**CITY OF VERNDALE**

**WADENA COUNTY, MINNESOTA**

**REGULAR COUNCIL MEETING MINUTES**

**Monday February 13, 2023**

**6:00 pm**

**Verndale City Hall**

**101 Brown St SW**

**MEMBERS PRESENT:**  Ardith Carr, Tara Erckenbrack, Daryl Jacobson, Jim Runyan, Brad Cottrell

**MEMBERS ABSENT:** None

**STAFF PRESENT:**  Michael Madsen, Fire Chief; Matt Uselman, Public Works Manager; Melissa Current, City Clerk/Treasurer

**STAFF ABSENT**: None

**VISITORS PRESENT:** Ryan Wolfenden, Family Life Church; Trinity Gruenberg, Verndale Sun, Lauren Hassa

**OPENING PRAYER:** The opening prayer was led by Ryan Wolfenden, Family Life Church.

**CONSIDERATION OF MINUTES AND FEBRUARY PAYABLES**

A motion was made by Jacobson to approve the January 9, 2023 Regular Meeting Minutes as written, seconded by Runyan. AIF/MC.

A motion was made by Runyan to approve the January 23, 2023 Public Hearing Minutes as written, seconded by Cottrell. AIF/MC.

A motion was made by Carr to approve the February 4, 2023 Public Hearing Minutes as written, seconded by Jacobson. AIF/MC.

A motion was made by Carr to approve the February payables in the amount of $30,104.91, seconded by Runyan. AIF/MC.

**ACKNOWLEDGE VISITORS:**

1. Lauren Hassa: Hassa asked what could be done about his water bill; he used 6,200 gallons of water. Uselman asked if he was running water. Hassa stated yes, and he froze last year with the water running. Current stated that Hassa was given the credit allowed for the running water credit. Hassa stated that when it froze last year it was frozen way out by the curb stop. Runyan asked if Hassa could take the temperature of the water and see if water needs to be running. Uselman stated yes, if the temperature is below 40 degrees, then water should be running. Erckenbrack asked Hassa to pay the bill as is and the Council would review his account and make a decision at the March 13, 2023 meeting.

**DEPARTMENT REPORTS:**

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**FIRE DEPARTMENT – MIKE MADSEN-FIRE CHIEF-** Madsen stated that there were 13 calls for the month; 5 were fire and 8 were medical.Madsen stated that the bearing in the drive line in the #2 Engine needs to be repaired; no numbers yet on the cost.

A motion was made by Carr to approve making repairs to the #2 Engine, seconded by Runyan. AIF/MC.

Madsen stated that the Todd-Wadena Fire Fighter Association is requesting that the fee for fire calls be $600 per hour, needs approval. Current stated that the fees are reflected in the fee schedule.

A motion was made by Jacobson to approve Resolution 22-0213 2023 Fee Schedule, seconded by Cottrell. AIF/MC.

**LIQUOR STORE - MELISSA CURRENT-** Current stated that there was a net profit of $10,434.68 for the month; this includes $3,639.41 rent reimbursement from last month. Current stated that there was an increase in sales from 2022 in the amount of $1,067.81. Current stated that meat raffles are taking place on Fridays at 6:30 pm. Current stated Jason Neuerburg will be doing Karaoke on March 17 from 9 pm – 12 am for St. Patrick’s Day. Current stated that the Liquor Store will be providing a bar for the Lions Comedian Night on Feb. 18.

**POLICE-** Erckenbrack stated that at the Public Hearing the community decided to keep the Police Department and realign with the needs/wants of the Community. Erckenbrack stated that there is CLEO in place until a Chief can be hired. Erckenbrack stated that the City will be trying to hire a Part Time Chief and another Part Time Officer. Erckenbrack stated that she is aware of someone interested in the Part Time Chief position. Current stated that the positions have been posted on the POST Board website. There was discussion about if/how the school would get covered. Erckenbrack stated that there will be a committee meeting on February 15 to discuss what the School’s needs are and to go over job descriptions.

**PUBLIC WORKS- MATT USELMAN-MANAGER-** Uselman stated that he needs approval of the Water Tower maintenance contract with Maguire Iron. Uselman stated that this contract would be for 10 years with the tower being drained and cleaned out every three years starting in 2025. Uselman stated that the fee for service would be $2,175.00; total contract cost $8,700.00.

A motion was made by Jacobson to approve the water tower maintenance contract with Maguire Iron, seconded by Carr. AIF/MC.

Uselman stated that there was a leak down by the Community Center so there are barricades up. Uselman stated that he received an adjusted quote from Ideal Construction for raising and paving Eastside Drive. Uselman stated that the quote is for $78,702.00 with the road be wider than the original quote. Uselman stated that there are enough funds available to cover the cost.

A motion was made by Carr to approve the quote from Ideal Construction in the amount of $78,702.00 to raise and pave Eastside Drive, seconded by Jacobson. Voting in favor were: Carr, Cottrell, Jacobson and Runyan. None were opposed. Erckenbrack abstained as her parents live on Eastside Drive. MC.

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Uselman stated that there is a slight change in the plans for the new Public Works building. Uselman stated that the building will be 86’ wide by 70’ deep instead of 70’ wide by 86’ deep.

Uselman stated that the building cost will most likely increase, but the building will fit better on the property and suit the needs better. Uselman stated that a public hearing for a variance would be needed as he would like the building to be placed closer to the rear property line than what City Ordinance allows. A public hearing was set for March 13, 2023 at 5:45 pm.

**CLERK/TREASURER- MELISSA CURRENT**- Current requested approval to transfer $921.27 from the Sewer Money Market account and $4,391.00 from the Water Money market account to the General Fund Checking Account for a total of $5,312.27 to pay the Public Facilities Authority loans.

A motion was made by Runyan to approve transferring $921.27 from the Sewer Money Market account and $4,391.00 from the Water Money Market account to the General Fund Checking account to pay the Public Facilities Authority loans, seconded by Jacobson. AIF/MC.

Current asked if it would work to have the Board of Review on April 11 at 3 pm. Council will be available. Current stated that she would like approval of the Schedule 2 for 2022.

A motion was made by Carr to approve the Schedule 2 for 2022, seconded by Jacobson. AIF/MC.

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. Employment Policy

Erckenbrack stated that Council would be accepting the highlighted changes on page 6 under Resignation. Erckenbrack stated that this would allow for vacation time to be paid out at a prorated rate. Erckenbrack stated that vacation time is granted in January of each year, it is not accumulated.

A motion was made by Jacobson to approve the changes made to the Employment Policy, seconded by Cottrell. AIF/MC.

Carr asked if it a made a difference that this was passed at this meeting or if this was past practice. Erckenbrack stated that this is how it was understood, now it’s in writing.

Mayor Erckenbrack adjourned the meeting at 6:59 pm.

**Submitted by: Attest:**

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Melissa Current, City Clerk/Treasurer Tara Erckenbrack, Mayor