

City of Brownsville  
Minutes of December 2, 2020 Regular Monthly Meeting

The regular monthly meeting of the Brownsville City Council was called to order by Mayor Allen Whitesitt at 7:00 PM with councilmembers Jeff LeJeune, Rick Voshart, Chelsey Leis and John Jangula present. Also present were Maureen Meiners, City Treasurer and Steve Schuldt, City Clerk. Guests in attendance were Brandon Frank, Tim Klug, Jacob Danielson, Rich Cordes and Jordan Gerard.

Minutes of the November 4, 2020 council meeting were read. Chelsey Leis moved, second by Rick Voshart and the motion passed to approve the minutes.

There was no floor correspondence.

In new business, Mayor Whitesitt gave a maintenance department update as follows: New supports are being installed at the waste-water treatment plant. Bio solids from the treatment plant have been hauled. Sand and salt have been delivered. Options and pricing are being considered for bathtub replacement at Bluff View Manor. A skating rink is to be created at the ball diamond using plastic tarp and lime.

Brandon Frank representing the fire department requested that their budget surplus be transferred to the fire department 4-m Fund capital fund for future equipment needs. An amount will be determined at year end. Mr. Frank questioned if the rain gutters installed at the fire station were included in the construction cost estimate which they were not.

Council reviewed and discussed the 2021 city budget. Chelsey Leis asked if updating the city website could be included in the new budget. She felt that the current website is outdated and cumbersome. She suggested we consider Vision Design Group which has designed several neighboring cities as well as Winona Controls. The proposed cost would be \$2,500.00 plus \$50.00 monthly for hosting. Council by consensus agreed to consider the project at a future meeting. Rick Voshart moved, second by John Jangula and the motion passed to approve the 2021 city budget as presented.

Council was informed of a proposed County Highway 3 and State Highway 26 intersection project in which a traffic circle would be built to slow traffic and improve traffic flow. Cost would be shared by Houston County and Minnesota Department of Transportation. Rick Voshart moved, second Chelsey Leis and the motion passed to move forward with design.

Chelsey Leis questioned why all building permits were not submitted to the council for approval. It was explained that building permits not requiring a variance or that deviate from ordinance requirements are granted by the city clerk's office. Ms. Leis requested that all building permits get prior approval from the city council before issuance. John Jangula moved, second by Jeff LeJeune and the motion passed to have all building permits approved by city council prior to issuance.

Maureen Meiners requested the council consider closing the community center for the month of December due to the COVID-19 pandemic and Gov. Walz mandates regarding large gatherings. Council agreed by consensus to close the center for the month of December. Treasurer Meiners also presented a request from Louie Properties, LLC to reduce the garbage collection charges at their 8 apartment units because a dumpster has been installed at the property. Granting the request would reduce the monthly garbage charge for each apartment by \$6.00. Following discussion, the council by consensus agreed that the garbage charge should not be reduced.

Chelsey Leis suggested that when making appointments at January's council meeting, that Marc Lietzau be appointed to inspect sewer connections. His charge would be \$75.00 per connection. Ms. Leis also suggested that the city appoint members to the Parks and Rec. committee as it seems to have disbanded over recent years.

Council reviewed claims payable for the month of November. Jeff LeJeune moved, second by Rick Voshart and the motion passed to approve all claims.

At 8:15 pm, Mayor Whitesitt called for a closed session to discuss applicants and recommendations for the city treasurer position. Chelsey Leis and Rick Voshart expressed to the council that they were very impressed by all of the applicants. Ms. Leis and Mr. Voshart recommended that Jenna Knight be offered the position at an hourly wage of \$15.50 during a probation period of 3 months. John Jangula moved, second by Chelsey Leis and the motion passed to offer the position to Jenna Knight.


The closed session was adjourned at 8:35 pm.

There being no further business Rick Voshart moved, second by Chelsey Leis and the motion passed to adjourn the meeting at 8:35 pm.



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Steve Schuldt, City Clerk



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Allen Whitesitt, Mayor