**CITY OF VERNDALE**

**WADENA COUNTY, MINNESOTA**

**REGULAR COUNCIL MEETING MINUTES**

**Monday July 9, 2018**

**6:00 p.m.**

**Verndale City Hall**

**101 Brown St. SW**

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

**MEMBERS ABSENT:** Tara Erckenbrack

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

**STAFF ABSENT**: Cory Carr, Police Chief;

**VISITORS PRESENT:** Marlo Benning, Verndale Sun; Joeb Oyster, Moore Engineering; Robin Fish, Immanuel Lutheran Church Bartlett Township; Julie Nelson, Mayer, Porter & Nelson; Wayne Mills

**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 Runyan to approve the June 4th, 2018 Regular Council Meeting Minutes as written, seconded by Carr. AIF/MC

A motion was made by Ackerson to approve the July payables in the amount of $83,150.93 seconded by Carr. AIF/MC

**ACKNOWLEDGE VISITORS**

**Wayne Mills- Request sewer credit for hose left running:** Mills stated that a hose was left running at the parsonage and so 8,000 gallons of water was used. Mills stated that the normal usage is zero, so he was requesting a credit for the sewer in the amount of $46.40.

A motion was made by Runyan to approve a sewer credit in the amount $46.40 for the parsonage, seconded by Ackerson. AIF/MC

**Julie Nelson – Mayer, Porter & Nelson:** Nelsongave an overview of the audited financial statements for the year ending December 31, 2017. Nelson stated that the governmental and

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business-type activities use full accrual, treating those accounts like they are a business whereas the governmental funds use modified accrual, which is more of a short-term focus. Nelson stated that timecards need to be signed off by supervisors. Nelson stated that Government Accounting Standard Board Statement No. 75 (GASB 75) regarding other post-employment benefits (OPEB) becomes effective for the City in 2018. Nelson stated that GASB 75 requires an actuarial valuation be performed or an alternative measurement be calculated. Nelson stated that if the Council doesn’t do an actuarial then the audit for 2018 will indicate a U.S. GAAP departure for this. Nelson stated that the City already has a U.S. GAAP departure for not following GASB 68 for the Fire Relief pension. Nelson stated that these departures could affect the way the City is evaluated by financial statement users. Nelson cautioned the City about getting too many departures stacked up.

A motion was made by Ackerson to accept the audit, seconded by Carr. AIF/MC

**Joeb Oyster - Moore Engineering:** Oyster stated that the City received MN Department of Health’s Certification approval, that was a big thing that the City needed by July 1st. Oyster stated that once the City is ready it can bid the project. Oyster stated that he needs two permits before the project can go to bid. Oyster stated that MN Department of Health gave their approval contingent on a couple of conditions so he wants to sit down with the water and sewer committee to inspect the plan. Oyster stated that he needs approval for the Sanitary Sewer Extension Permit for MPCA which costs $310. Oyster stated that the other permit which he didn’t think there was a fee for, is a MN DOT permit. Oyster stated that the Deed grant for the water tower was awarded however, they are waiting for their commissioner’s approval. Ludovissie asked if the City could tear that house down yet. Oyster stated no, not yet. Runyan asked if it was getting pretty late for the water tower. Oyster stated that concrete could be poured in November or December and the welding could be done through the Winter. Oyster stated it would just be the painting that would wait until next Summer. Runyan asked if the Council has to act fast to get the house down. Oyster stated no, he could talk to some guys and see if it would be more beneficial to include it in the tower contract and bid it. Runyan asked if it might be something that the City doesn’t have to do. Oyster stated it might be better just to include it all. Runyan stated he would like to do that. Council agreed.

A motion was made to approve the Sanitary Sewer Extension Permit for MPCA in the amount of $310.00, seconded by Ackerson. AIF/MC

Oyster stated that the Pilot Study should be shutting down this week and then they will come and clean it out and haul it out next week. Oyster stated that all the tests came back good.

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**DEPARTMENT REPORTS:**

**LIQUOR STORE- GARY ROSENTHAL-MANAGER**- Rosenthal stated that there was a net loss of $236.00 for the month. Rosenthal stated that the upright freezer compressor died and a new freezer was purchased from Weber in Wadena for $794.58 with Liquor Committee approval. Rosenthal stated that the old freezer compressor generated a lot of heat and the bar has been a lot cooler since it was shut off. Rosenthal stated that there has been talk about replacing the front window and taking the window air conditioning unit out. Rosenthal stated that the refrigerator repair man suggested looking at cleaning the air ducts before replacing the air conditioner. Rosenthal stated that there was a wedding on June 16th that generated a revenue of $283.00. Rosenthal stated that if the Fire Department wants porta potties for Friday maybe they could split the cost since he will have four for Saturday. Carr asked if the Fire Department was going to talk to the Celebration Committee about that. Madsen stated yes. Carr stated that Rosenthal might want to attend that meeting. Rosenthal stated where the porta potties would be located. Rosenthal stated that he made a commitment to buy all the pizzas for whoever is selling them. Rosenthal stated that he would like the Fire Department to sell beer during Verndale Days for $500 with Council approval. Carr stated that she thought that there wasn’t going to be a dollar amount attached and that the Liquor Store should see what they make and then maybe split the profit. Ludovissie asked Madsen if the Fire Department was interested in running that at all. Madsen stated that he had talked to the Rosenthal and the guys and they didn’t want the Liquor Store to be committed to x amount of dollars. Madsen stated that he would talk to the Fire Department and let Rosenthal know what is decided. The Council gave approval for the Liquor Committee to approve the amount given to the Fire Department. Rosenthal stated that Wi-Fi has been installed and customers have gotten on it since there’s no password. Holmes stated that there are two lines, one is secure for the electronic pull tabs and the ATM could get added to that line. Rosenthal stated that there will be a 40-inch screen that goes along with the electronic pull tabs which will be placed in the corner above where the freezer is. Carr stated that Rosenthal had requested a public hearing in his letter to the Council at the last meeting. Carr asked Rosenthal if he still wants a public hearing. Rosenthal stated he wanted to think about it. Holmes stated that she has to publish and post for a public hearing 10 days in advance.

**FIRE DEPARTMENT- MICHAEL MADSEN- FIRE CHIEF-** Madsen stated that there were 4 calls for the month, 3 were medical and 1 was a fire that was a false alarm. Madsen stated that the Fire Department would like approval for a liquor license for Friday July 27th from 8:00 pm to midnight as they have a band booked for that night. Madsen stated that the band will be in the front of the Fire Hall on the street. Madsen stated that no one would be allowed in the Fire Hall. Madsen stated that they talked about having the band in the parking lot, but there are neighbors there so they decided to have it in the street between the Fire Hall and Tools and More. Ludovissie asked who was watching ID’s. Madsen stated that all the Fire Fighters will be checking ID’s and wristbands will be given to those that are 21. Madsen stated how they planned to fence off the area. Madsen stated that all drinks would need to stay inside the fenced

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area and no outside beverages will be allowed. Ludovissie stated that the Fire Department needs to clean up that area at the end of the night so that it is ready for Saturday.

A motion was made by Carr to approve a beer license for the Fire Department for Friday July 27th from 8:00 pm to midnight contingent on them having liquor liability insurance, seconded by Ackerson. AIF/MC

Madsen stated that their annual golf tournament is Saturday July 28th at Whitetail Run in Wadena at 8 am and they will have all their trucks in the parade that night.

**PUBLIC WORKS- MATT USELMAN-MANAGER-** Uselman stated that he received a quote in the amount of $3,436.00 for a new ramp, railing, new back door and window at the bar. Uselman stated that the back door would be moving farther back under the roof to make it ADA compliant. Uselman stated that the only thing that wouldn’t be ADA compliant is the bathrooms. Uselman stated that bathrooms will never be compliant. Ludovissie asked if the bathrooms could be grandfathered in. Uselman stated that if the City does nothing then the City is kind of grandfathered. Uselman stated it is better to start doing things toward ADA compliance then to not do anything. Ackerson asked how much it would cost for the bathrooms. Uselman stated that if the same square footage is used then there would only be one bathroom. Ackerson asked if it was possible to have a regulation size bathroom with that square footage. Uselman stated yes. Carr stated that if someone complained about the bathrooms then the City could make them not open to the public. Uselman stated that if the person is a patron and they ask to use the bathroom, the City has to let them use it. There was discussion about where the money would come from to pay for the improvements. The Council decided that the Liquor Store would get charged for the improvements (ramp and bathrooms) and if at the end of the year the Liquor Store is way in the hole because of this then the money from the Liquor Store CD would be used. Ludovissie stated that the Council will discuss the bathrooms at the next Council meeting. Council requested that Uselman come to the August meeting with quotes to make the bathrooms ADA compliant.

A motion was made by Ackerson to approve the quote in the amount of $3,436.00 for the new ramp, railing, new back door and window at the Liquor Store, seconded by Carr. AIF/MC

Uselman stated that he would like to purchase six new picnic tables for the park. Uselman stated that two of them would be ADA picnic tables and four would be the same as the others. Uselman stated the tables would cost $3,960.00 and he has money in his budget for them. There was discussion on how to make the park ADA compliant.

A motion was made by Runyan to approve the purchase of the picnic tables in the amount of $3,960.00, seconded by Carr. AIF/MC

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Uselman stated that the City has been contacted by Tri-County Health Care about putting up a billboard advertising the Verndale Clinic and the School. Uselman stated that he didn’t know where they were going to put it or what it will look like. Uselman stated that he sent them the City’s sign Ordinance. Uselman stated that it is possible that it could go out by the new treatment plant. Uselman stated that he will have Fleischer and possibly Graba work later in the evening during the Verndale Celebration. Uselman stated that the sewer on the North side of the school that runs from Thompson Street to Brown Street was full of sand. Uselman stated that he had the City of Wadena come with their pumper to get it cleaned out. Uselman stated that he televised the line and there are dips in the line. Uselman stated that the school has two roof drains that come down into the sewer. Uselman stated that one of the drains is broken and dirt can be seen in there two feet underground. Uselman stated he televised it after the last rain and there is a pile of sand right where the roof drain come into the pipe. Uselman stated that there are plans a couple years down the road to replace that road and get rid of that storm drain all together. Uselman stated that a high point in the middle would the found and there would be new curb and gutter on the school side and one side would go to the catch basin on the County road and one would go down through the school. Uselman stated that the School will check with whoever it needs to about running the storm water through the school. Carr asked who installed the storm drain, the City or the County. Uselman stated that the City did. Uselman stated that it will be a big expense to redo that road and have curb and gutter. Carr asked if it would be a shared expense. Uselman stated he didn’t know if the City could make the School share the cost.

**CLERK/TREASURER- BARBARA HOLMES-** Holmes stated that she needed approval to transfer money from the Water and Sewer Money Market to the checking account to cover the loan payments to MN PFA ($14,290.64 Water and $21,452.88 Sewer) and Northland Trust ($393.30 Water and $7,049.70 Sewer) for a total transfer of $14,683.94 Water and $28,502.58 Sewer.

A motion was made by Carr to approve the transfer of $14,683.94 from the Water Money market account and $28,502.58 from the Sewer Money Market account to the General Checking account, seconded by Ackerson. AIF/MC

Holmes stated that Election Training was completed on June 25th and 26th. Holmes stated that there will be an additional training session on the new paperless system equipment, but a date has not been set for that yet. Holmes stated that Current attended a Grant Writing class on June 26th and two zoning and planning classes on June 27th and 28th through Sourcewell. Holmes stated that Current will have recommendations for updating the Zoning Ordinance to comply with current changes to the law. Current stated that at the class they said that each city should have a Comprehensive Plan to go with the Zoning Ordinance and that they need to be updated every 10 years. Current stated that the City’s plan was last done in 2005. Current stated that the City has to change the Zoning Ordinance. Current asked the Council if they want to look at the Comprehensive Plan or if they want to hire someone to do it. Holmes stated that she thought

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there should be a special committee to look over the plan. Uselman stated that the Ordinance states that the Planning Commission is the Council. Council decided to review the plan on their own but not until September or October. Ludovissie stated to put it on the agenda for the next meeting to set a date.

**NEW BUSINESS:**

1. Steve Schmitz Resignation as Emergency Management Director – Appointment of new Emergency Management Director

There was discussion about how Emergency Management works. Council decided to table this until the next meeting so they can find out what the duties and requirements of the Emergency Management Director are.

1. Resolution #18-0709 – A Resolution Appointing Election Judges for the 2018 Primary and General Elections.

A motion was made by Runyan to approve Resolution #18-0709 – A Resolution Appointing Election Judges for the 2018 Primary and General Elections, seconded by Carr. AIF/MC

1. Resolution #18-0709A – Setting Assessment for Services Rendered

A motion was made by Ackerson to approve Resolution #18-0709A – A Resolution Setting Assessment for Services Rendered by the City of Verndale, Minnesota, seconded by Carr. AIF/MC

**OLD BUSINESS:** None

**OTHER BUSINESS:**

1. Updated Greenlawn Cemetery Bylaws

Holmes stated that the statement cremations shall be placed in a non-compostable container for burial was added. There was discussion about if it was necessary to add this line and how much cost would be associated with it. Ackerson asked if the Funeral Homes would be aware of the changes to the bylaws. Uselman stated yes.

A motion was made by Ackerson to approve the Cemetery Bylaws, seconded by Carr. AIF/MC

Carr shared some of the information that she learned at the League of MN Cities Conference.

Carr stated that the Conference will be in Duluth next year.

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The meeting was adjourned by Mayor Ludovissie at 7:56 pm.

**Submitted by: Attest:**

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Melissa Current, Deputy Clerk Raye Ludovissie, Mayor