

Council Present: Mayor Dana Ziegler, Emily Edwards, Lisa Peterson, Adam Finney, Wendy Bennett  
Staff Present: PW Mark Willette, Clerk Diane Roelofs  
Others: Engineer Chris Knutson, Tim Stromer-MR Messenger, Lori Spence

Mayor Ziegler called the meeting to order at 6pm.

**Agenda:** A call for additions to the meeting are #4 Citizen Concern, #11 Add'l-Personnel Wage range for new clerk, 4a go carts in town, pull out Bills and Fund Balances from consent agenda and put in 11.e. Councilor Peterson made a motion to approve the agenda with the updates & additions. 2<sup>nd</sup> by Councilor Finney, all approved, motion carried.

**Consent Agenda:** the consent agenda included the 6-1-23 Council meeting minutes, July & August calendar of events, Point of Sale & Sewer Lateral Deadline Reports, Sump Pumps Checklist for residents, BEC Call log resulting in 55.43 calls for the month of June, FD report-2 Fires & 7 rescues, **Res. 2023-13 Donation from Fire Relief** in the amount of \$10,000 and the siren grant update. Councilor Finney made a motion to approve the consent agenda excluding the Bills & Fund Balances. 2<sup>nd</sup> by Councilor Bennett, all approved, motion carried.

**Public Comment:** No public comments made.

Citizen Concerns: 205 Kendall St. has had miscellaneous items on the front lawn in the city boulevard for more than 2 weeks and car that has not moved in over 72 hours considering it a junk car by ordinance definition. Clerk was directed to send a letter.

Go carts being driven around city streets and alleys and for the safety of the children and public it was suggested to turn over to the sheriff. Clerk was directed to contact the Deputy Sheriff.

**104 Railroad St.:** Public Works Supervisor Willette reported to council that a water usage report for May showed 920,700 total gallons drawn from the wells, 37000 gallons were used for back flushing, 1000 gallons for the Fire Department, 883,700 metered waters leaving 58,973 unaccounted gallons of water used. Property owner Lori Spence commented that the ground is dry and shows no signs of water leaks. It was agreed by Council that there could be a leak following the underground newly installed watermains which would not show water on top of the ground. In the fall during construction of the watermain on Railroad St., it showed water coming in from the direction of 104 Railroad St. This water was tested and showed to have as much chlorine as the water sample tested from the coop as a comparison. Mayor Ziegler recommends the city digs up by the water shut-off and leave the hole open for a time to see if a water leak is detected. Lori Spence agreed to allow the city to dig onto her property if a water leak is detected coming from her property. Council approved of the dig.

**LJP Contract:** After review of the contract, it was agreed upon by council to send it back to Amanda Schwanke, LJP to revise the contract to include the ability to have curbside pickup as stated during a council meeting. The contract will be brought back to the August meeting.

**Ord. Violation updates:** Council reviewed the deputies list of property contacts. Mayor cautioned that the city should always look at all properties the same. Deputy Blakesley will continue with the properties he has not been able to contact.

**Infrastructure Project-Eng. Chris Knutson:** Eng. Knutson presented the results of the bid opening showing Holtmeier Construction, Inc. as the apparent low bid at \$7,618,218.19 while the engineer's estimate was \$8,224,772.95. This would leave a balance of funding and it is the hopes that the city well could be added to the state bonding funds. Other options to add to the project to use all of the funding could be a watermain on 169 & Co. Rd. 10 west to Oak Street, a water main from Poplar St. W from Park Ave to Oak Street, and wastewater collection items. A construction schedule will be

provided as soon as 10 days of the contract award, possibly by mid to end of August. A neighborhood meeting will be scheduled after the contract is awarded and a pre-construction meeting will be conducted prior to beginning.

**MRWA Interim Construction Loan application:** After review, Council asked clerk to reach out to Ed Gilmore of USDA-RD to confirm an estimated date of RD Final Closing. Councilor Peterson made a motion for Clerk Roelofs to submit the MRWA Interim Construction Loan application after confirming the RD Final Closing Date. 2<sup>nd</sup> by Councilor Edwards, all approved, motion carried.

**Punch List for DEED Project:** the punch list was reviewed and will be submitted to Holtmeier Const. for completion.

**Public Works-Sup. Mark Willette:**

**Brown Grass:** It was noted that the wrong product was given to the city and Crystal Valley is initiating a claim. M&M Insurance was also contacted in case the city insurance is needed.

**GMS:** A new bid will be obtained for the work to install a road for GMS. The funding for this will be from Future Projects.

**Speed Signs:** The speed signs that light up stating "Your Speed" should be put in the proposed budget.

**Streets:** It was reported that there is a new product to put on streets to preserve them instead of seal-coating. The FD slab of cement should be discussed for replacement and council felt the non-project portion should be done by the city at the same time as the project. This will be discussed at the township meeting in August. A park bench will be pursued for Tiny's Park.

**WTP:** Amy Lynch of MDH had her 18-month review and will be presenting a report. The Lead and Copper Revision Rule (LCRR) information from residential properties goal is hopefully by Dec. 1<sup>st</sup>, 2023.

**102 West St. N:** This property had deadlines for Sump Pump and sewer lateral of June 30, 2023. Council directed the clerk to send a letter to the property owner stating that \$100 will be billed to their account until correction is made.

**Backup Plan for PW:** Council instructed PW Supervisor to create a list of potential jobs that a backup person could do to help him.

**Rushmore Contract:** The contract, as presented from the city attorney, was reviewed by Council. Councilor Finney made a motion to approve the contract between City of Rushmore and the City of Vernon Center. 2<sup>nd</sup> by Councilor Bennett, all approved, motion carried. Clerk was directed to send to the appropriate recipient.

**Additional Bills:** After review of the additional bills, Councilor Edwards made a motion to approve the additional bills. 2<sup>nd</sup> by Councilor Bennett, all approved, motion carried.

**ARAMARK agreement:** After review, Councilor Peterson made a motion to proceed with the 36-month agreement. 2<sup>nd</sup> by Councilor Finney, all approved, motion carried.

**Rate Revenue loss report:** Clerk Roelofs failed to input the new 2023 water rates in the January thru May billings resulting in a \$563 loss. The clerk had contacted the mayor and then the auditor Burkhardt & Burkhardt for advice on the situation. The 2 options of correction were 1) correct the rate with the next billing or 2) Correct the rate and add the amount that should have been billed for the months missed. Mayor Ziegler made a motion to execute the corrections on the next billing. 2<sup>nd</sup> by Councilor Finney, all approved, motion carried. Clerk Roelofs apologized for the error.

**Clerk-Treasurer Salary Range determination:** Mayor Ziegler asked the council to decide on a salary range for the position of clerk-treasurer. Councilor Peterson presented surrounding city's clerk salaries as a guideline. The personnel committee has also been meeting with Health Insurance agents and has another meeting on July 11<sup>th</sup>. After discussion of a salary range and benefits, council decided to present the salary range as \$45,000 to \$50,000, benefits of MN PERA pension plan, vacation and PTO and no health insurance at this time. Initial interviews will be held by the Personnel Committee and final interviews will be before the whole Council on August 8<sup>th</sup> at 5pm.

**Bills and Fund Balances:** Councilor Peterson brought up the Kopischkes Seamless Gutters check and asked that it be voided in order to do more research as to what needs to be paid. Clerk Roelofs was instructed to get a copy of the invoice, quote and notes to Councilor Peterson and she will give them a call. Bills & Fund Balances included Checks for

the Month report with \$29,842.90 deposits and \$110,729.83 in checks, the June Cash Balance Investment report, Savings and Loan Balances excel report, 2020-23 Project balance sheet, Revenue & Expenditure Guideline Report  
Councilor Peterson made a motion to approve the fund balances and checks excluding the Kopischkes Seamless Gutter's check. 2<sup>nd</sup> by Councilor Finney, all approved, motion carried.

**Zoning and Ordinances-Cannabis Moratorium Interim Ordinance:** Council reviewed the interim ordinance as presented. This interim ordinance would give the city the opportunity to study the impacts of certain uses and determine whether regulations are appropriate for city ordinances including the zoning ordinance.

**PFAS:** The PFAS lawsuit that the city could sign up for was again reviewed from it being tabled last year. The council did not come to any conclusions. Councilor Finney made a motion to table the topic. 2<sup>nd</sup> by Councilor Peterson, all approved, motion carried.

**Res. 2023-14 Fireworks Donation:** the 4<sup>th</sup> of July Committee made a donation to the city for the payment of the 2023 fireworks in the amount of \$10,000. Councilor Peterson made a motion to approve the donation of \$10,000 to be used to pay for the J&M Displays fireworks. 2<sup>nd</sup> by Councilor Edwards, all approved, motion carried.

**Next Meeting:** Tuesday, August 8, 2023 @ 5pm for Interviews, PH and meeting to follow.

**Adjourn:** Councilor Edwards made a motion to adjourn at 8:24pm. 2<sup>nd</sup> by Councilor Peterson, all approved, motion carried.

Respectfully submitted by:

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Diane Roelofs, Clerk-Treasurer

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Dana Ziegler, Mayor

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Date Approved