Mayor Anderson-Buck presented a resolution, approving Goodhue's support for the proposed bonding bill. Council member Schmit requested his name be edited in the resolution to be spelled correctly. With a motion from Schmit and a second from O'Reilly (5-0-0), Council unanimously adopted **Resolution 24-4 Approving the City of Goodhue's support for the North Zumbro Sanitary Sewer District.**

Mayor Anderson-Buck provided an update on **posting swimming pool jobs** in the News Record, sharing that the position needed to be publicly advertised even if former employees planned on returning for the summer. There was unanimous consensus amongst Council to post the jobs.

Mayor Anderson-Buck requested an update on **summer help for the public works department.** Public Works Director Mandelkow requested the City post the job opening, as he believed the staff member from the previous year would not be returning for the summer. Mayor Anderson-Buck reminded Council that the new sick and safe time laws would apply to all part-time

temporary summer staff. Council member O'Reilly requested that the City ensure there was gender pay equality amongst all personnel.

Public Works Director Mandelkow provided an update on **Tom Haugen's request to replace the shed on his second lot**, sharing that the City's ordinance requires a primary residence on a property before an accessory structure can be built. The existing shed on the property was grandfathered in, but any changes would need to abide by the new ordinance. Director Mandelkow shared that the two lots could be combined in order to build the shed. Council unanimously agreed to share the ordinance with Haugen so he can determine how to proceed.

Mayor Anderson-Buck presented information from the City Attorney regarding Council member Schmit's request to place a **vending machine at the swimming pool**. Council member Schmit asked for clarification on if he would be able to operate the business. Council unanimously agreed it would be possible based on the cost ceiling, but would potentially be considered a conflict of interest. Council member Schmit stated he would not pursue the idea further. There was discussion amongst Council on previous vending machines at the pool and why they were removed. Public works Director Mandelkow shared that he reached out to vending companies to inquire about placing a machine at the pool and has received no response.

Mayor Anderson-Buck presented the **Rail Riders UTV Raffle** for approval, sharing that the Jaycee's has requested it be placed on the work agenda for approval to allow them more time to sell tickets prior to the event. With a motion from O'Reilly and a second from Thuman (5-0-0), Council unanimously approved the Rail Rider UTV Raffle.

Mayor Anderson-Buck provided information on the **Treasurer position**, sharing that the City needed to appoint a person to fill the position until the City hires an Administrator to fulfill that role. Mayor Anderson-Buck shared that Lisa was interested in serving as the part-time temporary Treasurer for a stipend. There was discussion amongst Council on job posting requirements and training for the new Administrative Assistant. Mayor Anderson-Buck shared she will reach out to the City Attorney to get answers for questions about job posting and pay requirements for the part-time temporary Treasurer position.

Mayor Anderson-Buck provided an update on the **City Administrator position**, sharing that the pool of qualified candidates who had applied was small. Mayor Anderson-Buck stressed the importance of finding the right person for the position. There was discussion amongst Council on where to advertise the job and the possibility of hiring a part-time temporary staff person to fill

the position in the interim. Council unanimously agreed to look at the list of interim City Administrators provided by LMC, and reach out to candidates to gather interest and availability.

Mayor Anderson-Buck shared that **Northland Securities has completed TIF reporting** to the state auditor for outstanding TIFs, and was requesting a signature on the authorization form. Mayor Anderson-Buck shared Northland's cost for reporting and the history of the City working with them on TIF reporting. There was unanimous consensus amongst Council to sign the authorization form, and continue to utilize Northland Securities for annual TIF reporting.

Mayor Anderson-Buck requested Council look at **sewer rates** and prepare for an anticipated increase when the Sanitary Sewer District goes live. Mayor Anderson-Buck shared that she has requested information from other members of the District who have set up five-year rate increase plans. Public Works staff were directed to begin compiling a multi-year plan, using the community of Pine Island as a template.

Mayor Anderson-Buck shared two letters from the **new owners of the former St. Luke Church** location, sharing their plans in 2023 and updated plans in 2024. The first letter in 2023 was addressed to the Church, and the second letter was addressed to the Mayor. Mayor Anderson-Buck shared that she had sent the letters to the City Attorney to review, and was advised that the new owners needed to work with the County to determine what permissions they needed to proceed with work. Council unanimously agreed that the new owners needed to work with the County for any proposed building work. There was discussion amongst Council on the updated zoning ordinance, timeline for adoption and document availability to the public.

Mayor Anderson-Buck shared that an employment offer was made to **Lori Luhman for the Administrative Assistant position**, and that she had accepted the position and signed the employment agreement. With a motion from Benda and a second from O'Reilly (5-0-0), Council unanimously approved hiring Lori Luhman as the Administrative Assistant for the City of Goodhue.

Public Works Director Jason Mandelkow provided a **Public Works Update**. Director Mandelkow provided an update on the pool, sharing that the City needed to pay \$799 for a food selling license to sell candy bars at the pool. There was unanimous consensus amongst Council to continue offering candy bars for sale and pay for the license. Mandelkow shared there was a concern over how the pool handles cash, since there was no process currently in place. Mandelkow shared that he had found a spare cash box that the pool could place cash in, to lock at night for more security. There was discussion amongst Council on the best way to track

receipts from the pool, including splitting concessions and gate fees, filling out bank receipt forms and conducting bank drops every night with money from the day. Mandelkow shared they were considering assigning head lifeguards who would be in charge of each shift and responsible for the pool check-lists and money. Council member Schmit shared that they are requesting the schedule and availability of guards be checked prior to hiring, to ensure appropriate staffing levels at the pool in each area. Schmit shared he would prefer the pool hours be changed when school sport practices begin and staff availability changes, instead of the pool closing for the season early. There was discussion amongst Council on private swimming lessons taking place at the pool. Mandelkow requested Council consider if they would like to sell cold drinks at the pool. Mandelkow shared exterior pool lights were replaced for security. Mandelkow shared there would be a free lifeguard training in Zumbrota with guards from both pools. Director Mandelkow shared an update on road maintenance, requesting Council consider sealcoating. There was unanimous consensus amongst Council that the work needed to be done, and they directed Mandelkow to collect bids. Director Mandelkow presented three pallet forks for Council to consider purchasing, sharing that Public Works would need the equipment for the summer. With a motion from O'Reilly and a second from Schmit (5-0-0), Council unanimously approved the purchase of Midwest Machinery pallet forks. Director Mandelkow shared details of the Nitrate Clinic that would be taking place on April 1st. Director Mandelkow provided an update on spring construction costs, sharing that the City needs blading, crushed rock and an excavator. Mandelkow will call for quotes from the contractors they typically work with. Director Mandelkow provided an update on sewer cleaning, sharing it was recommended by the City's insurance company. Mandelkow shared two quotes he received for the work, one just for cleaning and not televising, the other included televising. Council member O'Reilly asked if they had televised in the past, which Mandelkow answered they had and he would recommend it for the future. Director Mandelkow provided an update on ash trees, sharing that the DNR has grants available in the spring that the City can apply for to help with removal costs. Director Mandelkow provided an update on Heritage Park, sharing that Great River Energy will touch-up what they destroyed during their project.

Other Items

Council member Benda provided an update on the **Zumbrota Area Ambulance**, sharing that they were fully staffed, running a successful program and making enough money to cover their expenses. There was discussion amongst Council on the state of emergency services throughout the state and what Zumbrota was doing to become successful.

Mayor Anderson-Buck provided an update on the City's **accounting and reporting**, sharing that the temporary part-time staff are rectifying issues they uncover. Mayor Anderson-Buck provided

an example of one of the issues, sharing that the City had been paying sales tax on purchases when they are tax-exempt. There was unanimous agreement amongst Council members and City staff that the existing staff are producing good work. Mayor Anderson-Buck shared that one organization was planning to reimburse the City for the sales tax they had paid over time.

Public Works Director Mandelkow provided an update that the Minnesota Department of Transportation sent a report stating that they would try to begin working on the **Highway 58 roundabout** earlier than expected, aiming for April 8th with the goal to have it finished by July.

Approval of Bills

There was discussion amongst Council on reimbursement for the Mayor's trip to the Capitol, a revised payment to the Goodhue Fire Association, the SEMMCHRA Small Cities Development Program payment, the permitting payment process, the proper way to receive invoices, loader payment paperwork and payments made for the new firefighter expenses. With a motion from Schmit and a second from Benda (5-0-0), Council unanimously voted to pay the bills as stated. There was additional discussion on the accuracy of water and sewer billings. There was unanimous consensus amongst Council to have the meters evaluated for accuracy and, and have the new administrative assistant complete training to help resolve the issue after her start date.

Adjournment

Motion to adjourn was made at 6:57 pm by O'Reilly and seconded by Benda (5-0-0).

Respectfully submitted,
Cailin Richard, EDA Coordinator