

Council Present: Mayor Dana Ziegler, Lisa Peterson, Wendy Bennett, Adam Finney—absent: Emily Edwards

Staff Present: Clerk Diane Roelofs, Clerk Kara Hansen, PW Supervisor Mark Willette

Others Present: Calvin Baarts, Sandra Gough, Pat Krosch, Will Purvis

Mayor Ziegler called the regular meeting to order at 6:02 PM

Agenda: Public Works Supervisor Willette said line “e” temp roads needs to be added to the infrastructure project. Miscellaneous items pertaining to the deed and the project also need to be added to the agenda. Councilor Peterson made a motion to approve the agenda with the additions. 2nd by Councilor Bennet. All approved. Motion carried.

Consent Agenda: The consent agenda included the 8-8-2023 meeting minutes, Checks for Month showing \$32,600.56 in deposits and \$43,367.90 in checks, August Cash Balance Investment Report, Savings and Loan Balance, 20-23 Project expense report, Check Reconciliations, City Revenue Guidelines, City Expenditure Guidelines, September and October calendar of events, BE CO. Call Log for August, property report, city dig updates and Point of Sale, VCFD August Report, Farrish Johnson Law letter – on ESST, DDA Disclosure letter – 2015 Project compliance reporting, Fed Emerg Mgmt. Agency letter, and Employee Emerg Procedure update. Councilor Peterson said that in the minutes on page 2 MKC there was no councilor name listed on the motion. Councilor Finney made a motion to approve the consent agenda and to correct the minutes. 2nd by Councilor Peterson. All approved. Motion carried.

Additional Bills: After review of the additional bills, Councilor Peterson asked if the Farrish Law Office was project related. Clerk Roelofs said it was due to hiring and personnel counseling. Councilor Peterson made a motion to approve additional bills. 2nd by Councilor Finney. All approved. Motion carried.

Clerk Roelofs presented paperwork to authorize Clerk Hansen as a bank signee. Councilor Peterson made a motion to approve Clerk Hansen as bank signee. 2nd by Councilor Finney. All approved. Motion carried.

The council reviewed that Cardtrol can take multiple kinds of cards. If Urban Oil closes the city will have to consider going to Cardtrol. A card for the FD will be needed. It needs to be separate from the City card that PW Supervisor Willette uses. Mayor Ziegler said the city should go to the fuel card and if it gets lost we would cancel it. The city should acquire one for PW Supervisor Willette, and the FD. The FD should only receive one card for all five vehicles.

Public Comments: Sandra Gough asked where the garbage will be picked up during the work on Oak Street. PW Supervisor Willette said tape will be put on the garbage containers with the resident’s name and address, and placed at the end of the road. Once taken by LJP the construction company or PW Supervisor Willette will return the garbage and recycling dumpsters to the residents.

Citizen Complaint Forms: Two complaints were made on the same property at 100 Poplar Ave concerning barking dogs. Clerk Roelofs and Clerk Hansen will send letter to the property owners.

Representative Bjorn Olson: Representative Olson was unable to attend.

Infrastructure Project: SEH, Eng, Chris Knutson Memo: the project update was received by this office and Mayor Ziegler. Construction would start on Sept 11th. As of right now, we do not have a signed contract and the contractors cannot begin work until we have a signed contract. There will be a special

meeting set up for Tuesday, September 11th, at 6:00 PM for this. Once the contract is signed the city will sign a letter to proceed. As of today, a contract has not been signed. Mayor Ziegler isn't pleased the project update was emailed yesterday, and most citizens weren't going to get the memo until after construction begins. The construction meeting is scheduled for September 20th, after construction is set to begin. The citizens should be informed that the city reviewed the contract but it has not been signed. Mayor Ziegler wanted to assure the citizens that the council was just as caught off guard as they were. The project update is on the city website. Citizens can view information, and sign up for emails and texts about the project on the website. There is another construction meeting this Tuesday, September 12th at 1:00 PM. Mayor Ziegler would like the contractor to understand that we are the customer and they have to please us. PW Supervisor Willette is instructed to notify Mayor Ziegler if the contractors start tearing up asphalt, and will talk with the Senior Project Engineer on Monday about concerns including the access to businesses. The contractor originally stated they would work on East Street up to main street, but now the whole distance of East Street is scheduled.

Councilor Peterson asked if she could get a draft of the contract. Clerk Roelofs will contact the appropriate party to receive a copy of the contract they sent to the attorney.

Clerk Roelofs will send out an Agenda Packet for the Special Meeting for Tuesday, September 12th.

The Engineer has not taken PW Supervisor Willette to the areas they will be working on to show him what all they're doing. Any tree that is within 60 inches from the curb will need to be removed.

No pre-construction meeting minutes have been submitted at this time.

Resolution NO. 2023-17: The council reviewed Resolution NO. 2023-17 authorizing the city of Vernon Center to submit information to the Minnesota Public FACILITIES Authority (MPFA) and to enter into a grant agreement with the MPFA. Councilor Peterson made a motion to approve Resolution 2023-17. 2nd by Councilor Finney. All approved. Motion carried.

The MPFA funding update will be part of the Tuesday Meeting.

A temporary road will need to go in by September 22nd. The bid is \$16080.80. Clerk Roelofs has not received the easement back so the approval of the road can only go forward if they get that signature. Councilor Peterson made a motion to approve. 2nd by Councilor Bennet. All approved. Motion carried.

Schwarz Grain purchased the buildings to the east. Todd Schwarz would like to put a temporary road that leads to the back of the shed. They'll have to put a culvert in but it'll have to be after the first intake.

Mayor Ziegler asked PW Supervisor Willette if a bid can be made.

Discussed the manholes which need to be figured out before the streets can be plowed for snow.

PW Supervisor Willette feels as if checks shouldn't be written until Railroad Street is dealt with.

There is a construction meeting on Tuesday, September 12th, at 1:00 PM. PW Supervisor Willette, Clerk Roelofs, and Clerk Hansen will be there.

Mayor Ziegler asked if Todd Schwarz would consider renting his buildings to the fire department to house the fire trucks and rescue van during the project. Mr. Schwarz is thinking about it.

Public Works-Supervisor Report: PW Supervisor Willette suggested putting in an insurance claim on the pickup light. He doesn't know when the damage happened. The council advised PW Supervisor Willette to put an insurance claim on it.

Mayor Ziegler informed PW Supervisor Willette to talk to Rushmore face-to-face. They need to work with Eric Meester. We will try to line it up with their October meeting. The board is okay with it. We will contact Rushmore and find out when the meeting is, and how to get there.

Zoning Board of Appeals Recommendation – 302 Hilltop St. fence: a six-foot fence was recommended to be approved by the zoning board. Councilor Peterson made a motion to approve. 2nd by Adam Finney. All approved. Motion carries.

Miscellaneous: PW Supervisor Willette finished flushing hydrants on the west side of town. Next week he will do the east side. He is getting measurements to re-seed the grass, and make arrangements with the Co-op to get it done.

Preliminary Budget – Tax Levy Meeting: Clerk Roelofs received a quote from NRWA. If we decide to go with them instead of Catalis we need to send a letter 60 days prior to the end of our contract date to end our contract. There is \$1000 difference a year. The current contract is \$900 more and there is a six percent increase every year. Councilor Peterson said to be aware of the budget, and to put this on the agenda for next month.

Mayor Ziegler said this is preliminary budget, and it is always budgeted high. Expenses are \$453,000. FD expenses are \$86,000. When the township gives us a check it goes into revenue. Mayor Ziegler thought the budget for FD building and truck maintenance is too high, and needs to both be dropped down to \$5000 each.

Should we have a cleanup day since we can only have it on half the time. It'll be more money if it's curbside verses if we put it up by City Hall. Councilor Peterson thought there was nothing additionally needed

Resolution 2023-18 Approve Preliminary Tax Levy: The Council reviewed Resolution 2023-18 Approve Preliminary Tax Levy. Councilor Peterson made a motion to approve Resolution 2023-18 Approve Preliminary Tax levy. 2nd by Councilor Bennett. All approved. Motion carried.

Next Meeting: Tuesday, October 3rd, 2023 at 6 PM.

Special meeting was scheduled for next Tuesday, September 12th, at 6:00 PM.

A neighborhood meeting was scheduled for Wednesday, September 20th, from 6:00 PM – 7:30 PM.

Adjourn: Councilor Peterson made a motion to adjourn. 2nd by Councilor Bennett. All approved. Motion carried.

Respectfully submitted by:

Kara Hansen, Clerk-Treasurer

Dana Ziegler, Mayor

Date Approved