**CITY OF VERNDALE**

**WADENA COUNTY, MINNESOTA**

**REGULAR COUNCIL MEETING MINUTES**

**Monday January 14, 2018**

**6:00 p.m.**

**Verndale City Hall**

**101 Brown St. SW**

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

**MEMBERS ABSENT:** None

**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; Robin Fish, Immanuel Lutheran Church, Bartlett Township

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

**CONSIDERATION OF MINUTES AND JANUARY PAYABLES**

A motion was made by Carr to approve the December 10th, 2018 Regular Council Meeting Minutes, the December 10th Public Hearing Minutes, and the December 19th Special Meeting minutes depending on what was said on the recording, seconded by Ackerson. AIF/MC

A motion was made by Erckenbrack to approve the January payables in the amount of $99,219.99 seconded by Carr. AIF/MC

**ACKNOWLEDGE VISITORS**

**Joeb Oyster - Moore Engineering:** Oyster stated that the shutdown is affecting the water tower project so there is no movement on that right now. Oyster that he needed approval for the Amendment to Task Order 2. Oyster stated that there is no cost associated with this. Oyster stated that PFA likes to see this exact language in their contract with the City.

A motion was made by Erckenbrack to approve the Amendment to Task Order 2, seconded by Ackerson. AIF/MC

Oyster stated that the land will be closed on tomorrow and once that is completed, he will send out a notice to the contractor. Oyster stated that the contractor would like to pour concrete in

February. Holmes stated that the land is closing in escrow so she will check to make sure that

construction can begin.

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**DEPARTMENT REPORTS:**

**FIRE DEPARTMENT – MIKE MADSEN-FIRECHIEF-** Madsen stated that there were 29 fire calls for the year that totaled 52 hours. Madsen stated that there were 59 medical calls for the year that totaled 60 hours. Madsen stated that there were 88 calls total for the year that totaled 112 hours. Madsen stated that on September 14th, 2019 Verndale will be hosting a large-scale drill on a railway accident involving propane. Madsen stated that they would like to start involving the Council or at least the Fire Committee in the planning process. Madsen stated that there will be many agencies involved including all the area fire departments, Wadena County Emergency Management, ambulances from the area, BNSF, and state agencies. Madsen stated that the scenario will be a propane tanker tipped over or a train hitting a propane truck. Madsen stated that the next meeting is February 4th at 6 pm at the Verndale Fire Hall. Erckenbrack asked what time the drill will start on September 14th. Madsen stated that the safety meeting will start at 7:00 am or 8:00 am and the drill will start around 10:00 am. Madsen stated that there will be meetings to discuss the drill once a month now. Council decided to have the Fire Committee attend the next meeting. Holmes asked if Highway 10 will be shut down. Madsen stated that they will have a couple lanes closed but MNDOT will come in with signage. Madsen stated that they are trying to make the drill as real as possible.

**LIQUOR STORE- MELISSA CURRENT-** Current stated that she put the revenues and expenses into the budget and the Liquor Store was below budget for expenses. Current stated that the Liquor Store just didn’t have enough revenue to cover the costs. Runyan asked for a paper copy of the breakdown that was done. Holmes stated that one thing that was done differently was that all the bills that would have been paid in the first half of January were paid for on December 31st because they would have been accrued anyway. Erckenbrack and Carr both stated that they are comfortable with where the Liquor Store is at financially. Current stated that the Liquor Store will provide a bar for the Lion’s Prime Rib night at the Community Center on February 16th. Runyan asked if the Liquor Committee was close to hiring the day supervisor. Carr stated that they are calling it a shift supervisor and that this person reports concerns or issues to Current. Runyan asked if this person was already on staff. Erckenbrack stated yes. Runyan asked why this person wasn’t hired then. Erckenbrack stated that it is more of a pay change than a title change and that the position has been filled. Runyan stated that there should be a Liquor Committee report at each meeting to keep the Council updated on what is going on.

**POLICE DEPARTMENT-CORY CARR-** Chief Carr stated that things are going well at the school. Carr stated that the Police Committee would like a schedule to know who is on duty. Chief Carr stated that the Committee could stop in his office to get the schedule.

**PUBLIC WORKS- MATT USELMAN-MANAGER-** Uselman stated that he will be contacting paving companies for the road up by the school. Uselman stated that he needs to talk to Wade Kern at the school so they can decide how they want to proceed with their roof drains and the flow of the rain water. Holmes stated that money from the State was not transferred at

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the end of the year to the Money Market so there is $16,000 dedicated to roads. Runyan asked how much it would coast to do that road. Uselman stated that a rough estimate is $58,000 with new curb and gutter. Uselman stated that the house at the water tower site has been removed. Uselman stated that the hole will settle some heading into the spring so he asked Enberg to come back in the Spring to top it off and Enberg agreed. Uselman stated that he would like the Council to vote on (pick three) water week posters after the meeting. Carr stated that she would not vote because half of the posters came from the class she was subbing for. Uselman stated that he has a bid to remodel the Liquor Store bathrooms. Uselman stated that he has advertised for bids for two weeks and only received one bid to remodel the bathrooms at the Liquor Store. Uselman stated that there would be one Unisex Handicapped bathroom and one small bathroom that would be for Women. Uselman stated that the whole plumbing in the Liquor Store would be redone. There was discussion about whether to do the improvements or not, if everything on the bid was necessary, and how it was going to get paid for. It was decided that the Liquor Store would use its CD to pay for it and the rest of the funds would come from the General Fund.

A motion was made by Erckenbrack to approve the bid from D. Shingledecker in the amount of $28,517.00 for the remodeling of the Liquor Store bathrooms as required by law, seconded by Runyan. AIF/MC

**CLERK/TREASURER- BARBARA HOLMES-** Holmes stated that Current and herself are working on getting 2018 closed out and getting information to Julie Nelson to begin working on our audit. Holmes stated that the Fire Department billing is done and sent out. Holmes stated that the annual meeting with the Townships is scheduled for February 19th. Holmes stated that the Fire Department Committee should try to attend. Erckenbrack asked what time the meeting was at. Holmes stated 6:00 pm. Holmes stated there is a $2,098.00 increase in Workman’s Compensation insurance and Liability Insurance went up almost $4,000 for 2019. Holmes requested approval to transfer $8,393.00 from the Water Money Market Account and $44,365.47 from the Sewer Money Market Account to the General Fund Checking Account to cover the loan payments to PFA and Northland Trust.

A motion was made by Erckenbrack to approve transferring $8,393.00 from the Water Money Market Account and $44,365.47 from the Sewer Money Market Account to the General Fund Checking Account to cover the loan payments to PFA and Northland Trust, seconded by Ackerson. AIF/MC

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. Resolution 19-0114-2019 Fee Schedule

There was discussion about changing prices on some of the items.

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A motion was made by Runyan to approve Resolution 19-0114 establishing the 2019 Fee Schedule with the rate changes that were discussed, seconded by Erckenbrack. AIF/MC

1. Consideration of 2019 Appointments and Committee Assignments

A motion was made by Carr to approve the 2019 Appointments and Committee Assignments, seconded by Ackerson. Voting in favor were Carr, Erckenbrack, Runyan and Ackerson. None were opposed. Ludovissie abstained because of a possible conflict of interest. MC

1. DAC Grant Letter of Support

A motion was made by Runyan to approve the Letter of Support for the DAC Grant, seconded by Carr. AIF/MC

1. MN PFA Real Property Declaration

A motion was made by Ackerson to approve the MN PFA Real Property Declaration, seconded by Erckenbrack. AIF/MC

1. Resolution 19-0114A- Gould-Combining Parcels

Holmes stated that at the last meeting only two of the three parcels got combined, this would include all three.

A motion was made by Carr to approve Resolution 19-0114A A Resolution Approving Combining Parcels 21-380-0140, 21-380-0120, and 21-380-0130 for David and Sandra Gould, seconded by Ackerson. Voting in favor were Carr, Ludovissie, Runyan, and Ackerson. None were opposed. Erckenbrack abstained because of a possible conflict of interest. MC

**OTHER BUSINESS:**

A motion was made by Erckenbrack to close the meeting at 7:14 pm, seconded by Carr. AIF/MC

**Submitted by: Attest:**

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Melissa Current, Deputy Clerk Raye Ludovissie, Mayor