

**City of Vergas**  
**Proposals involving permanent structure(s) and/or activity on city property.**

**INTRODUCTION:** This policy outlines the procedure for project proposals to utilize city property for installation of permanent structures and/or permanent activity involving city property. This will prevent issues arising late into the project and ensure success.

**POLICY:**

1. The following procedural steps are to be followed for proposals.
  - a. Present general concept and plan to the City Council to garner initial support for the project.
  - b. When supported, the City Council will assign the project to a specific city sub-council, city employee or city council member. This is who the proposed project team will work with during the course of the project development. The assigned council, city employee or council member is to keep the City Council appraised of project progress and any issues.
  - c. Planning Commission will review plan to ensure compliance with zoning and ordinances. Project map on the proposed city property should be prepared for the Planning Commission to review.
  - d. City Engineer will be involved for projects of a substantial nature to ensure construction specifications are met and quality. This is at the expense of the project team.
  - e. Proof of insurance will be required for projects of a substantial nature to protect the city from liability during the course of construction.
  - f. A final proposal plan will need to be present to the City Council, as outlined in number 2. of this policy.
  - g. A construction permit is a required final step. The project does not have final approval to proceed until the construction permit has received City Council **approval**.
  - h. No construction is to begin until at least 50% of the funding is in hand.
2. Proposals need to contain the following information to allow for a thorough review by the City Council. This plan is initiated at the time of proposal and updated as the project progresses.
  - a. Who is conducting the project? To include points of contact by name and contact information.
  - b. Summary of proposed project to include purpose, plan, and overall goals.
  - c. How has the project been vetted with other stakeholders to ensure community support?
  - d. Which city property is proposed for the project?
  - e. Anticipated cost for the project?
  - f. How will the project be funded?
  - g. Are there any ongoing anticipated city costs at conclusion the project?
  - h. How will the city property be specifically used?
  - i. Map of project on city property or, as indicated, the proposed activity that will occur on the property.
  - j. City responsibility(s) at conclusion of the project?
3. The project team to submit final project plan and construction permit for final review and approval through the Planning Commission to the City Council.
4. Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City Council.

Adopted this 11th day of May by the City Council of the City of Vergas

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Julie Bruhn  
Mayor

ATTEST:

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Julie Lammers  
City Clerk-Treasurer

Revised 06/08/2021