

CITY OF VERGAS
COUNCIL AGENDA

Virtual Meeting-cityofvergas.com
6:30 P.M. on Tuesday, April 14, 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 March 10, March 19, April 1, 2020 and Board of Review April 1, 2020
 - b. Bills paid between Council meetings and Council Bills
 - c. Voided checks
 - i. 24306 to Kelly Inn for \$351.39 (MCFOA Conference cancelled)
 - ii. 24332 to League of MN Cities for \$100.00 (Loss Control cancelled)
 - iii. Minnesota Municipal Beverage Assn \$740.00 (Conference postponed)
 - d. Liquor Store Bills for March 2019
 - e. Late Water/Sewer bills
5. Attic Shoppe Lease
6. Mark Sand & Gravel Interim Use Permit
7. Staff Reports
 - a. COVID-19 City Update
 - b. Utilities Superintendent Report
 - i. Parks
 - ii. Water and Sewer
 - iii. Streets
 - c. Liquor Store Manager Report
8. Mayor's Report
9. Information and Announcements
 - a. Hazardous Waste Day July 10, 2020 (volunteers needed)
 - b. 2020 LMC Annual Conference, June 24-26, St Paul, MN (Haarstick & Lammers)
10. Adjournment

**CITY OF VERGAS
REGULAR MEETING
Tuesday, April 14, 2020 6:30 P.M.**

The City Council of Vergas met in regular session at 6:30 p.m., on Tuesday, April 14, 2020 on a virtual meeting on zoom 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, Fire Chief Jeff Zitzow, Bonnie Anderson, Paul Haarstick, Jeff Hatlewick, 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 Bruhn, seconded by Dahlgren to accept agenda with the following additions; construction permit and Long Lake Trail. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion was made by Pinke, seconded by Bruhn to approve the following consent agenda with the removal of April 1, 2020 council minutes:

- a. Council Minutes of the March 10, March 19, 2020 and Board of Review April 1, 2020
- b. Bills paid between Council meetings and Council bills totaling \$83,160.35.
- c. Liquor Store bills for April 2020 totaling \$58,026.39

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

Fire Chief Jeff Zitzow reported on the current status of the CDH-Vergas Fire Department during the covid-19 pandemic. The fire department is operational and experiencing some financial strains. Currently \$4,000 has been spent. The fire department building is closed to the public and will not be holding any meetings or trainings. Firemen are covered by the City's workmen's compensation plan during the pandemic. Perham Hospital has asked to use the EMS truck if needed for the pandemic. Engine 1 has medical supplies and firemen can drive an EMS person if Perham Hospital is using truck. Motion by Bruhn, seconded by Pinke to approve the CDH-Vergas EMS truck be used by Perham hospital allowing it to be driven by non-CDH-Vergas personnel until December 31, 2020. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

The fire department has received 2 donations of homemade masks and will continue to accept them. Discussed possibility for the relief association having financial issues due to stock market and made Council aware they are a fiscally responsible to bring the relief association to compliance. The fire department is looking at replacement of Rescue 3 and trailer with Perham's used engine. The fire department is doing a drive by for birthdays to help citizens cope with the pandemic.

City of Vergas has two residents that have not paid their utility bill since January and will receive notices stating they need to pay their utility bill within ten days or City will shut off water. Council reviewed a form for residents to fill out to help with residents being financially affected by COVID-19. Paul Haarstick requested Council not shut water off due to basic sanitation. He stated the City has mechanism in place to collect utility bills and it is unreasonable to shut off people's water. Council stated residents need to be held accountable to pay their utility bills. Motion by

Bruhn, seconded by Pinke to approve the COVID-19 form with corrections discussed and to have form put on the city webpage. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

The Attic Shoppe Lease with the City ends in April. Discussed renewing the lease for another year. Bonnie Anderson, owner of the Attic Shoppe asked council to consider waving rent for a month due to the pandemic and her inability to be open. Council asked Anderson to consider other financial programs and move discussion to May council meeting.

Mark Sand & Gravel applied for a 2020 Interim Use Permit for the gravel pit. The application consists of the same information from the 2019 permit. Motion by Bruhn, seconded by Pinke to approve 2020 Interim Use Permit to Mark Sand & Gravel. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried.

KLJ, Engineering provided council with task order 12 for 2020 gravel pit survey and inspection reporting for a fee of \$4,850.00. In 2019 only one inspection was approved by council, currently we are charging Mark Sand & Gravel \$10,000 a year for inspections. Motion by Bruhn to lower the inspection fee to Mark Sand & Gravel to \$5,000 a year, motion died for lack of second. Motion by Bruhn, seconded by Dahlgren to lower the fee for inspection of gravel pit to Mark Sand & Gravel from \$10,000 to \$7,000.00 a year. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried. Motion by Bruhn, seconded by Fischer to approve task order 12 for KLJ, Engineering to survey gravel pit. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried. Jeff Hatlewick, Vice President of Administration for Mark Sand & Gravel, asked council to consider using part of last year's payment due to the city only doing one inspection last year. Motion by Pinke, seconded by Bruhn to carry over \$5,000 from last year \$10,000 payment for 2020 leaving a balance due of \$2,000.00. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried.

Engineer Kolbinger informed council the KLJ Engineering contract will end on April 14, 2020. Kolbinger provided a 3-year extension to the contract. Motion by Bruhn, seconded by Fischer to approve contract for 3 more years. Voting yes: none. Voting No: Pinke, Bruhn, Dahlgren and Fischer. Motion failed.

DuFrane questioned if the city should investigate cost and agreements and do a request for proposal (RFP) on Engineering firms. Dahlgren questioned engineering fees and requested Kolbinger provide them with a current rate sheet. Council requested Kolbinger provide them with a contract for one year.

Motion by Bruhn, seconded by Pinke to approve construction permit for 210 W Hill St to place a fence in the backyard. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried.

Lammers reviewed trail report. Motion by Bruhn seconded by Dahlgren for Sonnenberg Excavating to do second stage of trail project for less than \$50,000. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried. Hatlewick stated Mark Sand and Gravel will still make good on their \$10,000 donation for paving the trail. We will still need someone to do the concrete work.

Lammers reviewed COVID19 procedures for the city. The pet clinic for May 7 has been moved to May 21, 2020.

Utilities Superintendent Report

Streets-discussed 2019 street project. Concerns with cracks on Scharf and asked Kolbinger to review warranty on the work done. Kolbinger has reached out to contractor regarding street reflective cracking in the overlay on Scharf. Bruhn stated how important it was for Kolbinger to come and look at the street.

Parks – Park Board has not met yet but will be having a zoom meeting soon.

Water and Sewer- 51 meters have been installed. DuFrane will be flushing hydrants beginning April 22, 2020. Lammers will contact businesses and fire department per our hydrant flushing policy. DuFrane asked if flushing could be done during the day since most affected businesses are closed. Council gave DuFrane permission to flush hydrants during the day.

Lammers reviewed Liquor Store activities. Roof and cooler have been repaired and Schepper Custom Builders will be repairing the back corner of the store for \$1,150.00 to stop the building from leaking outside water.

Haarstick reviewed information regarding training and hazardous waste day. The annual vet clinic has been moved to May 21, 2020 due to Covid-19.

Motion by Bruhn, seconded by Fischer to approve April 1 special meeting minutes with the correction to the word employee to employees in the 3rd paragraph. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting No: none. Motion carried.

Haarstick reviewed information and announcements.

The business for which the meeting was called having been completed, the meeting was adjourned at 7:30 p.m.

Clerk-Treasurer Julie Lammers, CMC