

**The regular meeting of the Greenbush City Council was held on March 16, 2020, 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:** Dustin Fanfulik, Crystelle Philipp, Ryan Bergeron, Shaun Jevne, Anita Locken

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

### **FY2019 Audit**

City Auditor Crystelle Philipp was at the meeting to discuss the FY2019 audit. The city once again received an unmodified audit. This is the best audit you can receive. At this time the city has the recommended 5/12 of its cash in unassigned funds. This would allow the city to cover 6 months of expenses should the need arise. The city had an increase in net position in the amount of \$655,262. Council is going to review the audit report and put it on the April agenda for approval.

### **Budget Changes**

As part of the FY2019, the city auditor requested that the General Fund Budget format be changed. She wants the budget broken down further than it currently is. The expenses occurred for council wages will be broke out on their own. The clerk-treasurer and city office expenses are to be broken out of the community center expenses. Expenses for auditing and assessor are to be put under financial administration. Legal fees are their own line item. Holiday, events and summer rec expenses were moved to the parks. Operating supplies and LP expenses for the library were place in the community center building expenses since the community center and library are in the same building.

**M/S/P Shawn Walsh/Dennis Filer** to adopt the new budget format for the FY2020 General fund Budget

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

### **Election Judge Pay**

The election judge pay has not been changed since 2006. At this time the city pays \$14.00 per hour but other precincts around us are paying \$17-\$20 per hour. The presidential primary expenses will be reimbursed by the state. Clerk-Treasure Locken would like to see the election judge pay rate be increased and for the pay to be retro to the 2020 Presidential Primary hours.

**M/S/P Eric Etherington/Shawn Walsh** to increase the election judge pay from \$14.00 per hour to \$17.00 per hour. The pay will be retro active to the 2020 Presidential Primary.

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

### **Safety Manual**

Council was provided with the recommended MMUA Safety Manual that the city's Regional Safety Group trainer has put together. This manual is up to date with all of the safety requirements that the city needs. There are a few safety programs that will need to be put in place within the city. One of those programs is to make sure that safety data sheets for all chemicals are available in the building in which they are used. Council member Etherington is going to review the manual and council will look at approving it at the April regular meeting.

### **Pandemic Planning**

At this time the World Health Organization (WHO) has declared a world pandemic due to SARS-CoV-2 also known as COVID-19. COVID-19 is a respiratory virus that is spreading very quickly and can be very deadly, especially if you are aged 60 and over. Due to the worldwide outbreak of the COVID-19 virus on March 13<sup>th</sup> President Trump declared a National Emergency and Governor Walz declared a Peacetime State of Emergency. Due to these declarations City

Attorney Moren and the League of MN Cities are recommending that the city put a pandemic plan into place. This plan needs to be developed so the city can respond to employee and residents needs as this crisis continues to develop. At this time people are not be gathering in groups of 50 or more. Everyone is to practice social distancing and be no closer that 6 feet from each other. It is recommended that anyone that work from home should transition to telecommuting. The Governor's emergency declaration allows the city council to meet via electronic methods. If this pandemic should affect 2 or more of the signers on the city checking account the city may not be able to meet its financial responsibilities. It is recommended the city implement direct deposit payroll and purchase signature stamps for approved checking account signers. The signature stamps are to only be used if signers are unavailable and the stamps are to be stored in a locked location within the city office.

**M/S/P Dennis Filer/Eric Etherington** to approve Direct Deposit Payroll with it being implemented with the next payroll. Signature stamps are to be ordered for the 3 checking account signers with the understanding that procedures will be developed for the use of these stamps.

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

A special meeting to discuss COVID-19 policies was set for March 23, 2020 at 8:00 am. This meeting is to be conducted via video conferencing methods.

#### **Comp-Time Cash Out Request by Anita Locken**

As per the personnel policy Anita Locken is requesting that she be allowed to cash out 25 of her comp-time hours. She currently has 27 banked hours.

**M/S/P Dennis Filer/Eric Etherington** to approve the cash out of 25 comp-time hours by Anita Locken.

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

#### **Wiktel Easements**

The city has received easements for Wiktel to install fiber optic cables on city property. These easements are blanket easements for the whole property listed on them. Clerk-Treasurer Locken does not recommend that council sign these easements as they were presented. Council would like to get clarification on Wiktel's intent for these easements. This issue is to be put on the March 23<sup>rd</sup> Special Meeting.

#### **2020 Main St N Water Project**

The bid for the 2020 Main St Water Project came in \$214,000 over the engineer's estimate. The only bid received was from Spruce Valley Corporation in the amount of \$836,087. Accepting this bid would increase the assessments for this project. This project could be rebid in 2021 and then the two blocks of Main St between Hwy 11 and MN Ave W could be added back in. If the city receives the Small Cities Development Grant and also uses the MN PFA funding the assessments to Main St business owners could be reduced even further. It would also allow the city to not having to get bond funding for just the 2 blocks of Main St. The council did not feel they could complete this project with bid that was received. They will look at rebidding it in 2021.

**M/S/P Dennis Filer/Eric Etherington** to reject the bid from Spruce Valley Corporation as presented.

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

#### **Alley behind the CC**

Work on the alley needs to be completed as soon as the frost is out of the ground. The grocery store is having to trench in the alley so that the melting snow does not come into their store. Public Works Director Jevne is to get a plan in place for completing this work.

## **City-County/Shop**

Mayor Sather and Clerk-Treasurer Locken will be meeting with City Attorney Michelle Moren to discuss the proposed new city-county shop agreement. They have questions on certain changes and what some clarifications before it is brought to the full council for review and approval.

## **Pool House**

We are waiting on bids from contractors.

## **Citizen Complaints/Concerns**

## **Committee Reports**

**Public Works Report-** Public Works Director Jevne presented council with the work order report. This is a slow time for the public works department. Both employees have been taking some time off. A water meter has been ordered for tracking water usage out of fire hydrants. A valve at the water treatment plant had to be replaced.

**Personnel Committee-** the personnel committee is working on updating the personnel policy and updating job descriptions.

## **Consent Agenda**

**M/S/P Christine Foss/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, Eric Etherington, Shawn Walsh

## **Upcoming Meetings:**

- Regular Council Meetings: at 5:30 pm, April 20<sup>th</sup>, May 18<sup>th</sup> and June 15<sup>th</sup>

**The meeting was adjourned at 6:43 pm.**

Brenda Sather  
Mayor

Anita Locken  
Clerk-Treasurer