

Clerk-Treasurer Council Report

Date: July 2026

Liquor Store

- A new Point of Sale (POS) system was implemented on June 1, 2026. Initial internet connectivity issues were resolved through firewall updates.
- Effective June 15, 2026, Clerk-Treasurer staff assumed Liquor Store Manager duties until a new manager could be hired.
- A new Liquor Store Manager was hired on July 9, 2026, and began employment on July 13, 2026.

Grants

WCI Solar Grant

- Grant approved: \$75,384.00
- Funds received:
 - Battery Backup Grant: \$28,896.23 (covers the full cost of the battery backup system)
- Installation has been completed and is currently awaiting final inspector approval.
- Received an Otter Tail County rebate of \$36,000.
- A Giraffe Financial tax credit account has been established for management of applicable tax credits.

MDH Implementation Grant

- Grant awarded: \$15,000
- No local match required.
- The grant will fund a portion of the Wellhead Protection Plan, specifically installation of fencing around the water treatment plant.
- Grant agreement has been signed.
- The Utilities Superintendent will obtain quotes and coordinate installation.
- The goal is to install approximately \$15,000 worth of fencing this year and pursue additional grant funding, if necessary, to complete the project.

2026 Elections

- Local candidate filing period: July 14-28, 2026
- Attended Election Judge Training on July 16, 2026.
- Upcoming election dates:
 - Primary Election: August 11, 2026
 - General Election: November 3, 2026

Current Projects

Clerk's Office Training

- Request Council approval for the Deputy Clerk to attend the League of Minnesota Cities (LMC) Clerks Academy in Staples, Minnesota, on September 10-11, 2026.
- This training provides valuable education on municipal administration, elections, records management, finance, and other clerk responsibilities, helping strengthen the City's operational capacity and succession planning.

Insurance Deductible Review

- Council discussion requested regarding whether the City's current insurance deductible amount should be adjusted.

EDA/HRA Daycare Initiative

Project name: Growing Up Vergas

- Grant applications are currently being submitted to support the initiative.

Website Refresh Project

Coordinating updates to the city's website to improve accessibility, organization, and ease of use for residents. Reviewing content, updating forms and documents, enhancing navigation, and ensuring compliance with current transparency and public information requirements.

Planning Commission

- Ordinance book updates are under review and will be forwarded to Council with recommendations.
- Continuing work on nuisance property concerns throughout the community.