

CITY OF VERGAS
COUNCIL AGENDA

Virtual Meeting-cityofvergas.com

6:30 P.M. on Tuesday, May 12, 2020

(Reminder the Frazee-Vergas Forum is recording this meeting and all information discussed is public information)

(In order to run an efficient meeting, please do not repeat comments and limit them to 3 minutes or less.)

1. Call to order
2. Citizens' Concerns - *Council will recognize citizens who may have items for the Council. Citizens please state your name and address for the record. Council may ask questions for clarification or explanation, but no council action will be held on these items.*
3. Additions or Deletion to Agenda (*City Council or City Staff Only*)
4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed, and it will be placed elsewhere on the agenda.*
 - a. Council Minutes of the April 14, 2020
 - b. Bills paid between Council meetings and Council bills
 - c. Voided Checks
 - d. Liquor Store bills for April 2020
 - e. Late water/sewer bills
 - i. COVID19 applications-no one has applied
5. Financial Report
 - a. Procurement Policy
 - b. Budget Review
6. Construction Permits
 - a. 100 Townline Road – 16x35 deck
7. Requests
 - a. Attic Shoppe Lease
 - b. Liquor License
 - c. Census Hero
8. Mark Sand and Gravel Compliance Report
9. 2019 Street Project
10. KLJ Engineering Contract
11. Committee Reports
 - a. Planning Commission
 - b. Park Board
 - i. Trail Committee
12. Staff Reports

- a. COVID-19 City Update
- b. Utilities Superintendent Report
 - i. Parks
 - ii. Water and Sewer
 - iii. Streets
- c. Liquor Store Manager Report

13. Mayor's Report

14. Information and Announcements

- a. Vet Clinic, May 21 from 3:30 to 6:00 pm
- b. Hazardous Waste Day July 10, 2020 (volunteers needed)

15. Adjournment

**CITY OF VERGAS
REGULAR MEETING
Tuesday, May 12, 2020 6:30 P.M.**

The City Council of Vergas met in regular session at 6:30 p.m., on Tuesday, May 12, 2020 in a Zoom virtual meeting with the following members present: Mayor Dean Haarstick, Council Members: Logan Dahlgren, Julie Bruhn, Paul Pinke and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Digger Anderson, Paul Haarstick, Scott Kolbinger, Steve Peloquin and Barbie Porter of the Frazee-Vergas Forum.

Mayor Dean Haarstick called the meeting to order.

No citizens' concerns were discussed.

Motion by Pinke, seconded by Fischer to accept agenda as presented. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion was made by Dahlgren, seconded by Bruhn to approve the following consent agenda with the removal of April 14, 2020 council minutes:

- a. Bills paid between Council meetings and Council bills totaling \$17,912.15.
- b. Liquor Store bills for April 2020 totaling \$43,443.62.

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

Council minutes of the April 14, 2020 needed multiple corrections. Lammers will correct before making permanent record. Motion by Dahlgren, seconded by Pinke to approve minutes with corrections. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Discussed procurement policy. Bruhn requested we add a component on evaluation to the policy. Haarstick asked about emergency policy in the procedure. Lammers will add and provide new draft policy at June meeting.

Lammers reviewed the current budget for the City of Vergas pointing out the balance in the general

fund.

Motion by Bruhn, seconded by Fischer to approve the following construction permits: 100 Townline Road: building a 16x35 deck. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Discussed renewing the lease for another year with the Attic Shoppe which ended in April. Bonnie Anderson, owner has asked to be given a month of rent due to COVID19. Council stated they would like her to check into other programs and asked Lammers to find out if she would like rent to be deferred for 60 to 90 days. Motion by Bruhn, seconded by Fischer to renew the Attic Shoppe Lease for another year. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried.

Dixie Stauffacher, owner of Skal has requested to have liquor licenses be prorated. Motion by Dahlgren, seconded by Pinke to prorate liquor licenses while they are closed. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried.

The Census would like to make the Loon a Census Hero to promote the people to respond to the census. Motion by Bruhn, seconded by Fischer to approve allowing the Loon to be a Census Hero. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried.

Scott Kolbinger, Engineer of KLJ Engineering reviewed the Mark Sand and Gravel Compliance Report. Motion by Bruhn, seconded by Dahlgren to approve Compliance Report requesting new infractions be corrected. Steve Peloquin reviewed the infractions of the gravel permit and stated that we should give them a reasonable date to correct infractions, after Council will have to decide if they lose permit. Discussed having Kolbinger speak with Mark Sand and Gravel and Lammers send them a letter regarding infractions being repaired in 30 days. Motion by Bruhn, seconded by Dahlgren to amend motion giving them a 30-day timeframe. Voting yes on the amendment: Pinke, Bruhn, Dahlgren and Fischer. Voting No on the amendment: none. Motion carried. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried.

Kolbinger stated the cracking on Scharf is due to the underlying pavement. Kolbinger could not find anything that he could recommend having the contractor fix. There is curb lip falling off on the Linden Loop. Having not seen this happen before, he is trying to figure out why it is falling off as it did not happen until after it was top soiled and seeded. There are also 2 cracks in the curb. Both items could be warranty issues, but the curb is functioning, and these items are more aesthetic. Council will need to decide if they want to go thru reconstruction. Warranty is for one-year and currently this item is under warranty. Kolbinger stated we could ask for another year of warranty. DuFrane questioned the amount of asphalt on Scharf as it is cracking. It should not have cracked and alligatored for a few years. Kolbinger stated we could do a bore sample. Kolbinger requested City chip seal Scharf at the city's cost to correct cracking, he cannot ask the contractor to repair if it is reflective cracking. Otter Tail County is doing a chip seal project and City can get pricing of chip seal cost from them. Kolbinger will contact KLJ to see if they have a core machine and the cost. DuFrane will get a price for chip sealing from Otter Tail County for the June meeting. There is a crack on Park View that goes thru a manhole. Council will discuss again at June meeting. Discussed new grass seed by 115 Park View Drive was washed away during hydrant flushing. DuFrane stated he would check into the issue.

Engineer Kolbinger provided the City with a one-year extension of the KLJ Engineering contract which ended on April 14, 2020. Bruhn checked out costs with other Engineering Company's and the costs of services are comparable to others. Lammers reviewed the PRF's and it will take at least 4 months to complete. Currently the City is completing the following with KLJ a housing study, trail project, 2019 Street project and Mark Sand & Gravel Compliance. Bruhn stated it is important to have evaluation components built in for contracts in the future. Motion by Dahlgren, seconded by Bruhn to renew the one-year contract with KLJ Engineering. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Planning Commission report was reviewed. Discussed sign ordinance and enforcement. Motion by Bruhn, seconded by Dahlgren to approve sign ordinance. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Park and trail advisory committee reports were reviewed.

Lammers reviewed COVID19 procedures for the city. Planning to open the city office on the 19th of May. Working on COVID19 preparedness plan for event center.

Utilities Superintendent Report

Water and Sewer- Ponds are being overloaded with BOD and the primary is dead. Pond has been aerated for 5 days; the winds are supposed to aerate the ponds but due to high BOD's the wind is unable to do so. The pond will need to have bugs added to it approximately 2 bags of bugs a week to control. DuFrane has spoken with Hanson's Plumbing & Heating to stop using their dump station and we will need to look at manholes to find out why we have a large amount of grease. We need to figure out where the grease is coming from. The first shock is \$750 and then we will add a pound a week for 50 weeks at \$15 a pound. Team Labs will be bringing in a boat to judge the sludge in the pond. Mn Rural Water will be investigating why we are getting so much BOD, due to the City being above our limit. Motion by Dahlgren, seconded by Bruhn to start a bug program with Team Labs. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Number 2 pump is down and DuFrane has ordered a replacement pump. Currently the city is running on one pump and needs 2 to run efficiently. Motion by Bruhn, seconded by Fischer to purchase a pump. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried. Herzog Roofing has reported that a new roof on the water plant will cost \$10,800.00. It is nearing the end of its lifecycle; we do not need a new roof yet but will need to budget in the future.

Parks – The DNR helped put in the pier at the Long Lake.

Streets- no report.

Lammers reviewed Liquor Store activities. Herzog Roofing quoted a roof replacement of the Liquor Store building at \$50,00.00. Liquor Store will need to begin saving for a roof replacement.

Haarstick thanked the public for doing a great job with COVID19. Many cities including Perham have sent a letter asking the Governor to open up businesses in Minnesota. Council Members stated if the Governor does not lift the order tomorrow, they would like the Mayor to send a letter

The business for which the meeting was called having been completed, the meeting was adjourned at 9:30 p.m.

Clerk-Treasurer Julie Lammers, CMC