

City of Vernon Center
7/2/2025
Regular Council Meeting

Council Present: Mayor Dana Ziegler, Wendy Bennett, Emily Edwards, Adam Finney, & Lisa Peterson
Staff Present: Clerk Kara Hansen
Others Present: Casey from MRM

Mayor Ziegler opened the regular council meeting at 6:00 PM

Approve Agenda

Councilor Peterson asked to pull the Cash Balance Investments and Cap Funds and put them in add'l bills under b. Councilor Bennett asked to pull the minutes and place them under the consent agenda.

Councilor Peterson made a motion to approve the agenda with the changes. 2nd by Councilor Bennett. All approved. Motion carried.

Consent Agenda

The consent agenda included the bank Reconciliations, Checks for the Month showing \$254,931.68 in deposits and \$128,243.89 in checks, City Expenditure Guideline, City Revenue Guideline, 2020-23 Project Balance Excel Spreadsheet, July & August calendar of events, the June Public Safety Report, the June FD Report, SSS Replacement Participants, & the FD PPE list.

Councilor Peterson made a motion to approve the consent agenda with the bills and fund balances pulled out and minutes pulled out. 2nd by Councilor Bennett. All approved. Motion carried.

Councilor Bennett said Councilor Peterson wasn't on the council present for the 6/9/2025 minutes. Clerk Hansen was able to make that correction. Councilor Bennett asked if Councilor Peterson was at the 6/23/2025 meeting. Clerk Hansen confirmed she was.

Councilor Bennet made a motion to approve the corrected minutes. 2nd by Councilor Edwards. All approved. Motion carried.

Additional Bills

a. Add'l Bills

Councilor Peterson made a motion to approve the additional bills. 2nd by Councilor Edwards. All approved. Motion carried.

b. 412 Account

Clerk Hansen said she reviewed the Audit Brief for the 412 account and located an auditor journal entry that resulted in the negative balance. She said she has not received the payment due from the county for Pay Application #14 which would put the account in a positive balance. Councilor Peterson asked why the Journal Entry needed to be made, and if the county owed the City any money. Clerk Hansen said she would research this and present her findings at the August meeting.

c. Resolution 2025-17 Funds Transfer

Councilor Peterson made a motion to approve Resolution 2025-17 Funds transfer in the amount of \$8,958.71; \$4,837.70 of which is to be transferred from the 601 Water Checking Account to the 601 Water Savings Account and \$4,121.01 of which is to be transferred from the 602 Sewer Checking Account to the 602 Sewer Savings Account. 2nd by Councilor Finney. All approved. Motion carried.

d. 420 I/I Account

Clerk Hansen said the 420 I/I account currently has a negative balance. She said Councilor Peterson asked her to do some research on the account and see how much the City set aside for I/I funds. She said the City started off with \$130,746.04 and with the current and pending assessments there is

\$46,541.86 of that balance left. She said there are three properties that will have their sewer laterals replaced this month who signed up for City financing, and the City should pass a resolution in August's meeting to make the funds positive.

e. Northland Trust Interest Payment

Clerk Hansen said a motion is needed for this as it is payment for a loan.

Councilor Peterson made a motion to approve the loan payment for Northland Trust in the amount of \$15,520.00. 2nd by Councilor Edwards. All approved. Motion carried.

f. PFA Loan Payment

Clerk Hansen said a motion is needed for this as it is payment for a loan.

Councilor Peterson made a motion to approve the loan payment for Minnesota Public Facilities Accounting in the amount of \$46,434.35. 2nd by Councilor Bennett. All approved. Motion carried.

Public Comment

Infrastructure Project

a. Pay Application #15

Councilor Peterson made a motion to approve Pay Application #15 in the amount of \$497,310.11 once funds are received by bonding and Blue Earth County and MRWA. 2nd by Councilor Edwards. All approved. Motion carried.

Mayor Ziegler said in the May Cap Funds, the city is due to pay itself back for a loan it gave itself. Mayor Ziegler directed Clerk Hansen to draft a resolution for the next month to either pay back or extend the payback period.

Mayor Ziegler made a motion to acknowledge the pat due loan from Resolution 2022-19 and to extend the payback time to August 31st, 2025. 2nd by Councilor Peterson. All approved. Motion carried.

b. MRWA#10

Clerk Hansen said the MRWA draw is for the SEH invoices. She's submitted all the previous invoices, and Ed Gilmore of USDA-RD is currently reviewing them.

Councilor Peterson made a motion to approve MRWA #10 in the amount of \$25,652.92. 2nd by Councilor Edwards. All approved. Motion carried.

c. Authorization to Bid

Councilor Peterson made a motion to approve the affirmative steps on small, minority, and women supplies and services for Well #3 and the decommission of Well #1. 2nd by Councilor Bennett. All approved. Motion carried.

Public Works

a. PW Supervisor Notes

Mayor Ziegler directed the council to carefully read PW Supervisor Notes, and have questions ready for the next meeting.

b. Sewer Laterals Continued

Clerk Hansen stated she spoke with a resident who wanted to terminate their water and sewer connection at 100 West St N as it's only used for storage. Mayor Ziegler said it would need to wait until the next council meeting so PW Supervisor Willette could be present.

c. Water Numbers & Other Notes

Mayor Ziegler stated these are the numbers going to the WWTP, and sealing up the collection system

through the project was a major step in reducing I/I and these numbers reflect that.

d. Banyon Mix Up

Clerk Hansen said two residents were not properly billed in May due to an error in Banyon. She wanted the council's direction on how to contact the residents and what should be done if it creates a financial hardship. Mayor Ziegler directed Clerk Hansen to call the residents and explain what happen, and offer them three to four months to pay the balance off without penalties.

Follow up From Previous Meeting

a. Fire Truck Sale & Townships

Clerk Hansen said she reached out to the City auditors and they recommended the sale of the fire trucks be a credit to the townships when it's time to bill them. Councilor Peterson said there should be a resolution for the next meeting to transfer the money made from the fire trucks into the truck fund.

b. LJP

Clerk Hansen said she went over the numbers and the average city bill for garbage and recycling is \$2,829.29 a month and the city takes in on average \$2,506.34 a month in revenues from Garbage and Recycling. In order to hit the average, the City would need to increase every resident's garbage and recycling by 13%. Mayor Ziegler asked Clerk Hansen to find the contract with LJP and present it to the council for the next meeting.

c. City Clerk Hours for July 7th through July 11th

Clerk Hansen said her daycare will be closed from July 7th through July 11th. Her husband's work schedule is eclectic so she doesn't know when he's available. She said she might need to take frequent trips home to check on her children. She asked the council's direction on what she should do for the week. The Council decided Clerk Hansen should come up with a schedule which allows her two to three breaks and post them to the City Hall door.

d. Ordinance Violations

Clerk Hansen said she created a spreadsheet to show the letters she sent to residents about ordinance violations. She said 201 Centre St S is currently working on cleaning up their property. They were originally burning the pallets, and they have been told to stop. Deputy Blakesley spoke with the resident at 102 Oak St N about the tabs on their cars and he asked her to contact her next week if the tabs had not been correct. To date, the fence at 100 Poplar St E has not been fixed. 304 Hilltop St has mowed their property, but there is still debris in their yard they were asked to clean up including the portion of a recliner, tires, and a refrigerator.

Resolution 2025-18 Data Practices Review

Clerk Hansen said this needs to be approved by resolution every year.

Councilor Finney made a motion to approve Resolution 2025-18. 2nd by Councilor Bennett. All approved. Motion carried.

Drug and Alcohol Awareness Video

The City Council and Clerk Hansen all watched the required yearly Drug and Alcohol Awareness video chosen by the city clerk.

Next Meeting Scheduled for 7/10/2025

Next Regular Scheduled meeting 8/12/2025

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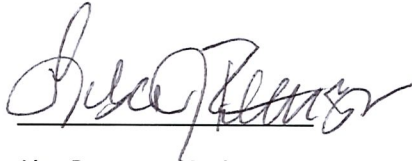
Adjourn

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

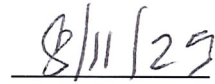
Meeting adjourned at 7:15 PM.



Kara Hansen, Clerk-Treasurer



Lisa Peterson, Acting-Mayor



Date approved