

City of Brownsdale

Garden Spot of Mower County

Mayor – Jeff Foster Council Members – Gene Crabtree, Debra Schuette, Jessica Bakken, Rick Smith

City Clerk/Treasurer – Adria Vargas

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City Council Regular Meeting March 4th, 2019

Mayor Jeff Foster called the meeting to order at 7:00 P.M.; everyone stood for the Pledge of Allegiance.

Present: Mayor Jeff Foster; Council Members: Gene Crabtree, Debra Schuette, Jessica Bakken(Absent),
City Employees: City Librarian: Deb Smith, City Clerk: Adria Vargas,
and Police Chief: Jon Smerud, City Maintenance: Wayne Baldner (Absent)
Public in attendance: Loren Swanson, Jenelle Parks, Don Konken, Jan Ball, Mary Mortiz, Gene Tindal,
Libby and Jason Barnes, Machelleg Flugum (Hill,Larson CPA)Greg Larson(Hill, Larson CPA)

February 4th, 2019 meeting minutes stood approved as written.

Machelle Flugum presented the 2018 final audit report to the Council. Machelle stated that the City receives a clean report from Hill, Larson. She proceeded to go over the City's financial statements, fund balances in all accounts. Machelle also went over capital outlay projects and decrease in bond payments in 2024 and 2025, the City at that time may want to plan for a street project in those years. Machelle stated that the City has meet all minimum reporting requirements for Minnesota State Legal compliance. Machelle also discussed facts and findings of the audit along side with a corrective action plan to ensure proper policies remain in order. Machelle also noted that the Clerk made some errors in coding, and math errors in payroll and also failed to carry over the correct amount of PTO to the next payroll timesheet for Public works. All errors have been corrected. Machelle commented that these errors can be common due to the fact that the amount of work needing to be done and amount of hours in which the Clerk is given to complete the duties are not sufficient. Upon completion of the audit report, Mayor Foster called for an approval of the report.

Council Member Schuette made a motion to accept 2018 year end audit report preformed and reported to the Council by Hill Larson CPA. Council Member Smith seconded the motion. 4 Yeas, 0 Nays. Carried. (Bakken Absent)

Public Comment:

Libby Barnes asked the Council if they could merge 3 land parcels into one. The Council stated that would be something they would have to work on with the Mower County Courthouse. Libby stated that because its commercial the Mower County Assessor's office told them that they (Barnes) would need permission from the City of Brownsdale first. The Council instructed the Clerk to find the necessary processes. The Council would need to know if it would be necessary to hold a public hearing due to the fact that its being incorporated into commercially zoned and the green space is zoned residential.

Jan Ball asked the Council if they should consider a policy that would close the City offices for severe or inclement weather. The Mayor commented that if the Governor closes everything then the offices will be closed. If the employees feel the need to take PTO they can do that if they want too. Jan commented that she had watched the scroll lines on the news and saw several other city offices closed, the city here is no different. City Librarian stated that she prefers the library be open so that people who are out in the weather have some place to go to warm up.

Public Works Report:No report at this time.

City Police Officer's Report: available at the City Clerk's office upon request.

Officer Smerud presented two quotes for squad laptops to the Council on for a new GETAC for the amount of \$3093.26 and a refurbished Panasonic for \$1154.00 through Mower County and the Cooperative Purchasing Agreement. Officer Smerud stated that it would be the same brand as his current computer and would fit the current vehicle dock. He also stated that he had spoken to Rick (Tech) from Austin Police Department/ Mower County and he would prefer to use what the County is going to use for equipment.

Council Member Crabtree made a motion to purchase the refurbished Panasonic through Mower County Sheriffs office for the total cost of \$1154.00 Motion was seconded by Council Member Schuette. 4 Yeas, 0 Nays. Carried (Bakken Absent)

Officer Smerud also asked the Council about opening the Community Building for stranded motorists if another winter storm would arise again. Officer Smerud stated that during the blizzard the County provided mutual aid to 200 stranded motorists in Mower County. Every hotel was booked and they began taking people to Walmart to get them out of the weather. The Clerk stated that our Emergency operation plan only covers an event in our community, in which our residents are affected. The Clerk stated that a provision policy should be included at the 2019 meeting to include taking in motorists if the council deems it necessary in the event of severe weather. Officer Smerud discussed staffing, and grant opportunities for supplies. Don Konken commented that Our Saviors Church would be available if needed and could house more families that the Community Room.

Officer Smerud also made mention of a new CODE RED system that will be out soon that people can sign up emergency alerts in their areas.

Library: Deb Smith stated that she attended a workshop seminar on how to handle volunteers. She also commented that the new March calendar of events is also out.

Old Business

- Pavilion updates. The City is awaiting change orders to be made on gutters and knee walls and minor finishings.
- Mayor Foster commented that Council Members need to finish policy review by next months meeting April 1st.

New Business

Brownsdale Volunteer Fire Department presented the 2020 fire contract by mail for the Councils review. No changes in pricing from 2019 to 2020 rate still stands at \$20,936.00. upon reviewal no questions arose. **Council Member Schuette made a motion to accept and enter into contract with the Brownsdale Volunteer Fire Department for the year 2020 in the amount of \$20.936.00. Council Member Smith seconded the motion. 4 Yeas, 0 Nays. Carried (Bakken Absent)**

The Council discussed the Swift Reach program that is a down loaded able software for the office that can be used to alert the city residents of for example a water main break, by either phone, email or text message. The cost is \$300.00 dollars per year. Mayor Foster asked: People would have to sign up for the program? The answer is yes, people would need to sign up. After short discussion the matter was tabled until more information can compiled on how many people would be interested in something like this.

The Council discussed potentially having Roto Rooter come to town to camera and clean the storm sewers. The most senior Council Members discussed the smoke or dye testing that was done many years ago to the storm and sanitary sewers. It was noted also the infiltration problems and residential sump pump drainage are also areas of concern. Council Member Crabtree stated all this needs to be fixed. Matter tabled until Public Works returns from vacation.

Don Konken said that due to the influx of water that is coming soon that he is willing to work with the City in keeping the large drain (the large drain that abuts his and City land), from debris if Wayne could find it and clear the snow and ice from it. Don Konken also praised Wayne and the City for a job well done in keeping the snow off the roads. Don Konken also stated that Wayne can push snow back further onto his property if needed.

The Council also discussed very briefly about enforcement of shoveling residential sidewalks. The Council stated that no enforcement of cleaning residential sidewalks will not be enforced for the remainder of this winter season.

Bills were presented and signed

Council Member Schuette made a motion to adjourn the meeting at 8:17 pm. Council Member Crabtree seconded the motion. 4 Yeas, 0 Nays. Carried. The meeting stood adjourned at 8:17 pm.

Adria Vargas; City Clerk/Treasurer

