

**City Council**  
**October Regular Meeting**  
**Virtual Meeting - [www.cityofvergas.com](http://www.cityofvergas.com)**  
**6:30 PM on Tuesday, October 13, 2020**

- 1. Call to order**
- 2. Citizens' Concerns**
- 3. Additions or Deletions to Agenda**
- 4. Approval of Consent Agenda**
  - a. Council Minutes of the September 8, 2020
  - b. Bills paid between Council meetings and Council bills
  - c. Liquor Store bills for September 2020
  - d. General Fund/Special Revenue Money Market Account Report
  - e. COVID19 Spending Report
  - f. Late water/sewer bills
    1. COVID19 applications-no one has applied
- 5. Parcel Boundary Lines**
- 6. Construction Permits**
  - a. 116 Park View Drive-shoreline restoration
  - b. 840 Scharf Ave – windows, doors, demo and replace exterior concrete
  - c. 241 W Hill St – shingle 2 sheds
  - d. 1166 E Frazee Ave-reroof garage with steel
- 7. Engineer's Report**
  - a. Street Cracks
  - b. Infiltration System
- 8. Liquor Store Electric Sign**
- 9. Committee Reports**
  - a. Park Board – Trail Committee
    1. Pickle Ball
  - b. Economic Development Authority/Housing Authority
  - c. Planning Commission
  - d. Event Center
    1. Yoga
    2. Remodeling Project
  - e. Personnel
    1. Utility Department
    2. Liquor Store Employee
- 10. Staff Reports**
  - a. COVID-19 City Update

b. Utilities Superintendent Report

1. Parks

2. Yard Waste

3. Water and Sewer

1. Meters

2. Flushing Hydrants

3. Water Pump

4. Streets

1. Snowplow

2. Loader Snow bucket

3. Alley patched asphalt

4. Ottertail County Winter Agreement

c. Liquor Store Manager Report

d. 2021 Budget

**11. Mayor's Report**

**12. Closed Meeting to review appraisal for 105 E Main Street**

**13. Adjournment**

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**4. Approval of Consent Agenda**

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- a. Council Minutes of the September 8, 2020
- b. Bills paid between Council meetings and Council bills
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- d. General Fund/Special Revenue Money Market Account Report
- e. COVID19 Spending Report
- f. Late water/sewer bills
  - 1. COVID19 applications-no one has applied

**Files Attached**

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- 09-08-20 Minutes.docx
- October Council Bill Listing.xlsx - Payments made between Council Meetings
- Liquor Store Bill Listing.xlsx - Liquor Store Payment Listing
- Cares Spending.pdf - COVID Cares Spending
- Water & Sewer late bills.pdf - Late Utility Bills
- MM Account.pdf - General Fund Special Revenue Fund
- Council Payments.pdf - Council Payments

**CITY OF VERGAS  
REGULAR MEETING**

**Tuesday, September 8, 2020 6:30 P.M.**

The City Council of Vergas met at 6:30 p.m., on Tuesday, September 8, 2020 in a Zoom virtual meeting with the following members present: Mayor Dean Haarstick, Council Members: Logan Dahlgren, Julie Bruhn, Paul Pinke and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Dustin Nash, Loren Menz, Keith Sandau, Bridget Sutterland, Dan Snider, Steve Peloquin, Carol Albright, Bruce Albright, Peter Kastella and Barbie Porter of the Frazee-Vergas Forum.

Mayor Dean Haarstick called the meeting to order.

No citizens' concerns were discussed.

Motion by Dahlgren, seconded by Pinke to accept agenda with the following addition: Pioneer Tractor Pull and Pioneer Days. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion was made by Pinke, seconded by Bruhn to approve the following consent agenda:

- a. Council Minutes of the Aug. 18, 2020
- b. Bills paid between Council meetings and Council bills for a total of \$24,564.67.
- c. Liquor Store bills for August 2020 for a total of \$68,830.27.
- d. General Fund/Special Revenue Money Market Account Report
- e. COVID19 Spending Report
- f. 2020 Budget Comparison
  - i. General
  - ii. Water
  - iii. Sewer
- g. Late water/sewer bills
  - i. COVID19 applications-no one has applied

Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Council was asked they would be interested in allowing the Pioneer Tractor Pull and Pioneer Days to use property in the Vergas City Limits. The only property Lammers knew of large enough to hold the event would be the City property on Lake Street. Council asked for more information before they could decide if property could be used.

Jack Rosenthal of Compass Consultants Inc. has provided a survey of Pelican Avenue properties for Dustin Nash and Keith Sandau. The City street committee has discussed proposal and recommends keeping Glen Street right of way at 66 feet for future development. Loren Menz reviewed his property and feels his property line should also be moved if this proposal is approved. Property owners would like to meet and discuss a proposal for next month's meeting.

Dan Snider representative of Colonial Life presented a pre-tax benefit for City employees. A \$10,000 life insurance policy will be paid for by Colonial Life to all employees who speak with Colonial Life. Motion by Pinke, seconded by Dahlgren to allow Colonial Life to provide benefit to City employees as an employee paid payroll deduction. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Bruhn, seconded by Pinke for the City of Vergas to waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.06 accepting liability coverage limits of \$1,000,000 on a single occurrence from the League of Minnesota Cities Insurance Trust. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Kolbinger reviewed 2019 Street Project. Anderson Brothers filled cracks and placed epoxy on curb on September 5, 2020 and DuFrane stated there were more cracks. DuFrane and Kolbinger will review new cracks. The City street committee has met and recommends we keep a 66 foot Right of Way on Glen Street. Discussed the infiltration system on Diane and Eva project which DuFrane and Kolbinger will review for October Council meeting. Motion by Dahlgren, seconded by Bruhn to approve the KLJ task order for Glenn Street Right of Way and the estimates for the infiltration system for standard hourly rates. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Park and Trail Advisory Committee reports were reviewed. Albright requested to have a part-time parks department employee for \$5000.00 in 2021. Albright questioned expenditures for the park board. Lammers explained the park board advisory board does not have authorization to spend money; they are to make recommendations to the Council. DuFrane does have authority to spend up to \$1,000 for Council approved budgeted expenses. Discussed putting a curb along the parking lot by the beach. A berm (curb) will stop the beach from washing out after each rain. Discussed steps by the wall and boardwalk to Frazee Avenue. Motion by Pinke, seconded by Fischer to spend \$1,000 on steps. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Discussed artificial wood (like trex) for steps. Motion by Pinke, seconded by Fischer to amend motion to spend \$1,500 if they include artificial wood. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Motion by Bruhn, seconded by Fischer to approve Driveway Service proposal of \$2000.00 to put in berm. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Economic Development Authority/Housing Redevelopment Authority (EDA/HRA) report was reviewed.

Planning Commission report was reviewed.

Yard waste committee met due to complaints from Otter Tail County. Dumpsters have been moved and there has been no garbage placed at yard waste since meeting.

Bruhn reviewed CDH-Vergas Fire Board report. Remodeling project has been completed. Requested \$4,400 for masks be paid for out of cares funding. Motion by Bruhn, seconded by Bruhn to spend \$4,400 for masks for fire department out of cares funds. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Bruhn reviewed employee performance evaluation forms. Motion by Dahlgren, seconded by Pinke to approve both supervisor and non-supervisor evaluation forms. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Lammers reviewed COVID19 procedures for the city.

Utilities Superintendent Report

Parks-Docks will be removed by September 11, 2020 and bathrooms will be closed.

Water and Sewer- Discussed electronic meters in homes and we have 35 left to install. Proposed a fee to charge property owners to read their meter if they do not have an electronic meter by December 31, 2020.

Motion by Pinke, seconded by Bruhn to charge \$10.00 to read meters manually. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Motion by Pinke, seconded by Dahlgren to amend motion to charge \$25.00 a month to read meters starting January 1, 2021. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Hydrants will be flushed before next month's Council meeting.

Streets- DuFrane asked Council to purchase a snowplow truck from the City of Detroit Lakes. Council discussed and asked DuFrane to bring a purchase proposal to next month's meeting. Motion by Dahlgren, seconded by Fischer to approve Driveway Services proposal for patching for \$3,275.00. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Lammers reviewed Liquor Store activities.

2021 Budget was discussed. Motion by Fischer, seconded by Pinke to approve Resolution 2020-006 (A complete text of the resolution is part of permanent public record in the City Clerk's office) regarding 2021 tax levy of \$229,149.00. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Haarstick stated he has attended several meetings with Lakes Country Service Association.

The business for which the meeting was called having been completed, the meeting was adjourned at 8:30 p.m.

Clerk-Treasurer Julie Lammers, CMC

## CITY OF VERGAS

Bill Listing for Sept. 10 to Oct. 12, 2020

VENDOR	DESCRIPTION	TOTAL
Adobe Reader	All Depts., Computer Program	16.10
Apple	Cares, keyboards, iPad & pencils	6,832.00
CDH-Vergas Fire Department	2020 reimbursed Fire Training	600.00
City of Vergas	Payroll	8,829.52
DuFrane, Michael	Cell Phone	75.00
Engebretson, Matt	Cell Phone	25.00
Internal Revenue Services	2020 Withholding Tax	4,682.61
Lake Region Electric	Sign, electricity	12.67
Lammers, Julie	Cell Phone	75.00
League of MN Cities	Workers Comp Insurance	9,438.00
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	80.00
MN Dept. Revenue	2020 Withholding Tax	770.97
Public Employees Retirement Assoc.	Payroll	2,820.05
Vergas Lions	Event, refund payment	300.00
Vergas State Bank	Shazam Fee	1.00
Total for bills paid between Council Meetings		\$34,579.40



City of Vergas Liquor Store Checks Paid in September 2020

Vendor	Description	Total
American Bottling Company		\$134.25
Artisan Beer Company		\$1,310.85
Bergseth Bros		9,363.15
Beverage Wholesalers		3,710.15
Breakthru Beverage MN Wine and Spirits		543.17
City of Vergas	Utility	54.55
City of Vergas	Payroll	4,630.09
Dacotah Paper	Supplies	133.00
Datamann, Inc	Computer Server	23.40
D-S Beverage		9,608.69
Frazee Forum	Advertising	119.00
HBI Radio Wadena	LS, advertising	180.00
Henry's Food		563.97
Internal Revenue Service	2020 Withholding Tax	1,192.33
Jack Pine Brewery		194.45
Johnson Brothers Liquor Co		5,055.60
Leighton Broadcasting	Advertising	600.00
Long Weekend Sportswear	LS, advertising (gators for employees)	99.00
Mid-Central Ice		431.60
MN Dept. of Revenue	Sales Tax	8,700.00
MN Dept. Revenue	2020 Withholding Tax	98.12
NCR	Credit Card Fees	258.46
OCTA	LS, advertising	150.00
Otter Tail Power Company	Utility	494.01
Outstate Brewing Company		146.00
Phillips Wine & Spirits		4,744.98
Public Employees Retirement Assoc.	Payroll	\$819.30
Southern Glazer's of MN		9,179.12
Vergas Trail	Employee, shirts	120.00
Viking Coca-Cola Bottling Co		267.80
Vinocopia, Inc		1,468.25
	Total	64,393.29
	September Receipts	70,798.60
<b>September Balance</b>		<b>\$6,405.31</b>
Jan- August Operating Income (Loss)		\$60,433.55
<b>2020 Total Operating Income (Loss)</b>		<b>\$66,838.86</b>

Receipts

Total Receipts

\$27,349.00  
27,349.00

Expenditures

45230 Vergas Hardware Signs	Park, signs for picnic tables, dock and shelters	46.98
41990 Vergas Hardware Cleaning Supplies	GG, extra disinfectant for office and event center	16.24
41990 Franklin Fence - protective wall	GG, wood for office shield	44.17
49295 Franklin Fence - protective wall	Enterprise Fund, wood for LS counter shield	21.00
49295 Vergas Hardware - Plexi Glass	GG, plexi glass for office shield	74.85
49295 Menards - Plexi Glass	Enterprise Fund, plexi glass for LS counter shield	39.30
41990 Lap top computer	GG, working from home office computer	1,110.00
41990 Billy's	GG, refund liquor license while bar closed	750.00
41990 Otter Coffee	GG, refund liquor license while bar closed	75.00
41990 Skal	GG, refund liquor license while bar closed	750.00
41990 Zoom	GG, virtual meeting license	160.95
41990 Clerk-Treasurer	GG, payroll expenses due to extra procedures and reports	1,421.91
45230 Park	Park, payroll expenses due to extra cleaning/sanitizing	518.00
Council	1 pad's, styte pens - meetings on zoom	7,335.86
Street-close streets for restaurants & bars	Street, barricades and signage	3,852.14
Fire	Fire, masks	4,400.00
Event Center	Refund, deposits canceled due to COVID	300.00
Payroll	COVID sick leave	1,990.40
Total Expenditures		<u>\$22,906.80</u>

Account Balance

\$4,442.20

# AGED BALANCES

CITY OF VERGAS

DATE: 10/01/2020 AUTHOR: VERJL22

CRITERIA: ACCT#: 0 - 999999999 NAME: 0 - Z ZIP: 0 - 0 \* includes unbilled transactions

JS KEY: N=NORMAL W=NEW C=CUTOFF O=CHARGEOFF I=INACTIVE F=FINAL D=DISABLED R=RENTER L=LANDLORD

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
80	N	PENNEY, JOYCE	\$75.66*	\$58.82	\$0.00	\$0.00	\$134.48
251	N	BECK, DANIEL -pd	\$72.73*	\$60.55	\$0.00	\$0.00	\$133.28
361	N	RHONDA UEKE	\$125.33*	\$100.17	\$106.15	\$0.00	\$331.65
501	N	PHILLIP KERN	\$93.98*	\$71.01	\$64.55	\$0.00	\$229.54
530	N	DANIEL HOARD	\$101.40*	\$3.27	\$0.00	\$0.00	\$104.67
570	N	TONY LICENSE	\$161.45*	\$77.14	\$72.40	\$33.51	\$344.50
711	N	OLSON, SHELBY	\$119.05*	\$113.25	\$36.99	\$0.00	\$269.29
1180	N	WANNA BE	\$116.21*	\$93.09	\$0.00	\$0.00	\$209.30
1220	N	VERGAS POST OFFICE	\$88.63*	\$62.82	\$57.59	\$0.00	\$209.04
1301	N	WANNA BE	\$71.47*	\$54.55	\$0.00	\$0.00	\$126.02
1346	N	MOE, CLIFFORD	\$108.44*	\$86.55	\$0.00	\$0.00	\$194.99
1361	N	LONGTIN, TRISHA	\$101.62*	\$74.55	\$100.00	\$0.00	\$276.17
2000	N	LENDE, BRIAN	\$139.40*	\$63.77	\$0.00	\$0.00	\$203.17
3020	N	NELSON, SHAWN -pd	\$112.32*	\$39.55	\$0.00	\$0.00	\$151.87
Totals(14):			\$1,487.69	\$959.09	\$437.68	\$33.51	\$2,917.97

General Fund/Special Revenue Money Market Account

	2019		2020		2020		09/30/2020
	Balance	Interest	Interest	Purchased	2020 sold	Balance	
City Shop	1,038.69	1.20%	1.26	2,000.00	0.00	3,039.95	
Easements	5,203.02	6.00%	6.30	0.00	0.00	5,209.32	
Event Center	22,387.98	25.82%	27.10	5,000.00	0.00	27,415.08	
General	10,437.90	12.04%	12.64	0.00	0.00	10,450.54	
Park	14,541.68	16.77%	17.60	3,000.00	4,357.00	13,202.28	
Sand Seal (Seal Coating)	15,820.73	18.25%	19.15	8,000.00	0.00	23,839.88	
Sidewalk	8,837.89	10.19%	10.70	3,000.00	0.00	11,848.59	
Street Improvements/Equipment	8,444.78	9.74%	10.22	5,000.00	0.00	13,455.00	
Balance	\$86,712.67	100.00%	\$104.97	\$26,000.00	\$4,357.00	\$108,460.64	***

\*\*\*Committed total should not drop below \$110,000 or be above \$165,000 at the end of the year.

West Central Initiative Account

	1/1/2020	Interest	Donations	Purchases	Balance	09/30/2020
General	252.29	0.78	0.00	0.00	253.07	
Event Center	8,664.73	27.40	0.00	43.00	8,649.13	
Trails	93,807.50	137.39	29,024.61	90,471.39	32,498.11	*
Economic Development	15,341.04	48.39	0.00	76.86	15,312.57	
	118,065.56	213.96	29,024.61	90,591.25	56,712.88	

Trail money will be moved to the City account at the next Vergas Community Fund meeting on October 26.

As on 9/30/2020

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	81,620.92	226,986.48	4,357.00	15,000.00	241,437.54	0.00	6,000.00	80,526.86	82,377.76	162,904.62
Street Debt Service*	39,597.80	100.00	0.00	0.00	32,106.00	73.94	0.00	7,517.86	9,852.45	17,370.31
SEWER AND WATER DEBT SERVICE	(130,038.09)	4,872.36	0.00	0.00	3,110.00	0.00	0.00	(128,275.73)	36,785.80	(91,489.93)
Long Lake Trail Extension Project	44,264.21	251,449.81	0.00	0.00	436,809.55	0.00	0.00	(141,095.53)	0.00	(141,095.53)
2019 Street Project	133,049.67	44,812.95	0.00	0.00	33,273.65	0.00	0.00	144,588.97	0.00	144,588.97
Street Project 2006*	32,805.25	10,816.80	0.00	0.00	0.00	0.00	0.00	43,622.05	0.00	43,622.05
Water	127,072.58	78,476.79	0.00	0.00	72,319.43	0.00	0.00	133,229.94	0.00	133,229.94
Sewage Collection and Disposal	53,029.54	69,742.58	0.00	0.00	79,223.94	0.00	0.00	43,548.18	26,247.24	69,795.42
Municipal Liquor Store	37,559.22	650,807.25	0.00	0.00	577,215.82	0.00	15,000.00	96,150.65	70,566.31	166,716.96
Vegas EDA	3,071.76	0.00	0.00	6,000.00	12,702.10	0.00	0.00	(3,630.34)	0.00	(3,630.34)
<b>Total:</b>	<b>422,032.86</b>	<b>1,338,065.02</b>	<b>4,357.00</b>	<b>21,000.00</b>	<b>1,488,198.03</b>	<b>73.94</b>	<b>21,000.00</b>	<b>276,182.91</b>	<b>225,829.56</b>	<b>502,012.47</b>

Fund Name: All Funds

Date Range: 10/13/2020 To 10/13/2020

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
10/13/2020	A.S.P. of Moorhead, Inc	25407	Event, Gaurds 9/22/2020	N	EVENT CENTER	100-45110-300-	\$ 191.36
	<b>Total For Check</b>	<b>25407</b>					<b>\$ 191.36</b>
10/13/2020	Arvig Communication Systems	25408	Shop, LS, GG, internet, security, phone	N	GENERAL GOVERNMENT	100-41010-321-	\$ 849.21
		25408			City Shop	100-43010-321-	\$ 134.00
		25408			Liquor Store - Buildings and Maintenance - Off-Sale	609-49754-321-	\$ 264.32
	<b>Total For Check</b>	<b>25408</b>					<b>\$ 1,247.53</b>
10/13/2020	Blue Cross Blue Shield of Minnesota	25409	Employees Health Insurance Premium, Oct 2020	N	Clerk	100-41405-131-	\$ 139.12
		25409			Highways, Streets & Roadways	100-43110-131-	\$ 312.98
		25409			Parks	100-45210-131-	\$ 312.98
		25409			Water Utilities - Administration and General	601-49440-131-	\$ 312.98
		25409			Sewer Utilities - Administration and General	602-49490-131-	\$ 312.98
	<b>Total For Check</b>	<b>25409</b>					<b>\$ 1,391.04</b>
10/13/2020	BHH PARTNERS	25410	Event, planning	N	EVENT CENTER	100-45110-530-	\$ 1,292.59
	<b>Total For Check</b>	<b>25410</b>					<b>\$ 1,292.59</b>
10/13/2020	CDH-Vergas Fire Department	25411	Fire, City Share of Remodeling	N	Fire Equipment	100-42285-405-	\$ 150.00
	<b>Total For Check</b>	<b>25411</b>					<b>\$ 150.00</b>
10/13/2020	Gopher State One Call	25412	Wtr, Swr, Locates	N	Water Utilities - Administration and General	601-49440-210-	\$ 4.05
		25412			Sewer Utilities - Administration and General	602-49490-210-	\$ 4.05
	<b>Total For Check</b>	<b>25412</b>					<b>\$ 8.10</b>
10/13/2020	Great Plains Natural Gas Company	25413	City Shop	N	City Shop	100-43010-380-	\$ 9.55
	<b>Total For Check</b>	<b>25413</b>					<b>\$ 9.55</b>
10/13/2020	Hansons Plumbing & Heating, Inc.	25414	Parks, sprinler parts	N	Parks	100-45210-210-	\$ 273.05
	<b>Total For Check</b>	<b>25414</b>					<b>\$ 273.05</b>
10/13/2020	Henning Publiciations, LLC.	25415	GG, Legal Ads	N	GENERAL GOVERNMENT	100-41010-350-	\$ 2,198.35

Fund Name: All Funds

Date Range: 10/13/2020 To 10/13/2020

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
	Total For Check	25415					<b>\$ 2,198.35</b>
10/13/2020	Swansons Repair	25416	Shop, small tools for street and parks	N	City Shop	100-43010-240-	\$ 499.95
	Total For Check	25416					<b>\$ 499.95</b>
10/13/2020	KLJ Engineering LLC	25417	Engineering services-Glen Street and infiltration basins	N	GENERAL GOVERNMENT	100-41010-303-	\$ 1,472.00
	Total For Check	25417					<b>\$ 1,472.00</b>
10/13/2020	L & M Supply, Inc.	25418	Parks, operating supplies	N	Parks	100-45210-211-	\$ 10.97
	Total For Check	25418					<b>\$ 10.97</b>
10/13/2020	Lake Region Electric Cooperative	25419	2020 Yard Waste, lighting & power for camera	N	YARD WASTE	100-43128-380-	\$ 93.14
	Total For Check	25419					<b>\$ 93.14</b>
10/13/2020	Lakes Area Pest Control, LLC	25420	Event, Pest Elimination	N	EVENT CENTER	100-45110-400-	\$ 50.00
	Total For Check	25420					<b>\$ 50.00</b>
10/13/2020	Lakes Area Co-operative	25421	All Depts, 2020 operating fuel	N	Parks	100-45210-210-	\$ 505.54
	Total For Check	25421					<b>\$ 505.54</b>
10/13/2020	League of Minnesota Cities	25422	Property/Casualty Coverage Premium	N	GENERAL GOVERNMENT	100-41010-360-	\$ 2,021.00
		25422			Fire Administration	100-42210-360-	\$ 3,839.00
		25422			City Shop	100-43010-360-	\$ 1,015.00
		25422			Highways, Streets & Roadways	100-43110-360-	\$ 2,290.00
		25422			EVENT CENTER	100-45110-360-	\$ 2,014.00
		25422			Parks	100-45210-360-	\$ 2,087.00
		25422			Cemetery	100-49010-360-	\$ 225.00
		25422			Water Utilities - Administration and General	601-49440-360-	\$ 812.00
		25422			Sewer Utilities - Administration and General	602-49490-360-	\$ 970.00
		25422			Liquor Store - Manager - Off-Sale	609-49751-360-	\$ 4,391.00
	Total For Check	25422					<b>\$ 19,664.00</b>
10/13/2020	LongWeekend Sportswear	25423	Trail, Shirts for Hairyman	N	Parks	407-45210-999-	\$ 696.00
	Total For Check	25423					<b>\$ 696.00</b>
10/13/2020	MENARDS - DETROIT LAKES	25424	Parks, supplies	N	Parks	100-45210-210-	\$ 84.85

Fund Name: All Funds

Date Range: 10/13/2020 To 10/13/2020

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
Total For Check		25424					<b>\$ 84.85</b>
10/13/2020	Marco Inc	25425	Copier, contract 2020	N	GENERAL GOVERNMENT	100-41010-200-	\$ 49.88
		25425			Water Utilities - Administration and General	601-49440-200-	\$ 49.88
		25425			Sewer Utilities - Administration and General	602-49490-200-	\$ 49.89
Total For Check		25425					<b>\$ 149.65</b>
10/13/2020	MN Boardwalks, LLC	25426	Trail, boardwalk	N	Parks	407-45210-535-	\$ 12,802.70
Total For Check		25426					<b>\$ 12,802.70</b>
10/13/2020	Minnesota Life	25427	2020 Employee Life Ins	N	Clerk	100-41405-131-	\$ 15.00
		25427			Highways, Streets & Roadways	100-43110-131-	\$ 81.50
Total For Check		25427					<b>\$ 96.50</b>
10/13/2020	Madison National Life Ins Co, Inc	25428	2020 Employee short term	N	Clerk	100-41405-130-	\$ 4.26
		25428			Highways, Streets & Roadways	100-43110-130-	\$ 4.26
		25428			Parks	100-45210-130-	\$ 4.26
		25428			Water Utilities - Administration and General	601-49440-130-	\$ 13.33
		25428			Sewer Utilities - Administration and General	602-49490-130-	\$ 13.34
Total For Check		25428					<b>\$ 39.45</b>
10/13/2020	Otter Tail County Treasurer	25429	All Depts, Propoerty Taxes	N	City Shop	100-43010-440-	\$ 447.00
		25429			YARD WASTE	100-43128-440-	\$ 234.92
		25429			EVENT CENTER	100-45110-440-	\$ 202.48
		25429			Parks	100-45210-440-	\$ 955.16
		25429			Sewer Utilities - Administration and General	602-49490-440-	\$ 74.91
		25429				602-49490-440-	\$ 151.09
Total For Check		25429					<b>\$ 2,065.56</b>
10/13/2020	Olson Oil Co.	25430	All Depts, operating supplies	N	Highways, Streets & Roadways	100-43110-210-	\$ 75.37
Total For Check		25430					<b>\$ 75.37</b>
10/13/2020	Otter Tail Power Company	25431	2020 All depts, utility	N	City Shop	100-43010-380-	\$ 74.15
		25431			Street Lighting	100-43160-380-	\$ 621.06
		25431			EVENT CENTER	100-45110-380-	\$ 450.95
		25431			Parks	100-45210-380-	\$ 355.62



Fund Name: All Funds

Date Range: 10/13/2020 To 10/13/2020

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		25431			Water Utilities - Administration and General	601-49440-380-	\$ 449.48
		25431			Sewer Utilities - Administration and General	602-49490-380-	\$ 193.34
	<b>Total For Check</b>	<b>25431</b>					<b>\$ 2,144.60</b>
10/13/2020	Peloquin Law Office, P.A.	25432	2020 Legal Fees	N	City/Town Attorney	100-41610-304-	\$ 285.00
	<b>Total For Check</b>	<b>25432</b>					<b>\$ 285.00</b>
10/13/2020	Perham Printing	25433	Cares, floor graphics	N	Election Exp. - CARES	100-41995-200-	\$ 31.64
		25433			CARES Expense (for Enterprise Funds)	100-49295-200-	\$ 15.82
	<b>Total For Check</b>	<b>25433</b>					<b>\$ 47.46</b>
10/13/2020	Perham Linen	25434	Event, rugs	N	EVENT CENTER	100-45110-370-	\$ 72.63
	<b>Total For Check</b>	<b>25434</b>					<b>\$ 72.63</b>
10/13/2020	Productive Alternatives	25435	Event Center, 2020 Cleaning	N	EVENT CENTER	100-45110-300-	\$ 91.30
	<b>Total For Check</b>	<b>25435</b>					<b>\$ 91.30</b>
10/13/2020	RMB Environmental Laboratories, Inc	25436	2020 WWTF, Chemicals	N	Sewer Utilities - Administration and General	602-49490-218-	\$ 211.00
	<b>Total For Check</b>	<b>25436</b>					<b>\$ 211.00</b>
10/13/2020	TEAM LAB	25437	WWTF, operating supplies	N	Sewer Utilities - Administration and General	602-49490-210-	\$ 1,106.00
	<b>Total For Check</b>	<b>25437</b>					<b>\$ 1,106.00</b>
10/13/2020	Tinjum Appraisal	25438	105 East Main St - Appraisal	N	GENERAL GOVERNMENT	100-41010-300-	\$ 2,800.00
	<b>Total For Check</b>	<b>25438</b>					<b>\$ 2,800.00</b>
10/13/2020	Steve's Sanitation, Inc.	25439	Event, Park, garbage	N	EVENT CENTER	100-45110-384-	\$ 103.26
		25439			Parks	100-45210-384-	\$ 193.20
	<b>Total For Check</b>	<b>25439</b>					<b>\$ 296.46</b>
10/13/2020	Vergas Hardware	25440	All Depts, supplies	N	EVENT CENTER	100-45110-211-	\$ 1.09
		25440			Parks	100-45210-211-	\$ 62.83
		25440			Water Utilities - Administration and General	601-49440-211-	\$ 10.16
		25440			Liquor Store - Manager - Off-Sale	609-49751-211-	\$ 56.98
	<b>Total For Check</b>	<b>25440</b>					<b>\$ 131.06</b>

Fund Name: All Funds  
Date Range: 10/13/2020 To 10/13/2020

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
10/13/2020	Vergas Lions	25441	Event, refund of payment for Event Center	N	EVENT CENTER	100-45110-999-	\$ 300.00
		Total For Check	25441				\$ 300.00
Total For Selected Checks							\$ 52,552.76

**City Council  
October Regular Meeting  
Virtual Meeting - [www.cityofvergas.com](http://www.cityofvergas.com)  
6:30 PM on Tuesday, October 13, 2020**

**6. Construction Permits**

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- a. 116 Park View Drive-shoreline restoration
- b. 840 Scharf Ave – windows, doors, demo and replace exterior concrete
- c. 241 W Hill St – shingle 2 sheds
- d. 1166 E Frazee Ave-reroof garage with steel

**City Council  
October Regular Meeting  
Virtual Meeting - [www.cityofvergas.com](http://www.cityofvergas.com)  
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**7. Engineer's Report**

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- a. Street Cracks
- b. Infiltration System

**City Council  
October Regular Meeting  
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6:30 PM on Tuesday, October 13, 2020**

**9. Committee Reports**

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- a. Park Board – Trail Committee
  - 1. Pickle Ball
- b. Economic Development Authority/Housing Authority
- c. Planning Commission
- d. Event Center
  - 1. Yoga
  - 2. Remodeling Project
- e. Personnel
  - 1. Utility Department
  - 2. Liquor Store Employee

**Files Attached**

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- 09-28-2020 PC Meeting minutes.docx - Planning Commission Minutes
- 10-07-2020 EDA HRA Minutes.doc - EDA HRA Minutes

CITY OF VERGAS  
PLANNING COMMISSION MINUTES  
Monday, September 28, 2020  
6:30 pm  
Zoom Meeting

The City of Vergas Planning Commission was held Monday, September 28, 2020 at 6:30 pm on Zoom with the following members present Logan Dahlgren, Robert Jacoby, Van Bruhn, Natalie Fischer and Paul Pinke. Absent: none. Also, present Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Scott Kolbinger of KLJ, Engineering and Barbie Porter of the Frazee-Vergas Forum.

Meeting called to order by Chairperson Logan Dahlgren at 6:40 pm.

Accept the agenda as presented.

Motion by Pinke, seconded by Fischer to approve the minutes of the August 24, 2020. Voting yes: Pinke, Bruhn, Fischer, Dahlgren and Jacoby. Voting No: none. Motion carried.

**Construction Permits:**

Motion by Pinke, seconded by Bruhn to accept the following construction permits: 110 Co Hwy 35-shingle house, 306 E Frazee Ave – shingle garage and 115 E Lake Street – replace garage. Voting yes: Pinke, Bruhn, Fischer, Dahlgren and Jacoby. Voting no: none. Motion carried.

**Old Business:**

Discussed other nuisance properties. Lammers was asked to send a certified letter to the following properties: Wannabe's (regarding debris). Lammers was asked to send letters to the following properties: 306 E Frazee Ave (regarding unlicensed vehicles and debris in yard) and 110 W Elm St (regarding non-conforming sign) after Utilities Department provides pictures of nuisances. If property owners have concerns, they will be addressed at the October 13, 2020 Council meeting.

Lammers outlined comprehensive plan and questioned planning commissioners on goals for the comprehensive plan to accomplish. The comprehensive plan will incorporate the current housing study and 2019 capital improvement plan.

1. How to make Vergas attractive to young families.
2. What senior needs are not being met? Do we need senior housing?
3. Is there room for expansion? What are the possibilities for expansion? Housing desired? Industry desired?
4. Is rental/multi-family housing needed? If so, what type of housing?
5. What businesses are needed that would be utilized?
6. Is a hotel/motel needed?
7. What does Vergas look like from an outside point of view?
8. What does Vergas need to be a viable "tourist community"?
9. Can Vergas increase winter tourism somehow?
10. What can be done to make Vergas a stronger tourist destination?
11. How to increase community involvement?

12. Support help to make repairs and beautify present homes in Vergas.
13. What does Vergas have to offer people who do not live here?
14. Does Vergas want more traffic?
15. What would a developer see in a comp. plan that would make them want to spend their \$ here?
16. What is the water/sewer capacity of Vergas?
17. Is there a need to annex property into Vergas?
18. What City services will be needed if the City grows? Police, community exercise area...
19. Are there any environmental concerns with growth?

These ideas will be sent to Joel Quanbeck, KLJ Engineering and quote requested for comprehensive plan.

### **New Business:**

Adam and Tara Dresen owners of 88 Park View Drive have requested changes in the City easement drainage on their property. When reviewing the drainage of water in the neighborhood, it looks like most of the block and the ditch next to the road towards Vergas all drain through that single easement. It's clear that when rainfall occurs, the easement cannot contain the water as originally designed. Since this easement is over 10 years old, its difficult to tell whether it was intended to support the growth of the neighborhood. As it stands right now, the easement isn't working and flooding the backyard. Their thoughts are:

- A. Create drainage culvert underneath the easement down to the lake. (Best bet to contain water as three areas are draining in)
- B. Dig a deeper area between rocks in easement all the way down to the lake.
- C. Divert water flow through another location from one or two of the ditches coming in.

Engineer Kolbinger stated he had discussed with them to build a landscaping berm on their property to divert the water. Homeowners were not present for questions and commissioners tabled discussion until they could be present.

Vacant Lot Shop additions were discussed.

### **§ 150.06 COMPLIANCE WITH CODE.**

No person shall erect, alter or replace any structure within the city unless the structure complies with the applicable requirements of this code and the person has obtained a land use permit from the City Clerk certifying compliance with all of the applicable requirements of this code. No person shall use any structure or premises for any purpose other than as permitted by this code, except that lawful nonconforming uses as of the date of the adoption of this code may continue only as provided in M.S. § 462.357, Subd. 1e, as it may be amended from time to time.

**DWELLING UNIT.** Any structure or portion of a structure or other shelter designed as short or long-term living quarters for one or more persons, including rental or time-share accommodations, such as motel, hotel and resort rooms and cabins.

Commissioners agreed if lots with no living quarters want to add onto their buildings they must apply for a variance.

Street Vacation around the ballfield was requested. Motion by Pinke, seconded by Fischer to conduct a Public Hearing regarding a vacation of East Railway Avenue, Nesbitt Avenue, and Lover's Lane on Monday, October 26, 2020 at 6:30 pm. Voting yes: Pinke, Bruhn, Fischer, Dahlgren and Jacoby. Voting no: none. Motion carried.

Lammers reviewed the request to move the parcel lines along Pelican Avenue due to property lines going through buildings. Council is discussing giving City property along the back of parcel 82000990136000 to make up for the land they will use along Pelican Avenue. Glen Street will remain a 66-foot roadway.

Discussed when the planning commission would like to allow the CDH-Vergas Fire Department to burn the house located on the City property located on Lake Street property. Dahlgren stated he would discuss with the Fire Chief about the training burn. DuFrane stated he would like to remove the furnace and windows to sell at auction.

**Follow Up Actions:**

Lammers to discuss Vergas Truck Route and parking on 1<sup>st</sup> Avenue with County Engineer. Street vacation around the ballfield.

Quote for comprehensive plan-will be provided at the November 23, 2020 meeting.

**Actions Completed and Removed from Follow up:**

Planning commissioners on goals for the comprehensive plan to accomplish.

The next meeting will be October 26, 2020 at 6:30 pm.

Meeting adjourned at 7:00 pm.

Secretary,

Julie Lammers, CMC  
Clerk-Treasurer  
City of Vergas



CITY OF VERGAS EDA/HRA  
Wednesday, October 7, 2020  
9:00 am  
Zoom Meeting

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, October 7, 2020 at 9:00 a.m. Zoom with the following members present Kevin Zitzow, Duane Strand, Bruce Albright, Paul Pinke, Vanessa Perry and Julie Lammers. Absent: none. Also present: Barbie Porter of Vergas-Frazee Forum.

Meeting was called to order by President Kevin Zitzow.

Approve agenda as presented.

Motion by Perry, seconded by Pinke to approve September 2, 2020 minutes. Motion passed unanimously.

Reviewed current finances of the EDA/HRA.

**Old Businesses:**

Discussed comprehensive goals which were given to the Planning Commission and they are waiting for a cost estimate of a comprehensive plan.

**New Businesses:**

Discussed EDA goals; Lammers will email other community EDA/HRA goals to members before next month's meeting.

By December 31 we would like to have a list of goals and a timeline to complete goals and review how EDA/HRA is doing at meeting the goals.

Our next meeting will be Wednesday, November 4, 2020 at 9:00 a.m. on zoom.

Closed meeting to the public to review appraisal data for 105 E Main Street.

Meeting adjourned at 9:30 a.m.

Julie Lammers  
Secretary of the EDA

**City Council**  
**October Regular Meeting**  
**Virtual Meeting - [www.cityofvergas.com](http://www.cityofvergas.com)**  
**6:30 PM on Tuesday, October 13, 2020**

**10. Staff Reports**

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- a. COVID-19 City Update
- b. Utilities Superintendent Report
  - 1. Parks
  - 2. Yard Waste
  - 3. Water and Sewer
    - 1. Meters
    - 2. Flushing Hydrants
    - 3. Water Pump
  - 4. Streets
    - 1. Snowplow
    - 2. Loader Snow bucket
    - 3. Alley patched asphalt
    - 4. Ottertail County Winter Agreement
- c. Liquor Store Manager Report
- d. 2021 Budget