

Greenbush City Council – Regular Council Meeting
Monday, March 18, 2019, at 5:30 pm
Greenbush Library Conference Room
Agenda

Call to Order

Public Comments

New Business

- Darren Laesch- MN Department of Transportation
- Karlstad Eagles Gambling at Remedies
[Resolution approving Karlstad Eagles Gambling License](#)
- Fire Department

Old Business

- Iworq Presentation/Utilization
- 2019 Water Projects
- Freezing Water Updates
- Potential Change to Clerk-Treasurer Position
- Job Descriptions
- City/County Shop
- Pool House
- Street Signs

Citizen Complaints

Committee Reports

- Closed meeting pursuant to Minnesota Statutes 13D.05 Subd. 3(a) to discuss medical data and or an individual's medical records as governed by Minnesota Statutes 144.29-144.298
- Closed meeting pursuant to Minnesota Statutes 13D.05 Subd. 2(3)(4) to evaluate the performance of an individual who is subject to its authority.

Consent Agenda

Those items listed under Consent Agenda are considered to be routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items, unless a Council Member so requests, in which event, the item will be removed from the consent agenda and be considered separately.

- Minutes (February 19th)
[Minutes February 19, 2019](#)
- Bills
[Bills March 2019](#)
- Receipts
[Receipts February 2019](#)

Upcoming Meetings:

- Regular Council Meetings: at 5:30 pm, April 15th, May 20th and June 17th

Adjournment

Resolution No 2019-
Resolution approving Karlstad Eagles
Application for Lawful Gambling License

Be it resolved by the City Council of the City of Greenbush pursuant to MN Statute 349.213, Subdivision 2, hereby approves the Karlstad Eagles application for Lawful Gambling License at Remedies.

Approved and Adopted by the Greenbush City Council this _____ Day of _____.

Brenda Sather
Mayor

Anita Locken
Clerk-Treasurer

The regular meeting of the Greenbush City Council was held February 19, 2018 in the Greenbush Library Conference Room at 5:30 pm.

Members present: Council Members Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Others Present: Jerry Maxwell, Dustin Fanfulik, Kara Nelson, Kara Heggedal, Anita Locken

Meeting was called to order at 5:30 pm.

Zipline

Kara Nelson and Kara Heggedal were at the meeting on the behalf of Greenbush Community Partners (GCP). Last year during a Thursday meal in Welcome Park, a survey was completed to see what the community would like to see in the park. One of the things the community would like to see is more playground equipment. At this time the closest zip line park is in Roseau. We do have community members that are going to that park now. GCP did some research on different possibilities for Welcome Park and found that the best zipline for the city would be a 50' Zipkrooz through Dakota Playground. This zipline has the cables enclosed so they do not rust and wear out as quickly. The cost of the zipline is \$16,600 delivered and installed. This cost does not include the ground prep or the pea rock that needs to be placed under the zipline. The total estimated cost at this time is \$17,000-\$20,000. The city does have a donation that is being held in the Greenbush Community Fund in the amount of \$3,000. This donation can only be used in the Welcome Park. GCP has \$2,700 available at this time to put towards the project and plans to raise more funds. GCP is wondering if the city would be willing to designate any funds towards this project and help with the site prep. The city does have reserves available to help on this project. Council was ok with the equipment being purchased through the city.

M/S/P Dennis Filer/Eric Etherington to give permission to Greenbush Community Partners to install a Zipkrooz Zipline in Welcome Park. Council also agrees to have the public works department help with ground prep and installation of this equipment.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

M/S/P Shawn Walsh/Dennis Filer to allocate \$7,000 from the General Fund Park Reserves for the Zipkrooz Zipline project.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Solid Waste Tax Audit

The city recently went through a Solid Waste Tax Audit. It was found that we were incorrectly not charging sales tax on solid waste to the school and churches. Even though these entities are tax exempt they are not exempt from the sales tax on solid waste. The city is required to pay back taxes for these entities for a 3-year period. The amount of back taxes is \$2,987.19. The accounts that were affected by this audit have been changed so they are now being charged the tax. Each entity was notified at the same time.

Freezing Water

We have had some questions lately from residents wondering what they should be doing for freezing water at their house. So far, we have not had any frozen service lines. The individuals that have had frozen water had the water freeze under their house. A notice was out for residents to watch the temperature of the cold water in their house. We do have some properties with histories of frozen service lines that are allowed to run their water each year. The reason for allowing these individuals to run their water is that the water mains throughout the city were not lowered when the curb and gutter was installed. That list is slowly going away. As water projects are being completed and water mains are lowered individuals are taken off the list. If the problem is in the service line or house it is the homeowner's responsibility.

Acct #	
70	Farmer's Co-op Ag Service
147	Kjos, Denis
160	Dan's Parts City
245	Roseau Co Hwy Department
267	Vacura, Gary
288	Truscinski, Rodney
315	Kirkeide, Mike
325	Hedman, Mark
339	Korbel, Jerry
557	Adam Sorenson
671	Olson, Alicia
678	Jon's Auto South Shop
826	Jon's Auto Southwest Shop

As per Jan 20, 2015 council decision- These freezing water accounts are to be charged for their annual averaged metered usage from January 1st to April 1st.

These accounts will be removed once the water project on their street is completed. Below are the years in which the projects are scheduled

2019 Old Hwy 11 Water Project
2020 Main St Water Project
2021 South Main St Water Project
2022 2nd St Water Project

Regional Safety Group

The City of Badger is wondering if we would be interested in joining a League of MN Cities Insurance Trust regional safety group with them. The safety group would meet with a MMUA Regional Safety Coordinator throughout the year. This coordinator would provide trainings that the city needs to meet safety requirement for organization like OSHA. LMCIT helps cover half of the \$1,200 cost per meeting. The other half of the cost is split between the participating cities. Public Works Director Jevne is in charge of the city's safety program.

M/S/P Dennis Filer/Eric Etherington to join a regional safety group sponsored by LMICT with other local cities.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Fire Department Temp Liquor License

M/S/P Eric Etherington/Dennis Filer to approve the Fire Relief Association's temporary liquor license for March 16th and 17th.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

League of MN Cities Meeting

On January 30th Mayor Sather, Clerk-Treasurer Locken and Roseau Administrator Peterson met with 3 representatives from the League of MN Cities. They were visiting different areas of the state to see if the League could help our city with anything.

Potential Changes to Clerk-Treasurer Position

Tabled for the March regular meeting

Job Descriptions

Tabled for the March regular meeting

Well 3 Replacement

This project entail removing the wellhouse from Well 3 and installing a pit less pump. This well is starting to issues due to rust. The wellhouse also needs to be watched closely in the winter. The city received quotes from 2 vendors. Their Well- \$20,495 and Area Lakes Well Drilling- \$20,443. Their Well completes the annual inspections of the city wells.

M/S/P Eric Etherington/Dennis Filer to approve the \$20,495 estimate from Their Well for the installation of a pit less pump for Well 3.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Community Center Ceiling Replacement

The city received additional quotes for the replacing the community center ceiling. Waage Post Frame- \$9,750, Lewis Construction- \$9,159.32 and Langaas Construction- \$5,700. Discussion was held concerning the quotes and the fairness of getting new quotes when the first quote had already been made public knowledge. Council then discussed what the best way to handle this situation was.

M/S/P Eric Etherington/Dennis Filer to approve the bid from Waage Post Frame in the amount of \$9,750 to complete the ceiling replacement.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Council wants to recognize that this decision was being made because the quote was already public knowledge and that the other contractors will be contacted for future projects.

M/S/P Dennis Filer/Shawn Walsh to approve the Lieberg Electric quote in the amount of \$3,906 for the replacement of the community center lights.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Mayor Sather then reiterated that the low bidders were rejected due to a council mistake of not getting the additional bids before the first bid was made public.

Potential 2019 Water Projects

City Engineer Dustin Fanfulik was in to let council know that the plans and specifications for the 2019 Old Hwy 11 water project were completed. Since the water main that is being replaced is the main line that runs to the water tower this project will be bored so the watermain can stay in service. The county has decided to not repave this street since the project will not be open cut. Bids for this project will be opened on March 13th at 3 pm.

M/S/P Dennis Filer/Eric Etherington to approve Resolution 2019-03 Resolution Approving Plans and Specifications and ordering advertisement of bids.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

M/S/P Dennis Filer/Eric Etherington to approve Resolution 2019-04 approving the Minnesota Public Facilities Authority Application.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

City County/Shop

There is no update

Pool House

Tabled

Street Signs

Tabled until spring.

Citizen Complaints/Concerns

No action was taken on either request. Both requests for water credit due to issues in the individual's building or service line.

Committee Reports

Iworq

Tabled for March meeting.

Closed Meeting

M/S/P Dennis Filer/Eric Etherington to close the regular meeting pursuant to Minnesota Statutes 13D.05 Subd. 3(a) to discuss medical data and or an individual's medical records as governed by Minnesota Statutes 144.29-144.298.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Regular Meeting closed at 7:12 pm.

The regular meeting reopened at 7:14 pm.

M/S/P Eric Etherington/Shawn Walsh to close the regular meeting pursuant to Minnesota Statutes 13D.05 Subd. 3(a) to evaluate the performance of an individual who is subject to its authority.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Regular Meeting closed at 7:15 pm.

The regular meeting reopened at 7:28 pm.

M/S/P Eric Etherington/Shawn Walsh to extend Ryan Ratkovec's unpaid leave of absence until the next regular council meeting in March due to the city not receiving his fit for duty evaluations at this time.

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Consent Agenda

M/S/P Eric Etherington/Dennis Filer to approve the consent agenda items with revised bills and minutes (Minutes/Bills-Revised/Receipts).

In Favor- Brenda Sather, Dennis Filer, Christine Foss, Eric Etherington, Shawn Walsh

Upcoming Meetings:

- Regular Council Meetings: at 5:30 pm, March 18th, April 15th and May 20th

Meeting was adjourned at 7:31 pm.

Brenda Sather
Mayor

Anita Locken
Clerk-Treasurer

City of Greenbush March 2019 Bills

Vendor	Description	Total
USPS	Postage for Utilities	\$105.00
Bernard Gonshorowski	Thawing water	\$315.00
Roseau Co Recorder	Recording of deeds correcting Don Brekke property lines	\$92.00
MN PEIP- C/O MMB Fiscal Services	Health and Dental Insurance	\$1,625.42
Greenbush Ace Hardware	Supplies for PW/FD	\$238.12
Wahl Bros Racing	Shelving for FD Trucks	\$295.84
Robert Novacek	2019 Assessing Fees	\$3,815.00
RCCA	Fuel for Shop&FD/LP-WTP,Lib, CC,Shop/Old Shop,FD	\$6,084.46
Lieberg Electric	CC Lights and FD Lights	\$3,775.44
MSCTC	Fire Training	\$1,000.00
Hlucny Repair	Repairs to Snowplow Truck	\$169.34
Burkel Lumber & Hardware	Misc for Shop	\$54.54
NCPERS Group Life Ins	Life Insurance	\$48.00
NAPA of Greenbush	Misc for Shop/W	\$337.09
Hawkins, Inc	Water Chemicals	\$5.00
Farmer's Coop Ag Service	Supplies for CC	\$7.95
Wikstrom Telecom-Internet	Phone Services	\$501.65
Brandon Ignaszewski	Mileage for Fire training	\$116.00
USA Blue Book	Water Supplies	\$344.88
MN Dept of Health	Qtrly Water Connection Fees	\$497.00
Roseau Co Transfer Station	Appliance/Bulky Waste	\$12.87
Sargent County Bank	Lease payment for Bobcat	\$8,644.32
Widseth Smith Nolting & Assoc, Inc	Engineering 2018 Water Project/2019 Water Project	\$40,727.61
MN Dept of Health	Summer Food License	\$95.00
Greenbush Sanitation	Solid Waste Contract	\$7,250.00
Randy Jenson	FD Training Meal Reimbursement/Reimbursement for FD computer	\$1,292.87
Fleet Supply	Uniform for Ryan	\$138.95
KC's Market	Misc for FD	\$107.69
Verizon Wireless	Shop Ipads service	\$70.02
Waage Post Frame	Replace CC ceiling	\$9,530.00
Dvergsten Heating & Cooling	Work at FD	\$170.00
PERA	February 14-March 13	\$1,072.08
EFTPS	Feb Federal Withholdings	\$2,620.47
MN Dept of Revenue	Feb Sales & Use Tax	\$1,113.00
MN Dept of Revenue	Feb MN Withholding	\$445.97
Payroll	February 14-March 13	\$8,637.01
AFLAC	Misc Insurances	\$447.18
Cardmember Services	FD AEDs, Pool Training, W conv, Clerk conv, Flags, Postage	\$4,634.54
Ottetail	Electricity	\$5,000.19
Shaun Jevne	Reimbursement for meals at Training	\$37.16
Moren Law	HR issues	\$1,006.25
		\$112,480.91

City of Greenbush Receipts February 2019

Date	Remitter	Receipt #	Description	Total
02/01/2019	Blossom & Boards	17109	RBEG Payment	\$ 100.00
02/05/2019	Utilities	17063	Regular Payments	\$ 3,999.53
02/05/2019	Fire Calls	17064	Kilen	\$ 250.00
02/06/2019	Utilities	17065	Regular Payments	\$ 1,455.95
02/06/2019	DRB Fabrication	17066	RBEG Payment	\$ 241.58
02/06/2019	FD Calendar	17067	Wikstrom-\$175	\$ 175.00
02/08/2019	Utilities	17068	Regular Payments	\$ 1,038.53
02/11/2019	Utilities	17069	Regular Payments	\$ 814.13
02/12/2019	Utilities	17070	Regular Payments	\$ 2,609.65
02/12/2019	FD Memorials	17071	In Memory of Rodney Langaas	\$ 150.00
02/12/2019	Sun Life	17072	Reimbursement of Premium after cancellation	\$ 495.04
02/13/2019	Utilities	17073	Regular Payments	\$ 1,250.56
02/13/2019	Donation	17074	Donation for skates at rink	\$ 20.00
02/14/2019	Utilities	17075	Regular Payments	\$ 3,645.72
02/19/2019	Utilities	17076	Regular Payments	\$ 4,838.51
02/19/2019	City Shop	17077	Sally Stengrim- Frozen Water	\$ 43.00
02/19/2019	Fire Contracts	17078	Dewey-\$2,800	\$ 2,800.00
02/19/2019	Greenbush Ace	17079	RBEG Payment	\$ 100.00
02/19/2019	Utilities	17080	Credit Card Payments	\$ 52.00
02/19/2019	Utilities	17081	Credit Card Payments	\$ 75.57
02/19/2019	Utilities	17082	Credit Card Payments	\$ 88.74
02/20/2019	Utilities	17083	Regular Payments	\$ 3,042.01
02/20/2019	FD Calendar	17084	Legion-\$175	\$ 175.00
02/20/2019	Fire Contracts	17085	Barnett-\$2,800/Blooming Valley-\$2,200/Juneberry-\$2,200	\$ 7,200.00
02/20/2019	Utilities	17086	ACH Payments	\$ 6,996.88
02/20/2019	Zap Trende	17087	RBEG Payment	\$ 203.68
02/21/2019	Utilities	17088	Regular Payments	\$ 3,147.71
02/21/2019	City Shop	17089	Blessed Sacrament- Snow Removal	\$ 28.50
02/21/2019	Far North Foods	17090	RBEG Payment	\$ 203.00
02/21/2019	FD Calendar	17091	Collins-\$175	\$ 175.00
02/22/2019	General Fund	Trans 21901	Transfer of 2018 FD Excess funds and sale of FD equipment	\$ 2,430.00
02/25/2019	Utilities	17092	Regular Payments	\$ 5,093.06
02/25/2019	City Shop	17093	GMR-Thaw Water/Hair Nook-Thaw Sewer	\$ 170.00
02/25/2019	Fire Dept Donation	17094	GMR School Donation	\$ 150.00
02/25/2019	MN Management & Budget	17095	Grant for FD washer	\$ 15,431.66
02/26/2019	Utilities	17096	Regular Payments	\$ 832.03
02/26/2019	Jess Foss	17097	RBEG Payment	\$ 135.64
02/28/2019	Border State Bank	17110	Account Interest	\$ 113.60
				\$ 69,771.28