**CITY OF VERNDALE**

**WADENA COUNTY, MINNESOTA**

**REGULAR COUNCIL MEETING MINUTES**

**Monday April 12, 2021**

**6:00 pm**

**Verndale City Hall**

**101 Brown St SW**

**MEMBERS PRESENT:**  Ardith Carr, Daryl Jacobson, Jim Runyan

**MEMBERS ABSENT:** Tara Erckenbrack, Tony Stanley

**STAFF PRESENT:**  Michael Madsen, Fire Chief; Cory Carr, Police Chief; Matt Uselman, Public Works Manager; Melissa Current, City Clerk/Treasurer

**STAFF ABSENT**: None

**VISITORS PRESENT:** Amos Self, Family Life Church; Trinity Gruenberg, Verndale Sun; Clif Allen, Moore Engineering, Kim Rife

**OPENING PRAYER:** The opening prayer was led by Amos Self, Family Life Church.

**CONSIDERATION OF MINUTES AND APRIL PAYABLES**

A motion was made by Runyan to approve the March 8, 2021 Regular Meeting Minutes and the April 6, Board of Review Meeting Minutes as written, seconded by Carr. AIF/MC.

A motion was made by Runyan to approve the April payables in the amount of $27,626.62, seconded by Jacobson. AIF/MC.

**ACKNOWLEDGE VISITORS:**

**Kim Rife:** Rife stated that they have a bid in for an automatic car wash and redoing the side and the imaging on the outside of the Marathon gas station. Rife stated that she wanted to make sure there weren’t any concerns about water waste. Rife stated that the goal is to get this completed by Summer. Uselman stated that they would need a building permit. Rife asked about the availability of TIF Funding. Carr asked if the Council does the TIF funding or the EDA. Current stated that the EDA usually reviews the TIF and then makes a recommendation to the Council. Carr asked to have an EDA meeting set up to discuss TIF funding. Carr asked Current to call Rife with the date and time of the EDA meeting. Current stated that if TIF Funds are awarded then there would need to be a public hearing as well. Rife stated that they are sponsoring a free football camp in Verndale on July 20 with former Vikings players coaching the kids and they will be doing a barbecue. Rife stated that is geared towards younger kids (K-7th grade) to get them excited about sports. Rife stated that each kid will get a jersey and the players will sign autographs at the barbecue (outside their store). Carr stated that Rife should talk to Ryan Odden at the County to see if they can use their space by the gas station. Rife stated that she would like to make the camp an annual event.

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**Clif Allen - Moore Engineering:** Allen gave project updates. Allen stated that he has Change Order #1 for Contract D – Citywide Water Meter Replacement. Allen stated that Change Order #1 included meter re-setters, submersible antennae and changing the handheld Trimble tablet to a Galaxy tablet. Allen stated that the contingency funds for this project would cover the cost of the change order.

A motion was made by Runyan to approve Change Order #1 for Contract D - Citywide Water Meter Replacement in the amount of $20,440.00, seconded by Jacobson. AIF/MC.

Allen stated that he has Partial Pay Estimate #1 for Contract C – Water Tower Replacement in the amount of $47,500.00 for Maguire Iron for design drawings, insurance and bonds.

A motion was made by Runyan to approve Partial Pay Estimate #1 for Maguire Iron in the amount of $47,500.00, seconded by Jacobson. AIF/MC.

Allen stated that he also has Partial Pay Estimate #2 for Maguire Iron in the amount of $51,116.65 for steel receipts (materials purchased (on hand)).

A motion was made by Jacobson to approve Partial Pay Estimate #2 for Maguire Iron in the amount of $51,116.65, seconded by Runyan. AIF/MC.

Allen stated that an invoice for the preparation of the historical study for the existing water tower was submitted in the amount of $7,360.00. Allen stated that this is partial payment of the $15,000 study.

A motion was made by Runyan to approve the Moore Engineering Invoice in the amount of $7,360.00, seconded by Jacobson. AIF/MC.

**PUBLIC COMMENT PERIOD – POLICE AUDIO/VIDEO RECORDING EQUIPMENT:** Current stated that State statutes requires the City to have a comment time for the purchase of the equipment. Current asked Chief Carr if he had received any comments. Chief Carr stated no. There were no comments from the public.

**DEPARTMENT REPORTS:**

**FIRE DEPARTMENT – MIKE MADSEN-FIRE CHIEF-** Madsen stated that since February 8, 2021 there were 27 calls; 12 were Fire and 15 were Medical. Madsen stated that they will be holding their pancake feed May 22 with the Plant Sale from 8:30 am – 11:00 am at the Fire Hall. Madsen stated that the Township meeting went well; no complaints and they are happy with their service. Madsen stated that he is looking into replacing some turn out gear that has been damaged on some recent calls. Madsen asked if there was any word on the Verndale celebration. Uselman stated no, the Celebration Committee seems to be dissolving so there may not be a celebration. Madsen stated that they are planning to hold a golf tournament the weekend of the celebration, but they will plan it for the last weekend in July anyway.

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**LIQUOR STORE - MELISSA CURRENT-** Current stated that there was a net profit of $7,932.51 for the month. Current stated that there is a net profit for the year in the amount of $4,949.95. Current stated that sales can’t be compared to 2020, but were down from 2019 in the amount of $63.11. Current stated that there is a need for bartenders and an ad was placed in the paper and posted on Facebook. Current stated that an ad has also been placed for an Assistant Bar Manager. Carr asked if there was any interest. Current stated that one person applied online and she has one paper application. Current stated that the Liquor Store Policy needed to have changes made to align with the MN Gambling Control rules.

A motion was made by Jacobson to approve the changes made to the Liquor Store Policy, seconded by Runyan. AIF/MC.

**POLICE-CHIEF CARR-** Chief Carr stated that he had included the Wadena County Sheriff’s Office Policy for Portable Audio/Video Recorders; that this is the Policy that Verndale will use. Councilmember Carr asked if a time had been set to drive around town. Chief Carr stated that he hadn’t heard anything from Erckenbrack about when she wanted to go. Chief Carr stated that Erckenbrack should get in contact with Officer Savaloja to do the drive around as he will be the Officer that handles that.

**PUBLIC WORKS- MATT USELMAN-MANAGER-** Uselman thanked the Council for giving him the opportunity to buy the listening device. Uselman stated that within four (4) hours of receiving the device they were able to locate the two (2) leaks. Uselman stated that the leaks are fixed and the paving company has been alerted. Uselman stated that he received a quote in the amount of $16,870.00 to fix the back parking lot of the Bar. Uselman stated that the entire parking lot would be replaced with concrete and a valley gutter would be installed at the alley to hopefully let the water drain to the catch basin. There was discussion about if the MIF money (one-time exception) could be used for this project since it would be benefiting more than just one business. Current stated that right now the money is ear tagged for the sidewalks in the park and a digital sign. Council agreed that a digital sign wouldn’t be purchased because the City couldn’t use it how they were intending. Current stated that a motion would need to be made to reallocate the digital sign funds. Current stated that she would double check what the conditions are on this money.

A motion was made by Jacobson to reallocate the MIF funds from a digital sign to a back-alley project, seconded by Runyan. AIF/MC.

Uselman stated that Current and himself have a Wellhead Protection meeting scheduled for May 13 at 10:00 am. Uselman stated that this will be the first meeting of the Wellhead team to start the process of a new Wellhead Protection Plan. Uselman stated that Lead and Copper sample bottles went out last week to the 20 residents that are in the program. Uselman stated that the batting cage at the baseball field fell in and the post is broken. Uselman asked if he should fix it or remove it as he didn’t think it got used. Runyan stated that he would like it replaced. Council agreed that Uselman should check with the School and see if they would be using it. Uselman stated that he would bring this back up at the next meeting. There was discussion about saving

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the top of the water tower. Uselman stated he would like to make a shelter out of it at the new water tower location or in the park.

**CLERK/TREASURER- MELISSA CURRENT**- Current stated that the City was chosen by MN Rural Water and the MN Dept. of Health to get an Asset Management Plan done at no cost to the City. Current stated that this would be in an excel format so the City could track how old equipment/infrastructure is. Current stated that she attended the League of MN Cities Safety Loss and Control Workshop via webinar. Current stated that the office would be closed May 3-7 so that she could attend the Clerk’s Institute.

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. Resolution 21-0412 – Resolution Accepting a Donation from the Verndale Lions

A motion was made by Jacobson to approve Resolution 21-0412 – Resolution Accepting a Donation from the Verndale Lions in the amount of $4,402.61 to be put in their Building Fund, seconded by Runyan. AIF/MC.

1. Resolution 21-0412A – Accepting a Donation to Greenlawn Cemetery - Anonymous

A motion was made by Runyan to approve Resolution 21-0412A– Resolution Accepting a Donation to the Greenlawn Cemetery in memory of Allen and Pat Cottrell in the amount of $100.00 from Anonymous, seconded by Jacobson. AIF/MC.

1. Resolution 21-0412B – Resolution Accepting a Donation to the City of Verndale

A motion was made by Jacobson to approve Resolution 21-0412B – Resolution Accepting the Donation of Greenlawn Cemetery Lot 45, Block 11 from Melvin and Luella Winterfeld to the City of Verndale with conditions that they be given to needy people, seconded by Runyan. AIF/MC.

**OTHER BUSINESS:** None

A motion was made by Jacobson to adjourn the meeting at 7:16 pm, seconded by Runyan. AIF/MC.

**Submitted by: Attest:**

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Melissa Current, City Clerk/Treasurer Tara Erckenbrack, Mayor