



Goodhue, Minnesota 55027

Goodhue City Council Work Meeting Minutes

6:00 pm, November 8, 2023

Goodhue

Council Members Present: Mayor Ellen Anderson-Buck, Patrice O'Reilly, Joe Benda, Jason Thuman

Council Members Absent: Chris Schmit

City Staff Present: Jason Mandelkow

Guests: Cailin Richard, McCrae Olson

Call to Order

6:10 pm

Adoption of Agenda

Unanimous adoption of agenda with a motion from O'Reilly and a second from Benda (4-0-0) with three amendments to the agenda, adding three items to Section 5, Other: Public Works Report, Part-Time Temporary Employee and Unpaid Leave Request.

Work Meeting Items

EDA Coordinator Richard provided an update on the **Parks & Recreation Bylaws**, sharing that they are currently under review by the City Attorney. There was discussion amongst Council on the number of citizen Committee members and how the positions will be advertised. Coordinator Richard shared that the EDA was awarded a \$5,000 grant to fund a park master plan, pending additional funding.

Mayor Anderson-Buck provided an update on the **tax abatement with Goodhue Senior Living**, sharing that the City Attorney has made Goodhue Senior Living aware of the overpayment and is working with representatives of the company to determine a solution. A public hearing, resolution and amendment to the Contract for Private Development will be forthcoming.

Mayor Anderson-Buck presented a **contract with Red Wing Tech Solutions** for 2024, notifying Council it would come before them in December for action. There was discussion amongst Council on updating the City website; EDA Coordinator Richard will collect cost estimates.

Mayor Anderson-Buck introduced the idea of hiring an **interim part-time City Administrator**, citing the need to have additional support in City Hall to keep the City running in instances of

staff shortages. Mayor Anderson-Buck shared resources on hiring a person for this role, including the League of Minnesota Cities (LMC) and CEDA. There was discussion amongst Council on responsibilities of the position, cost of the position, cost savings of the position and who would sit on an interview panel. With a motion from O'Reilly and a second from Thuman (4-0-0), Council unanimously voted to research hiring an interim part-time City Administrator.

Mayor Anderson-Buck provided an update on **payroll, invoices and utility bills**, sharing that they were completed with help from staff in City Hall and other communities. Mayor Anderson-Buck encouraged Council to reassure community members that any issues would be corrected.

Mayor Anderson-Buck provided an update on the **LMC insurance renewal**, sharing that the newly released squad car would come off the car insurance this month, and workman's comp insurance for the police department would come off in the spring. Staff at the City, County and insurance companies would get everything worked out and moved forward quickly.

Mayor Anderson-Buck presented a **leave request form** for employees of the City to complete when taking or requesting leave. The form is intended to create a paper trail to effectively track employee leave, and protect both the City and employees, not be punitive. There was discussion amongst Council and staff on when the form would be required, who would review and sign the forms and adding mileage to the form for work-related travel. With a motion from O'Reilly and a second from Benda (4-0-0), Council anonymously accepted the leave request form.

Mayor Anderson-Buck provided an update on the **Employee Handbook amendments**, sharing that she and Council Member O'Reilly have reviewed the existing handbook and identified things that need to be amended or added. An amended document is being compiled, and will be presented to Council for review and approval when complete.

Public Works Director Mandelkow shared a citizen's concern regarding winter **parking ordinances**, and where people can park on the street in the winter without fear of getting towed or ticketed during snow emergencies. There was discussion amongst Council on parking warnings, the desire to support downtown businesses by providing parking in the winter and the difference between the regular and winter parking ordinances. There was additional discussion on the order in which town was plowed, where a temporary winter parking lot could be located and potential rules and regulations surrounding a temporary winter parking lot. There was unanimous agreement amongst Council to identify a temporary winter parking lot, install

temporary parking signage and issue temporary passes to approved vehicles to use the lot in the case of a snow emergency.

Mayor Anderson-Buck provided an update on general **ordinance violations**, sharing there was a form that needed to be completed when a violation occurred and there would be several warnings that are issued before the sheriff's department was asked to address violations. There was discussion amongst Council on notification order of ordinance violations, information to be provided to the sheriff's department when confronting a violation and the monthly sheriff's report that is provided to the City. Council Member O'Reilly shared a citizen's concern about the sheriff's approachability in the community. There was additional discussion amongst Council on how to provide feedback to the sheriff's department.

Mayor Anderson-Buck provided an update on a **hazardous property** in the community that burned down last summer and was now an eyesore for the neighborhood, sharing information on the statutory process for the City to clean the property. There was discussion on the history and current state of the property. There was unanimous agreement amongst Council to review action at the December meeting to begin moving a process forward, if nothing is initiated prior to then.

Council Member Benda and Public Works Director Mandelkow shared that the **Goodhue signs** have been purchased, and will be installed when the temperature is above 50 degrees.

Other Items

Public Works Director Mandelkow provided a **public works report**. Director Mandelkow provided an update on the Verizon antenna atop the water tower, sharing he has had meetings with engineers and the project manager, who made assurances about the safety of welding the antenna to the top of the tower, and their willingness to have a third party inspection. A concern is that there is no language in the contract stating Verizon will pay for the inspection, which would be expensive. Mayor Anderson-Buck suggested the City Attorney can help review and draft revisions to ensure the City would not have to pay for the inspection. Director Mandelkow provided an update on the 3M class action lawsuit, sharing that Goodhue could join the lawsuit and receive an undetermined amount of money; if they do join the lawsuit, they could not sue 3M in the future for water PFAs. This item will come before Council in December for action. Director Mandelkow provided an update on reporting building permit concerns; instead of approaching contractors, the new process will be to call the County and check on a permit status. Director Mandelkow provided an update on the swimming pool heat exchanger, sharing that a new one will not be purchased this year but will be a future expense. Director Mandelkow provided an update on the lawn mower brush, sharing that it could be sold and inquiring when

Council would want to sell it, considering depreciation. Director Mandelkow provided an update on the three-way stop sign and community complaints that have been received about it. It is a complicated process to remove or install stop signs which would include a traffic study, and the recommendation was to keep the sign where it is. There was a suggestion to have a sheriff's deputy sit near the stop sign, to ensure the intersection operates safely. Director Mandelkow provided an update on the police department cars, sharing they could collect bids or outright sell the 2018 Ford Explorer. Council directed staff to check with Guardian on the value of the vehicle before determining what to do with it. Director Mandelkow provided an update on enforcing the swimming pool ordinance, inquiring with Council when to begin enforcement. Council gave staff direction to send out notices, and begin enforcement in the spring.

Mayor Anderson-Buck provided an update on hiring a **part-time temporary employee**, sharing that she spoke with a candidate this morning who has a background in office administration and could assist with City invoicing and payroll for the remainder of the year. The City Attorney has advised that there were no formal processes to be followed to hire a new employee. This employee is not intended to replace current employees, but provide additional office support. The candidate has requested a pay rate of \$80 per hour. With a motion from Benda and a second from O'Reilly (4-0-0), Council unanimously voted to hire a part-time temporary employee.

Mayor Anderson-Buck provided an update on the current City Clerk, sharing that an **unpaid leave request** was submitted and reviewed by herself and Council Member O'Reilly. Their joint recommendation would be to not grant the leave request, since the records of leave taken in the past, including vacation and sick time, were incomplete. The City Attorney agreed to evaluate the leave history and try to understand the numbers and what was still available. There was discussion amongst Council on creating a better system to track employee leave. With a motion from Thuman and a second from Benda (4-0-0), Council unanimously voted to not grant the leave request at this time.

Adjournment

Motion to adjourn was made at 8:08 pm by Thuman and seconded by O'Reilly (4-0-0).

Respectfully submitted,
Cailin Richard, EDA Coordinator