

City of Vernon Center
Council Meeting Minutes
7-11-22 Regular Council Meeting 7pm

Council Present: Emily Edwards, Mayor Dana Ziegler, Eric Pederson, Lisa Peterson, Wendy Bennett

Staff Present: PW Supervisor Mark Willette, Clerk Diane Roelofs

Others Present: Eng. Chris Knutson, Maple River Messenger Jennifer Brookens, Kathy Kietzer, Deputy Elijah Blakesley

Mayor Ziegler called the meeting to order at 7pm.

Agenda: The Public Works report will be pulled out of the consent agenda and added to it will be a well discovery, a/c in shop and guidance on future WTP & WWTP; these items will be added to miscellaneous. Councilor Bennett made a motion to approve the agenda with changes & additions. 2nd by Councilor Peterson, all approved, motion carried.

Public Comment: none

Public Safety: Calls for the month of June totaled 47 with an average of 10.78 per week.

304 Hilltop St.: Deputy Blakesley reported to council that the vet office had contacted the property owner at 304 Hilltop St. to try to set up help to clean up his property. Due to his age, ability to work and length of service it will be hard to get volunteers to help him. The head contact will try to visit with the property owner to help him. Mayor Ziegler stated that the property owner should provide a plan to get this property cleaned up. Clerk is to provide a list of complaints or improvements addressed by citizen concern forms to Deputy Blakesley and he will visit him again.

BEC had officers here for the 2nd of July and parade. Parking on the streets should be addressed soon to avoid problems during the winter months.

4th of July Celebration and Fireworks: Kathy Kietzer was present to report on results of the parade, fireworks and celebration. She stated there was a big crowd in town. They have raised money to help with these costs and future celebrations. The Vernon Center Fire Department helped to pay for the Hobo band in the parade. Other costs were for advertising. There were over 400 served at D Bar. They are now brainstorming to see what they can do for future fundraising. Mayor Ziegler wanted all to know that there will be another survey to find out if the citizens are in favor of any of their tax dollars being spent on fireworks. There were citizen comments on the last survey that it was not properly worded. Council will need to review in September whether or not they budget anything for the fireworks.

Infrastructure Project: Res. 2022-22 Rejecting Bids for Municipal Well No.3 Construction, Res 2022-23 Rejecting Bids for 2022 Street and Utility Improvements, Res. 2022-24 Rejecting Bids for Water Treatment Plant Construction and Res. 2022-25 Rejecting Bids for Wastewater Treatment Facility were reviewed. Councilor Peterson made a motion to approve Res. 2022-22 through 2022-25 rejecting all bids received for the infrastructure project due to the lack of funding. 2nd by Councilor Bennett, all approved, motion carried.

DEED Small Project & Extension: Eng. Chris Knutson covered information he provided in a memo to the council. The small project should shoot for a \$500,000 project and use the remainder for inventory on the next project. The streets would be allies, Railroad St. and lining projects. The city was contacted by Judd Schultz, he was contacted by DEED and they asked if the city would want the occupational portion of the DEED Grant to also be extended. Councilor Peterson made a motion to extend the occupational portion of the DEED Grant. 2nd by Councilor Pederson, all approved, motion carried.

The small project recommendations were covered by Eng. Knutson including (additional listed in memo) that all projects using the DEED grant need to be complete; meaning that if they were gravel to start with then they can be completed as gravel and pavement as pavement. Materials can be purchased with the DEED grant. No reviews of RD would be required because this small project would not involve RD funding. An exact project will be decided when ordering of the project. A public hearing will be needed for the scoping of this project.

A Supplemental Letter Agreement from SEH was provided to council stating conditions of the agreement between the City of Vernon Center and Short Elliot Hendriksen. After review of the supplement, council wanted to only approve Task 1.0 Final Design and Bidding and determine Task 2.0 Construction Services later. This will need to move pretty quick if the project will get bid and awarded before September 30. Projects should be identified. Councilor Peterson made a motion to approve for final design and bidding—Task 1.0 for the smaller project in the scope of DEED project. 2nd by Councilor Pederson, all approved, motion carried. A new agreement will be provided to the city to just include the Task 1.0.

Temporary/Permanent Construction/Utility Easements: Mayor Ziegler and council agreed that the temporary/permanent construction easements presented in the packet should be reviewed by the project committee to verify if they are correctly stated. The committee will meet and bring back to a future council meeting with recommendations.

201 S Centre St. Easement: The easement for this property was approved earlier with the prior property owner. Due to a death of one of the property owners and the property transferring names, the easement was updated with the current property owners' name. Councilor Peterson made a motion to approve the temporary construction easement for 201 S. Centre St. 2nd by Councilor Bennett, all approved, motion carried.

409 E First St./John & Connie Rollings agreement: The draft agreement concerning corrections being done during the infrastructure and the water pressure/volume they have at their property was reviewed by council. The agreement should also include how the water pressure/volume will be tested. Static pressure will be tested at the current fire hydrant west of 407 E First St. and at a comparable address such as the Wastewater Treatment Plant before and after the project corrections. After review of corrections, the agreement will be sent to the Rolling's for their review. The final draft would then be sent to the city attorney before council approval.

Consent Agenda: The consent agenda contained the minutes for 6/13/22 & 6/14/22, June cash balance Investments report, checks for the month report (Deposits \$156,632.22, Checks \$52314.91), May bank reconciliation reports, Revenue & Expenditure Guidelines, calendars for July & August, **Res. 2022-26 Designating a Polling Place** for 2023, and a letter about National Flood Ins. Program from the MN DNR. Councilor Peterson made a motion to approve the consent agenda. 2nd by Councilor Edwards, all approved, motion carried.

Additional Bills & Info: Council reviewed the additional bills with the addition of a \$600 bill from Farrish Johnson Law office for project easements. Councilor Peterson made a motion to approve the additional bills with the additional \$600 Farrish Law bill. 2nd by Councilor Edwards, all approved, motion carried.

Res. 2022-21 Approval of Transfer from 101 City Savings ARPA Funds to 602 Sewer Checking & 101 Savings to 101 Checking: After review, Councilor Peterson made a motion to approve Res 2022-21. 2nd by Councilor Pederson, all approved, motion carried. A copy of the Annual March 2022 SLFRF Compliance Report was provided to council as well as an excel summary of the ARPA Funds received and expenses that pertain.

Drug and Alcohol Awareness Program: A video will be reviewed by council near the end of the August meeting. All Fire Department members and staff will view and sign the sheet after they have watched it. In order to receive federal funds and state funds from DEED, the council signed an assurance list that required an active drug and alcohol awareness program.

Zoning: 200 S Center St.: Plans to spread gravel on the right of way at 200 S Center St. was reviewed by council. The plans will be added to the original permit applied for in 2021 for a garage. Council gave the okay to proceed.

Ord. #84 An Ordinance Establishing Salaries for Mayor & Council Members: The current ordinance was reviewed. Changes to the ordinance include adding city ordaining language, taking out Tri City Police Department and Section 4 Repeal & Effective Date. It was agreed upon to keep the salary for Mayor at \$75 and Council members also at \$75. A Public Hearing is set for August 2, 2022 to give the public the opportunity to speak about the ordinance. Councilor Peterson made a motion to update Ord. #84 with salaries to stay at \$75 per meeting for mayor & council members, eliminating Tri City Police and rewording Section 4. Repeal and Effective Date. 2nd by Councilor Pederson, all approved, motion carried.

Elections: Reminder that August 2nd is first day to sign up for election—2 council seats and 1 mayor open. The November Council meeting was changed to Tuesday, November 15th in order to canvass the election results of the city offices.

FD: Calls for June were reported by Councilor Pederson as 5 fire and 2 mutual aids. **Res. 2022-20 Donation for Fire Department Equipment Fund:** After review, Councilor Peterson made a motion to approve the donation of \$7000 from the Vernon Center Fireman's Relief Assn to be put in the truck fund. 2nd by Councilor Bennett, all approved, motion carried. Kara Hansen was approved by the Fire Department as a new member and recommended to council. Councilor Peterson made a motion to approve Kara Hansen as the newest member of the Vernon Center Fire Department. 2nd by Councilor Bennett. All approved, motion carried.

Misc: Public Works Supervisor Mark Willette reported that he was included in on a conference call for MPCA and GNE to review equipment that the city may be able to use to take out phosphorus, BOD and TSS during the summer months. It is the hopes of Supervisor Willette that the city can do a pilot study with MPCA to implement the equipment, which could save the city a lot of money. Mayor Ziegler asked for a tutorial to sent to him for review. If this unit is to be used in the winter; a heated building would be needed. **WTP**—Amy Schroeder from MDH stopped by the city and pulled manganese samples from both wells as well as finished water. If manganese tests show high, the best filters to bring them down would be gravity filters. Prices for new gravity filters and the cost to replace the sand in the current pressure filters should be attained to compare costs for budgets in September. **A private well** was discovered at 105 E Main St. in the rear yard. The property owner will be presented with options of getting the well sealed and opportunities for the city to obtain a MDH grant.

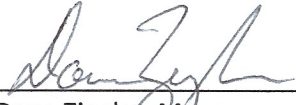
Next Meeting: Tuesday, August 2, 2022

Adjourn: Councilor Pederson made a motion to adjourn at 8:36pm. 2nd by Councilor Bennett, all approved, motion carried.

Respectfully submitted by:



Diane Roelofs, Clerk-Treasurer



Dana Ziegler, Mayor



Date Approved