

CITY OF VERGAS
COUNCIL AGENDA
Virtual Zoom Meeting-cityofvergas.com
Tuesday, January 12, 2021
6:30 pm

Vacation and Dedication of Glen Street

CITY OF VERGAS
COUNCIL AGENDA
Virtual Zoom Meeting-cityofvergas.com
Tuesday, January 12, 2021 (following the Public Hearing)
(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.)

- a. Call to order
- b. Oath of Office for Mayor Julie Bruhn, Council Member Natalie Fischer & Bruce Albright
- c. Mayor's State of Address
- d. Council Orientation on iPad
- e. Council Member Appointment
- f. *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.*
- g. Additions or Deletion to Agenda (City Council or City Staff Only)
- h. *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.*
 - i. Council Minutes of the December 8, 2020
 - ii. Bills paid between Council meetings and Council bills
 - iii. Liquor Store bills for December 2020
 - iv. General Fund/Special Revenue Money Market Account Report
 - v. 2021 Investment Schedule/Bond Schedule
 - vi. Late water/sewer bills
- i. Set Time, Place, & Date of Regular 2021 Meetings
- j. Appointment of Acting Mayor
- k. Appointment of
 - i. Council Portfolios

- ii. CDH-Vergas Fire Board Representative
- iii. Planning Commission Representative
- iv. Economic Development Authority (EDA) Representative
- v. Appoint City Attorneys: Peloquin Law Office, P.A.
- vi. Designate Official Newspaper: Frazee-Vergas Forum
- e. Designation of official place of advertisement of projects: cityofvergas.com website
- f. Designate Official Depositories: Vergas State Bank
- g. Planning Commission Appointment (Paul Pinke and Gus Bruhn)
- h. Economic Development Authority/Housing Redevelopment Authority Appointment

I. Glen Street Vacation/Dedication

m. Committee Reports

- i. Streets
 - i. Snow plowing
- ii. Park Board
- iii. Economic Development Authority/Housing Authority
- iv. Personnel

n. Staff Reports

- i. COVID-19
 - i. City Update
 - ii. Water and Sewer application expired December 31, 2020
- ii. Utilities Superintendent Report
 - i. Parks
 - ii. Water and Sewer
 - iii. Streets
 - iv. West Lake Street Property
- iii. Liquor Store Manager Report

o. Information and Announcements

- i. LMC 2021 Elected Leaders Institute- January 19-February 26, 2021 (Albright, Fischer & new member)
- ii. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
- iii. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- iv. Clerks Advanced Academy-September 2021 (Lammers)
- v. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)
- vi. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- vii. Municipal Beverage Association (MMBA), (Lammers) Arrowwood

p. Adjournment

CITY OF VERGAS
COUNCIL PUBLIC HEARING
Virtual Zoom Meeting-cityofvergas.com
Tuesday, January 12, 2021
6:30 pm

The City Council of Vergas met at 6:30 pm, on Tuesday, January 12, 2021 for a public hearing 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, Dustin Nash, Loren Menz, Keith Sandau, Shane Poss, Sherri Hanson, Mike Novitzki, Mike Goettel, Austin Tegmeier, Paul Pinke, Rhonda Ueke, Scott Kolbinger and Barbie Porter of the Frazee-Vergas Forum.

Mayor Julie Bruhn opened public hearing at 6:30 pm.

Vacation and Dedication of Glen Street was reviewed by Attorney Steve Peloquin.

Bruhn closed public hearing.

CITY OF VERGAS
COUNCIL AGENDA
VERGAS EVENTS CENTER
Tuesday, January 12, 2021
(following public hearing)

The City Council of Vergas met at 6:50 pm, on Tuesday, January 12, 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, Dustin Nash, Loren Menz, Keith Sandau, Shane Poss, Sherri Hanson, Mike Goettel, Paul Pinke, Austin Tegmeier, Mike Novitzki, Rhonda Ueke, Scott Kolbinger and Barbie Porter of the Frazee-Vergas Forum.

Mayor Julie Bruhn called the meeting to order.

Clerk-Treasurer Julie Lammers administered oath of office to Mayor Julie Bruhn and Council Members Bruce Albright and Natalie Fischer.

Bruhn presented Mayor's state of address.

Lammers reviewed Council iPad's.

Vacant council position was discussed. Motion by Fischer, seconded by Albright to advertise and have interested applicants apply within 30 days with criteria we have utilized in the past. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

No citizens' concerns were discussed.

Motion by Dahlgren, seconded by Fischer to accept agenda with the addition of Water-Sewer transfer and Event Center committee. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Fischer to approve the following consent agenda items with the removal of late water and sewer bills.

- i. Council Minutes of the December 8, 2020
- ii. Bills paid between Council meetings and Council bills totaling \$170,681.55.
- iii. Liquor Store bills for December 2020 totaling \$66,966.80.
- iv. General Fund/Special Revenue Money Market Account Report
- v. 2021 Investment Schedule/Bond Schedule

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

Late water/sewer bills were discussed.

Motion by Albright, seconded by Fischer to hold 2021 Council meetings on the 2nd Tuesday of each month at 6:30 pm. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Albright to appoint Natalie Fischer as acting Mayor. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Fischer to approve the representative schedule provided to Council with the addition of Austin Tegmeier to the Economic Development Authority/Housing Redevelopment Authority Board. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Fischer to approve the following appoints: City Attorneys: Peloquin Law Office, P.A.; Designate Official Newspaper: Frazee-Vergas Forum; Designation of official place of advertisement of projects: cityofvergas.com website; Designate Official Depositories: Vergas State Bank; and Planning Commission Appointment of Paul Pinke and Van Bruhn. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Vacation/Dedication of Glen Street was postponed to February meeting as all the property owners have not signed contracts regarding parcel lines.

Street committee report was discussed. Discussed plowing gravel roads and agreement with Otter Tail County. Motion by Dahlgren, seconded by Fischer to ask street committee to meet again and bring proposal to the City Council regarding snow removal. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Sherri Hanson provided the park board report. Council asked pickleball court committee to provide a map with the pickle ball courts laid out on them. DuFrane mentioned the property owner beside the field has a gate behind the baseball field where he accesses his property. City will review property easements or streets going thru the baseball diamond.

Albright updated Council on Economic Development Authority/Housing Authority.

Bruhn reviewed personnel reviews of the Clerk-Treasurer-Liquor Store Manager the Utilities Superintendent recommending a 2% raise for each as they are satisfactory employees. Motion by Dahlgren, seconded by Fischer to give a 2% raise to Julie Lammers, Clerk-Treasurer-Liquor Store Manager and Mike DuFrane, Utilities Superintendent. Motion by Dahlgren and seconded by Fischer to make raises retroactive to January 1, 2021. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Event Center report was provided by Lammers and Dahlgren. Motion by Albright, seconded by Fischer to sell tv and tv stand at auction. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Water and sewer investment CD will mature on January 17, 2021, Lammers recommended cashing and depositing in checking account. Motion by Dahlgren, seconded by Fischer to cash CD and deposit into the checking account. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

COVID 19 updated was provided by Lammers. City Office and Liquor Store building is open as well as the public restrooms. Event Center is still under minimal capacity. Utility application for COVID relief expired on December 31, 2020 and Council decided not to continue.

Utilities Superintendent Mike DuFrane provided the following:

A. Water

1. Control panel has been successfully updated.
2. 1 water meter is left to be installed.
3. KLN Engineering contract was not presented correctly at the last Council meeting. Mike Novitzki of KLN Engineering reviewed contracts for the water tower. KLN Engineering is a water tower specialty firm. Contract approved in December covered 3 inspections and the cleaning of the internal tank of the water tower. These would take place every 5 years for \$9,300.00. Second agreement is for the washing of the exterior cleaning of the tank for \$5,500.00. Council asked KLN to provide financing for second contract and for DuFrane to provide dates when tower was painted last.

B. Wastewater

1. Annuals have been done on lift stations. Lift stations look like they are in good shape apart from lift station on Scharf. The wood that is holding the control panel up is rapidly deteriorating. In the spring we will have to purchase a pedestal to put control panel on. No estimate currently.

C. Parks

1. Attempting to keep trail open from park to town.

2. Posts park employees installed in front of walking bridge access point seem to be detouring snowmobiles from crossing bridge.

D. Streets:

1. Talked with Ottetail County Supervisor, Kristi Fields, to check our agreement on Main Street regarding snow removal. Krisi stated the City is doing what has been agreed upon. Also, we have been doing an awesome job.
- a. Our agreement with Ottetail County on snow removal, requires City to have snow removed on Main Street by 7:00 am after a snow event. County reimburses City for snow removal on Main Street as it is a county road. County is responsible for plowing during a snow event.

E. Other

1. DuFrane stated he would like a credit card. Credit card will be used to purchase parts on the internet.
2. Webmail: Still having problems with email. DuFrane stated he has been having problems with email for long time.

Lammers will provide Council with credit card policy city currently has in place. Paul Haarstick will be contacted regarding internet not connecting to DuFrane's email.

Lammers reviewed Liquor Store activities.

The business for which the meeting was called having been completed, the meeting was adjourned at 8:15 p.m.

Clerk-Treasurer Julie Lammers, CMC

