

The regular meeting of the Greenbush City Council was held July 15, 2019, in the Greenbush Library Conference Room at 5:30 pm.

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

Others Present: Shaun Jevne, Ryan Bergeron, Anita Locken

The meeting was called to order at 5:30 pm.

Request to Pave the alley behind the Community Center

Council has received a request from Corey Christianson to pave the alley behind the community center. If the other property owners adjoining the alley would agree to the paving the project would be 100% assessed. The city would be responsible for part of the cost since the community center is city owned. This alley is heavily traveled. Council would like for a letter to be sent to the other property owners to see if they are interested in this project. If they agree then the city would move forward with getting cost estimates.

Roseau County Tax Forfeiture Items

The county has 2 parcels in the city that are tax forfeit. Council needs to approve how the county deals with these properties. The options are: approval for public sale, approval for private sale to adjacent landowner, conveyance to city, or disapprove any sale or conveyance.

The parcels are:

Parcel 52.0105400 The N 75' of the W 150' of the S 240' of Subd 9 of Plat 13 of the NW NE

Parcel 52.3007100 S 1 foot of Lot 11, Blk 1 Hereim's Addn

M/S/P Christine Foss/Dennis Filer to approve a public sale for parcels 52.0105400 and 52.3007100.

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

Rental Rate for City Shop

The city has received a request to use the new city shop for a benefit in October. Council has not set a rate for using this facility. At this time the facility has only been used by the After Prom and Lions. The shop is 60' x 80'. This does not include the break room space with the bathrooms. It takes the public works crew 2-2 ½ hours to clean. Expectations for what is to be removed are to be set. The shelving units cannot be removed. Everything else can be removed. Another question was whether or not alcohol is allowed for these events. Council would need to require that the individuals have insurance for the event if alcohol is served. Public Works Director Jevne also questioned cleaning the facility out during the snow removal months. Council would also need to make a decision on that matter. A possible rate could be \$150-\$200 per day. Council member Walsh is going to look the shop over and come back to council with a recommendation.

New Wage Theft Law

A new Wage Theft statute went into place on July 1, 2019. This law is stopping any theft of hours by employers. Employers are to pay employees for all time that they spend on tasks for their employer. The law also has other responsibilities that employers are required to do. After July 1, employers are to provide all new employees with the following information: employment status, whether exempt or non-exempt for overtime, number of days in a pay period, scheduled payday, date the employee will receive the first payment for wages earned, rate of pay, basis of pay such as hourly, weekly or salaried, meal allowances, benefits that the employee is eligible for, a list of deductions, employers legal name & address, physical address of office, and employers telephone number. There are also new requirements for paystubs. The State Auditor's Office provides the city's payroll software. They are working on updates for the paystubs. Some of the information on the proposed job descriptions is the information that is needed for the new employee notices.

Work Order Response Time

Council was provided information on work orders so they could make a decision on what is an acceptable timeframe for work orders to be completed. We have had resident complaints that work has not been completed in a timely manner. We have 4 levels of response priorities: Emergency, High, Normal, and Low. Public Works Director Jevne has assigned the following tasks to each level. Emergency- storms, power outages, lift station not working. This priority level would require a response in 1 hour or less. High priority- water meters, curb stop repairs, etc. This priority level would require a response time of 1-2 days. Normal priority- mowing, cleaning the office. This priority level would require a response time of no more than 1 week. Low priority- painting, sanding, tree trimming. The priority level can be responded to in over a week. By giving everything a priority level, you can better control how regular job duties and customer requests are dealt with. The Public Works Director is to have this work order report on each agenda under his reporting to council. That way council can see if work orders are completed in a timely manner and they will know what work is being completed each month. All employees are to be entering work orders for any work that they notice needs to be completed.

City Department Hours

Council needs to decide what hours they want employee coverage for the city. At this time the city office hours are 8:00 am – 4:30 pm Monday through Friday. The public works department hours are 7:00 am – 3:30 pm Monday through Friday. Except during snow removal, emergency and street sweeping. An on-call schedule needs to be developed for the weekend.

Leave Notices

Council wants the city clerk and the public works director to let the personnel committee know by text if they are going to be gone for a full day.

FD Explorers and First Responder Training

The fire department is moving forward with another year of the Explorers program. In August they will start recruiting for the new year. Fire Chief Jensen is also looking into the possibility of having some of the fire men become trained First Responders. Council would like for the Fire Chief to come to a council meeting to discuss the First Responder training.

Resolution Approving Prairie Community Services Sale

M/S/P Shawn Walsh/Christine Foss to approve Resolution 2019-10 approving the sale of a lot to Prairie Community Services.

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

MN Dept of Health Fee Increase

The MN Department of Health is increasing their annual Service Connection fee. This fee will be increasing from \$6.36 to \$9.72 per water connection starting January 1, 2020. The state charges this fee to the city and the city then collects the money from each property connected to the water system. Currently the city charges each property 53¢ per month for this fee. That will increase to 81¢ per month in January.

Women of Today Proclamation and Street Closing

M/S/P Dennis Filer/Shawn Walsh to approve the Women of Today Founders Day Proclamation.

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

M/S/P Dennis Filer/Shawn Walsh to approve the Women of Today closing Hill Avenue between Remedies and Ace on September 14, 2019 from 9 am to 7 pm so they can host a rib fest.

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

Softball Request

M/S/P Dennis Filer/Christine Foss to donate \$2,000 from the donation fund to the GMR Softball Scoreboard project since the Summer Rec Baseball also use field 3.

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

Public Works Director is supposed to check on what type of work they would need the city to provide.

2019 Water Project

The water project punch list has been compiled. Spruce Valley needs to complete the tasks on the list. Most of the list is for reseeding grass and securing the tracer wires. They also need to complete a test on the tracer wires to confirm that they are working. MN PFA has stated that they now won't know if the city will receive any grants until the end of July.

Job Descriptions

Council was provided information from the League of MN Cities explaining what their duties as council members are. Mayor Sather wanted to make sure that everyone understood that council members as individuals cannot supervise any city employees. They can only supervise collectively as a whole during council meetings.

Potential Changes to Clerk-Treasurer Position

Tabled

Compost Site

Public Works Director Jevne is going to move the city game camera over to the compost site. The trees need to be cut away from the signs. The signs need to be repainted. A sign stating the area is under surveillance needs to be added. Any one caught violating the rules will be sent a notice of the violation. If they are caught a second time the violation will be turned over to the county for prosecution. Non-city residents will get a notice that they are in violation if they dump anything without permission.

Fire Department/Roseau County Fire Responder Mapping

The county will cover the cost of adding laptops and transponders that can receive mapping information for 2 fire vehicles. They will cover up to \$6,000 per vehicle. Fire Chief Jenson would like to have 3 vehicles with the equipment.

M/S/P Dennis Filer/Shawn Walsh to approve up to \$6,000 for equipping a third fire vehicle.

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

Proposed 2020 Budget

Mayor Sather and Clerk-Treasurer Locken had a discussion on how to split the cost of the full-time employees now that a third public works employee was added. Currently Shaun Jevne's wages come out of the public works department and Ryan Rakovec's are split 50/50 between water and sewer. It was decided to leave Ratkovec in the

water and sewer. Jevne and Rud will be together in the public works department since they have the highest and the lowest wages. Mayor Sather wants to see a 3% COLA increase for Ratkovec and Rud. She also wants to see a 5% COLA increase for Jevne and Locken. Council was also informed that the fire department increase reflects the increases that Fire Chief Jenson would like to see.

Walking Path

Council was provided with a second option for the potential walking path project. The first estimate of \$655,814.25 is for an all asphalt path. The second estimate in the amount of \$396,240.00 is for a mix of asphalt and gravel. These estimates will be taken to the Greenbush Community Partners to see if this is a project that they would like to work on.

City-County/Shop

No update.

Pool House

WSN is completing a set of bids plans.

Street Signs including June 2019 changes

The 4-way at Johnson Ave and 2nd St N has been removed. 3 stop signs were installed. Public Works Director Jevne plans on having this project completed by the next meeting. No further public comment has been received on removing 4-way stops.

Citizen Complaints/Concerns

Council received a complaint of people play softball and drinking in a city park. The complaint also stated that cars were parked in the way of the basketball hoops. The city does not have an ordinance against drinking in the parks so nothing can be done concerning that complaint. The individuals will be asked to not park on the park in the way of any other park equipment.

Committee Reports

Public Works Director Jevne explained to council how the job duties have been split since Ryan Ratkovec has returned to work. Ratkovec is in charge of the park and rec including the pool. Rud is in charge of daily rounds for water and sewer, alleys and streets. All other work is shared by everyone. Jevne is making sure everyone is following safety procedures.

Consent Agenda

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

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

Council received a thank you to the Fire Department for their great work on a call.

Upcoming Meetings:

Regular Council Meetings: at 5:30 pm, August 19th, September 16th, and October 21st

The meeting was adjourned at 6:52 pm.

Brenda Sather
Mayor

Anita Locken
Clerk-Treasurer