**CITY OF VERNDALE**

**WADENA COUNTY, MINNESOTA**

**REGULAR COUNCIL MEETING MINUTES**

**Monday July 12, 2021**

**6:00 pm**

**Verndale City Hall**

**101 Brown St SW**

**MEMBERS PRESENT:**  Ardith Carr, Tara Erckenbrack, Daryl Jacobson, Jim Runyan, Tony Stanley

**MEMBERS ABSENT:** None

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

**STAFF ABSENT**: Michael Madsen, Fire Chief

**VISITORS PRESENT:** Julie Nelson, Mayer, Porter & Nelson; Robin Fish, Immanuel Lutheran Church – Bartlett Township; Brian Hagen

**OPENING PRAYER:** The opening prayer was led by Robin Fish, Immanuel Lutheran Church – Bartlett Township.

**CONSIDERATION OF MINUTES AND JULY PAYABLES**

A motion was made by Jacobson to approve the June 14, 2021 Regular Meeting Minutes as written, seconded by Carr. AIF/MC.

A motion was made by Carr to approve the July payables in the amount of $37,468.69, seconded by Jacobson. AIF/MC.

**ACKNOWLEDGE VISITORS:**

**Julie Nelson – Mayer, Porter & Nelson:** Nelsongave an overview of the audited financial statements for the year ending December 31, 2020. Nelson stated that one of the opinions was qualified and that was due to not having an actuary done for the fire department pension. Nelson stated that they recommend the City obtain and keep on file two quotes for all contracts between $25,000 and $175,000. Nelson stated that when two quotes are not available the City needs to look at what the price of what a new one would be. Nelson stated that State Aid Fire Relief payments need to made to the Fire Relief within 30 days.

A motion was made by Carr to approve the 2020 Audit, seconded by Jacobson. AIF/MC.

**Clif Allen - Moore Engineering:** Allen was not in attendance but left a memo. Current stated that payment is recommended for Partial Pay Estimate #5 for Contract C – Water Tower Replacement in the amount of $169,907.50 for Maguire Iron for shop fabrication/painting, partial steel erection and other mis. items.

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A motion was made by Jacobson to approve Partial Pay Estimate #5 for Maguire Iron in the amount of $169,907.50, seconded by Carr. AIF/MC.

Current stated that payment is recommended for Partial Pay Estimate #1 for Contract D – Water Meter Replacement in the amount of $86,467.10 for Dakota Supply Group for work completed.

A motion was made by Carr to approve Partial Pay Estimate #1 for Dakota Supply Group in the amount of $86,467.10, seconded by Jacobson. AIF/MC.

Current stated that payment is requested for the Moore Engineering Invoice in the amount of $51,125.09 for Professional Services.

A motion was made by Carr to approve paying the Moore Engineering Invoice in the amount of $51,125.09, seconded by Jacobson. AIF/MC.

Current stated that there is another Invoice for Moore Engineering in the amount of $542.50 for professional survey services.

A motion was made by Jacobson to approve paying the Moore Engineering Invoice in the amount of $542.50, seconded by Carr. AIF/MC.

**Brett Nelson – Water Bill:** Current stated that the Nelson’s mom had called and asked if some of the fees on Nelson’s account could be waived. Current stated that the total amount in fees is $160.00. Carr asked if Nelson had come in to ask for payment arrangements. Current stated yes, and they defaulted on the arrangement. Council was concerned about setting a precedence and then having to follow that for everyone.

A motion was made by Carr to leave Nelson’s bill as is, seconded by Jacobson. AIF/MC.

**Brian Hagen:** Hagen stated that he wanted to make sure that both businesses were being treated the same when it came to the Tobacco Ordinance as the other business is selling vaping supplies. Current stated that the Tobacco Ordinance that was approved only prohibits the liquid packaging and not the flavored product. Current stated that if Council doesn’t want businesses to sell vaping products the City would need to amend the Ordinance to prohibit Flavored products. Current stated that there could be an exception for chewing tobacco. There was concern about not allowing the sale of vaping supplies if surrounding communities are selling them. Council asked Current to bring the amendment to the Tobacco Ordinance to the next meeting.

**DEPARTMENT REPORTS:**

**FIRE DEPARTMENT –MIKE MADSEN-** Madsen wasn’t in attendance. Council reviewed his report.

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**LIQUOR STORE - MELISSA CURRENT-** Current stated that there was a net profit of $3,657.47 for the month. Current stated that there is a net profit for the year in the amount of $14,195.99. Current stated that sales were up from 2020 in the amount of $6,024.18. Current stated that the Mugwugs will be performing on July 31 from 9 pm to midnight.

**POLICE-CHIEF CARR-** Chief Carr stated that he wanted to make sure Verndale Days was happening. Uselman stated that the Celebration will be pretty much a normal year. Chief Carr expressed concern about prohibiting the sale of vaping supplies if the surrounding towns offer it as the City would be hurting the businesses in town. Chief Carr stated that prohibiting vaping sales here won’t stop people from vaping. Erckenbrack stated that a Council vote was needed on the topic. Chief Carr asked about the $2.50 raise in wages for the Bartenders. Erckenbrack stated that the wage was increased because no one was applying for the position. Current stated that it is actually $1.50 raise in wages for Bartenders, but the Assistant manager position was increased by $2.50. Carr and Erckenbrack discussed that Department Heads need to review and initial the timecards in their department.

**PUBLIC WORKS- MATT USELMAN-MANAGER-** Uselman stated that the County Road project won’t be starting until the Fall. Erckenbrack asked which road would be worked on. Uselman stated Brown Street from the railroad tracks up to Fifth Ave and First Ave from Brown to Butler (in front of Tools & More) and downtown Farwell. Erckenbrack asked if they would go to the curve on Farwell. Uselman stated no. Uselman asked if the ballpark could be used for setting off fireworks for Verndale Days. Council agreed, but asked for residents that live close by to be notified. Carr stated that the meter replacement went quick. Erckenbrack stated that the number on the flyers that were taped to the door for the meter replacement was wrong. Uselman stated that he would let them know. Uselman stated that training for the new meter system will take place on July 19. Uselman stated that the AC at the Fire Hall keeps freezing up so he contacted a heating and cooling guy, but he hasn’t heard anything. Uselman stated that he would like to read meters on the 1st of each month instead of the 25th and to bill for every 100 gallons instead of every 1000 gallons. Uselman stated that this requires changes to the Water Policy and the Fee Schedule. Carr asked what this will do to the water bills. Uselman stated that it will even them out more. Uselman stated that bills would be due on the 21st instead of the 15th.

A motion was made by Jacobson to approve the changes to the water policy, seconded by Carr. AIF/MC.

A motion was made by Carr to approve Resolution 21-0712 – 2021 Fee Schedule, seconded by Jacobson. AIF/MC.

**CLERK/TREASURER- MELISSA CURRENT**- Current stated that the budgeting process will be starting soon, so start thinking about budget meeting dates. Current stated that she will be gone on vacation July 15-16. Erckenbrack asked if the City should review costs periodically for County Police coverage versus City Police coverage. Council agreed that it would make sense just to review it.

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**OLD BUSINESS:** None

**NEW BUSINESS:**

1. Resolution 21-0712A – Resolution Accepting a Donation from the Verndale Lions

A motion was made by Carr to approve Resolution 21-0712A – Resolution Accepting a Donation from the Verndale Lions in the amount of $7,000.00 to be put in their Building Fund, seconded by Jacobson. AIF/MC.

1. Resolution 21-0712B – Resolution Accepting a Donation from Todd- Wadena Electric Cooperative

A motion was made by Jacobson to approve Resolution 21-0712B – Resolution Accepting a Donation in the amount of $1,500.00 from Todd-Wadena Electrical Cooperative for the Fire Department to purchase a Battery Powered Vent Fan, seconded by Carr. AIF/MC.

1. Resolution 21-0712C – Resolution Approving the Lion’s Raffle

Current stated that this is for the Duck Drop.

A motion was made by Carr to approve Resolution 21-0712C – Resolution Approving the Lion’s Raffle, seconded by Jacobson. AIF/MC.

1. Resolution 21-0712D – Resolution Accepting a Donation to the City of Verndale

A motion was made by Jacobson to approve Resolution 21-0712D – Resolution Accepting the Donation of Greenlawn Cemetery Lot 20A Block 17 from Patricia Pilgrim to the City of Verndale, seconded by Carr. AIF/MC.

Current stated that Council needs to discuss conditions. Current stated that this donation didn’t convey conditions but a previous donation conveyed conditions of giving their lot(s) to needy people. Current stated that guidelines are needed to define “needy people”. Council agreed that no conditions means that the lot is back on the market. Council agreed that Wadena County Social Services should be contacted and asked how they define “needy”.

**OTHER BUSINESS:** None

Mayor Erckenbrack adjourned the meeting at 7:46 pm.

**Submitted by: Attest:**

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Melissa Current, City Clerk/Treasurer Tara Erckenbrack, Mayor