

# 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 November 2<sup>nd</sup>, 2020

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, Rick Smith, Jessica Bakken

City Employees: City Librarian: Deb Smith, City Clerk: Adria Vargas, Assistant Librarian: Shelley Vogel (Absent), Police Chief: Jon Smerud, City Maintenance: Wayne Baldner

Public in attendance: Jenelle Parks (Mower County Independent and Library Board), Jan Ball, Mary Mortiz, Tim Duren, Don Peterson, Michelle Swank (Library Board), Ashley Hartson(Library Board)

**October 5<sup>th</sup>, 2020 Minutes stood approved as written.**

### **Public Comment:**

After hearing Mayor Foster moved on to old business

### **Old Business**

Council Member Bakken did the seconded reading of the amendment of Ordinance 2008-3 section 6. The Ordinance has been published and is now passed.

The Council briefly discussed Township minutes included for their review. **Council Member Crabtree rescinded his previous motion for hazard pay for Election Judges and City Clerk from \$13.50 to \$13.00 dollars per hour. Council Member Schuette seconded the rescinded motion to include the correction of \$13.50 additional hazard pay per hour to \$13.00 dollars per hour. 5Yeas, 0Nays Carried.**

The Council also discussed the Townships decision to back pay the election judges and City Clerk for the August Primary, for the same amount of \$13.00 additional per hour from the MN COVID CARES MONIES. The Mayor stated that before the next upcoming election the township and City will have to meet in order to discuss details. **Council Member Crabtree made a motion to back pay hazard pay for all training and time spent at the polls for the Election Judges and City Clerk for the August Primary from the COVID RELIEF MONIES in the amount of \$13.00 additional per hour. Council Member Schuette seconded the motion. 5Yeas, 0Nays. Carried.**

### **New Business**

The Council had a brief discussion on remaining COVID relief monies and how that should be spent if any remains after the audit. The Council decided that remaining funds if any should be directed to the Mower County Salvation Army Food Shelf. **Council Member Crabtree made a motion to donate any unused portion of the COVID Relief Monies to the Mower County Salvation Army Food Shelf, Council Member Smith seconded the motion. 5Yeas, 0Nays. Carried.**

The Council discussed adopting the General Records Retention Schedule. Council Member Crabtree made a motion to adopt Resolution 2020-23 General Records Retention Schedule in the City of Brownsdale. Council Member Bakken seconded the motion. 5Yeas, 0Nays. Carried.

### **Public Hearing**

The regular Council meeting was suspended at 7:30pm to hold the Public Hearing on assessing water, sewer and lawn care bills in the City of Brownsdale.

After hearing no public comment from any resident, Mayor Foster asked for a motion to adopt Resolution 2020-22 assessing past due water, sewer and lawn care bills in the City of Brownsdale. **Council Member Schuette made a motion to adopt Resolution 2020-22 assessing all past due water, sewer and lawn care bills in the City of Brownsdale. Council Member Smith seconded the motion. 5Yeas, 0Nays. Carried.**

**Council Member Schuette made a motion to adjourn the Public Hearing at 7:32pm. Council Member Bakken seconded the motion. 5Yeas, 0Nays Carried.**

### **Public Works Report:**

Wayne made mention that its been quiet and that all is well, he asked if anyone had any questions for him about anything happening in town. Wayne stated that the remaining concrete work will be completed in the Spring. The HVAC work is going well and should be completed in the next week or so.

**City Police Officer's Report:** available at the City Clerk's office upon request. Jon stated that his new radio for the squad has been delivered and is waiting for installation. Jon stated that he attended a training requirement for his upcoming license renewal that he thinks will apply to many calls that he has been receiving lately here in town. Jon also approached that Council about purchasing an updated rifle, that more compact and able to fit more appropriately in the squad. Mayor Foster stated that he had no issue with the request and that Jon should get some bids together for the next meeting. There was mention that the current rifle would need to be returned due to its a loan from the state government. Jon stated that he was aware of the arrangement and all details of the return would be handled. Jon also stated that he attended the Homecoming of injured Waseca, Officer Arik Matson in Owatonna he said that was an honor to welcome him home and that he has known him for many years.

**Library:** The Council, Library Board and Librarian Deb Smith discussed the increase of hours of the Library from 30 to 32 hours per week. Mayor Foster reminded the Council that 32 hours a week is full time and would be eligible for vacation and sick pay. Mayor Foster stated that looking at Library expenses without November and December wages is already at \$46,601.42 this is without adding Deb's or Shelley's hours which vary both for the month of November and December. Council Member Schuette asked a question would Shelley cover the Library or would the Library be closed. Deb Smith stated that Shelley would cover. Jenelle Parks stated that Deb should have sick pay and vacation after being here for 18 years. It would only increase the budget by \$6259.00 we have been looking at the budget and would cut materials spending to meet one half of the increase and if not Fund Raising could cover the other it. Mayor Foster stated that Fund raising if the funds aren't raised then the City is responsible.

Mayor Foster asked the Council for their feelings and thoughts. Mayor Foster stated that the Council doesn't break down a budget for Library or Public Works or Police. We try to work responsibly with what we have. The Council didn't raise taxes at all for this next year. Librarian Smith stated we work closely

with our budget and I always underspent or spent right up to the amount. I try to purchase updated materials to serve my patrons, so we keep really need to keep close track of our numbers, so whether it be materials or wages. We get an ILL dividend each year because I lend out materials to patrons that they want. So many years that's how I've been able to purchase and update the computers in the Library. Council Member Bakken, that's great, but it may not always happen like that. Jenelle Parks, we will be working with the Library on a line items budget and we need a number to work with. Council Member Bakken during the last Library Board meeting we talked about working from home, like what notated on your timesheets. How often are you hitting 60hours, Deb stated that it varies. Deb also stated that she writes the hours she spends at home working but doesn't charge the City its only as a note that I'm over hours. Council Member Bakken asked how often she attends SELCO meetings. Deb stated monthly. Mayor Foster stated again like at the previous meeting it would have been nice to have this request earlier. Council Member Bakken and all others went over spread sheet with exact figures of what the raise in hours, PERA benefits and the additional 208 hours of sick and PTO benefits would cost. Council Member Bakken stated that to be affiliated with SELCO she needs to be open a minimum of 25 hours a week, so those open hours would need to be covered. Mayor Foster added that it's not the same as the Clerk office, or Public works or Police. Mayor Foster asked what would happen if Shelley can't cover those hours. Then we would have to go Volunteer route. Council Member Bakken stated that according to the MN. Department of Education that governs all Libraries. No Volunteer can take the place of a paid employee. Another Option that was stated that Shelly's hours could be dropped to make the accommodation to Debs extra hours, but regardless there would be additional cost to cover the 208 vac/sick hours. Jenelle Parks stated the Library Board has lots of work to do, it's our responsibility to make the funds work and match funds whether it be materials or wages. We as a Library board need to have a better checks and balance system. We as the board there's many things that we weren't doing that we know now that will have to be done. We also want to protect Deb and the City, We will have to make some cuts and figure out what needs to get done. We all what to do what's right by the tax payer money.

Ashley Hartson spoke in defense of Deb Smith. Deb is the Heart of the community, she always goes above and beyond. She's only asking for 2 additional hours and deserves the vacation and sick time. I just wanted to put that out there. Mayor Foster asked the Council for a motion to increase library hours. Ashley Hartson asked the Mayor when is a good time to ask again? Mayor Foster stated that they could ask after the first of the year. There will be new council then, but as with that there is no guarantee. Mayor Foster asked the second time for a motion to increase Librarian Deb Smiths hours after hearing no motion by the Council. The topic didn't further to a vote at this time.

### **Bills were presented and signed**

**Council Member Crabtree made a motion to adjourn the meeting at 8:14pm. Council Member Smith seconded the motion. 5 Yeas, 0 Nays. Carried. The meeting stood adjourned at 8:14pm.**

Adria Vargas; City Clerk/Treasurer

