

2021 March Council Meeting Agenda

City Council
2021 March Council Meeting
Zoom Id number 267-094-2170
6:30 PM on Tuesday, March 9, 2021

- 1. Call to Order**
- 2. Council Member Appointment**
 - a. Appointment
 - b. Oath of Office
- 3. Citizens' Concerns**
- 4. Agenda Additions and Deletions**
- 5. Approval of Consent Agenda**
 - a. Council Minutes of the February 9, 2021
 - b. Bills paid between Council meetings and Council bills
 - c. Liquor Store bills for February 2021
 - d. General Fund/Special Revenue Money Market Account Report
 - e. 2021 Investment Schedule/Bond Schedule
 - f. Late water/sewer bills
- 6. Committee Reports**
 - a. CDH-Vergas Fire Board
 - b. Event Center
 - c. Liquor Store Committee
 - d. Park Board
 - e. Personnel
 - f. Planning Commission
 - o
- 7. Staff Reports**
 - . COVID19
 - a. City Newsletter
 - b. City Meetings
 - c. Utilities Superintendent Report
 - i. Water
 - ii. West Lake Street Property
 - d. Liquor Store Manager Report
- 8. Information & Announcements**
 - . 2021 Local Board Review, April 7, 2021 at 1:00 pm (All Council Members and Lammers) Vergas Event Center and/or Zoom
 - a. Emergency Planning Summit April 15, 2021 -All Council Members, DuFrane, Lammers) Zoom
 - b. Municipal Beverage Association (MMBA), May 1-May 4, 2021 (Lammers) Arrowwood
 - c. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
 - d. Household Hazardous Waster Mobile Collection July 8, 2021 10 am -2 pm (Volunteers needed)
 - e. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
 - f. Clerks Advanced Academy-September 23-24, 2021 (Lammers)
 - g. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- 9. Adjournment**

CITY OF VERGAS
COUNCIL AGENDA
VERGAS EVENTS CENTER
& ZOOM
Tuesday, March 9, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, March 9, 2021 at the Vergas Event Center and on a Zoom virtual meeting with the following members present: Mayor Julie Bruhn, Council Members: Logan Dahlgren, Bruce Albright and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Jeff Hatlewick, Jill Shipman, Sherri Hanson, Paul Pinke, Austin Tegtmeier and Barbie Porter of the Frazee-Vergas Forum.

Mayor Julie Bruhn called the meeting to order.

Council members discussed applications Paul Pinke and Austin Tegtmeier as Council board members to replace the vacancy left by Julie Bruhn in January when she became Mayor. Motion by Albright, seconded by Dahlgren to appoint Paul Pinke as Council Member until December 2022. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Clerk-Treasurer Julie Lammers administered oath of office to Council Member Paul Pinke. Bruhn reviewed Pinke's Council Portfolios.

No citizens' concerns were discussed.

Motion by Pinke, seconded by Dahlgren to accept agenda with the additions of Food Trucks and picnic tables request. Voting yes: Dahlgren, Albright, Pinke and Fischer. Voting no: none. Motion carried.

Motion by Fischer, seconded by Pinke to approve the following consent agenda items:

Council Minutes of the February 9, 2021

Bills paid between Council meetings and Council bills totaling \$22,303.57.

Liquor Store bills for February 2021 totaling \$43,336.92.

General Fund/Special Revenue Money Market Account Report

2021 Investment Schedule/Bond Schedule

Late water/sewer bills

Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried.

Jill Shipman, owner of Otter Coffee requested the City allow a Food Truck parked on Main Street with the City providing picnic tables and barricades for music along side her buildings on Thursdays from June 3 - August 19, 2021. DuFrane questioned the amount of time it would take city employees to set up and move tables each week. Motion by Pinke, seconded by Fischer to allow music and food truck on Thursdays from June 3-Aug 19, 2021 after 4:00 pm with the City dropping off tables and barricades if Otter Tail County approves the request for the use on Main Street. Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried.

Bruhn reviewed the CDH-Vergas Fire Board information provided at their annual meeting. Many of the fire calls were mutual aid and we had one more call than the year before.

Lammers reviewed the Vergas Event Center meeting held on February 10, 2021 (minutes available at the Vergas City Office). The smart room at the event center is completed and the committee is working on a smart room policy. Invited everyone to the Event Center Fundraiser of beer and pizza on April 15, 2021. Motion by Albright, seconded by Pinke to allow event center committee to spend up to \$1,000 for WIFI cameras in the event center. Voting yes: Dahlgren, Albright, Pinke and Fischer. Voting no: none. Motion carried.

Sherri Hanson reviewed the Park Board meeting held on February 25, 2021 (minutes available at the Vergas City Office). Motion by Pinke seconded by Fischer to add Maggie Puetz as a voting member of the Vergas Park Advisory board. Voting yes: Pinke, Dahlgren, Albright and Fischer. Voting no: none. Jill Shipmen reviewed Pickle Ball. Discussed map of baseball area and proposed pickle ball court area (map attached to minutes). Budget is \$127,000 for the pickle ball courts and \$25,000 for basketball courts, the goal of the pickle ball group is to be able to use the courts by the end of June. Requested the Council allow City fund at West Central Initiative to raise funds for the pickle ball courts and to have approval to move forward. The City will not have any expenses to build pickleball courts but will take over maintenance of the courts once the courts are completed. Peloquin reviewed the issues of the Pickle Ball court is to be sure the city owns the property and there are no easements, city will own, insure and maintain once they are completed. Motion by Albright, seconded by Pinke to allow pickleball court to raise funds thru West Central Initiative as fundraising fiscal agent and to approve the concept presented in the map provided. Voting yes: Dahlgren, Albright, Pinke and Fischer. Voting no: none. Motion carried. Peloquin stated once the details are worked out, we will need a formal agreement regarding the pickleball courts. Hanson invited everyone to the Park Citizen Group to the Event Center on March 11, 2021 and April 22 Earth Day celebration. Discussing routes coming into Vergas by snowmobilers. Goettel property has been purchased by new owners and the City has no obligation to install/construct platform. Peloquin stated we do not have any rights to work on the property outside of our easement area without current property owner agreement. City needs to wait until new property owner contacts the City to be able to proceed. Bruhn thanked Hanson and park board for all their work.

Bruhn reviewed the personnel committee meeting of February 23, 2021 (minutes available at the Vergas City Office). and Liquor Store committee meeting of February 10, 2021. Motion by Albright, seconded by Pinke to begin the process recommended by the personnel committee to divide the current position of Clerk-Treasurer-Liquor Store Manager to a working Liquor Store manager with the supervision of the Clerk-Treasurer. Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried. Bruhn reviewed the position of Maintenance Operator Matt Engebretson with the recommendation from the personnel committee to increase him to the next step with a 40-cent raise. Motion by Pinke, seconded by Dahlgren to approve 40 cent rate increase to Maintenance Operator Matt Engebretson. Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried.

Albright reviewed Planning Commission meeting minutes of February 22, 2021 (minutes available at the Vergas City Office). Albright reviewed meeting with DuFrane and Keith Bunkowske regarding Town Line Road. Bunkowske would like to see Town Line Road dedicated and right of way easements obtained and following legal proceedings; the City would be able to proceed working on the road. Planning Commission will need to work more on this item once pins are found and survey document is received. There will be a public hearing regarding the gravel permit on Monday, March 22, 2021 at 6:00 pm.

COVID 19 information was provided by Lammers with no updates.

City newsletter information was discussed. Motion by Albright, seconded by Fischer to allow the Mayor and Council members to write articles in the City newsletter. Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried.

City meetings will continue both in person and on zoom and with the smart room we will continue to do so with Council approval. Motion by Pinke, seconded by Albright to allow in person meetings while the Governors Executive orders are in place. Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried.

Utilities Superintendent Mike DuFrane provided the following:

- Water -We will be watching for fire hydrant flushing. No specific dates currently.
- E Lake Street Property – received one bid regarding cleanup and DuFrane will provide a second bid at April Council meeting.

E Lake Street was discussed as a road needing to be closed due to the frost and traffic destroying the road. Pelouquin recommended an agreement with property owners along the road. Albright stated he would go with DuFrane to speak with property owner Tyler Schmidt regarding the road. DuFrane requested meetings with both personnel and yard waste committees.

Lammers reviewed Liquor Store activities. Motion by Albright, seconded by Pinke to approve the replacement of boards the side of the liquor store for up to \$2,600 with 2 secured bids with Liquor Store funds. Voting yes: Dahlgren, Albright, Pinke and Fischer. Voting no: none. Motion carried.

The following City meetings were mentioned:

- a. 2021 Local Board Review, April 7, 2021 at 1:00 pm (All Council Members and Lammers) Vergas Event Center and/or Zoom.
- b. Emergency Planning Summit April 15, 2021 (All Council Members, DuFrane and Lammers)
- c. Municipal Beverage Association (MMBA), May 1-May 4, 2021 (Lammers) Arrowwood
- d. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
- e. Household Hazardous Waste Mobile Collection July 9, 2021 10 am -2 pm (Volunteers needed)
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The business for which the meeting was called having been completed, the meeting was adjourned at 8:16 p.m.

Clerk-Treasurer Julie Lammers, CMC