

**Street/Sidewalks/Yard Waste Committee Meeting Minutes**  
**Vergas Event Center**  
**September 7, 2023**

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Thursday, September 7, 2023 at 1:00 PM at the Vergas Event Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Julie Lammers, City Clerk, Mike DuFrane, Utility Superintendent; Blane Green, Widseth; and Lori Moxness, Senior Commercial and Industrial Representative, Otter Tail Power (OTP). Albright called the meeting to order at 1:00 PM.

2.) Agenda Additions/Deletions. DuFrane wanted to add road brushing to the agenda. Approved.

3.) Minutes for the 07/20/23 SSYW Committee meeting were presented. **Motion** by Pinke to approve, **seconded** by Albright, **approved**.

4.) Street Lighting. Moxness was at today's meeting to follow up on the studies completed for Main Street (ST) and Lawrence Lake Acres. For Lawrence Lake Acres, most likely the electrical service lines will be installed as soon as the road is done (October) and it would be easier and more cost effective to install the utility lighting cables at the same time. Moxness revised the four options that were studied for Lawrence Lake Acres. They included the Granville option, with 29 on 14' poles, monthly cost of \$2,497.19. The esplanade option, with 16 poles on 30' poles, monthly cost of \$1,768.96. The cobra head option, 30' poles, 19 needed, monthly cost of \$628.33. Moxness also recently learned that there is a fourth option, using a lighting top on a fiberglass pole, 29 needed, 18' pole, with a monthly cost of \$373.25. She will try to find some photos of other areas that have used the fiberglass poles. All the other referenced poles are a year behind in ordering. Albright said we could probably wait until next summer to install them, as there may be only 1-2 house starts yet this fall. Moxness said the fiberglass poles do fade with time, but can be repainted. They also could splinter, if kids were to slide on them etc. The fiberglass poles can have nothing placed on them. Albright liked the "esplanade" option. If someday the entire subdivision is developed (28 lots) it could add a net worth to the City of Vergas of over \$10M. Green questioned if it might be cheaper if all the lights were installed on the same side of the road as the buried power cable, rather than alternating them across the road? Moxness can have them look at this option. Albright said the design should also include the cul-de-sac area. The Committee talked about setting the layout for the "esplanade" option, but using fiberglass poles at this time, with plans to switch them in several years, when the subdivision is developed. This was the option preferred by the Committee.

Discussion then focused on Main ST. The area between the Methodist Church and the Park was broken down into four areas, so they could actually be installed at separate times. In terms of adding banners, flags, etc., there are design limitations. Moxness said "Main ST" was broken down into four segments, so any one segment can be upgraded at a time. Moxness said the preferred option is for 11 Granville and 15 Esplanade for Main ST, for a total monthly cost of \$2,605.61.

There are four areas currently under study in the City of Vergas for improved lighting, listed in order of their preference, including: Lawrence Lake Acres, Main ST, Keilley Shores, Phases 1, 2, and 3; and Sunny Oaks Addition (Addn.). Moxness looks forward to working with the City in this regard. The option discussed above for Lawrence Lake Acres will be taken to the 09/12/23 Council meeting.

5.) Construction Observation. Green said that things continue to develop slowly at Lawrence Lake Acres. Things are also progressing slowly at Keilley Shores, Phase III. They was some talk about improving the Glenn ST/West (W) Lake ST intersection, as the intersection lies right below a hill from the east. For now, they will probably leave as is, with the understanding that at some point in time, there will be improvements for W Lake ST. There were some construction stakes placed on Ricky Moltzan's property. The problem has been rectified. DuFrane said that Loren Menz has asked for dust control on Glenn ST, past his place. Albright thought for this fall, it might help to keep some water on the road, and next year, we might have to look at using calcium chloride. Slowing people's speed past there place would also help. DuFrane said that the League of Minnesota Cities urges Cities to refrain from putting up too many signs. Lammers said the Minnesota Department of Transportation (MNDOT) also sets speed limits for city streets at 30 miles per hour (mph). DuFrane does not like to use calcium chloride as it is expensive, and if we use it for Menz's complaint, others will also want it. Lamers said Jim Sandau has asked for dust control on Town Line Road (RD). Albright felt as the road authority, we need to address landowner's concerns.

6.) Storm Sewer Mapping. The storm sewer mapping has been added to the Field Maps in the City's Arc View Geographic Information Systems (GIS). They are still waiting for information from Otter Tail County Highway Department. The information includes depths as measured from the street. DuFrane commented that one of the recent lead/copper tests for the City's water failed. That's why the City is asking homeowners to take pictures of their water meter hookups. Pinke said the Hardware Store is not interested in hooking up their roof drainage to the City's storm sewer system at this time.

7.) W Lake ST. The 2023 Local Road Improvement Program (LRIP) is open for applications on September 13. Gail Levenson is the Funding Specialist for Widseth. They are estimating it would cost \$2,500 to apply for a LRIP grant for W Lake ST. The Committee will recommend to Council that the grant be applied for.

8.) ST Easements and Right-of-Way (R/W). Widseth is working on a number roadways in town. For W Lake ST, we have a meeting with the affected landowners at the Council meeting on September 12. The Committee recommended that the authorization for Widseth to start this work will be given at that time. On E Lake ST, we are still waiting for the legal documents from the City's Attorney, Tom Winters. Lammers will contact him again. North (N) Railway Avenue (AVE) is the same as E Lake ST. For W Sunset Strip, authorization was given to Widseth after the 07/11/23 Council meeting, where the affected landowners were invited to attend the meeting. Green thought they'd have a preliminary drawing for this roadway by the end of the week.

9.) Gravel Streets. Sonnenberg Excavating presented a bill for 2023 graveling of Bennett RD and Townline RD (up to the railroad tracks - Hobart Township does the summer maintenance south of the tracks). The gravel costs were \$11.00/per cubic yard (c.y.). And blading was \$150/hour. 453.6 c.y. was placed on Townline RD and 178.06 c.y. on Bennett RD. The total bill was \$7,398.26. DuFrane had told Sonnenberg that he wanted to be contacted once they had placed \$3,000 worth of product. Albright questioned where that number had come from? Albright said Cody Nunn, Sonnenberg Excavating, had contacted him when they were placing the gravel, and Nunn questioned how much gravel they should be placing? Albright thought they should place the same amount as they do on other township roads in the area. If you initially don't place enough gravel, it has limited benefits, as it's quickly graded away and worked into the road surface. Putting down 2" per time at three different times is not the same as placing one 6" lift. Albright felt that both roads should now be good for several years. DuFrane said he would sign off on the bill for payment.

10.) Road Budgets - Goal Setting. The SSYW Committee has furnished numbers for the 2024 budget committee. Albright thought at some point we should also look at a one (2025), five, and ten years plans.

11.) Road Brushing. DuFrane has obtained a bid from Jake McGowan, Timberline Brush Management, Perham, MN. His estimate includes all machine accessible trees up to 8" to 10" in diameter, depending on species. The foliage will be mulched and left on the ground. For Townline RD up the railroad tracks, he's estimating 8 hours or \$2,200 to complete both sides. For the south side of E Scharf AVE, he's estimating 4 hours, or \$1,100. For W Lake DR (where we have R/W), the embankments are very steep and rocky. For both sides of this section, he would charge by the hour, at a rate of \$275/hour. Albright questioned if someone should maybe talk with Hobart Township about doing the rest of Townline RD? The Committee will recommend to Council that all 3 road segments be done as soon as possible.

12.) Next Meeting. A date for the next SSYW Committee meeting was not scheduled at this time.

15.) Adjournment. Albright adjourned the meeting at 4:00 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Authorize Widseth to complete R/W study for W Lake ST
- Authorize road brushing per quote from Timberline Brush Management
- Authorize Widseth to submit LRIP grant for W Lake ST
- Order lighting per discussions with OTP for Lawrence Lake Acres

Follow up Actions:

- Landowner review of Feasibility reports for W Lake Street/funding options.
- Glenn ST extension
- Finalize work on R/W needs for East Lake Street and N Railway AVE (waiting for Attorney), review options for W Sunset Strip
- Continue to work on budgets, and future road funding needs.
- Continue to work on City parking, Work on handicap parking spots.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns. Snow emergency routes?

Future Meeting Agenda Items:

- none, at this time.