

Clerk-Treasurer Council Report
July 2025

Meetings Attended:

League of MN Cities Conference

Audit

The 2024 audit is complete and was presented at the special council meeting on July 2. I have attached the proposal for a 3-year contract for auditing services.

Otter Tail County Update

- This year's striping contract (including the ground-in crosswalks striping and the new crosswalk between Billy's and the hardware store) is scheduled to start in August. I'm not sure if they will start on the north or south half of the county, so may be mid to late August when the re-striping is complete in Vergas.
- The TRAINFO salesman contacted me earlier this week. I brought them up to date on our recent meeting with CP that the city and county are optimistic CP will invest in a long-term infrastructure solution with the assistance of grant funds in the coming years.

Office Staffing

Rachel Nustad began working in the office on June 2 and will have her 90 review on September 2. If anyone has comments on her work, please let me know by July 31st.

Grants:

LCA Implementation Grant Application

Received \$21,500 for energy improvements at the event center, fire hall, and municipal building. Met with Refine Homes regarding the work to be done. The work will begin in September.

Website Form Update:

The following foundational work has been completed: domain names, database, login system, and a Stripe account for the City set up. Will be implementing the forms in July.

Sidewalk Replacement

The sidewalk in front of the Municipal Building has been replaced for \$9,200. The 2025 budgeted amount in sidewalks is \$500, requesting a transfer \$8,700 from the sidewalk portion of the money market account.

Projects Currently Working on:

EDA/HRA: Daycare.

Event Center: Brochure of services; advertising at events; party planner for birthday parties at VEC

Park: City Sales Tax

Planning Commission: Updating the Ordinance book for Planning Commission to approve and recommend to Council

Council Recommendations

Request to move \$8,700 from the Sidewalks money market account to the general fund.

Approve 3-year contract with Hoffman, Philipp, & Martell, PLLC.