**CITY OF VERNDALE**

**WADENA COUNTY, MINNESOTA**

**REGULAR COUNCIL MEETING MINUTES**

**Monday April 8, 2019**

**6:00 p.m.**

**Verndale City Hall**

**101 Brown St. SW**

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

**MEMBERS ABSENT:** Raye Ludovissie

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

**STAFF ABSENT**: None

**VISITORS PRESENT:** Trinity Gruenberg, Verndale Sun; Joeb Oyster, Moore Engineering; Kenny Kjeldergaard, Family Life Church; Amos Self

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

**CONSIDERATION OF MINUTES AND APRIL PAYABLES**

A motion was made by Ackerson to approve the March 11th, 2019 Regular Council Meeting Minutes as written, seconded by Runyan. AIF/MC

A motion was made by Erckenbrack to approve the April 4th Board of Review Meeting Minutes as written, seconded by Ackerson. AIF/MC

A motion was made by Erckenbrack to approve the April payables in the amount of $35,307.75

seconded by Runyan. AIF/MC

**ACKNOWLEDGE VISITORS**

**Joeb Oyster - Moore Engineering:** Oyster stated that Eagle Construction is requesting payment #2. Oyster stated that they have started excavating out there and moving concrete and taking out the railroad ties and the retaining wall.

A motion was made by Runyan to approve Partial Payment Estimate #2 in the amount of $4,037.50 for Eagle Construction, seconded by Ackerson. AIF/MC

Oyster stated that he needs Resolution 19-0408 approved.

Page 2

April 8, 2019

City of Verndale

Regular Council Meeting

A motion was made by Erckenbrack to approve Resolution 19-0408 – A Resolution Authorizing the Clerk to Sign and Submit Documents for the USDA Loan and Grant, seconded by Runyan. AIF/MC

**DEPARTMENT REPORTS:**

**FIRE DEPARTMENT – MIKE MADSEN-FIRECHIEF-** Madsen stated that there were 6 fire calls and 5 medical calls for the month. Madsen stated that on September 14th, 2019 Verndale

will be hosting a large-scale drill on a railway accident involving propane. Madsen stated that the next meeting is May 6th at 6 pm at the Verndale Fire Hall. Madsen stated that their pancake feed will be May 18th at 8:30 am and it is in conjunction with the garden club sale. Madsen stated that their Annual Action is set for April 20th.

**LIQUOR STORE- MELISSA CURRENT-** Current stated that sales increased $1,241.05 compared to last year and there was a net profit of $6,142.37 for the month. Current stated that the karaoke on March 15th in celebration of St. Patrick’s Day went really well. Current stated that the Liquor store should keep karaoke for that day. Current stated that the MMBA is holding their conference from April 27 – 30th and she will be attending the 27th and 28th. Carr stated that she is glad to see that Current is going. Carr stated that a lot of good information will be given. Current stated that Liquor Store now has a dart board. Current stated that hopefully a dart league can get started in the Fall. Current stated that the Liquor Store will be providing a bar at the Community Center for a wedding on May 18th. Carr asked Current if the Liquor Store is out of the hole for the year. Current stated yes. Erckenbrack asked Uselman if he has heard anything about the remodeling of the Liquor Store bathrooms. Uselman stated that the last time he talked to them, they said hopefully they could start this month. Erckenbrack stated that once the remodeling is done a work day will be scheduled to paint/spruce up the Liquor Store. Gruenberg stated that she found out that the Liquor Store is 85 years old this year. Erckenbrack stated that there should be a separate celebration for this.

**POLICE CHIEF-CORY CARR-** Chief Carr stated that Officer Lorenzi has put in his resignation and his last day on duty will be April 11th.Chief Carr stated that he would have liked to see Lorenzi stay for at least a year. Chief Carr stated that between himself and part time officers the school will be covered. Chief Carr stated that he will start looking for another officer in June. Chief Carr stated that he got new tires put on the squad car. Carr asked Chief Carr if he had budgeted for the tires. Chief Carr stated yes. Erckenbrack asked if the City is changing it’s hiring policy so it doesn’t get screwed. Carr stated that she thought the City should have a contract that states that the officer either forfeits the money that was paid for training or they stay a year. Chief Carr stated that there is some training that is mandatory. There was discussion about the terms that should be in the contract. Chief Carr stated that the wages in Verndale are low compared to other places. Erckenbrack asked if a market cost analysis had been done. Holmes stated one was done for the Chief but not for part time officers. Holmes stated she could get one done. There was more discussion about having a contract for Police Officers. Carr stated that the Police Committee can get with Chief Carr to figure out the terms of a contract.

Page 3

April 8, 2019

City of Verndale

Regular Council Meeting

**PUBLIC WORKS- MATT USELMAN-MANAGER-** Uselman stated that a small sink hole appeared behind the shop. Uselman stated that there used to be an old coal shed there. Uselman stated that someone started a fire in that coal shed and that’s how the Hotel that used to be there caught on fire. Uselman stated that he thought that the sink hole is from the foundation for that coal shed. Uselman stated that the hydrant and curb stop that are leaking will be fixed in a week or two. Uselman stated that he will be on vacation from April 27th – 29th so Fleisher will be on call. Uselman stated that he will be looking into crack filling the streets this year. Ackerson asked Uselman if the City has a crack filler. Uselman stated no. Ackerson asked if the City was going to buy or rent one. Uselman stated that he was going to check with the City of Bertha and see which company they used. Uselman stated that it cost them about $1500 to get their streets done. Carr asked Uselman what was going up by the Convenience Store. Uselman stated that Tri County Health Care is putting up a billboard. Uselman stated that he has been in contact with BNSF about putting a digital sign on the north side of the tracks across from the Park. Uselman stated that the City would probably end up doing a lease for the area where the sign would go. Uselman stated that he also asked BNSF about the purchase of the park but hasn’t heard anything back yet. Erckenbrack asked about the Cal-de-sac plowing. Uselman stated that the Cal-de-sac is too small for the plow truck. Uselman stated that he goes in and tries to make a loop, he backs up and then goes out. Uselman stated that there isn’t another good way to do it. Erckenbrack asked if Uselman could go in with the lift truck and scoop out the middle. Uselman stated he wasn’t going to do that. Erckenbrack stated that the City can’t just leave it there. Uselman stated that it hasn’t been an issue before. Uselman stated that after he gets everything plowed out and he’s ready to do the alley’s then he could go to the Cal-de-sac with the pickup. Erckenbrack stated that she thought the problem was that when stuff started to melt there was no way to remove it. Erckenbrack stated that residents couldn’t get in and out of their driveways. Uselman stated that he was gone on the Friday that things got warm and it turned to slush and then it froze. Uselman stated that then he couldn’t remove it. Uselman stated that if he was here, he would have buzzed up there and removed it. Uselman stated he would update the policy so that it states that after the initial plowing of the Cal-de-sac, clean-up will be done with the pickup.

**CLERK/TREASURER- BARBARA HOLMES-** Holmes’s stated that the City’s annual workman’s comp. audit was done on April 1st. Holmes asked if any of the Council members wanted to attend the LMC 2019 Annual Conference which is June 26-28 in Duluth. Erckenbrack stated that she can’t see spending that kind of money when it is geared towards big cities. Carr asked if Current would want to go. Holmes stated that if Current went, she would need to go to the Clerk’s Orientation. Holmes stated that she thought that Current would maybe go next year. Holmes asked the Council if Current should become a notary. Council stated yes. Ackerson asked what the process is on that. Holmes stated the City sends money to the State and if they approve it then the City gives money to the County to file it there. Ackerson asked if that was a one-time shot. Holmes stated that it is good for five (5) years. Holmes stated that Current would also need a stamp. Runyan asked if the Council was making two big positions into one with

Page 4

April 8, 2019

City of Verndale

Regular Council Meeting

Current being in charge of the Liquor Store and being a Clerk. Runyan asked if someone would be taking Current’s place with the Liquor Store duties. Erckenbrack stated that Current would stay managing the Liquor Store. Holmes stated that if another Deputy Clerk was hired, then Current could manage the Liquor Store and be the Clerk. Runyan asked if the Deputy Clerk would be in charge of the Liquor Store like Current is. Erckenbrack stated not in her opinion. Erckenbrack stated that the Clerk would continue to manage the Liquor Store and the Deputy Clerk would be the office help. Erckenbrack stated that Current is being trained to be the City Clerk. Erckenbrack stated that Current would continue to manage the Liquor Sore as the Clerk. Holmes stated that after she retires then the City will want to hire a new Deputy Clerk.

**OLD BUSINESS:**

Holmes stated that theFamily Life Church Water Main loan needs to be paid off. Holmes stated that the contract states that no new services can be added prior to paying off the loan and the new project will give property owners access to City water. Holmes stated that funds could be transferred from the General Fund Money Market Account from the General Fund Capital Funds to pay off the additional $35,000 for the water main. Holmes stated that it would deplete a little of the City’s Reserve. Erckenbrack asked if according to the audit the City would still be sitting good. Holmes stated yes; the City would be ok. Holmes stated that Family Life Church has told her that once the City pays off the loan then they will pay off their assessments. Holmes stated that money would be coming back to the City, just not to the same fund. Carr stated that the City can’t really go ahead with the project without paying it off. Erckenbrack stated that the City can financially afford to do this, and the City owes the money. Runyan questioned whether people will hook up this year. Uselman stated yes, if they want to. Uselman stated that the services would probably get put in this Summer.

A motion was made by Erckenbrack to pay Family Life Church $35,000 to pay off the Water Main Loan, seconded by Carr. Voting in favor were: Carr, Erckenbrack and Runyan. None were opposed. Ackerson abstained because he is a member of Family Life Church. MC

**NEW BUSINESS:**

1. Planning Commission- Public Notice – Petition to Amend the Zoning Ordinance #1
2. Small Wireless Facility Design Guidelines

Holmes stated that at the Safety Loss and Control Workshop it was stated that companies might come to town looking to put up small wireless facilities. Holmes stated that the City needs to adopt and publish the guidelines by April 15th so that if anyone comes to put one up they know what they can and can’t do. Holmes stated that the Council needs to accept this and if changes need to be made, they can be made later. Holmes stated that the City needs this policy in place.

Page 5

April 8, 2019

City of Verndale

Regular Council Meeting

A motion was made by Ackerson to approve the Small Wireless Facility Design Guidelines, seconded by Erckenbrack. AIF/MC

1. FEMA 496 Joining the National Flood Insurance Program

Holmes stated that Verndale is not in a Flood Zone. Holmes stated that when people get water it’s coming from the ground up and that’s not flooding.

A motion was made by Ackerson for the City of Verndale not to apply for the FEEMA 496 National Flood Insurance Program, seconded by Erckenbrack. AIF/MC

**OTHER BUSINESS:**

Uselman asked if the Council would waive the $1200 fee to hook up new services on Eastside Drive. Uselman stated that some people might not hook up because of the cost. Uselman stated that the City is already putting the service in so it’s not an extra cost to the City and then maybe everybody would hook up.

A motion was made by Runyan to waive the $1200 hook up fee for residents on Eastside Drive, seconded by Ackerson. Voting in favor were: Ackerson, Carr, and Runyan. None were opposed. Erckenbrack abstained because of a possible conflict of interest. MC

A motion was made by Erckenbrack to adjourn the meeting at 7:13 pm, seconded by Ackerson. AIF/MC

**Submitted by: Attest:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Melissa Current, Deputy Clerk Raye Ludovissie, Mayor