**CITY OF VERNDALE**

**WADENA COUNTY, MINNESOTA**

**REGULAR COUNCIL MEETING MINUTES**

**Monday, June 5, 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; Heath Belknap, Verndale Alliance Church; Bill Hess, Verndale Historical Society; Joeb Oyster, Moore Engineering; Gary Van Dam

**OPENING PRAYER:** The opening prayer was led by Pastor Heath Belknap, Verndale Alliance Church

**CONSIDERATION OF MINUTES AND MAY PAYABLES**

A motion was made by Carr to approve the May 1, 2017 Regular Council Meeting Minutes as written, seconded by Erckenbrack. AIF/MC

A motion was made by Ackerson to approve the June payables in the amount of $35, 442.63, seconded by Carr. AIF/MC

**ACKNOWLEDGE VISITORS**

**Kevin Wernberg-WSN-** Progress Report #49 – Wernberg stated the contractor completed nearly all construction items, only a few small things remain. WSN coordinated with the Contractor to get all items (costs and changes) identified and finalized. Wernberg stated that the County was happy with the paving on County Road 23. Wernberg stated that Change Order #6 in the amount of $3,999.30 addresses insulation of the East Side Drive valve vault and minor striping that was necessary and did not have previous bid items available. All costs assumed to be Rural Development eligible since they were part of the sanitary sewer improvements. Wernberg stated that Change Order #6 is included in the cost of Partial Payment #8 estimate.

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A motion was made by Runyan to approve Change Order #6 in the amount of $3,999.30, seconded by Ackerson. AIF/MC

Wernberg stated the total earned is $2,388,206.39 with 5% retained. Partial Payment #8 in the amount of $234,900.75 is due. Wernberg stated the project is 100% complete strictly based on amounts earned. Ludovissie asked Wernberg if anymore spraying of grass would be done. Wernberg stated they have completed what they are going to do. Wernberg stated that the problem now would be water. Wernberg stated watering was not in the contract, that would be up to the City and the residents to water. Wernberg stated the only place he knew of that needed to get done yet was out by the Family Life Church. Wernberg stated that there are 2 change orders sitting out there that have haven’t been completed yet. One change order is for the ditching, the work is done, but the Contractor hasn’t been paid yet. The other change order is for the lining of the man hole. Wernberg stated there are two products being proposed to line the existing manholes. They are still trying to decide which product to use. One product has a pink color and is a urethane foam. It seems to attach better to the walls of the manholes. The other product being proposed is a cementitious product. Wernberg stated he would like to go with the first product but it is more expensive. Wernberg needs to get Rural Development approval and he would like to look at the City’s budget one more time. Wernberg stated they are working with the Contractor on finalizing costs, so the contract can be closed out. Once the contract is closed out there will need to be a public hearing. Wernberg stated that the contract is open until the end of July.

A motion was made by Ackerson to approve Partial Payment #8 in the amount of $234,900.75, seconded by Carr. AIF/MC

**DEPARTMENT REPORTS:**

**LIQUOR STORE- GARY ROSENTHAL-MANAGER**- Rosenthal stated that the net profit for the month was $3,759.00. Rosenthal stated the credit card machine was replaced at a cost of $247.00. The new machine has a chip reader. Rosenthal stated there was only 1 applicant for the part-time bartender position. The applicant didn’t show up for the interview. Rosenthal stated another ad would be put in the Verndale paper because of the cost to run one in the Wadena paper. Holmes asked since there was only one applicant after running the ad in the Verndale Sun and Independent News Harold, if the city would want to pay the expense of putting it in the Wadena paper. Holmes stated the ad would be online then too. Rosenthal stated he had one person come and pick up an application recently, but hasn’t received it back yet. Carr asked Rosenthal what he was advertising for. Rosenthal stated he was looking for somebody for fill-in’s right now and to help cover any weddings. Erckenbrack asked if the City could give this fill-in person one day a week so the person is familiar with what they’re doing so that Rosenthal isn’t training them when he needs them. Rosenthal stated he would give the fill-in as much time

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as he could. Rosenthal stated that some of the employees were going to be gone for short amounts of time. Rosenthal stated he doesn’t want to give a guarantee of a certain number of hours. Holmes stated that in the next two weeks Rosenthal wouldn’t even have anyone interviewed and starting, because the job has to be posted again. Erckenbrack asked Rosenthal if he had one day a week he could give regularly to the employee. Rosenthal stated even if given one day a week that’s not a whole lot. Erckenbrack stated at least the employee would be guaranteed something. Rosenthal stated that the bar in Hewitt has opened and was looking for bartenders as well as the bar/hotel in Staples. Rosenthal stated it’s a tough position to fill. Rosenthal stated that there weren’t any applications from Wadena the last time an ad was placed in their paper, the City has done better over in the Staples paper. Rosenthal asked Holmes if she looked at the cost of running the ad in the Staples World. Holmes stated it was a little more expensive, but less than running the ad in Wadena. Holmes stated the ad was run in the Verndale Sun and the Independent News Harold last time because they were the better price. Holmes thought the City would get good coverage doing the Independent News Harold instead of Staples and it is quite a bit cheaper. Erckenbrack stated that the Independent News Harold reaches Clarissa, Browerville and Eagle Bend, those people are half an hour away. Holmes stated that it also covers Bertha and Hewitt because it’s their city paper. Rosenthal stated he would like to run the ad in the Staples paper. Holmes asked if the ad would run in the Verndale Sun and the Independent News Harold too. Rosenthal asked how much it was to run the ad in the Verndale Sun. Holmes stated the first week was full price and the second week was discounted. Holmes thought it was around $32. Holmes stated if the ads run in all three papers it would be about the same cost as running an ad in the Wadena paper. It was decided to run the ad for the bartender in the Staples paper, Verndale Sun and Independent News Harold for 2 weeks with June 16th being the cutoff day for the ads. Carr said the City needs to be clear in the ad that it is a very part-time position. Holmes said that the ad does say part-time/on call. Holmes stated that the council needed to address the cameras for in the liquor store.

A motion was made by Carr to put surveillance cameras in the liquor store for safety and security, seconded by Erckenbrack.

Holmes asked if the city wanted to stay with the number of cameras listed on the estimate. Erckenbrack asked if the estimate was for three and didn’t the insurance company tell the City there needed to be 4 cameras for the inventory. Holmes stated there would be 1 camera outside and 4 cameras inside including one in the basement for inventory. Carr stated she was at the Bertha restaurant and they have 18 cameras which were in place before the new owners took over. Carr asked the bartender if they felt intimidated having that many cameras. The bartender stated they liked having the cameras for security purposes. Rosenthal stated that the bartender can see the whole bar when standing behind the bar. Carr stated that the cameras would protect the bartender if something happens, it would be on tape.

The motion was revised to say 4 cameras.

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Runyan asked how much adding the 4th camera would increase the estimate. Holmes stated it would cost $300 for installation and another $6 would be added to the monthly bill. Holmes stated the City would save 20 % on the insurance, so that’s more than $60. Rosenthal asked what the actual amount. Holmes stated it would cost $1400-$1500 for installation. Rosenthal asked what his monthly cost would be. Holmes stated about $60. Holmes stated he would save that in insurance, not this year, but next year. Erckenbrack stated that this year was figured to be a wash, but after that it’s even. Holmes stated that until the policy renews the City won’t get the discount on it.

A motion was made by Carr to put 4 surveillance cameras in the liquor store for safety and security, seconded by Erckenbrack. AIF/MC

**FIRE DEPARTMENT- MIKE MADSEN-CHIEF-** Madsen stated that there were 5 medical and 6 fire calls for the month. 1 mutual aid to Wadena, cancelled; 1 false alarm; 1 water issue in the city; 1 car fire; and 1 car accident; a gas line was hit on top of the school. Carr stated that the City issue was well handled. Holmes stated that the issue happened the night before their auction and yet there were 15 firefighters that showed up to help. Madsen stated that the breakfast and open house went very well; they served about 100 people. Madsen stated that the Wadena County fair board would like 4 guys, 1 engine, and 1 grass rig to come the tractor pull on Saturday June 24th and the demo derby on Sunday June 25th. Madsen stated the Todd County fair would like 2 guys and 1 grass rig to come to their demo derby, but he’s unsure of the date. Madsen stated that they did it last year. Ludovissie asked if they needed approval to go or can they just go. Holmes stated they can just go. Madsen would like approval to move ahead with the purchase of a new rescue van as Holmes has been in contact with the leasing company and financing is there to purchase. Holmes stated the leasing company would allow them to purchase a rescue van and push their payment out 1 year. Erckenbrack asked Madsen if that’s where they wanted their spending to be at; when one stopped the other would start. Holmes stated that they would have a partial payment the next year. Madsen stated yes, but they might be in the same time period anyway because the one bid he has the van company is about 1 year out anyway. Ludovissie asked if it’s what he wants. Madsen stated yes, he has one bid back from St. Cloud Freightliner and he’s going to try and get a few more and get the best price possible. Ludovissie asked about it being a lease to buy. Madsen stated it is a lease to own. Madsen stated he doesn’t want to stretch the payments out more than 5 years. Madsen stated the Relief Association will put some money towards it. Madsen stated they are going to look at how they did at the auction and see what they can afford. Madsen stated he doesn’t want to stretch this out longer because the number one engine is going to be 20 years old next year. Madsen stated he doesn’t want to go 5 more years; he has to start looking 10 years down the road. Carr asked Madsen how the auction went. Madsen stated it went really good. Carr stated they have the auction so well organized. Ludovissie stated Madsen needed approval.

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A motion was made by Erckenbrack to accept moving forward with purchasing a new rescue van, seconded by Carr. AIF/MC

Carr asked if the City should accept the money for the CRP burn. Carr stated she hoped they burned a lot of land. Madsen stated it was about 120 acres that was burned. Holmes stated there are two resolutions for the Fire Department. The one Carr was referring to is 17-0605 and the other one was a donation to them also. Ludovissie asked if they needed to be done separately or if they could do them together. Holmes stated they should be done separately.

A motion was made by Runyan to accept Resolution 17-0605A – Resolution Accepting a Grant from Stearns County Auditor-Treasurer in the amount of $500 for the purchase of equipment, seconded by Erckenbrack. AIF/MC

A motion was made by Ackerson to accept Resolution 17-0605- Resolution Accepting a Donation to Verndale Fire Department from Thomas Sellnow in the amount of $800 for the CRP Burn, seconded by Runyan.AIF/MC

**POLICE DEPARTMENT- CORY CARR- POLICE CHIEF- Chief** Carr stated its Summer time so things are picking up and kids will be out at night. Chief Carr stated that there’s not a whole lot of kids here in town. Erckenbrack stated that they’re little now; there’s been a lot of new families with little kids. Chief Carr stated there’s not a crowd of grown kids. Carr stated she had a get together in her neighborhood and not one police officer came. It was organized, it was across the street back by the baseball field. Carr stated the parents knew about the get together and there was no drinking or noise involved. Erckenbrack stated there were no 4-wheeler disturbances. Carr asked who put up the barricades. Uselman stated they were having problems with people thinking that it was a driveway to the softball diamonds so he put the barricades up. Erckenbrack asked Uselman if they planted grass in that area as well. Uselman stated no, he drove back there and it looks like there is no grass seeding back there. Erckenbrack stated it wasn’t sprayed like in the ditches. Uselman stated that last Fall it should have been seeded. Ludovissie asked if they had torn it up. Uselman stated that’s the issue he’s looking at. Carr stated one day a 4-wheeler went around the house 6 zillion times, one weekend so if there was grass planted it’s gone. It’s dug up and blew onto the cars in the parking lot. Uselman stated he knew there was no grass planted there this Spring. Chief Carr stated the City should get confirmation on whether the grass was planted last Fall or not. Holmes stated the parents of the kids driving the 4-wheeler called the City office and stated their kids thought it was a race track and they were out of town. Ludovissie asked Chief Carr if he was keeping an eye on the properties they looked at. Ludovissie stated when he walked by one of the properties it still looked pretty trashy. Chief Carr stated he’d take a look. Chief Carr stated at one of the properties the owner had his appendix rupture. Chief Carr advised the owner to do what he can do.

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**PUBLIC WORKS- MATT USELMAN-MANAGER-**  Uselman stated he couldn’t thank the Firemen enough for helping with the Nitrate Warning notices. Uselman stated he sent them a thank you note. Uselman stated that Well #1 went over the MCL for Nitrate. Well #1 is now shut down. The City can only use it for emergency purposes. The City has signed a Compliance Agreement with MDH to allow this. Uselman stated if the City needs to do this, the notices would all have to be sent out again. Runyan asked Uselman if he was still pulling samples from it. Uselman stated with the agreement the City needs to sample once per year. Uselman stated to do that Well #1 needs to get turned on and he needs to shut gate valves so that water doesn’t go into the system. Uselman stated the water would get dumped out of the hydrant. Uselman stated MDH was ok with that going into one block and then it would just blend. Uselman stated he would shut gate valves at both ends of the street and dump it when Well one needs to be started. Uselman stated the Well needs to run for half an hour. Uselman stated the water would get dumped to waste to get the sample. Holmes stated that was better than having the water go into the system and having to drain the water tower again. Uselman stated he needs to come up with a plan of action and timetable if the City were ever to use it for emergencies, and submit it to MDH for approval. Uselman stated Madsen painted the door to the concession stand at the Ballpark. Uselman stated he called a plumber to install 3 meters for people that hooked up to the new sewer on Eastside Drive. Hopefully that will be done this week. Uselman stated he called a monument company to move the headstones in the cemetery that are in the wrong spot. Uselman stated he has contacted the owners and they are aware of this. Uselman stated it would cost $150 each to get them moved. Holmes asked Uselman if that included the cremation. Uselman stated no, either Brian Wegschied or himself would have to move the cremation. Carr asked Uselman if this was at the family’s expense. Uselman stated no, but if he does it, it will get done for free. Uselman stated the monuments would be moved whenever the company can get to town. Erckenbrack asked if the money they can’t spend, because it’s for upkeep, could be used to pay the $300 because it’s not technically a maintenance issue. Ludovissie stated there was money that was donated. Carr stated there was money in a CD that the City can touch. Holmes stated there is money in one a savings account and the City cannot touch it. Holmes stated there is another savings account the City can take money out of. Holmes stated the account that gets 80% put into, the City can take money out of; it’s the 20% one the City can’t touch. Holmes stated only the interest in the 20% one could be used. Ludovissie asked if the City could add onto the 20%. Holmes asked do you mean, put more in. Ludovissie said yes. Holmes stated the City could increase the % going into the 20% account, but the % could not be less than 20%. Ludovissie asked if you could ever take it out. Holmes said no, once the money is in there it’s in there forever. Erckenbrack asked what the purpose was of the money that the City can’t touch or use. Holmes stated the interest is applied to the other account, the interest is supposed to cover the expense of taking care of the Cemetery. Ackerson asked how that happened originally. Holmes stated this is how it was originally set up in the City Ordinance. Ludovissie asked if the Ordinance could be changed. Holmes stated she thought it went with the State Statutes for Cemetery. Ludovissie asked if the money could be taken out of the account the City can touch.

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Holmes said yes, but the City doesn’t really need to right now. Carr stated she went to the Cemetery after Memorial Day and there was a lady with a Great Dane out there and she was totally impressed with the Cemetery, it looked very nice. Uselman stated paving of the streets in the City’s project should be underway soon. Uselman stated he will be taking a Class C Water test from MDH on June 14th in Waukon. Uselman stated the City received a matching $10,000 grant for exploratory work for a new well. Uselman stated work on the sidewalks on North Farwell should begin in July. Uselman stated the new flagpole should be installed in June. Fleischer and Uselman will remove the existing flagpole and place it in the Cemetery. Uselman stated the City needs a place to store salted sand for the plow truck. Uselman stated he is thinking of having a concrete slab poured next to the shop and build a railroad tie border. Ludovissie asked Uselman where he planned on putting this. Uselman stated on the South side of the garage that faces this way. Holmes stated in between the fence by the water tower and the building. Ludovissie asked Uselman if he needed the cement there. Uselman stated yes, the salted sand will scoop better and kill less grass. Uselman stated he thought that was best option because he’s going to have to back up there with the truck to dump it. Ludovissie asked Uselman you’re not thinking of a huge slab then. Uselman stated no, just big enough that he can back the truck up and dump it. Uselman stated he doesn’t want the salted sand sitting in the truck all year long. Runyan asked Uselman what he would do, cover it. Uselman stated yes, but he hasn’t quite figured it out how this will work yet. Uselman stated when he was done with the salted sand he would dump it and use a skid steer to push it into a pile in the back and put a tarp over it or something. Ludovissie asked Uselman what he thinking about the garage door. Uselman stated he needs it two feet wider. Uselman stated he got a quote from Mark Johnson; he built the Fire Hall. Uselman stated the east door would be two feet wider. Erckenbrack asked Uselman if there was room to make it two feet wider. Uselman stated yes, there is. Ludovissie asked Uselman if he had some of the stuff or if he would need to get different stuff, like would he need different tracks. Ludovissie asked Uselman if he had a motor. Uselman stated yes, he had a motor. Uselman stated that he would probably need different tracks, but they normally would come with the door. Runyan asked Uselman if the door was just replaced. Uselman stated no, the garage door opener was replaced. Ludovissie asked Uselman if the garage door he has now could be sold to help cover the cost. Uselman stated yes. Uselman stated he was getting a good price on the new garage door. Runyan asked Uselman if the cost was $2350 and if that includes installation. Ludovissie asked if the council okays the garage door, if the City could potentially be getting paid for snow plowing. Runyan asked Uselman this was the only option or if the plow truck. Holmes stated that the plow truck does fit in the garage now, but he needs two people to help him back it in. Runyan asked Uselman about leaving the truck outside Uselman stated there was no place to store it outside. Uselman stated the closest place to park it outside would be the Civic Center. Holmes stated that the truck is a diesel so it would have to be plugged in if it sits outside. Ackerson stated that things like this come up, this is a small price to pay when it comes to safety. Erckenbrack stated she didn’t think Holmes had time in her day to run over and help Uselman back the truck in. Carr stated the City should definitely see if the other door can be sold.

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Ludovissie stated that shouldn’t be an issue, but the door would have to be removed before it could be sold. Holmes stated it could get put on the Fireman’s Action next year. Uselman stated the City could hang onto it until the Fireman’s Auction next year or the City could try Craig’s List or something.

A motion was made by Ackerson to replace the garage door to widen for the plow truck, seconded by Carr. AIF/MC

Uselman stated he was asked what will be done for snowplowing around the trailer court. Uselman stated usually the City’s plow driver would swing through there and bill Scott Veronen. Uselman asked since the City would be doing the plowing, is the council ok with him doing the work and billing them. Erckenbrack stated that the City has been approached in the past and the Council has voted no, because if plowing gets done for one then it has to get done for everyone and the City needs to stay to true as that. Ludovissie stated that that was a sidewalk issue and now the City would be doing the road. Holmes asked if the road is done for Veronen’s would the City have to do the School for them. Ludovissie stated the City would be getting paid though. Erckenbrack asked Ludovissie if Uselman was doing everyone else’s work when would the City’s work get done. Carr stated she had been approached about this and the company before just had to do the loop around because it’s City streets otherwise so it’s not like Uselman would just be going out there to do that. Ludovissie asked Uselman to bring out the pen. Uselman showed the Council on the map what was City streets and what was private road for the Veronen properties. Uselman stated he was responsible for plowing the City portion, so when he plows this, there is no place for him to stop and turn around, so he would have to go around anyway. Carr stated that Uselman might as well get paid for turning it around. Uselman stated that when the contractor’s plowed it they would go around twice and it would be done. Uselman stated it would be easier for him if he could just go around. Uselman asked if he just did the City portion where would he stop, he just can’t put a pile of snow in the middle of their private road. Uselman stated he doesn’t want to do extra work for other people but it makes sense the way the road is to plow it for them. Carr stated she thought that could be the City’s argument as far as doing other people’s. Erckenbrack stated technically, part of this is City road with no outlet. Erckenbrack stated it does make sense and that’s a thru way. Holmes asked Uselman if he had talked to Veronen’s about agreeing on an amount to be billed. Uselman stated he had talked to them and didn’t tell them an amount. Uselman stated he told them he didn’t know if it applied, but the City has a $50 per half hour charge if he does mowing at someone’s place. Holmes stated the cost of running the plow truck is lot more than the cost of running a lawn mower. Carr asked Uselman if Veronen’s had a price for what they paid previous plowing companies. Uselman stated yes, Veronen’s normally paid $50 per time it was plowed. Ludovissie asked Uselman if it would take hour to plow that. Uselman said no. Ludovissie asked Uselman to come back to the Council with a for sure rate for plowing. Tabled until the council has all the information to make a decision.

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**CLERK/TREASURER- BARBARA HOLMES-** Holmes stated that during the annual audit for 2016, 2 problems were discovered. 1. During the conversion of CTAS a problem developed in the payroll portion- all vacation/sick hours doubled up as earnings causing full time employees W2’s to have more income than they received. Holmes stated she needed to fill out W2C’s for this issue. Holmes stated the State wants the W2C’s mailed to them. Runyan asked Holmes if the full-time employees were getting that amended tax return. Holmes stated that was up to each employee to decide if they want to. 2. The City found out that the County did nothing with the resolutions sent to the county in 2015 for the tax abatements for Tri-County Hospital and Verndale Custom Builders. Holmes stated the County says they do not apply the abatements to the taxes and that it is the City’s responsibility to reimburse them for the abatements. The County says that they have to pay the full amount of the taxes to the County as they do not have the software to reduce the tax liability. Holmes stated she will be monitoring this for the next 5 years to make sure their taxes are paid in full and then give them their portion back. Ludovissie stated the City would have to do this for any new businesses too. Erckenbrack asked Holmes what the County does with the others, the City isn’t the only one who does abatements. Holmes stated the County doesn’t do it on any of them, everybody has to refund the money. Holmes stated she talked to Janet in Bertha and when they did their water/sewer project, instead of doing an RFP, Request for Engineer Proposal, they invited firms that had been courting them. Holmes stated she double checked with Jeff from Rural Development and he said the City could do it either way; the City can do an RFP or the City can do an invitation with what the City wants and do a special meeting. Holmes stated there are 4 different companies that have been courting the City. Holmes stated the City should send them an invitation, have them come in to a special meeting to do a presentation and then the Council can pick who they want. Holmes stated the Council would need to follow the guidelines for who would be the most reasonably priced and can do the jobs. Holmes asked the council if they want to go with an RFP or an invitation only for engineers. Holmes stated the City will need to get started to do something on this. Holmes stated they will have to do studies. Ludovissie asked Holmes if these were the 4 engineers that were interested. Holmes stated that those are the 4 that have stopped in to visit. Ludovissie asked Holmes if the City could just do an invitation for those 4 and the City would be fine. Ackerson stated he liked that idea. Holmes asked the Council when they would like to hold the special meeting, sometime in early July. Ludovissie stated he would be gone in July. Holmes stated the regular council meeting in July wasn’t until the 10th because of the 4th of July holiday. Ludovissie asked how much time the engineering firms needed to do a presentation. Holmes asked Wernberg how long they would need to do a presentation, 20 minutes. Wernberg stated yes, it depends on how detailed you get. Wernberg stated that the 20 minutes could be broken down so that 5 minutes could be used to talk about the firm, 10 minutes to talk about the project and then 5 minutes to answer questions. Holmes stated it would take 1 ½ hours for all the firms to present. Carr asked the Council if they were sticking with a Monday. Holmes stated no, they could pick whatever day they want. Ludovissie asked Carr what she had going on. Carr stated

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she was open. Erckenbrack stated her son would be here from July 22nd on, so she would not be coming to a meeting during that time. Ludovissie asked what about July 13th, it’s was wide open for him. Ackerson asked what night is that. Carr stated it was a Thursday. Wernberg asked if the Council could skip that week, how about the week of July 17th. July 18th worked for the council members. Holmes stated she needs to send letters to each of the firms. Uselman stated that July 18th is two months away. Erckenbrack asked Uselman when he wanted to do it. Uselman stated like tomorrow. Wernberg stated it all depends on what information the City wants in the presentation. Wernberg stated if the City wants the firm to list all the details about the firm and their experience and all the projects they have done that are similar to this project it would take some time to put it together. Holmes stated it is important to know who has done a water project and who hasn’t. Holmes stated she has already eliminated one firm because she looked them up on their site and they have only done one water project. Erckenbrack asked Uselman what are you thinking, do you want June 22nd. Uselman stated he would like it in June. Holmes stated she would be gone June 7 -16th. Carr stated she is gone the last week in June. Erckenbrack stated the Council was looking at June 19th to the 23rd. Holmes stated the meeting should be pushed more towards the 23rd. Erckenbrack asked about the 22nd, Thursday. Ludovissie stated if letters got sent out this week that would give them a full week to prepare, is that enough time. Oyster stated he thought that would be fine. Ludovissie asked if they could come up with some pretty good stuff by that time. Oyster stated it’s a pretty short presentation, they’re just letting the Council know who they are. Wernberg asked Carr if she would be open to a date toward the end of the month. Carr stated not the 26th to the 30th. Ludovissie asked about the 20th. Holmes stated that would be the day after she got back. Carr asked Ludovissie what time his meeting was on the 22nd. Ludovissie stated 6:00. There was discussion about time. It was decided to have the meeting start at 5:00 pm.

There will be a special meeting at the City Office on June 22 at 5:00 for the engineers to present to the council.

Ludovissie asked if on the Newsletter if Straw-hat and Sunbonnet days could be changed to Verndale Celebration. Carr and Ludovissie both like the idea of having a Newsletter. Holmes stated she thought it is something the City should have. Holmes stated yes, it could be changed. Runyan asked about changing Verndale Celebration to Verndale Days. Council agreed. Holmes stated she would like the Newsletter done quarterly. Ludovissie asked Holmes if the Newsletter could be sent with the water bill. Holmes stated yes, the water bills could be folded on the perforations and put in with the Newsletter. Holmes stated that instead of paying for the postage of a postcard, the City would be paying the postage of a letter, which is a few cents more. Ludovissie stated that would work out nice. Holmes stated that different non-profit organizations could contact Current to have their events listed in the Newsletter. Holmes stated the City has received the bonding funds for the sewer project to recover the funds that the general fund had put into the project. Holmes stated the Schedule 1 reflects this as the project is

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no longer in a deficit. Ludovissie asked Holmes how many cameras were needed for City Hall, just one. Holmes stated Chief Carr would like one outside on the end of the garage attached to

the office; facing toward the office doors to see whoever is coming in or out and the parking area. Erckenbrack asked if it would be toward the parking lot area. Holmes stated yes, toward the front door. Holmes stated that would cover that whole area. Holmes stated it was talked about before of having one above the stairway that looks out over the office. Holmes stated Chief Carr would also like sound included in the cameras. Ludovissie stated that the cameras can’t do sound, at least the bank cameras don’t.

A motion was made by Erckenbrack to have 2 cameras installed at the city office for safety and security, seconded by Carr. AIF/MC

Holmes stated she needed council approval to give Current a key.

A motion was made by Erckenbrack to issue a key to Current so she has access to the office while Holmes is on vacation, seconded by Ackerson. AIF/MC

Holmes stated Current would be in on the 8h, 13th and part of the 16th while she is gone. Ludovissie asked Holmes if Current could just use his key. Holmes stated the City should just make a key for Current so that she has one for as long as she works here. Erckenbrack stated that if Holmes were to call in sick then Current would still be able to get into the office. Carr stated the Council knows who has keys so it wouldn’t be hard to keep track of, and if Current leaves she would need to turn in the key. Holmes stated a public hearing would need to be scheduled because Verndale Custom Builders was not going to reach their required 14 employees by September 1st. Holmes stated a public hearing would need to be held for an extension for them. Erckenbrack asked Holmes if the Public Hearing could be held at the next council meeting. Holmes stated the City has until August to get this done. Ludovissie asked if the City could work them into a regular meeting before-hand. Holmes stated yes, the City can. Ludovissie stated let’s do that then, July 10th. 5:45pm was the set time.

A Public Hearing will be held on July 10th at the City Office at 5:45 pm for an extension for Verndale Custom Builders.

**NEW BUSINESS:**

*Ordinance 3 update and application*

Erckenbrack asked how the ordinance change affects the Tupperware lady and the Mary Kay salesmen. Holmes stated those are by appointments, those are not a peddler. Holmes stated the Schwan’s man that comes to the door is scheduled for a certain time. Holmes stated Tupperware and Mary Kay are booking a party at your house, that’s not the same thing the guy going door to

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door or hocking stuff standing on the street corner over here to sell stuff, these are the ones this Ordinance is for. Holmes stated the new ordinance the City has, she got from Wadena. Holmes

stated she talked to Brad Swenson and he sent her his stuff and the City converted his to make it Verndale’s. Ludovissie asked Holmes how does the City handle the Amish then, they sometimes sell strawberries. Holmes stated that they fall under the Market category, they can sell anywhere it doesn’t have to be at the Farmer’s Market. Holmes stated if you grow it you can sell it anywhere.

A motion was made by Erckenbrack to accept the updates and application for Ordinance 3 -Hawkers, Peddlers, Transient Merchants, and Solicitors, seconded by Ackerson. AIF/MC

**NEW BUSINESS:**

***MDH Notice of Violation- Nitrate Exceedance- Joeb Oyster to present options to the council***

Oyster thanked the Council for having him. Oyster stated he wanted to share with the council what he has done so far. Oyster stated that there is no commitment required from the City for his work. Oyster stated he is from Moore Engineering, they’re PFA, its getting the City on the list. Oyster stated he lives 5-6 miles away so he heard about the Nitrate issue, he called Holmes and Uselman and talked to them, went through some options, got some information. Oyster stated the funding deadline for the PFA was already passed so he made some phone calls, begged a little bit. Oyster stated they let the City get on a little late, in the four days they gave him to put it together he got it put together and submitted it. Oyster stated the City is on the list to get funding in September. Oyster restated that the City didn’t have a commitment to him, he was doing it in hopes of working for the City in the future, but the City can hire any Engineer it wants. Holmes stated Oyster also got the City on IUP list. Oyster stated there’s two lists: a PPL, Project Priority List and IUP, Intended Use Plan. Oyster stated they are similar, they are the same funding agency, but the City has to go to the PPL first and go to the IUP afterwards, it’s a two- step process. Holmes asked Oyster if they were both done. Oyster stated yes, they are both done so the City is in line for it. Erckenbrack asked Oyster if the City was ranked fairly well because this is fairly urgent. Oyster stated the City will rank; that’s one of the reasons they were reluctant to let the City on after the deadline because the City will score higher than a lot of other people. They don’t want other Cities to know they might have got bumped off by letting someone on late. Oyster stated it is good, the City should be on the list, the City has a higher need than somebody else. Oyster stated that in the application he put together a couple of options, there not in-depth statics, it was very quick, he didn’t have time to analyze everything, but it is options. Oyster stated one of the options is to drill another well and hope the Nitrates stay lower, Oyster stated the City could put in a shallow well and put in a treatment plant that removes Nitrates, in case it goes above the limits again the City could drill deep wells to try and get away from the Nitrates, but there’s a higher level of Iron and Manganese. Oyster stated there’s no guarantee the City would find water that deep, there’s not many deep wells around so

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it’s not a great option. Oyster stated there’s always regionalization to Wadena. Oyster stated he didn’t call anyone in Wadena because he didn’t want rumors to start. Oyster stated there is also Rural Development funding available that can be applied for later, this option had a deadline. Oyster stated he talked to Holmes and Uselman and no one else was getting the City on the list,

so he brought it to them. Ludovissie stated the water and sewer committee had looked at some of the options. Ludovissie stated it wasn’t worth discussing now because other engineers will get involved with it too. Ludovissie thanked Oyster for presenting the options.

**OTHER BUSINESS:**

Holmes stated that on the League of MN Cities there was an increase of 3.8% for LGA. Erckenbrack stated that doesn’t mean you can increase your budget. Holmes stated Uselman would be getting some money for streets, but she didn’t know an amount yet.

MN Association of Small Cities Membership

Holmes stated the City hasn’t done this since 2012, but it came again this year so she needs a yes or no to do it. Ludovissie stated he thought the council always said no. Holmes said you do, but it’s not her decision to just throw it away, it’s the council to say no.

Erckenbrack made a motion to decline Minnesota Association of Small Cities Membership as previous, seconded by Carr. AIF/MC

A motion was made by Erckenbrack to adjourn the meeting at 7:34 pm, seconded by Ackerson. AIF/MC.

**Submitted by: Attest:**

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Melissa Current, Deputy Clerk Ray Ludovissie, Mayor