

CITY OF VERGAS
COUNCIL AGENDA
Virtual Zoom Meeting-cityofvergas.com
Tuesday, February 9, 2021
6:30 PM

(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 January 12, 2021
 - b. Bills paid between Council meetings and Council bills
 - c. Liquor Store bills for January 2021
 - d. General Fund/Special Revenue Money Market Account Report
 - e. 2021 Investment Schedule/Bond Schedule
 - f. Late water/sewer bills
5. Glen Street Vacation/Dedication
6. Committee Reports
 - a. Economic Development Authority/Housing Authority
 - b. Event Center
 - c. Park Board
 - d. Personnel
 - e. Streets
 - i. Snow plowing
7. Staff Reports
 - a. COVID-19
 - b. Utilities Superintendent Report
 - i. Parks
 - ii. Water and Sewer
 - iii. Streets
 - iv. West Lake Street Property
 - c. Liquor Store Manager Report
8. Information and Announcements

- a. LMC 2021 Elected Leaders Institute- January 19-February 26, 2021 (Albright, Fischer & new member)
- b. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
- c. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- d. Clerks Advanced Academy-September 2021 (Lammers)
- e. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)
- f. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- g. Municipal Beverage Association (MMBA), (Lammers) Arrowwood

9. Adjournment

CITY OF VERGAS
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VERGAS EVENTS CENTER
Tuesday, February 9, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, February 9, 2021 in 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, Keith Sandau, Sherri Hanson, Paul Pinke and Barbie Porter of the Frazee-Vergas Forum.

Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were discussed.

Motion by Dahlgren, seconded by Fischer to accept agenda with the additions of Planning Commission and Traffic Study. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

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

Council Minutes of the January 12, 2021

Bills paid between Council meetings and Council bills totaling \$32,467.94

Liquor Store bills for January 2021 totaling \$36,644.05

General Fund/Special Revenue Money Market Account Report

2021 Investment Schedule/Bond Schedule

Late water/sewer bills

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

Hazardous Waste Day contract was discussed and is scheduled for July 8, 2021. Motion by Dahlgren, seconded by Fischer to approve the Hazardous Waste contract with Otter Tail County. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Vacation/Dedication of Glenn Street was reviewed by Steve Peloquin regarding the resolution to vacate the Glenn Street and dedicate the portion of property City inquired from the Pinkepank's. All deeds regarding the property have been signed. moving of property lines along Glenn Street, the vacating of Glenn Street and dedicating the street where it currently sits. Motion by Albright, seconded by Fischer to approve the Resolution 2021-001 (a complete text of the resolution is part of permanent public record in the City Clerk's

office.) vacate and rededicate part of Glenn Street. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Bruhn reviewed committee member duties regarding the open meeting law and stated to be sure to record meetings with the minutes containing the following when and where meetings are held, who made and seconded motions, how members voted and who was presented at the meeting.

CDH Fire Board budget meeting was held, Bruhn stated there is no change in 2021 from the 2020 budget. The City amount will stay at \$2,904 a quarter. The City of Vergas pays 11 percent of the CDH-Fire board budget.

Albright reviewed the Economic Development Authority/Housing Authority meeting held on February 3, 2021 (minutes available at the Vergas City Office). The annual meeting will be April 21, 2021 at Billy's Corner Bar or zoom.

Lammers reviewed the Vergas Event Center meeting held on January 13, 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.

Sherri Hanson reviewed the Park Board meeting held on January 21, 2021 (minutes available at the Vergas City Office). DuFrane stated the snowmobile committee will be running the trail groomer down the trail making a path for snowmobilers and making walking easier on the trail. Park Board recognizes we want snowmobile traffic in town and they will keep that on the forefront. Council was asked if pickleball court committee could use the City website to raise funds. Citizen committee is planning an earth day event on April 22, 2021. Park board recommends the Council not allow property owners to store dock and lifts on city property permanently. Peloquin stated agreement is with Mike and Janelle Goettel and if they sell the property there is no agreement. The easement will stay in place. Discussed the pickle board court and having it placed only on City property. Motion by Albright, seconded by Fischer to allow pickle board committee to start fundraising on City website and to use West Central Initiative component fund to raise funds. After some discussion on funds at West Central Initiative Albright withdrew motion and Fischer withdrew her second. Albright asked that once plan location is marked out, we need to review it with the ball diamond people. Discussed if City is going to maintain the pickle board court. Pickle Ball courts will be used like a tennis court on a first come first serve basis.

Personnel policy states: Should an employee reach the accrued PTO maximum of 200 hours, A plan for leave usage is to be devised to get under the 200 hours with approval at the following City Council meeting. Julie Lammers has reached the 200 hours of PTO time for employees (currently at 215.69) and has tried to take time off the past 4 weeks. Due to liquor store employees needing to be home due to illness and end of year reports needing to be filed PTO has not been able to be used. Plan advised for her to use 40 hours from Feb. 23-March 2. Motion by Dahlgren, seconded by Albright to approve Lammers to exceed 200 hours with the plan to use time from February 23 to March 2, 2021. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

DuFrane reviewed Street committee report (minutes available at the Vergas City Office) held on Tuesday, Feb. 2, 2021. Motion by Dahlgren, seconded by Fischer to approve the snow removal and ice control policy. Peloquin suggested adding some language to the policy stating these are guidelines. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried. Motion by Dahlgren, seconded by Fischer to approve the policy for damage to mailboxes, sod, sprinkler systems, or other property improvements located in the right-of-way. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Albright reviewed Planning Commission meeting minutes of January 25, 2021 (minutes available at the Vergas City Office). Planning Commission requested permission to apply for grants to pay for the comprehensive plan

costing \$18,800. Motion by Dahlgren, seconded by Fischer to allow Lammer to look for grants to pay for the comprehensive plan. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried. Lammers explained grants from Otter Tail County for up to \$25,000 per City. Comprehensive plans are eligible for up to \$5,000. Motion by Albright, seconded by Fischer to apply for \$5,000 from Otter Tail County for the comprehensive plan. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Lammers reviewed traffic study of (County Highway 60) Frazee Avenue by the Long Lake beach and trail.

COVID 19 information was provided by Lammers with no updates.

Utilities Superintendent Mike DuFrane provided the following:

- Water
 - a. New Chemical Feed Pump.
 - b. MN Health Department conducted annual inspection.
 - c. KLM Tank cleaning contract.
- Wastewater
 - a. Main Lift Station Cleaned Due to Grease Build Up.
- Streets
 - a. Street Committee Meeting Snow Removal Policy.
 - b. 1 Load of Salt Sand Has Been Distributed on Streets
- Parks
 - a. Met with Howard a member from Ultra snowmobile club, discussed signage on snowmobile trail and other options.

The health department inspector has visited and will be sending City recommendation of the chlorine pump. Discussed quote for exterior cleaning of the 100,000-gallon elevated water tower. Motion by Albright, seconded by Fischer to have Lammers sign agreement for \$5,500 to be paid over the next 3 years: \$1833.00 in 2021 and 2022 and \$1,834 in 2023. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Lammers reviewed Liquor Store activities.

The following City meetings were mentioned:

- a. LMC 2021 Elected Leaders Institute- January 19-February 26, 2021 (Albright, Fischer & new member)
- b. 2021 Local Board Review, April 7, 2021 at 1:00 pm (All Council Members and Lammers) Vergas Event Center and/or Zoom
- 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 8, 2021 10 am -2 pm (Volunteers needed)
- f. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- g. Clerks Advanced Academy-September 23-24, 2021 (Lammers)
- h. League of MN Cities Annual Conference (Mayor, Council & Lammers)

The business for which the meeting was called having been completed, the meeting was adjourned at 7:35 p.m.

Clerk-Treasurer Julie Lammers, CMC