**CITY OF VERNDALE**

**WADENA COUNTY, MINNESOTA**

**REGULAR COUNCIL MEETING MINUTES**

**Monday July 8, 2019**

**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; Matt Uselman, Public Works Manager; Melissa Current, Deputy Clerk

**STAFF ABSENT**: Michael Madsen, Fire Chief; Cory Carr, Police Chief;

**VISITORS PRESENT:** Trinity Gruenberg, Verndale Sun; Joeb Oyster, Moore Engineering; Robin Fish, Immanuel Lutheran Church (Bartlett Township); Annette Adamietz, Verndale Lions; Julie Nelson, Mayor Porter & Nelson; Steve Schmitz, 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 Carr to approve the June 10 Public Hearing Minutes, the June 10 Regular Meeting Minutes and the July 1, Public Hearing Minutes, as corrected, seconded by Ackerson. AIF/MC

A motion was made by Erckenbrack to approve the July payables in the amount of $21,175.50

seconded by Runyan. AIF/MC

**ACKNOWLEDGE VISITORS**

**Annette Adamietz – Verndale Lions:** Ludovissie asked if the off-site gambling application was for the duck drop. Adamietz stated yes.

A motion was made by Runyan to approve Resolution #19-0708 – A Resolution Approving the Lion’s Raffle, seconded by Ackerson. AIF/MC

**Joeb Oyster - Moore Engineering:** Oyster stated that the project seems to be on schedule.Oyster stated that J & J Construction is requesting payment number 1 in the amount of $43,506.

A motion was made by Runyan to approve J & J Construction’s application for payment No. 1 in the amount of $43,506 seconded by Carr. AIF/MC

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Oyster started that he had talked to the County and they haven’t received any complaints about the dewatering. Oyster stated that Eagle Construction is requesting payment number 5 in the amount of $89,878.55.

A motion was made by Erckenbrack to approve Eagle Construction’s application for payment No. 5 in the amount of $89,878.55, seconded by Ackerson. AIF/MC

Holmes stated that Moore Engineering submitted an invoice in the amount of $30,928.58 after the packet went out.

A motion was made by Ackerson to approve Moore Engineer’s invoice of $30,928.58, seconded by Erckenbrack. AIF/MC

Oyster stated that the Historian was here last week and he had a good visit and went to the Historical Society to get more information. Oyster stated that the plumbing inspector for the Water Treatment plant came and took a look. Oyster stated that they have a change they want to make based on what the department of Health approved already. Oyster stated that there will probably be a Change Order coming on what they want to change. Ackerson asked what the approximate figure was on that. Oyster stated that he didn’t know; there are two pipes that come together and go out to the sewer and they say they can’t go out together, they need to go out to the sewer separately. Oyster stated that when the bidding was done it was open a little bit for the alarm system so they are working on the specifics with the contractors that got the job. Oyster stated that the well is being worked on; they drilled the hole where it was supposed to go and they could only get 20 gal per minute. Oyster stated that the static water level was where it always is for this area. Ackerson asked what the well should be pumping. Oyster stated that the City’s existing well pumps 200 gal per minute. Oyster stated that they were not there when it was being drilled so they are going to have them drill again and they will be there the whole time this time.

**DEPARTMENT REPORTS:**

**FIRE DEPARTMENT – MIKE MADSEN-FIRECHIEF-** Steve Schmitz covered for MikeMadsen. Schmitz stated that there were 10 calls for the month; 2 fire and 8 medical calls. Schmitz stated that on September 14th, 2019 Verndale will be hosting a large-scale drill on a railway accident involving propane. Schmitz stated that the next meeting date is July 30 at 6 pm at the Fire Hall. Schmitz stated that Mike Carr Jr. will be retiring effective July 29, 2019 so he needs approval to accept his retirement.

A motion was made by Erckenbrack to accept the retirement of Mike Carr Jr. effective July 29, 2019, seconded by Ackerson. AIF/MC

Schmitz stated that they went through the interviewing of applicants. Schmitz stated that they

would like to approve the hire of Patrick Carkhuff for the position open after the retirement of

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Mike Carr Jr. Schmitz stated that Carkhuff scored the highest of all the applicants.

A motion was made by Carr to approve the hiring of Patrick Carkhuff for the position open after Mike Carr Jr’s retirement, seconded by Erckenbrack. AIF/MC

Schmitz stated that the Fire Department was asked to bring two (2) fire trucks to the Wadena Fairgrounds for the Enduro Race on July 14 and in October. Schmitz stated that the Fire Department has their golf tournament on July 27 in Staples starting at 9 am. Carr asked how the Car Show went. Schmitz stated that it was good; they planned to feed 100 people and they didn’t have anything left.

**ACKNOWLEDGE VISITORS CONTINUED:**

**Julie Nelson - Mayer, Porter & Nelson – 2018 Audit:** Nelsongave an overview of the audited financial statements for the year ending December 31, 2018. 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 this won’t hurt the City because there aren’t any bonds that would be rated. Nelson stated that the money for the digital sign is assigned because it wasn’t committed before the end of December; if the money isn’t spent this year then it becomes committed. Nelson stated that there is a new section in Net Position called Restricted for Capital Projects ($1767). Nelson stated that this will happen every year now; it’s a requirement of the sewer debt service to set aside this amount. Council accepted the audit.

**DEPARTMENT REPORTS CONTINUED:**

**LIQUOR STORE - MELISSA CURRENT-** Current stated that sales decreased $376.78 compared to last year and there was a net loss of $1,783.95 for the month. Current stated that the loss is from selling less and buying more beer than last month. Current stated that the bar would like to put up tents to sell beer outside during outdoor karaoke. Current went over the cost comparison from January to June of 2018 and 2019. Runyan asked if the profit the bar has made is coming from increased prices. Erckenbrack stated that part of the profit is from increasing prices but there are more people in the bar. Runyan asked if the increase in sales was a day increase or a night increase. Holmes stated that that would be a whole other spreadsheet.

**POLICE CHIEF-CORY CARR-** Holmes stated that Chief Carr has aJoint Powers Agreement between Wadena Co. Sheriff & Verndale that needs approval. Council member Carr stated that they will be conducting interviews for the School Resource Officer on July 12. Ackerson asked if there was only one interview. Holmes stated no, there would be five (5) interviews. Council member Carr stated that the Police Committee met with Chief Carr and it was decided that whoever gets hired will need to pay for their psych evaluation and their license and once they’ve stayed one year then the City will reimburse those costs.

A motion was made by Runyan to approve the Joint Powers Agreement between the Wadena

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County Sheriff and the Verndale Police Department contingent on attorney approval, seconded by Carr. AIF/MC

**PUBLIC WORKS- MATT USELMAN-MANAGER-** Uselman stated that Ideal Construction has told him that the repaving of 4th Ave S will begin around the beginning of August. Uselman stated that the school fixed their storm drains that were broken and filling the main storm drain with sand. Uselman stated that J & J Excavating began laying pipe on July 3 and they have been struggling with dewatering. Uselman stated that the Treatment Plant is starting to take shape. Uselman stated that the restrooms at the bar should be completed by next week. Uselman stated that he has sent out several grass letters and a couple pool letters in the last week. Carr asked what happens to the pools if no fence is put around it. Uselman stated that he sends a letter and he gives a date of when it needs to be done. Uselman stated that if it doesn’t get done then it goes to Chief Carr. Hagen expressed concern over the City pampering parents that are refusing to be parents. Ackerson stated that the fact is that parents don’t parent like they used to. Ackerson stated that this is something that the City can do to detour a death. Uselman stated that MDH is raising rates on drinking water service connection fees starting in January 2020 so he will fit that into his water budget. Uselman stated that the Celebration Committee has rented large inflatables for the Celebration. Uselman stated that a couple of bushes will need to be removed and some trees will need to be trimmed to make them to fit. Uselman stated that Fleischer will be in late on July 27 to help with cleanup after the Celebration.

**CLERK/TREASURER- BARBARA HOLMES-** Holmes stated that a date needs to be set in August for the first budget meeting. Dates were discussed and the first budget meeting was set for August 12 after the Council meeting. Current asked the Council if they wanted her to research other Council wages for wage increases. Council stated no. Holmes requested approval to transfer $459.22 from the Water Money Market Account and $6365.78 from the Sewer Money Market Account for a total of $6,825.00 for the Northland Trust payments for Bonds, Series 2012A and Revenue Note, Series 2017A.

A motion was made by Erckenbrack to approve transferring $459.22 from the Water Money Market Account and $6365.78 from the Sewer Money Market Account for a total of $6,825.00 to the General Fund Checking Account for the Northland Trust payments for Bonds, Series 2012A and Revenue Note, Series 2017A seconded by Carr. AIF/MC

Ludovissie stated that the bank asked to be notified when large transactions will be coming through so that they are prepared. Holmes stated that she will be on vacation July 18-22, 2019.

**OLD BUSINESS:**

1. Sign –

Ackerson asked if the City could get a bigger sign than the four feet by four feet. Current stated

she would look into it. Current stated that it is harder to find double sided signs; otherwise two

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signs would need to be purchased. Runyan asked how the sign would work. Holmes stated that a computer would need to be close and everything that would scroll on the sign would be typed into the computer. Ackerson and Ludovissie agreed that $4,000 to do the landscaping around the sign should be enough so the rest of the money would be used to get as big of a sign as possible.

1. Golf cart permit application and fee

Holmes stated that the Ordinance was approved last month and this is the application and fee that didn’t get done. There was debate on whether the application and fees are overkill and how the Ordinance would be enforced. Hagen asked how the City came up with 16 years of age to drive the golf carts. Ludovissie stated that 16 is the age when you can get a license and know how to properly handle the vehicle on the road. Carr stated that most golf courses require the drivers to be 16. Fish stated that the importance of having the Ordinance is so that when it needs to be enforced, it is there. Ackerson stated that he is seeing the amount of golf carts grow so if it continues to grow then the City needs some restrictions. Erckenbrack stated that having the golf carts on the roads is a safety issue so they need to get inspected and approved to be on the roads.

A motion was made by Carr to approve the Golf Cart Permit Application and the $25 fee (good for three years), seconded by Erckenbrack. Voting in favor were: Ackerson, Carr, Erckenbrack and Runyan. Ludovissie was opposed. MC

**NEW BUSINESS:**

1. Electronic Funds Transfer Policy

Holmes stated that the City needs this in place or the City will get written up for it during the audit next year. Carr asked if the paychecks will need to be direct deposit. Holmes stated no, the City doesn’t have to do that. Council asked Holmes to look into Direct Deposit.

A motion was made by Erckenbrack to approve the Electronic Funds Transfer Policy, seconded by Carr. AIF/MC

1. Sourcewell R5 Summit – October 23 7:30 am – 1 pm

A motion was made by Ludovissie to have Ardith Carr attend the Sourcewell R5 Summit on October 23, 2019, seconded by Erckenbrack, AIF/MC

**OTHER BUSINESS:**

A motion was made by Erckenbrack to adjourn the meeting at 7:30 pm, seconded by Carr. AIF/MC

**Submitted by: Attest:**

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Melissa Current, Deputy Clerk Raye Ludovissie, Mayor