**CITY OF VERNDALE**

**WADENA COUNTY, MINNESOTA**

**REGULAR COUNCIL MEETING MINUTES**

**Monday, April 3, 2017**

**6:00 p.m.**

**Verndale City Office**

**101 Brown St. SW**

**MEMBERS PRESENT:** Raye Ludovissie, James Ackerson, Ardith Carr, Tara Erckenbrack, Jim Runyan

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Barbara Holmes, City Clerk/Treasurer; Michael Madsen, Fire Chief; Gary Rosenthal, Liquor Store Manager; Matt Uselman, Public Works Manager, Cory Carr, Police Chief

**STAFF ABSENT**: None

**VISITORS PRESENT:** Marlo Benning, Verndale Sun; Kevin Wernberg, WSN; Kenny Kjeldergaard, Family Life Church; Bill Hess, Verndale Historical Society;

**OPENING PRAYER:** The opening prayer was led by Pastor Kenny Kjeldergaard, Family Life Church

**CONSIDERATION OF MINUTES AND APRIL PAYABLES**

A motion was made by Ackerson to approve the March 6, 2017 Public Hearing and Regular Council Meeting Minutes as written, seconded by Carr. AIF/MC

A motion was made by Ackerson to approve the April 2017 payables in the amount of $38,297.18, seconded by Erckenbrack. AIF/MC

**ACKNOWLEDGE VISITORS**

**Alliance Church –** request to join parcels – Resolution 17-0403

A motion was made by Carr to accept Resolution 17-0403 – Approving Combining parcels 21-310-1180, 21-310-1140, and 21-310-1340, seconded by Ackerson. Ludovissie abstained. Voting in favor were Carr, Erckenbrack, Runyan, and Ackerson. None opposed. MC

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**Bill Hess – Verndale Historical Society** - Hess stated that they would like to put a structure in the park to house their grist mill model and the Fire Department’s old horse drawn pumper engine. Hess stated that the Historical society has $10,000 to put toward the project. Hess stated that the Historical Society plans on asking the Fire Department for funds, at least to cover the cost of the labor. They also plan on doing some fundraising to come up with the rest of the funds. The structure would be 14ft by 42ft enclosed with glass on the sides for people to look inside. No one would be able to climb inside the structure. Hess stated that the structure would be placed as close to the fence as possible. Hess stated that they would like to have a motion censored light in the structure, if possible. Uselman stated that there is power to the caboose right now and to the small shelter on the East side. Hess asked who would own and maintain the structure. Uselman stated that if the structure is in the park, then the city has to own it. Hess stated that the Historical society would have no problem donating the structure to the city. Carr asked Hess if they have looked into steel siding or something maintenance free. Hess stated that they have looked into a number of possibilities and they are working on repricing. The estimate they received last year was $27,000 for someone to come out and build the structure. Hess stated that the structure would not have a floor, it would have a footing. Ludovissie asked Hess to come with a plan to the May 1st, 2017 meeting.

**Kevin Wernberg-WSN - Progress** Report #47

Wernberg stated that they have obtained a quote from R L Larson for a generator and bollards in the amount of $52,094.70. The quote was reviewed and approved by Rural Development. CIPP crews were on site for a week and sealed and tested 30 services. There is still one that needs to be televised. They are continuing to work on Record drawing. They have compiled a list of items to complete in 2017. An evaluation of expenditures, costs to complete and available contingencies has been completed. Wernberg stated that they assisted Jason Murray (David Drown and Associate) in estimating bonding amount. The construction of sewers and the CSAH 23 will be completed this spring. Partial Payment Estimate #6 in the amount of $9,889.50 is due. The project is 91% complete (as of March 25, 2017) strictly based on amounts earned.

A motion was made by Carr to approve Partial Payment #6 in the amount of $9, 889.50, seconded by Runyan. AIF/MC

The estimated cost remaining for the project is $157,400. Wernberg stated that the project is under budget in both the Rural Development and the Public Hearing budgets. Wernberg stated that he wanted answer on the generator tonight. Wernberg stated he had a change order from R L Larson in the amount of $52,094.70. Wernberg stated that the city would have enough money to buy the generator and extend the gas services to the generator. The City would have to pay $8,101.17 to extend the gas services to the generator.

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A motion was made by Ackerson to accept the change order from R L Larson in the amount of $52,094.70, seconded by Erckenbrack. AIF/MC

Wernberg suggested that insulating the valve manhole at the Eastside Drive lift station and lining the existing manholes are being considered with a portion of the existing grant dollars available. Erckenbrack asked Wernberg what the plan was to get Eastside Drive back to Eastside Drive because leaving the road the way they found it, isn’t going to happen. There is absolutely no road left. Wernberg stated that Eastside Drive would be resurfaced. Wernberg stated that the contractor will be here tomorrow and he would know more then. Wernberg stated that by contract the contractors have until July to construct and finish the road.

**Family Life Church** - Requesting a waiver to 1 year Sewer Connection requirement. They put in a new septic. Every 5 years there is an inspection to make sure they are in compliance. It was proposed that Family Life Church would not have to be connected to the City sewer until their sewer system fails. Uselman stated that since the Family Life Church’s sewer is more than 200 feet from the City sewer main hook up then they qualify for a waiver.

A motion was made by Erckenbrack to accept the waiver under the conditions that Family Life Church will need to have their sewer inspected once every 5 years to make sure that it’s in compliance and that once their system fails, Family Life Church will have to hook up to City sewer, seconded by Carr. Ackerson abstained. Voting in favor were Carr, Erckenbrack, Ludovissie, and Runyan. None were opposed.MC

**DEPARTMENT REPORTS:**

**LIQUOR STORE- GARY ROSENTHAL-MANAGER**- Rosenthal stated there was a net profit of $995. Bar total sales for karaoke was $1231 and it cost $375 for the entertainment. Rosenthal stated that the Hewitt Bar has new owners that plan to re-open.

**FIRE DEPARTMENT- MIKE MADSEN-CHIEF-** Madsen stated there was 1 grass fire call, 1 mutual aid call to Wadena that was cancelled and 10 medical calls for the month. Madsen asked for approval to apply for the MN DNR 50/50 matching grant up to $5000.00.

A motion was made by Carr to allow the Fire Department to apply for the MN DNR 50/50 matching grant up to $5000.00, seconded by Runyan. AIF/MC

Madsen stated that there will be a Permit to Carry class on April 30th at 8:00 am. The pancake breakfast and open house in conjunction with Verndale Flower Club’s flower sale is set for May 20th starting at 8:30 am. Madsen stated that burning restrictions start April 3, 3017. The auction is set for May 13th, 2017.

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**POLICE DEPARTMENT- CORY CARR- POLICE CHIEF - Chief** Carr stated that letters have been sent out to the properties that needed cleanup. Ludovissie stated that himself and Chief Carr should drive around the town and see if more letters need to be sent. Ludovissie will set up a time with Chief Carr. Chief Carr stated that he picked up his new computer. Holmes stated that Chief Carr had to buy a new printer because his print head went out on his. The cost was $138.00. Chief Carr stated that the burglaries have been solved.

**PUBLIC WORKS- MATT USELMAN-MANAGER -** Uselman stated that he would like to change the wording in the City’s sidewalk ordinance #57 so that the sidewalks are ADA compliant. The ordinance should read “All new construction of City sidewalks will be a minimum of 4 feet in width, 4 inches thick with a minimum of 4 inches compacted granular material subgrade, a contraction joint cut every 4 feet except where there is a driveway and ½ inch expansion joint at adjacent walk or structure. Where there is a driveway the sidewalk must be a minimum of 6 inches thick.” Carr asked what the city has to do to change an Ordinance. Uselman stated that the council would need to vote on it. Holmes stated that after the vote, a summary of the changes needs to published and posted.

A motion was made by Carr to change ordinance #57 so that our sidewalks are ADA compliant, seconded by Ackerson. Voting in favor were Carr, Erckenbrack, Ludovissie, and Ackerson. Opposed was Runyan. MC

Uselman stated that he sent out for quotes on replacing some sidewalks on North Farwell. Uselman will be calling Matt Steege to see if he would like to mow the Cemetery again this year. If not, Uselman will put an ad in the paper. Uselman stated that street sweeping has begun and will be finished this week.

**CLERK/TREASURER- BARBARA HOLMES-** Holmes stated that after approving the Emergency Operations Plan at the last meeting, Don Weniger gave her several corrections. Holmes asked if the council would like her to resubmit for approval, or accept the revised March submittal and resolution accepting the additional changes as part of the submittal.

A motion was made by Ackerson to accept the revised March submittal and resolution accepting the additional changes as part of the submittal, seconded by Carr. AIF/MC

Holmes stated that the annual Workman’s Comp. audit was today (April 3, 2017). Holmes stated that Uselman and she attended the LMC annual Safety & Loss Control Workshop on March 30th in Alexandria. Holmes stated that Melissa Current is doing well as Deputy Clerk.

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Holmes stated the Clerk’s list had a question about changing rates for the Fire department. According to the LMC those fees have to be included in the Ordinance – not set by resolution. Holmes recommended amending the Ordinance to include the statement “that the City Council may establish by resolution fees for emergency services, including fire.”

A motion was made by Erckenbrack to amend the Ordinance to include the statement “that the City Council may establish by resolution fees for emergency services, including fire.”, seconded by Runyan. AIF/MC

Holmes stated that preparations for the 2016 audit have started.

**OLD BUSINESS:**

**Adam Steege** – He has 7 acres of property; he wants to know if the city would be interested in 5 acres of it. Steege had suggested a purchase price of $5,000 per acre. Steege would square the house up with the acres and the city could get what was left. There is a 6ft pond. Ludovissie stated that the City should turn over the decision of the property to the EDA.

A motion was made by Carr to approve the Tri-County Health Care conduit funding that was viewed two months ago, seconded by Ackerson. Erckenbrack abstained. Voting in favor were Carr, Ludovissie, Runyan and Ackerson. None were opposed. MC

**NEW BUSINESS:**

Uselman stated that the Alliance Church would like the City Council to approve the closure of 2nd Ave and for 3rd Ave to be built so that the church can build out farther. Uselman stated he told the Alliance Church that they would be responsible for the cost of building 3rd Ave, if 2nd Ave was closed. Uselman stated that there is one garage on 2nd Ave that is not owned by the church that would still have access. Uselman stated that the whole street would be vacated but landowners get that land because the owners are entitled to half of the growth. Uselman stated that he gave the alliance Church a ball park figure of what it would cost to build 3rd Ave. Uselman stated he wasn’t looking for a vote on it tonight, he just wanted to know if the City would be okay with it before proceeding farther. Holmes stated that there would need to be a public hearing to vacate and send letters to those affected in order to close 2nd Ave. Erckenbrack stated that she was okay with the Alliance Church pursuing how much it would cost to build the road, but they need to come to the next meeting to show the council and move forward from there. Erckenbrack stated that the Alliance Church could do a preliminary survey of the residents.

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**OTHER BUSINESS:**

Holmes stated that the Planning Commission Public Notice – Petition to Amend the Zoning Ordinance #1 – Wadena County was received.

Carr stated that evaluations of the City Department heads were completed.

A motion was made by Erckenbrack to adjourn the meeting at 7:05 pm, seconded by Ackerson. AIF/MC

**Submitted by: Attest:**

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Melissa Current, Deputy Clerk Ray Ludovissie, Mayor