

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas City Office
May 26, 2022

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Thursday, May 26, 2022 at 10:00 AM at the Vergas City Office. Present was Bruce Albright and Paul Pinke, Vergas City Council; Mike DuFrane, Utility Superintendent; Julie Lammers, City Clerk, and Tom Winters, City Attorney (for part of the meeting). Albright called the meeting to order at 10:05 AM.

2.) Agenda Additions or Deletions. DuFrane wanted to add City Street use by semi-tractors and trailers. Lammers said that Attorney Winters wants to talk about an action the Planning and Zoning Committee (P&Z) did at their last meeting. Approved.

3.) Speed Limits. The agenda packet included Otter Tail County's "Driver Feedback Sign Policy", dated June 22, 2021. The policy establishes guidelines as to where and when permanent radar speed signs will be installed on County State Aid Highways (CSAH) and County Roads (CR). The policy has criteria for placement, including: determining locations; engineering analysis; and placement prioritization. The County may fund and place up to two signs per year at "high" priority locations, or more as other county, state, or federal funding becomes available. Lammers thought the signs with solar power cost about \$7,500/ea. Albright felt a perfect location for a sign would be on C.R. No. 60, near the lake walkway, where the speed limits goes to 40 miles per hour (mph). This location should also score high, given the walking trail, high activity facilities (park), etc. Lammers will submit said application. She also questioned if we should apply for a sign coming into town from the southwest, on C.R. No. 4? Albright felt they should be two separate applications, as the one on C.R. No. 60 should score higher. Lammers said the County will be bringing back the portable speed signs for several weeks after Memorial Day. Albright thought that if anyone wanted to donate to the City, maybe we should start a fund for purchasing one of the permanent radar signs. In general, Lammers thought it would be good if the City Office maintained a list of possible memorial donation items. Periodically, people stop by and would like to donate a memorial, etc., having a list of things, might help families make a decision.

4.) Yard Waste. Pinke and Albright met with Dora Township on May 7th. They were thankful for the information, and talked about offering a donation to help with the costs. They also suggested that maybe the City should gate the site, and have it open only a couple of days a week, with someone manning the site on those days, Lammers thought the Townships could use some of their American Rescue Plan funds to assist with the site operation. This year, the City Office is keeping track as to where the out of town permits are being issued: Dora-46; Candor-28; Edna-30; Hobart-27; and Lida -11. So far, we've issued 142 permits, and normally for the year, we issue about 300, so we're half ways there. Past City Councils determined that an annual permit is issued to a specific vehicle, so people don't trade them with their neighbors. Albright referred to an in-town neighbor who has hired someone to cut her lawn, as she no longer is able. Technically, the person she hires cannot legally take her grass to the waste site, as this would be considered "commercial" dumping. Lammers said the in-town free permits are issued to an address and not a vehicle, and they are good forever. The intent regarding commercial dumping, was that we would not accept any product from commercial operators. Albright thought it was a little odd, that if he was short-term disabled, and hired someone to mow his lawn, they couldn't haul the grass to the waste facility? DuFrane related a case he encountered, where someone was dumping without a permit, and said they had been dumping for six years and never needed a permit before. They came to the Liquor Store the

next day and bought a permit, but continued to complain about the fee. Albright felt we'll need to continue to work on and refine the Rules as time goes on. Hopefully, this year's increase in fee for out of town users, and having City residents obtain "free" permits, will help with some of the problems and past deficit costs.

11.) Winters wanted to discuss the P&Z action on 05.23.22 regarding the final plat for Keilley Shores Third Addition. The P&Z approved the final plat, subject to: City Attorney review of the easement for the stormwater pond; review of the approved Minnesota Pollution Control Agency (MPCA) Stormwater permit for the project before P&Z considers issuance of a construction permit; development of the site in accordance with the City of Vergas Shoreline Management Ordinance. They waived the Dedication Requirements, 152.105. Winters said the only ones that can waive said requirements are the Council, and if they waive them, then they should also modify or do away with the Rule. The P&Z and City Council shall determine the land and/or cash contribution requirements for the proposed subdivision. Scott Kolbinger, KLJ, determined the plat has a density of about 1.5 homes/acre, which falls into the 10% land dedication range. The plat boundary is 9.1 acres, so approximately 0.9 acres would be the dedication amount. KLJ noted for the Second Addition, we received the land for the lift station. Developers Keith and Shelley Bunkowske felt they were exempt from the rule, as "no one told them about it". The developer for the Lawrence Lake Acres is donating 4.81 acres in accordance with the rule. Road specifications for the extension for Scharf Avenue for their Third Addition will be covered in their construction permit.

Winters was in town today to sign the final plat, but in accordance with 152.07, (D) (4), the City Council must also approve the "final" plat. Since the Council is not scheduled to meet until 06.14.22, Winters will not sign until it is approved by the Council. Lammers will call the Bunkowske's today to let them know about the delay and the dedication requirements. They are very anxious to get started, so Lammers questioned if Pinke and Albright would consider calling a "special" Council meeting for Thursday, June 2, 2022, 6:30 PM, Vergas Event Center. Both agreed to ask for said meeting. Winters said he was available to attend.

5.) East Lake Street Relocation. Winters said he has asked for a description to the new road's location. KLJ is working on getting him the requested information.

6.) Townline Road. Lammers and Winter met with four of the affected landowners the week of April 18th. The landowners felt the rate set for "Agricultural" at \$2,900, was too low. At the 04.26.22 SSW meeting, the Committee recommended that this rate be doubled, or \$5,800/acre. Albright is familiar with the eminent domain or condemnation process, and that process also costs money to enact. The landowners also questioned why Kerry Strand, Lot 1, Block 1, Keilley Shores, was not getting a payment? Albright felt it was because the Keilley Shores plat dedicated 33' of roadway for Townline Road. Bunkowske's also said that their building site is a separate tax parcel, so more of that tract should be valued as "Residential Homestead" at \$0.45 per square foot (sq.ft). On 05.10.22, Lammers sent the meeting questions to Albright, Pinke, Scott Kolbinger, KLJ, and Winters. On 05.16.22, Kolbinger furnished his market analysis and land types map. Winters stated that Bunkowske's also had a question about fence maintenance. The SSW Committee felt that we could agree that any fence not located in our road right-of-way (R/W) or easement area that is damaged by our road maintenance equipment, would be repaired by the City. Albright felt if the easements cannot be obtained "voluntarily", and we have to use condemnation, then we should also withdraw any previous offers that were made to amicably try to settle this issue. Winters felt that would be fine. Lammers asked Winters to submit the revised easement offers to the landowners. Winters left the meeting.

7.) Parking. With the City's hiring of Widseth as our City Engineer, effective June 1st, Albright felt one of the first work orders with the new engineer should be to analyze parking

opportunities at several discussed sites/locations. Lammers felt “No Overnight Parking” signs need to be added to the parking lot behind the Liquor Store.

8./9.) Street/Sidewalk Ice and Snow Removal Policies. Albright said he found another reference to said policies in 92.99, Penalty General Provisions. He felt this time when we update our policies, it should be consistent through out all of our policies and rules. Lammers will take one last look at all the City’s rules and policies, so we make sure we don’t miss something. Albright asked DuFrane if he had a sidewalk inspection? DuFrane said he’s been too busy. Albright felt one of the first things Lammers should ask Widseth for was a City sidewalk map, as the map done by KLJ was woefully inadequate and too small to see. The intent of the map is to show which sidewalks businesses are responsible for winter snow and ice removal, which ones are done by City Staff for public buildings, and which privately owned sidewalks and don’t fit within the policy.

10.) City Long Range Road Plan/Funding. DuFrane attended Widseth’s “Benefits of a Pavement Management System” webinar on April 28th. Hopefully with them on board as the City’s Engineer, we can start their inventory process for our paved City Streets, and perhaps they can help us do something similar for our gravel streets. We also need to get them started on preliminary designs for West Lake Street (ST) and Glenn ST.

11.) Truck Routes. Because of the ongoing work on Altona Square and South First AVE, trucks are starting to use South Second AVE and W Man ST. Albright thought we may have to install a “No Truck” traffic sign at the intersection of Pelican AVE and South Second AVE. Albright also mentioned that he has not had time to contact Terry Hockett, Chair, Hobart Township, regarding a “No Truck” traffic sign at the intersection of Townline RD and C.R. No. 36.

The meeting was adjourned at 12:00 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Enter into work Orders with Widseth for Glenn ST, Lake ST, and development of a pavement management system.

Follow up Actions:

- Continue to work on R/W needs for East Lake Street and Townline Road.
- SSW Committee to continue to work on budgets, and future road funding needs.
- Continue to work on City parking, issue engineer work orders to analyze parking potential behind the Event Center, along S 2ND AVE, S Railway AVE (assuming Railroad approval), and behind City Offices including County shop. Work on handicap parking spots.
- Assess needs/budget for Small Cities Assistance Program funding. Lobby legislators for future funding, explain our needs to Legislators.
- Evaluate County and MnDOT speed study data regarding public safety concerns along trail. Look at creating an “urban” district.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns.