

City of Vernon Center
12/10/2024
Regular Council Meeting

Council Present: Mayor Dana Ziegler, Wendy Bennett, Emily Edwards, Adam Finney, and Lisa Peterson.
Staff Present: Clerk Kara Hansen, and PW Supervisor Mark Willette
Others Present: Faith Kamm & Judd Schultz

Mayor Ziegler opened the Regular Council Meeting at 6:00 PM.

Approve Agenda

Mayor Ziegler moved the SCDP PI Balance ahead of the Consent Agenda, and moved the budget to 4d. Councilor Peterson made a motion to approve the agenda with the changes. 2nd by Councilor Edwards. All approved. Motion carried.

SCDP PI Balance

Judd Schultz of MVAC said the letter the City received from DEED is about the Small Cities program. He said the City of Vernon Center generated income in the amount of \$4,385.00 from a property sale. DEED was recently monitored by HUD, and HUD determined the reporting of that program income wasn't done properly, and the City will have to make a decision in regards to the income. Judd Schultz said the city has the option to: retain the PI funds for future eligible SCDP activities, establish a revolving loan fund, or return the PI funds to DEED. He said he recommended the City return the money to DEED. Councilor Peterson made a motion to return the \$4,385.00 of income to DEED. 2nd by Councilor Edwards. All approved. Motion carried.

Consent Agenda

The consent agenda included the 11/14/2024 meeting minutes, Check Reconciliations, October Cap Funds, October Cash Balance Investment Report, Checks for Month showing in \$99,778.85 deposits and \$298,901.21 in checks, City Expenditure Guideline, City Revenue Guideline, 2020-23 Project Balance Excel Spreadsheet, December & January calendar of events, the BEC Call Log for November, November FD Report, VC Township Dump Site Agreement, & BEC Zoning Notice. Councilor Peterson made a motion to approve the consent agenda. 2nd by Councilor Finney. All approved. Motion carried.

Additional Bills

a). Add'l Bills

Councilor Peterson made a motion to approve the additional bills with the addition of the fire department, mayor, and council pay. 2nd by Councilor Bennett. All approved. Motion carried.

b). Resolution 2024-30 Funds Transfer

Councilor Peterson made a motion to approve to approve Resolution 2024-30 Transfer Funds from the 403 Reserve Future Projects Fund to the 101 General Fund. 2nd by Councilor Finney. All approved. Motion carried.

c). 410 Cash Balance Investment

Clerk Hansen said the Cash Balance Investment for the 410 Account is currently in the negative by \$64,438.87. The City will be receiving a payment from MWRA to reimburse project invoices for a total of \$113,271.02 which will give the 410 account a positive balance.

d). Final Budget

Mayor Ziegler said the final budget currently has an increase of 4.5% from this year's budget, and inquired on the percentage increase from this year's budget. Clerk Hansen said 2024's budget had an

increase of 2.7%. Mayor Ziegler asked if the planned work on the wells was removed as they were repaired this year. Clerk Hansen confirmed that amount was changed. Councilor Peterson stated the Clean Up Days the City participates in needs to go onto resident utility bills. Clerk Hansen said the City will have to approve the change when the fee schedule is looked at next month. The Council decided to change the amount allocated to Future Projection from \$72,400.00 to \$63,500.00. The Council also agreed to change the salary raises for PW Supervisor Willette and Clerk Hansen from 3% to 4%. Councilor Peterson made a motion to approve Resolution 2024-31 adopting final tax levy of \$287,302.00. Which is 2.5% with utility improvement debt levy of \$29,111.00. 2nd by Councilor Finney. All approved. Motion carried.

Public Comment

Infrastructure Project

a). Pay Application #11

Councilor Peterson made a motion to approve Pay Application #11 for \$171,441.86 but the City will only pay when it is reimbursed from state bonding, BEC portion of Pay Application #11, and all USDA-RD funding. 2nd by Councilor Bennett. All approved. Motion carried.

Public Works

a). PW Supervisor Notes

PW Supervisor Willette said a structure for the work at the WWTP was delivered this week.

He said he received a quote from Peterson Motor Grader to fill in the trench behind 301 First St E, and that work would extend beyond the property and into property owned by Schwarz Grain LLC. The cost of this project would be \$2,483.00 including seeding. Mayor Ziegler asked for this item to be on the agenda at the next meeting.

PW Supervisor Willette said the gate valve at the intersection of Third St and Railroad St was not where it was supposed to be, and he will be looking into it next month. He recommended putting in a 6 by 6 piece of cement in that location. He is unable to do the work now as the roads are frozen. Mayor Ziegler asked if the gate valve could be moved to the project punch list. PW Supervisor Willette said it could.

PW Supervisor Willette said there is an issue with some of the lights staying on all the time. He said it appeared Benco had time to look into it, and he would check up with them about it.

PW Supervisor Willette asked the council if they wanted a detailed list of the sewer laterals in town, and if there was a form they would like to provide to residents about their own sewer laterals being compliant according to the current ordinance. Mayor Ziegler said he didn't think so. Councilor Peterson suggested PW Supervisor Willette and Clerk Hansen work together to create a spreadsheet to present to council at a later date. She said she would like the spreadsheet to have a date of correction on compliant sewer laterals to present to new homeowners if they purchase a property in town.

Councilor Bennett asked about the cement at the post office as some of the cement is breaking off. PW Supervisor Willette said it will go on the warranty items the contractor will need to correct next year.

b). MPCA I&I Report

Mayor Ziegler made a motion to accept the MPCA I&I Report. 2nd by Councilor Peterson. All approved. Motion carried.

Follow up From Previous Meeting

a). Fire Invoices

Clerk Hansen said she spoke with Mike Smith and M&M Insurance about the fire invoice from April, and Mike Smith says there will be a check sent to the City shortly.

Clerk Hansen said she spoke with the State of Minnesota, who referred her to the DNR. After speaking with them, the DNR got in touch with the individual who's skid steer caught fire. They contacted Clerk Hansen and stated the reason the City hadn't received payment for the fire was because the individual accidentally gave the fire department their auto insurance information and not their farm land information. The individual told Clerk Hansen they are working on getting the City a check for the fire.

2025 City Council Schedule

The Council changed the January meeting to January 14th, the April meeting to April 3rd, and the August meeting to August 12th.

Councilor Bennett made a motion to accept the 2025 City Council Schedule with the changes. 2nd by Councilor Edwards. All approved. Motion carried.

County Voting Amendments

Clerk Hansen said the voting amendments from the county are for the sharing of election expenses between all Blue Earth County municipalities, and to change the billing agreement to bill municipalities once a year instead of twice a year. The second amendment will take the election amounts, and instead of paying it every other year, the City would pay half one year, and half another year to allow for easier budgeting.

Mayor Zieger made a motion to accept the county voting amendments. 2nd by Councilor Peterson. All approved. Motion carried.

Next Meeting Scheduled for 1/14/2024

Adjourn

Councilor Peterson made a motion to adjourn. 2nd by Councilor Edwards. All approved. Motion carried.

Meeting adjourned at 7:08 PM.

Kara Hansen, Clerk-Treasurer

Dana Ziegler, Mayor

Date approved