**CITY OF VERNDALE**

**WADENA COUNTY, MINNESOTA**

**SPECIAL MEETING MINUTES**

**Wednesday December 19, 2018**

**5:00 p.m.**

**Verndale City Office**

**101 SW Brown St**

**MEMBERS PRESENT:** Ardith Car, Tara Erckenbrack, Raye Ludovissie, Jim Runyan

**MEMBERS ABSENT:**  James Ackerson

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

**VISITORS PRESENT:** None

**APPROVAL OF DECEMBER PAYABLES:**

A motion was made by Carr to approve the December payables in the amount of $6,182.03, seconded by Runyan. AIF/MC

**NEW BUSINESS:**

1. Comp Time

A motion was made by Carr to approve paying out any unused comp time at the end of the year, seconded by Erckenbrack. AIF/MC

1. Review of Department 2018 budgets

*General Government*: Holmes stated that there are funds left over in General Government since the City did not remove any properties or have a lot of additional legal expenses for that project. Holmes recommended transferring $12,500.00 from General Government to the Money Market to be committed to Major Streets.

A motion was made by Erckenbrack to approve transferring $12,500.00 from General Government to the General Fund Money Market to be committed to Major Streets, seconded by Runyan. AIF/MC

*Fire Department:* Holmes recommended transferring $8,000.00 to the Money Market to be committed to truck purchases. Holmes stated that these funds are made available from the $25,000 that was donated by the Relief Association for the van purchase and also the insurance claim from the lost AED.

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A motion was made by Runyan to approve transferring $8,000.00 from the Fire Department budget to the General Fund Money Market to be committed to truck purchases seconded by Erckenbrack. AIF/MC

Madsen asked if there is a spreadsheet or something that shows how much committed funds are in each fund. Holmes stated yes.

*Police Department* – Holmes recommended transferring $4,000.00 to the Money Market to be committed to future car purchase. Holmes stated that these funds are available from the money received from the school for this year’s SRO.

A motion was made by Runyan to approve transferring $4,000.00 from the Police Department budget to the General Fund Money Market to be committed to future car purchase, seconded by Carr. AIF/MC

*Streets*: Uselman asked for Council approval to buy a cut off tool that can be used for pot holes.

A motion was made by Carr to approve the purchase of the cut off tool, seconded by Runyan. AIF/MC.

Uselman recommended transferring $4,000.00 from the Street Budget and $21,000.00 that is Levied for Streets & Sidewalks to the Money Market to be committed to Major Streets for a total of $25,000.00.

A motion was made by Erckenbrack to approve transferring $4,000.00 from the Street Budget and $21,000.00 that is Levied for Streets & Sidewalks to the General Fund Money Market to be committed to Major Streets for a total of $25,000.00, seconded by Carr. AIF/MC

*Water:* Uselman asked for Council approval to make a Team Lab purchase in the amount of $888.25.

A motion was made by Runyan to approve the Team Lab purchase in the amount of $888.25, seconded by Erckenbrack. AIF/MC

Uselman recommended transferring $27,815.00 from future projects and depreciation to the Water Money Market Account committed for Future Projects; if the billing is submitted for removal of the house at the new water tower site prior to the end of the year. Uselman stated that if it is not submitted by then an additional $15,500.00 should be transferred for a total of $43,315.00.

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A motion was made by Carr to approve transferring $43,315.00 from future projects and depreciation to the Water Money Market Account committed for Future Projects contingent on if the billing is submitted for removal of the house at the new water tower site prior to the end of the year, seconded by Erckenbrack. AIF/MC

*Sewer*: Uselman recommended transferring $42,000.00 from future projects and depreciation to the Sewer Money Market account to be committed to Future Projects.

A motion was made by Erckenbrack to approve transferring $42,000.00 from future projects and depreciation to the Sewer Money Market account to be committed to Future Projects, seconded by Carr. AIF/MC

1. Carr’s Convenience Cigarette License

A motion was made by Runyan to approve a Cigarette License for Carr’s Convenience, seconded by Erckenbrack. Voting in favor were: Erckenbrack, Ludovissie, and Runyan. None were opposed. Carr abstained because of possible conflict of interest.

1. Verndale Municipal Liquor- Cigarette License

A motion was made by Erckenbrack to approve a Cigarette License for Verndale Municipal Liquor, Seconded by Carr. AIF/MC

1. Verndale Municipal Liquor – Off Sale License – Community Center

A motion was made by Erckenbrack to approve an Off Sale License to Verndale Municipal Liquor for the Community Center, seconded by Carr. AIF/MC

1. Verndale Municipal Liquor – Off & On Sale License – Downtown

A motion was made by Erckenbrack to approve an Off & On Sale Liquor License to Verndale Municipal Liquor Store for downtown, seconded by Carr. AIF/MC

**OTHER BUSINESS:**

1. Bond Purchase & Project Loan Agreement & Fryberger Resolution

Holmes stated that Fryberger put this Resolution together for the City and it has been approved by PFA.

A motion was made by Erckenbrack to approve Resolution 18-1219 – Resolution Authorizing the Issuance and Sale of a $864,462 General Obligation Revenue Note, Series 2019A, and Providing for its Payment, seconded by Runyan. AIF/MC

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A motion was made by Erckenbrack to approve the Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement with Water Infrastructure Funding Grant, seconded by Carr. AIF/MC

Chief Carr stated that he had a written joint powers agreement between the Verndale Police Department and Wadena County Sheriff’s Office. Chief Carr stated that this is already being followed but now it’s in writing.

A motion was made by Carr to approve the Joint Powers agreement between the Verndale Police Department and Wadena County Sheriff’s Office, seconded by Runyan. AIF/MC

A motion was made by Erckenbrack to adjourn the meeting at 5:22 pm, seconded by Carr. AIF/MC

**Submitted by: Attest:**

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Melissa Current, Deputy Clerk Ray Ludovissie, Mayor