

**CITY OF VERGAS
VERGAS EVENTS CENTER
COUNCIL AGENDA**

6:30 P.M. on Tuesday, September 13, 2016

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

Additions or Deletion to Agenda

Council Minutes of the August 9, 2016 and September 8, 2016

Construction permit-

- a. 180 3rd Ave S, shingling
- b. 351 S Pelican Ave, replace foundation wall

Zumba

Sunny Oaks Development

Loss Control Recommendations

- a. Data Response Plan
- b. Implementing employee and elected official training on technology security and data retention issues
- c. Social Media Policy
- d. Council Members use City email addresses/inboxes
- e. Computer Use Policy

Property Purchase

Water and Sewer Line Insurance

Event Center Advisory Committee Report

Certify Utility Bill to taxes - 151 W Linden St

Mayors Minute-

Report from Public Utilities Superintendent Michael DuFrane

Personnel

- a. Event Center maintenance position
- b. Public Works Employee
- c. Liquor Store Manager Review

Financial Report

- a. Bills Paid Between Council and Council Bills
- b. Liquor Store Bills for August 2016
- c. 2017 Budget

Information

LMC Regional Meeting, Oct.12, 2016 in Fergus Falls 10:00 a.m. to 6:00 pm

**CITY OF VERGAS
REGULAR MEETING
Tuesday, September 13, 2016 6:30 P.M.**

The Vergas City Council met in regular session at 6:30 p.m., on Tuesday, September 13, 2016 in the Vergas Event Center Council Chambers with the following members present: Mayor Dean Haarstick, Council Members Paul Pinke, Sandee Stall, Scott Goodman and Keith Bunkowske. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Shane Poss, Jaron Lammle, Tony Hersch, Jim & Melanie Hoffman, Bev Flateland, Lois Wippich, Rod Peterson, Ronola Richards, Kyle Schrupp, Mandy Winings and Steve Peloquin of Peloquin Law Firm.

Mayor Dean Haarstick called the meeting to order.

Motion by Pinke, seconded by Goodman to accept agenda with the following additions: construction permit for 220 Bennett Road, Gambling Permit, Gravel Ordinance, liquor store committee report and credit cards. Motion passed unanimously.

Motion was made by Pinke, seconded by Bunkowske to approve the Council Minutes of the August 9, 2016 and September 8, 2016 meetings. Motion passed unanimously.

Motion by Goodman, seconded by Pinke to approve the following construction permits: 180 3rd Ave S for shingling, 351 S Pelican Ave to replace foundation wall and 220 Bennet Road for building. Motion passed unanimously.

Motion by Pinke, seconded by Goodman to approve Resolution 2016-073 (a complete text of the resolution is part of permanent public record in the City Clerk's office.) approving gambling license for October 15, 2016. Motion passed unanimously.

Bev Flateland requested permission to hold Zumba classes on Monday and Thursday evenings for one hour starting at 5:15 pm for the winter. Motion by Pinke, seconded by Bunkowske to allow Bev Flateland use of the Event Center free of charge for Zumba classes on Monday and Thursday for one hour only if the Event Center is not being used for a paying event. Motion passed unanimously.

Motion by Bunkowske and seconded by Pinke to have City Clerk present data response plan to city employees. Motion passed unanimously.

Motions by Goodman, seconded by Pinke to have City Clerk-Treasurer provide technology security and data retention to employees and elected officials annually. Motion passed unanimously.

Motion by Stall, seconded by Goodman to adopt Social Media Policy. Motion passed unanimously.

Motion by Goodman, seconded by Bunkowske for City Clerk-Treasurer to provide email address to council and employees. Motion passed unanimously.

Motion by Goodman, seconded by Pinke to adopt computer use policy with the removal of electronic calendars. Motion passed unanimously.

Steve Peloquin reviewed the property purchase on W Lake Street. We currently have title of property but do not have ownership for six months.

Lammers reviewed water and sewer line insurance and Council will discuss again next month.

Bunkowske reviewed event center advisory report. Motion by Goodman, seconded by Pinke to have committee attempt to get sponsors. Motion passed unanimously. Motion by Stall, seconded by Bunkowske to approve updated rental agreement. Motion passed unanimously.

Motion by Goodman, seconded by Pinke to certify the utility bill of 151 W Linden St to their property taxes. Motion passed unanimously.

Discussed gravel ordinance. Pelouin stated he would make the change from 5 acres to 10 acres of actively mined area. Shawn Poss explained that currently there are 9 trucks and hour coming in and out of the pit and wanted to know who to contact regarding offense. Pelouin stated this is criminal and the Otter Tail County Sherriff needed to be called. Council asked Poss to get information to City Clerk-Treasurer and she would provide information to Peliquin Law Firm. They would send a letter.

Haarstick provided a report on the September Mayor's meeting and the safety meeting he attended. Requested personnel committee review our personnel policy regarding drug and alcohol testing.

DuFrane requested a new roof for the city garage. Motion by Bunkowske, seconded by Stall to approve quote from Larry Schrupp Construction for \$2,607.69. Motion passed unanimously. DuFrane also stated he would be flushing hydrants at the end of the month. DuFrane stated we have been told what a great job city employees do but we need to thank citizens that volunteer. Thank you Jane Moe for cleaning up Railway Avenue, Bev and Miles Flatland for caring for flower gardens, Jerry Johnson for mowing the ballfield and everyone else that volunteers to keep this community clean.

Tony Hersch and Jaron Lammle of Lammle Hersch Contracting reviewed their plans for the Sunny Oaks Development. All the permits are in place and they hope to have water and sewer within the next three weeks. They will be using a camper for their office. This is a private development and the city will look at accepting the water, sewer and road when project is complete.

Motion was made by Pinke, seconded by Bunkowske to approve city bills totaling \$16,839.59. Motion passed unanimously.

Motion by Pinke, seconded by Stall to approve liquor store bills totaling \$59,327.85. Motion passed unanimously.

Discussed the 2017 general fund budget. This will be discussed at the September 27 special meeting.

Goodman reviewed personnel committee report. Motion by Goodman, seconded by Pinke to spend up to \$1,000 on advertising for a public works part time employee. Motion passed unanimously. We would like to do interviews for this position after the October Council meeting.

Goodman reviewed Liquor Store Manager Terri Smith's three month evaluation. Motion by Stall, seconded by Pinke to release her from her managerial duties after the behavior demonstrated at the last liquor store committee meeting; effective Wednesday, September 14, 2016. Motion passed unanimously. Motion by Goodman, seconded by Pinke to have Julie Lammers oversee the Liquor Store until the first of the year. Motion passed unanimously. Council asked Haarstick and Lammers to inform Terri Smith of the decision.

Motion by Stall, seconded by Goodman to hire a part time receptionist for the city office. Motion passed unanimously.

Motion by Stall, seconded by Goodman to offer credit card payments in the Vergas City Office. Motion passed unanimously.

The business for which the meeting was called having been completed the meeting was adjourned at 8:25 pm.

Julie Lammers, CMC
Clerk-Treasurer