

**City Council**  
**November City Council Meeting**  
**Zoom - Meeting ID 2670942170**  
**6:30 PM on Tuesday, November 10, 2020**

1. **Call to Order**
2. **Citizen's Concerns**
3. **Additions or Deletion to Agenda**
4. **Canvass the Vote**
5. **Approval of Consent Agenda**
  - a. Council Minutes of the October 13, 2020
  - b. Bills paid between Council meetings and Council bills
  - c. Liquor Store bills for October 2020
  - d. General Fund/Special Revenue Money Market Account Report
  - e. 2020 Investment Schedule/Bond Schedule
  - f. COVID19 Spending Final Spending Report
  - g. Late water/sewer bills
    - i. COVID19 applications-no one has applied
6. **Parcel Boundary Lines**
7. **Grade and Fill Permit - 202 S Townline Rd**
8. **2019 CDH-Vergas Fire Pension Payment**
9. **Audit Agreement**
10. **Committee Reports**
  - a. Streets
    - i. Snow plowing
    - ii. Driver Feedback Signs
  - b. Park Board
  - c. Economic Developer Authority/Housing Authority
  - d. Planning Commission
  - e. Event Center
  - f. Yard Waste
11. **Staff Reports**
  - a. COVID-19 City Update
  - b. Utilities Superintendent Report
    - i. Parks
    - ii. Water and Sewer
    - iii. Streets
  - c. Liquor Store Manager Report
    - i. Liquor Store Electronic Sign

ii. Personnel

d. 2021 Budget

**12. Mayor's Report**

**13. Adjournment**

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**Files Attached**

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- 2020 City Bill Listing between Council Meetings .xlsx - Vendors Paid Between Council Meetings
- 2020 October Liquor Store Bill Listing .xlsx - Vendors Paid by Liquor Store in October
- 2020 Investment and Bond Schedule.xlsx - 2020 Investment and Bond Schedule
- Utility Billing Aged Balances.pdf - Late utility Bills
- 10-13-20 Council Minutes.docx - October Council Minutes
- 2020 General Fund Special Revenue Money Market Account.xlsx - General Fund Special Rev
- Council bill listing.pdf - Council Bill Listing
- 2020 COVID 19.xlsx - COVID Spending



## CITY OF VERGAS

Bill Listing for Oct. 13 to Nov. 3, 2020

VENDOR	DESCRIPTION	TOTAL
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	13,656.56
DuFrane, Michael	Cell Phone	75.00
Engbretson, Matt	Cell Phone	25.00
Internal Revenue Services	2020 Withholding Tax	1,530.06
Lake Region Electric	Sign, electricity	12.67
Lammers, Julie	Cell Phone	75.00
Loon's Nest	Election, expense	12.00
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	72.00
MN Dept. Revenue	2020 Withholding Tax	532.59
Public Employees Retirement Assoc.	Payroll	1,163.69
United States Postmaster	Certified Letter Postage	8.20
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		\$17,201.35

City of Vergas Liquor Store Checks Paid in October 2020

Vendor	Description
Alexandria Freight	Freight
Artisan Beer Company	
Arvig	Phone and security
Bellboy	
Bergseth Bros	
Beverage Wholesalers	
Breakthru Beverages	
City of Vergas	Payroll
City of Vergas	Utility
Datamann, Inc	Computer Support
D-S Beverage	
Great Plains Natural Gas	Utility
Internal Revenue Service	2020 Withholding Tax
Johnson Brothers Liquor Co	
League of MN Cites	Workers Comp, Insurance
League of MN Cites	Insurance
Leighton Broadcasting	Advertising (help wanted)
Mid-Central Inc	
MN Dept. of Revenue	Sales Tax
MN Dept. Revenue	2020 Withholding Tax
NCR	Credit Card Fees
Otter Tail Power Company	Utility
Paustic Wine Company	
Phillips Wine & Spirits	
Public Employees Retirement Assoc.	Payroll
Southern Glazer's of MN	
Tammy Kinsella	Advertising - coupons
Vergas Hardware	Supplies
Viking Coca-Cola	
	Total
	October Receipts
<b>October Balance</b>	
	January -September Operating Income (Loss)
<b>2020 Total Operating Income (Loss)</b>	

Total

57.75  
868.35  
264.32  
3,445.70  
7,094.70  
2,270.45  
297.75  
2,808.97  
58.11  
23.40  
5,188.12  
66.32  
444.90  
4,048.25  
1,939.00  
4,391.00  
450.00  
168.20  
6,559.00  
71.28  
82.73  
424.25  
2,768.40  
2,879.45  
553.41  
4,371.93  
59.18  
56.98  
152.65

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51,864.55

52,535.03

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\$670.48

\$66,838.86

\$67,509.34

	<u>Account Number</u>	<u>12/31/19</u>	<u>Purchase</u>
General Fund	325657	86,712.67	26,000.00
Street Debt Service 2006	19919	9,778.51	0.00
Sewer Reserve	19753	26,247.24	0.00
Sewer and Water Debt Service	19759	36,785.80	0.00
Liquor Fund	20097	70,566.31	0.00
Totals		230,090.53	26,000.00

<u>Title</u>	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Sold Date</u>
General Obligation Improvement Refunding Bonds, Series 2015A	42353	299000	
2009 Gen. Obligation Water/Sewer Refunding Bonds	39973	475000	
General Obligation Improvement Refunding Bonds, Series 2019A	43627	985000	
Total		\$1,759,000.00	

City of Vergas  
Investment Schedule  
2020

<u>Sold</u>	<u>Interest Earned</u>	<u>12/31/20</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
4,357.00	114.18	108,469.85	0.10	MMDA
0.00	142.72	9,921.23	1.50	24/02/2021
0.00	203.97	26,451.21	1.55	27/12/2020
0.00	551.21	37,337.01	1.50	17/01/2021
0.00	351.86	70,918.17	1.00	14/12/2020
<hr/>				
4,357.00	1,363.94	253,097.47		

City of Vergas  
Bond Schedule  
2020

<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 10/31/2020</u>	<u>Interest Due 12/31/2020</u>	<u>Total Due 12/31/2020</u>
0.024254	Vergas State Bank	2/1/27	245,052.75	30,838.25	275,891.00
0.040857	US Bank N.A.	1/1/23	187,150.00	80,742.50	267,892.50
0.030955	Northland Trust Services, Inc	2/1/40	952,221.35	366,150.72	1,318,372.07
			1,384,424.10		1,862,155.57

# AGED BALANCES

CITY OF VERGAS

DATE: 11/03/2020 AUTHOR: VERJL22

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

STATUS 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
331	N	NASH, DUSTN	\$99.71*	\$68.55	\$0.00	\$0.00	\$168.26
550	N	HOWE, JEREMIAH	\$133.56*	\$79.07	\$0.00	\$0.00	\$212.63
1361	N	LONGTIN, TRISHA	\$115.93*	\$76.51	\$74.55	\$0.00	\$266.99
1870	N	BONHAM, JAMES A.	\$96.21*	\$69.55	\$0.00	\$0.00	\$165.76
Totals(4):			\$445.41	\$293.68	\$74.55	\$0.00	\$813.64

**CITY OF VERGAS  
REGULAR MEETING**

**Tuesday, October 13, 2020 6:30 P.M.**

The City Council of Vergas met at 6:30 p.m., on Tuesday, October 13, 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, Adam Dressen, Daryl Kirt, Steve Peloquin, Sherri Hanson, Matt Engebretson, Carol Albright, Bruce Albright, Peter Kastella, Scott Kolbinger and Barbie Porter of the Frazee-Vergas Forum.

Mayor Dean Haarstick called the meeting to order.

No citizens' concerns were discussed.

Motion by Pinke, seconded by Bruhn to accept agenda with the following addition: Otter Tail County Multi-Hazardous Mitigation Plan. 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 September 8, 2020
- b. Bills paid between Council meetings and Council bills for a total of \$87,102.16
- c. Liquor Store bills for September 2020 for a total of \$64,393.29
- 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.

Parcel lines along Pelican Avenue and Glen Street have been discussed and property owners have expressed agreement with moving property lines. The City will donate property in the back of parcel 82000990136000 to make up for property being lost on side of their property. Property owners at 82000990136000 stated they want to remain whole in both financial and land since they are not requesting this change. The City property and the property at 82000990136000 have not been surveyed. Motion by Dahlgren, seconded by Pinke to contract with Compass Consultants Inc. to have property surveyed with the City paying for the surveys at parcel 82000990136000 and City Shop parcel for up to \$2,000. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Bruhn, seconded by Pinke to accept the following construction permits: 116 Park View Drive-shoreline restoration, 840 Scharf-windows, doors, demo and replace exterior concrete, 241 W Hill St-shingle 2 sheds, and 1166 E Frazee Ave- reroof garage with steel. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Kolbinger reviewed 2019 Street Project and stated he feels the project is closed out and complete. Kolbinger and DuFrane have reviewed the infiltration system on Diane and Eva and recommends waiting until homes are built before moving forward with project.

Lammers request permission to purchase an Electronic Sign at the Liquor Store. Daryl Kirt of Daktronics reviewed the proposal of the electronic sign. Council requested Liquor Store committee review sign purchase or lease and bring recommendation to November Council meeting.

Carol Albright reviewed the Park and Trail Advisory Committee. Sherri Hanson discussed a request for Pickle Ball courts at the ball diamond – where the little league baseball field is located. Council members showed support for the field if they can get private funding. Lammers invited everyone to the trail celebration on October 14 at 11:00 am.

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

Planning Commission report was reviewed. Kolbinger reviewed 88 Park View Drive easement area as the water is flowing through property instead of into the lake as it was designed. Adam Dressen stated the water comes across the top of the easement as well as the bottom of the easement area into their property and not as intended. The easement states the City will keep drainage in working order. Kolbinger recommended a landscape berm (1 to 2 feet in height) be constructed along the rock checks. Bruhn asked if Planning Commission could review and make a recommendation.

Motion by Bruhn, seconded by Dahlgren to approve KLJ task order for an estimated \$1,000 cost billed hourly. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Sherri Hanson requested permission for yoga to be on Tuesday nights at the Event Center and would like to have Event Center free of charge just as Zumba does. Council requested this go to the Event Center committee for recommendation. Lammers reviewed Event Center report. Motion by Pinke, seconded by Bruhn to give a Lion's a refund of \$225.00 on 2020 rental due to not being able to use event center during April and May. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Motion by Bruhn, seconded by Pinke to approve quote for \$59,463.00 to Summers Construction. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Bruhn reviewed utility positions in Vergas. Bruhn provided information from other communities and most other communities with populations close to Vergas population has 1 full time position and 1 part time employee.

Motion by Bruhn, seconded by Pinke to hire Paul Haarstick at \$10.60 an hour at the Vergas Liquor Store. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Otter Tail Mitigation strategy was discussed and will be doing a local mitigation feedback survey by Oct. 30, 2020. This feedback needs to be provided to be eligible for grants.

Lammers reviewed COVID19 procedures for the city. Vergas is eligible to receive Otter Tail County cares money to make our event center meeting room into a smart room and should be completed by the end of the year. Motion by Bruhn, seconded by Pinke to allow County Cares money to make the Event Center meeting room as a smart room. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.



## Utilities Superintendent Report

Streets- DuFrane provided letter of intent from to purchase a snowplow truck from the City of Detroit Lakes. Council asked DuFrane to have an inspection of snowplow done and bring back request in November. Snow bucket proposal was provided to Council. Motion by Dahlgren, seconded by Pinke to lease the snow bucket for \$400.00 in December and make full payment in January of 2021 for \$9,075.00. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Discussed an invoice from Paul Bruhn for asphalt by concrete work in alley and asked the City to pay for the work. DuFrane was unaware of what work was done and does not feel this is City responsibility. Motion by Bruhn, seconded by Pinke Approved resolution 2020-007 (a complete text of the resolution is part of permanent public record in the City Clerk's office.) approving purchasing sand from Ottertail County. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Parks are closed. DNR will come and move the plank but the City employees will need to move the pier. Yard waste accident was discussed and there has been illegal items dropped off at the yard waste.

Water and Sewer- Discussed purchasing a pump from Paul Bruhn for \$400.00 and DuFrane stated he does not have the budget to purchase. Electronic meters in homes and we have 16 left to install.

Lammers reviewed Liquor Store activities.

2021 Budget was reviewed.

Haarstick stated he has attended Otter Tail Lakes County Association meeting and they are really working on tourism in the County.

Haarstick closed meeting at 9:02 for discussion of the purchase of 105 E Main Street.

Closed meeting was attended by Council Members: Logan Dahlgren, Julie Bruhn, Paul Pinke, Natalie Fischer and Julie Lammers.

Acting Mayor Julie Bruhn adjourned the closed portion of the meeting and reopened the City Council meeting.

Motion by Bruhn, seconded by Pinke to have a Structural Condition Assessment done on 105 E Main Street for up to \$5,000.00. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

The business for which the meeting was called having been completed, the meeting was adjourned at 9:10 p.m.

Clerk-Treasurer Julie Lammers, CMC

General Fund/Special Revenue Money Market Account

	2019		2020	2020	
	Balance	Interest	Interest	Purchased Approved 7/14/2020	2020 sold Approved 6/9/2020
City Shop	1,038.69	1.20%	1.37	2,000.00	0
Easements	5,203.02	6.00%	6.85	0.00	0.00
Event Center	22,387.98	25.82%	29.48	5,000.00	0.00
General	10,437.90	12.04%	13.74	0.00	0.00
Park	14,541.68	16.77%	19.15	3,000.00	4,357.00
Sand Seal (Seal Coating)	15,820.73	18.25%	20.83	8,000.00	0.00
Sidewalk	8,837.89	10.19%	11.64	3,000.00	0.00
Street Improvements/Equipment	8,444.78	9.74%	11.12	5,000.00	0.00
Balance	<u>\$86,712.67</u>	<u>100.00%</u>	<u>\$114.18</u>	<u>\$26,000.00</u>	<u>\$4,357.00</u>
			114.18		

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

West Central Initiative Account

				10/31/2020
	01/01/2020	Interest	Donations	Purchases Balance
Veterans Memorial	0.00	0.00	0.00	0.00
Event Center	8,664.73	27.48	0.00	43.00 8,649.21
Trails, Parks & Recreation	93,807.50	137.66	29,071.25	122,963.11 53.30
Economic Development	15,341.04	48.67	0.00	77.00 15,312.71
	<u>117,813.27</u>	<u>213.81</u>	<u>29,071.25</u>	<u>123,083.11</u> 24,015.22

10/31/2020

Balance

3,040.06

5,209.87

27,417.46

10,451.64

13,203.83

23,841.56

11,849.53

13,455.90

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\$108,469.85 \*\*\*

Date Range : 10/10/2020 To 11/10/2020

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/10/2020	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, Nov 2020	53690	\$1,391.04			
					100-41405-131-	Clerk	\$139.12
					601-49440-131-	Water Utilities - Administration and General	\$312.98
					602-49490-131-	Sewer Utilities - Administration and General	\$312.98
					100-43110-131-	Highways, Streets & Roadways	\$312.98
					100-45210-131-	Parks	\$312.98
11/10/2020	3D Specialties, Inc.	Cares, Barricades, signs, flashers	53691	\$4,025.06			
					100-42870-210-	Other Public Safety - CARES	\$4,025.06
11/10/2020	CDH-Vergas Fire Department	Fire, CARES supplies	53692	\$1,889.62			
					100-42870-405-	Other Public Safety - CARES	\$1,889.62
11/10/2020	CDH-Vergas Fire Department	Fire, 4th quarter contribution	53693	\$2,904.63			
					100-42210-405-	Fire Administration	\$2,904.63
11/10/2020	Colonial Life	Employee, insurance employee paid	53694	\$217.98			
					100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$159.86
11/10/2020	Vergas Fire & Rescue	TIP, Municipal contribution to pension	53695	\$79.75			
					100-42010-345-	PUBLIC SAFETY	\$79.75
11/10/2020	Dacotah Paper Company	Event, Shop, supplies	53696	\$237.64			
					100-45210-211-	Parks	\$107.59
					100-45110-211-	EVENT CENTER	\$130.05
11/10/2020	Driveway Service	St, blade road	53697	\$450.00			
					100-43110-400-	Highways, Streets & Roadways	\$450.00
11/10/2020	Evco Petroleum Products, Inc	St, Blue Diesel Exhaust	53698	\$190.99			
					100-43110-210-	Highways, Streets & Roadways	\$190.99

Date Range : 10/10/2020 To 11/10/2020

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/10/2020	Fastenal Company	Water, supplies	53699	\$23.19	601-49440-210-	Water Utilities - Administration and General	\$23.19
11/10/2020	Frazee-Vergas Forum	Event , ad	53700	\$40.00	100-45110-340-	EVENT CENTER	\$40.00
11/10/2020	Franklin Fence Company, Inc.	Event, remodel project	53701	\$474.60	100-45110-520-	EVENT CENTER	\$474.60
11/10/2020	Gopher State One Call	Wtr, Swr, Locates	53702	\$9.45	602-49490-210-	Sewer Utilities - Administration and General	\$4.72
					601-49440-210-	Water Utilities - Administration and General	\$4.73
11/10/2020	Gopher State One Call	Wtr, Swr, Locates	53703	\$9.45	602-49490-210-	Sewer Utilities - Administration and General	\$4.72
					601-49440-210-	Water Utilities - Administration and General	\$4.73
11/10/2020	Hansons Plumbing & Heating, Inc.	Parks, drain and winterization of irrigation system	53704	\$360.00	100-45210-210-	Parks	\$360.00
11/10/2020	Hawkins, Inc	Wtr, chemicals	53705	\$700.76	601-49440-218-	Water Utilities - Administration and General	\$700.76
11/10/2020	Jeff's Muffler Shop	ST, Muffler	53706	\$125.34	100-43110-220-	Highways, Streets & Roadways	\$125.34
11/10/2020	J.P. Cooke Company	2020 Dog Tags	53707	\$54.00	100-42010-210-	PUBLIC SAFETY	\$54.00
11/10/2020	League of Minnesota Cities	Mayor's Association	53708	\$30.00	100-41310-345-	Mayor	\$30.00

Date Range : 10/10/2020 To 11/10/2020

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/10/2020	League of Minnesota Cities	Association Dues	53709	\$534.00	100-41010-345-	GENERAL GOVERNMENT	\$534.00
11/10/2020	Locators & Supplies	St, 2 Bomber jackets	53710	\$102.31	100-43110-245-	Highways, Streets & Roadways	\$102.31
11/10/2020	Lakes Area Co-operative	WWTF, straw bales	53711	\$102.00	602-49440-210-	Water Utilities - Administration and General	\$102.00
11/10/2020	M-R Sign Co., Inc.	Street Signs	53712	\$50.82	100-43110-210-	Highways, Streets & Roadways	\$50.82
11/10/2020	Marco Inc	Copier, contract 2020	53713	\$349.96	100-41010-200- 601-49440-200- 602-49490-200-	GENERAL GOVERNMENT Water Utilities - Administration and General Sewer Utilities - Administration and General	\$116.65 \$116.65 \$116.66
11/10/2020	Minnesota Life	2020 Employee Life Ins	53714	\$19.30	100-41405-131- 100-43110-131- 100-43110-999-	Clerk Highways, Streets & Roadways Highways, Streets & Roadways	\$3.00 \$3.00 \$13.30
11/10/2020	Midwest Tree & Maintenance Inc	Park, tree removal	53715	\$2,800.00	100-45210-400-	Parks	\$2,800.00
11/10/2020	Diane Menz	Election Judge, Mileage	53716	\$29.15	100-41410-331-	Elections	\$29.15
11/10/2020	Madison National Life Ins Co, Inc	2020 Employee short term	53717	\$5.35	100-43110-130- 100-45210-130- 601-49440-130- 602-49490-130-	Highways, Streets & Roadways Parks Water Utilities - Administration and General Sewer Utilities - Administration and General	\$1.00 \$1.00 \$1.50 \$1.40

Date Range : 10/10/2020 To 11/10/2020

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-41405-130-	Clerk	\$0.45
11/10/2020	Nardini Fire Equipment Co.,Inc.	Event, 2020 service Inspection	53718	\$315.30			
					100-45110-400-	EVENT CENTER	\$315.30
11/10/2020	Napa Auto Parts	Str, supplies	53719	\$54.97			
					100-43110-210-	Highways, Streets & Roadways	\$54.97
11/10/2020	Olson Oil Co.	All Depts, operating supplies	53720	\$116.56			
					100-43110-210-	Highways, Streets & Roadways	\$116.56
11/10/2020	Otter Tail Power Company	2020 All depts, utility	53721	\$1,778.59			
					100-43160-380-	Street Lighting	\$582.77
					100-45110-380-	EVENT CENTER	\$296.42
					601-49440-380-	Water Utilities - Administration and General	\$492.67
					602-49490-380-	Sewer Utilities - Administration and General	\$157.66
					100-43010-380-	City Shop	\$62.44
					100-45210-380-	Parks	\$186.63
11/10/2020	Paulnet Goup, LLC	City Ipad setup	53722	\$518.00			
					100-41990-999-	Other General Government - CARES	\$518.00
11/10/2020	Peloquin Law Office, P.A.	2020 Legal Fees	53723	\$1,381.54			
					100-41610-304-	City/Town Attorney	\$445.00
					100-41610-999-	City/Town Attorney	\$936.54
11/10/2020	Perham Linen	Event, rugs	53724	\$148.65			
					100-45110-370-	EVENT CENTER	\$148.65
11/10/2020	Productive Alternatives	Event Center, 2020 Cleaning	53725	\$184.30			
					100-45110-300-	EVENT CENTER	\$184.30
11/10/2020	RMB Environmental Laboratories, Inc	2020 WWTF and Water, Chemicals	53726	\$405.00			
					602-49490-218-	Sewer Utilities - Administration and General	\$113.00

Date Range : 10/10/2020 To 11/10/2020

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					601-49440-218-	Water Utilities - Administration and General	\$292.00
11/10/2020	Softline Data, Inc	Wtr, Swr, support	53727	\$445.00			
					601-49440-400-	Water Utilities - Administration and General	\$222.50
					602-49490-400-	Sewer Utilities - Administration and General	\$222.50
11/10/2020	Steve's Sanitation, Inc.	Event, Park, garbage	53728	\$296.46			
					100-45210-384-	Parks	\$193.20
					100-45110-384-	EVENT CENTER	\$103.26
11/10/2020	Tammy Kinsella	Yard Waste, signs	53729	\$22.02			
					609-49751-340-	Liquor Store - Manager - Off-Sale	\$22.02
11/10/2020	USA Blue Book	Wastewater, waer level meter	53730	\$472.03			
					602-49490-210-	Sewer Utilities - Administration and General	\$472.03
11/10/2020	Vergas Auto Repair	St, tires	53731	\$659.67			
					100-43110-400-	Highways, Streets & Roadways	\$659.67
11/10/2020	Vergas Hardware	All Depts, supplies	53732	\$871.03			
					609-49751-211-	Liquor Store - Manager - Off-Sale	\$7.98
					100-45210-211-	Parks	\$64.58
					100-45110-211-	EVENT CENTER	\$24.99
					601-49440-211-	Water Utilities - Administration and General	\$15.92
					602-49490-211-	Sewer Utilities - Administration and General	\$5.99
					100-49295-999-	CARES Expense (for Enterprise Funds)	\$625.12
					100-45110-520-	EVENT CENTER	\$126.45



Date Range : 10/10/2020 To 11/10/2020

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
Total For Selected Claims				\$24,875.51			\$24,875.51

Dean Haarstick	City Council/Town Board, Mayor	Date
Julie A Bruhn	City Council/Town Board	Date
Logan M Dahlgren	City Council/Town Board	Date
Natalie K Fischer	City Council/Town Board	Date
Paul Pinke	City Council/Town Board	Date

2020 COVID19  
CARES Act Funds

Receipts			\$27,349.00
	Total Receipts		<b>27,349.00</b>
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	I pad's, style pens - meetings on zoom	7,335.86
	General Government	Home office printer	161.05
	Street-close streets for restaurants & bars	Street, barricades and signage	4,025.06
	Event Center	Refund, deposits canceled due to COVID	300.00
	Payroll	COVID sick leave	1,990.40
	Perham Printing	Floor Signs for event center and Liquor Store	47.46
	Fire	Pump Dispenser, Adapter, Gloves	1,889.62
	Event Center	Refund Meeting payments due to Event Center closed	225.00
	Council	GG, Council ipad set up	518.00
	All departments	COVID Cleaning Supples	625.12
	Total Expenditures		<b>\$22,145.97</b>
Account Balance			<b>\$5,203.03</b>

**City Council  
November City Council Meeting  
Zoom - Meeting ID 2670942170  
6:30 PM on Tuesday, November 10, 2020**

**6. Parcel Boundary Lines**

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**Files Attached**

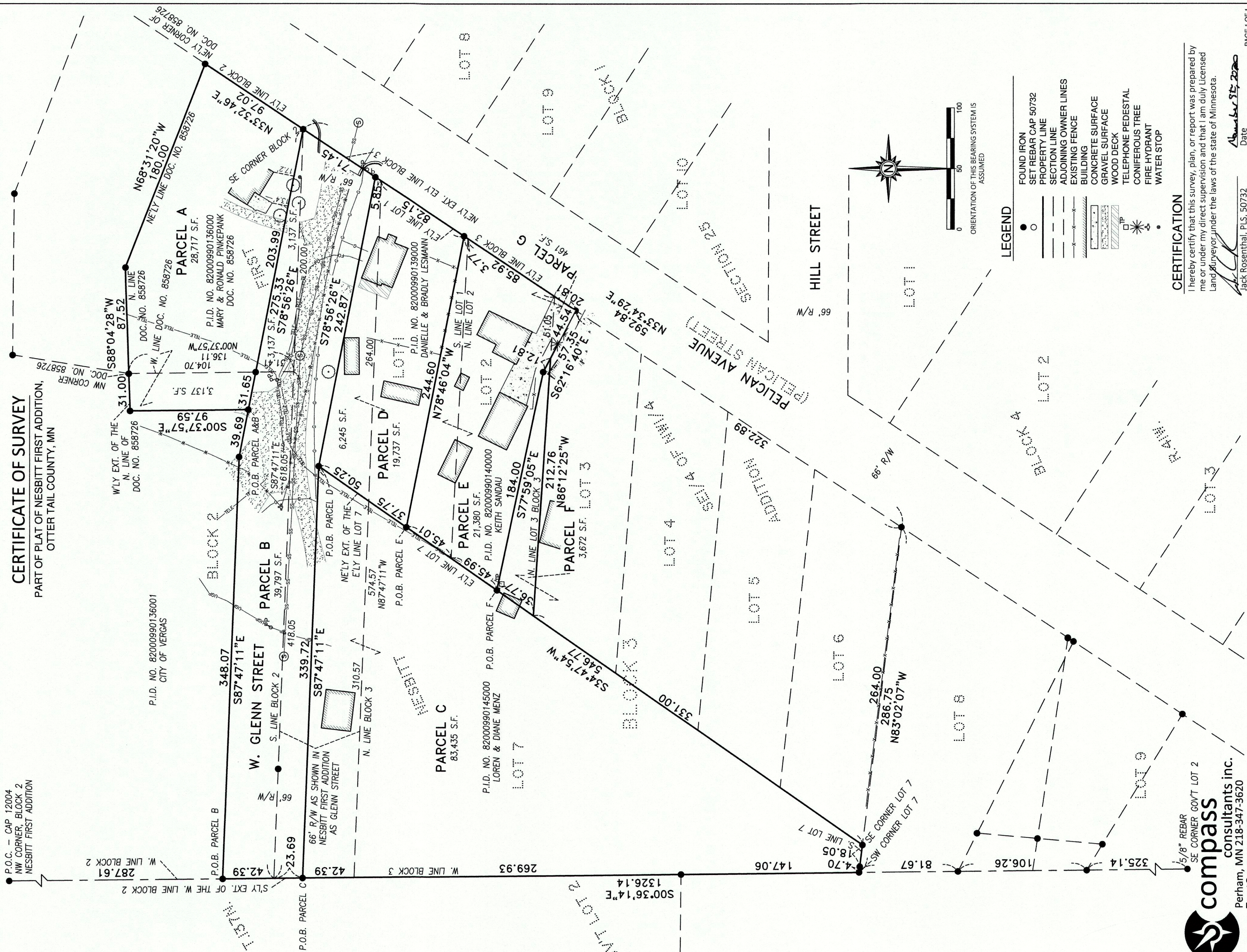
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- SRV-20-0217 COS Signed.pdf - Parcel
- SRV-20-0217 Description Signed.pdf - Parcel Signed



**CERTIFICATE OF SURVEY**  
PART OF PLAT OF NESBITT FIRST ADDITION,  
OTTER TAIL COUNTY, MN

**CERTIFICATE OF SURVEY**  
PART OF PLAT OF NESBITT FIRST ADDITION,  
OTTER TAIL COUNTY, MN




**compass**  
 consultants inc.  
 Perham, MN 218-347-3620  
 TrustCompass.com

# CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am duly Licensed Land Surveyor under the laws of the state of Minnesota.

Jack Rosenthal, PLS, 50732

November 9<sup>th</sup>, 2020  
Date

Date

PAGE 1 OF 1  
SRV-20-0217  
CITY OF VERGAS-LESMANN-SANDAU-MENZ



**Parcel A**

That part of Block 2, PLAT OF NESBIT FIRST ADDITION TO ALTONA MINNESOTA, said plat is on file and of record in the office of the Recorder, Otter Tail County, Minnesota described as follows:

Commencing at the northwest corner of said Block 2; thence South 00 degrees 36 minutes 14 seconds East along the west line of said Block 2, a distance of 287.61 feet to an iron monument; thence South 87 degrees 47 minutes 11 seconds East, a distance of 348.07 feet to an iron monument; thence South 78 degrees 56 minutes 26 seconds East, a distance of 39.69 feet to an iron monument, also being the point of beginning; thence continuing South 78 degrees 56 minutes 26 seconds East, a distance of 31.65 feet to an iron monument; thence continuing South 78 degrees 56 minutes 26 seconds East, a distance of 203.99 feet to the southeasterly corner of said Block 2; thence North 33 degrees 32 minutes 46 minutes East along said easterly line of Block 2, a distance of 97.02 feet to the northeast corner of a tract of land described in Document Number 858726, said document is on file and of record in said office; thence North 68 degrees 31 minutes 20 seconds West along the northeasterly line of said tract, a distance of 180.00 feet to an iron monument; thence South 88 degrees 04 minutes 28 seconds West along the north line of said tract, a distance of 87.52 feet to the northwest corner of said tract; thence continuing South 88 degrees 04 minutes 28 seconds West along the westerly extension of the north line of said tract, a distance of 31.00 feet to an iron monument; thence South 00 degrees 37 minutes 57 seconds East, a distance of 97.59 feet to the point of beginning.

SUBJECT TO easements, restrictions, and reservations of record, if any.

**Parcel B**

That part of Block 2 and that part of the dedicated right of way, Glenn Street, as shown on the PLAT OF NESBIT FIRST ADDITION TO ALTONA MINNESOTA, said plat is on file and of record in the office of the Recorder, Otter Tail County, Minnesota described as follows:

Commencing at the northwest corner of said Block 2; thence South 00 degrees 36 minutes 14 seconds East along the west line of said Block 2, a distance of 287.61 feet to an iron monument; thence South 87 degrees 47 minutes 11 seconds East, a distance of 348.07 feet to an iron monument; thence South 78 degrees 56 minutes 26 seconds East, a distance of 39.69 feet to an iron monument, also being the point of beginning; thence reversing North 78 degrees 56 minutes 26 seconds West along aforementioned line, a distance of 39.69 feet to an iron monument; thence North 87 degrees 47 minutes 11 seconds West, a distance of 348.07 feet to said west line of Block 2; thence South 00 degrees 36 minutes 14 seconds East along said west line of Block 2 and the southerly extension thereof, a distance of 66.08 feet to an iron monument; thence South 87 degrees 47

minutes 11 seconds East, a distance of 339.72 feet to an iron monument on the northeasterly extension of the easterly line of Lot 7, Block 3, said plat; thence South 78 degrees 56 minutes 26 seconds East, a distance of 242.87 feet to an iron monument on the northeasterly extension of the easterly line of said Block 3; thence North 33 degrees 34 minutes 29 seconds East along said northeasterly extension of the easterly line of said Block 3, a distance of 71.45 feet to the southeast corner of said Block 2; thence North 78 degrees 56 minutes 26 seconds West, a distance of 203.99 feet to an iron monument; thence continuing North 78 degrees 56 minutes 26 seconds West, a distance of 31.65 feet to the point of beginning.

SUBJECT TO easements, restrictions, and reservations of record, if any.

#### **Parcel C**

Lot 7, Block 3 and that part of the dedicated right of way, Glenn Street, as shown on the PLAT OF NESBIT FIRST ADDITION TO ALTONA MINNESOTA, said plat is on file and of record in the office of the Recorder, Otter Tail County, Minnesota described as follows:

Commencing at the northwest corner of said Block 2; thence South 00 degrees 36 minutes 14 seconds East along the west line of said Block 2, a distance of 287.61 feet to an iron monument; thence continuing South 00 degrees 36 minutes 14 seconds East along the west line of said Block 2 and the southerly extension of said west line of Block 2, a distance of 66.08 feet to an iron monument, also being the point of beginning; thence South 87 degrees 47 minutes 11 seconds East, a distance of 339.72 feet to an iron monument on the northeasterly extension of the easterly line of Lot 7, said Block 3; thence South 34 degrees 47 minutes 54 seconds West along said northeasterly extension of the easterly line of said Lot 7 and the easterly line thereof, a distance of 546.77 feet to the south line of said Lot 7; thence North 83 degrees 02 minutes 07 seconds West along said south line of Lot 7, a distance of 22.75 feet to the west line of said Block 3; thence North 00 degrees 36 minutes 14 seconds West along said west line of Block 3, a distance of 459.38 feet to the point of beginning.

SUBJECT TO easements, restrictions, and reservations of record, if any.

#### **Parcel D**

That part of Lot 1, Block 3 and that part of the dedicated right of way, Glenn Street, as shown on the PLAT OF NESBIT FIRST ADDITION TO ALTONA MINNESOTA, said plat is on file and of record in the office of the Recorder, Otter Tail County, Minnesota described as follows:

Commencing at the northwest corner of said Block 2; thence South 00 degrees 36 minutes 14 seconds East along the west line of said Block 2, a distance of 287.61 feet to an iron monument; thence continuing South 00 degrees 36 minutes 14 seconds East along the west line of said Block 2, and the southerly extension of thereof, a distance of 66.08 feet to an iron monument; thence South 87 degrees 47 minutes 11 seconds East, a distance of 339.72 feet to an iron monument on the northeasterly extension of the easterly line of Lot 7, said Block 3,

also being the point of beginning; thence South 34 degrees 47 minutes 54 seconds West along said northeasterly extension of the easterly line of Lot 7 and the easterly line thereof, a distance of 88.00 feet to an iron monument on said easterly line of Lot 7; thence South 78 degrees 46 minutes 04 seconds East, a distance of 244.60 feet to an iron monument on the easterly line of said Lot 1; thence North 33 degrees 34 minutes 29 seconds East along said easterly line of Lot 1 and the northeasterly extension thereof, a distance of 88.00 feet to an iron monument on the northeasterly extension of said easterly line of Lot 1; thence North 78 degrees 56 minutes 26 seconds West, a distance of 242.87 feet to the point of beginning.

SUBJECT TO easements, restrictions, and reservations of record, if any.

**Parcel E**

That part of Lots 1 and 2, Block 3, PLAT OF NESBIT FIRST ADDITION TO ALTONA MINNESOTA, said plat is on file and of record in the office of the Recorder, Otter Tail County, Minnesota described as follows:

Commencing at the northwest corner of said Block 2; thence South 00 degrees 36 minutes 14 seconds East along the west line of said Block 2, a distance of 287.61 feet to an iron monument; thence continuing South 00 degrees 36 minutes 14 seconds East along the west line of said Block 2, and the southerly extension thereof, a distance of 66.08 feet to an iron monument; thence South 87 degrees 47 minutes 11 seconds East, a distance of 339.72 feet to an iron monument on the northeasterly extension of the easterly line of Lot 7, said Block 3; thence South 34 degrees 47 minutes 54 seconds West along said northeasterly extension of the easterly line of Lot 7, and the easterly line thereof, a distance of 88.00 feet to an iron monument on said easterly line of Lot 7, also being the point of beginning; thence continuing South 34 degrees 47 minutes 54 seconds West along said easterly line of said Lot 7, a distance of 91.00 feet to an iron monument on said easterly line of Lot 7; thence South 77 degrees 59 minutes 05 seconds East, a distance of 184.00 feet to an iron monument; thence South 62 degrees 16 minutes 40 seconds East, a distance of 57.35 feet to an iron monument on the easterly line of said Block 3; thence North 33 degrees 34 minutes 29 seconds East along the easterly line of said Block 3, a distance of 110.50 feet to an iron monument; thence North 78 degrees 46 minutes 04 seconds West, a distance of 244.60 feet to the point of beginning.

SUBJECT TO easements, restrictions, and reservations of record, if any.

**Parcel F**

That part of Lot 2, Block 3, PLAT OF NESBIT FIRST ADDITION TO ALTONA MINNESOTA, said plat is on file and of record in the office of the Recorder, Otter Tail County, Minnesota described as follows:

Commencing at the northwest corner of said Block 2; thence South 00 degrees 36 minutes 14 seconds East along the west line of said Block 2, a distance of 287.61 feet to an iron monument; thence continuing South 00 degrees 36 minutes 14 seconds East along the southerly extension of said west line of Block 2, a distance of 66.08 feet to an iron monument; thence South 87 degrees 47 minutes 11 seconds East, a distance of 339.72 feet to an iron monument on the northeasterly extension of the easterly line of Lot 7, said Block 3; thence South 34 degrees 47 minutes 54 seconds West along said northeasterly extension of the easterly line of Lot 7

and the easterly line of said Lot 7, a distance of 88.00 feet to an iron monument on said easterly line of Lot 7; thence continuing South 34 degrees 47 minutes 54 seconds West along said easterly line of said Lot 7, a distance of 91.00 feet to an iron monument on said easterly line of Lot 7, also being the point of beginning; thence South 77 degrees 59 minutes 05 seconds East, a distance of 184.00 feet to an iron monument; thence South 62 degrees 16 minutes 40 seconds East, a distance of 12.81 feet to the north line of Lot 3; thence North 86 degrees 12 minutes 25 seconds West along said north line, a distance of 212.76 feet to said easterly line of Lot 7; thence North 34 degrees 47 minutes 54 seconds East along said easterly line of Lot 7, a distance of 36.77 feet to the point of beginning.

SUBJECT TO easements, restrictions, and reservations of record, if any.

**Certification**

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am duly Licensed Land Surveyor under the laws of the state of Minnesota.

  
\_\_\_\_\_  
Jack Rosenthal, PLS, 50732

November 15, 2020  
Date

The descriptions shown herein are shown on Compass Consultants Certificate of Survey SRV-20-0217-COS signed November 9th, 2020.



**City Council  
November City Council Meeting  
Zoom - Meeting ID 2670942170  
6:30 PM on Tuesday, November 10, 2020**

**7. Grade and Fill Permit - 202 S Townline Rd**

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**Files Attached**

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- 2020-001 Grade and Fill Permit.doc - Grade and Fill Permit

\$50.00

No. 2020-001

Owner Keith & Shelly Bunkowske  
Applicant Keith Bunkowske  
General Contractor Keith Bunkowske

City of Vergas

## Grade and Fill Permit

IN CONSIDERATION OF The statements and representations made by Keith Bunkowske, Applicant, for the address is 202 S Townline Road Vergas MN 56587 in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Keith & Shelly Bunkowske as owners to level out land for future building.

plat or addition 820005000377000 which tract is of the size and area specified in said application.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured.

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 10<sup>th</sup> day of November, 2020.

Attest:

\_\_\_\_\_  
Clerk

Permit Expires in one year

\_\_\_\_\_  
Mayor

**City Council**  
**November City Council Meeting**  
**Zoom - Meeting ID 2670942170**  
**6:30 PM on Tuesday, November 10, 2020**

**8. 2019 CDH-Vergas Fire Pension Payment**

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**Files Attached**

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- 2019 CDH-Vergsa Fire Pension Contribution.pdf - Fire Dept.

# **Fwd: Municipal Contribution**

1 email in thread.

Email 1 of 1

**Date:** October 28, 2020 6:15 PM -05:00

**From:** Jeff Zitzow <jzitzow@arvig.net>

**To:** Deb Moltzan <Jsmokey@arvig.net>

Jeff Zitzow

Begin forwarded message:

**From:** Tyler Schmid <tyler@franklinfenceco.com>

**Date:** October 27, 2020 at 7:55:26 AM CDT

**To:** Jeff Zitzow <jzitzow@arvig.net>

**Subject:** Municipal Contribution

Jeff,

The municipal contribution the entities need to make payments to us are broke down below. If we could get these payments prior to November 1, then we will make the deadline for the next cutoff of disbursements from the state of 2% money. I have been dealing with the state back and forth to get everything cleared up and this is one of the last items on the checklist.

Municipal Contribution: \$725.00

Candor (23.6%) - \$171.10

Dora (21.1%) - \$152.97

Hobart (44.3%) - \$321.18

City of Vergas (11%) - \$79.75

Please let me know if they need any more information or have any questions. They can call me directly too.

Thanks Jeff!

**Tyler Schmid**

109 1st Ave South  
P.O. Box 66  
Vergas, MN 56587

**City Council  
November City Council Meeting  
Zoom - Meeting ID 2670942170  
6:30 PM on Tuesday, November 10, 2020**

**9. Audit Agreement**

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**Files Attached**

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- 3-year contract with Auditor.doc - 3 year agreement
- 5-year contract with Auditor.doc - 5 year agreement

Colleen Hoffman, Director  
Crystelle Philipp, CPA  
Marit Knutson, CPA



Hoffman, Philipp, & Knutson, PLLC

1541 Highway 59 South | Thief River Falls, MN 56701 | Phone: 218-681-4078

## MULTI-YEAR AUDIT AGREEMENT

This constitutes a written agreement for audit services as described in the annual engagement letter between the City of Vergas and the auditing firm of Hoffman, Philipp, & Knutson, PLLC.

The maximum annual fee for the audit of the City of Vergas for years ended December 31, 2020, 2021, and 2022 will remain at \$7,800 per year, provided activities and expenditures remain approximately the same and unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

\_\_\_\_\_  
Colleen L. Hoffman  
Hoffman, Philipp, & Knutson, PLLC

\_\_\_\_\_  
Mayor  
City of Vergas

date

\_\_\_\_\_  
City Clerk/Treasurer

date

Colleen Hoffman, Director  
Crystelle Philipp, CPA  
Marit Knutson, CPA



Hoffman, Philipp, & Knutson, PLLC

1541 Highway 59 South | Thief River Falls, MN 56701 | Phone: 218-681-4078

# MULTI-YEAR AUDIT AGREEMENT

This constitutes a written agreement for audit services as described in the annual engagement letter between the City of Vergas and the auditing firm of Hoffman, Philipp, & Knutson, PLLC.

The maximum annual fee for the audit of the City of Vergas for years ended December 31, 2020, 2021, 2022, 2023, and 2024 will remain at \$7,500 per year, provided activities and expenditures remain approximately the same and unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Colleen L. Hoffman  
Hoffman, Philipp, & Knutson, PLLC

Mayor \_\_\_\_\_ date  
City of Vergas

City Clerk/Treasurer \_\_\_\_\_ date

**City Council**  
**November City Council Meeting**  
**Zoom - Meeting ID 2670942170**  
**6:30 PM on Tuesday, November 10, 2020**

**10. Committee Reports**

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- a. Streets
  - i. Snow plowing
  - ii. Driver Feedback Signs
- b. Park Board
- c. Economic Developer Authority/Housing Authority
- d. Planning Commission
- e. Event Center
- f. Yard Waste

**Files Attached**

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- 10\_22\_2020 Park Board Minutes.pdf - Park Board Minutes
- 10-26-2020 PC Meeting minutes.docx - Planning Commission Minutes
- 11-04-2020 EDA-HRA minutes.doc - EDA-HRA Minutes
- EDA - Structural Condition Assessment of 105 E Main St.pdf - Structural Assessment of 105 E Main St
- 2020-11-04 Event Center Meeting Agenda & Minutes.docx - Event Center meeting
- Possible Storefront.pptx - 105 Main Street possible storefront
- Otter Tail County Driver Feedback Sign Policy.pdf - Driver Feedback Signs



## 10/22/2020 Minutes from Vergas Park Advisory Board

Meeting called to order by Sherri Hanson, Vice President at 1:00 p.m.

**1. Present: Sherri Hanson, Steph Hogan, Carol Albright**

**Absent:** Julie Lammers, Dean Haarstick, Mike DuFrane, Paul Pinke

**2. September Minutes** were approved.

**3. Additions to Agenda:**

**a. Boardwalk**

**b. Vets Memorial Park**

**4. Sherri Hanson** agreed to step into the President position, vacated by Mike Goettel, who resigned because he is selling his house. **Steph Hogan** agreed to step into the Vice President position after her appointment is approved by the City Council in November.

**5. Long Lake Park Workday:** Goettel and Puetz had been in charge of scheduling a work day. Hanson will contact Puetz to find out if she is still interested in planning the work day.

**6. Berm Project** will be placed on the Long Term Planning List for the time being.

**7. Budget Questions:**

- a. Will tree removal cost come out of 2020 Budget? **Hanson will contact DuFrane.**
- b. Can we move the unused engineering costs (\$2500) to 2021 for Long Term Planning?
- c. Can we move the unused berm project costs (\$2000) to 2021?
- d. We are in favor of buying garbage cans for Long Lake Park this year to make use of excess funds.

**8. Trail Committee Transfer to Park Board:**

- a. Does the \$1500 for steps come from the Park Board Budget?
- b. Bricks (\$200 each) will be sold to help pay for remaining Trail costs. **Hanson will find out what Trail costs are left to pay at the Vergas Community Investors meeting.**
- c. No snow removal is scheduled for Trail or boardwalk.
- d. Trail maintenance is the responsibility of the Park Board. Do we need more funding for that?

**9. Pickle Ball Court:** Hanson informed the Council about the idea at the October meeting. Feedback appeared to be positive.

- a. Preliminary Budget was presented. The Pickle Ball Committee includes Sherri Hanson, Ron Franklin, Maria Sontag, Sarah Strom, Shannon Carpenter, and Jill Shipman. No City funds are required for the project except for maintenance.
- b. Little League Field location has not been used for several years. It is a visible location with parking and level lot. The courts should draw people to town. Perhaps the basketball court, which is in bad shape, could be moved there from the current location at the Event Center.
- c. Has the City Office received any feedback from the community?
- d. Who is in charge of overseeing the construction?
- e. Hanson will ask for approval at the November Council meeting.

**10. Long Term Planning:** Members agreed to schedule a community meeting in January/February to ask for input about the parks in Vergas.

**11. Other:**

**a. Boardwalk:** Do we need reflectors on the Boardwalk for the winter snowmobiling season? **Hanson will check with DuFrane.**

**b. Vets Park:** A drawing and estimates for granite benches and tablets, plus a drawing was discussed briefly. Who is in charge of overseeing the construction phase? Park Board members do not feel qualified to do so. City employees already have their plates full.

**12. Next meeting: Thursday, November 19. Hanson will check with Lammers and DuFrane for the best time and format, ZOOM or in person.**

CITY OF VERGAS  
PLANNING COMMISSION  
Public Hearing  
Monday, October 26, 2020  
6:30 pm  
Zoom Meeting

The City of Vergas Planning Commission held a public hearing Monday, October 26, 2020 at 6:30 pm on Zoom with the following members present Logan Dahlgren, Van Bruhn, Natalie Fischer and Paul Pinke. Absent: Robert Jacoby. Also, present Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Scott Kolbinger of KLJ, Engineering and Tara Dresen.

Chairperson Dahlgren opened public hearing at 6:30 pm.

Lammers reviewed information regarding the vacation of East Railway Avenue, Nesbitt Avenue, and Lover's Lane. No public comments were made.

Dahlgren closed public hearing.

CITY OF VERGAS  
PLANNING COMMISSION MINUTES  
Monday, October 26, 2020  
6:40 pm  
Zoom Meeting

The City of Vergas Planning Commission was held Monday, October 26, 2020 at 6:30 pm on Zoom with the following members present Logan Dahlgren, Van Bruhn, Natalie Fischer and Paul Pinke. Absent: Robert Jacoby. Also, present Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Scott Kolbinger of KLJ, Engineering and Tara Dresen.

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

Motion by Dahlgren, seconded by Fischer to accept the agenda with the following additions: construction permits and sign report. Voting yes: Pinke, Bruhn, Fischer and Dahlgren. Voting No: none. Motion carried.

Motion by Pinke, seconded by Fischer to approve the minutes of the September 28, 2020. Voting yes: Pinke, Bruhn, Fischer and Dahlgren. Voting No: none. Motion carried.

**Construction Permits:**

Motion by Dahlgren, seconded by Bruhn to accept the following construction permits: 140 W Linden for remodel and 98 Park View to build house and garage and paved driveway. Voting yes: Pinke, Bruhn, Fischer and Dahlgren. Voting no: none. Motion carried.

**Street Vacation**

Motion by Bruhn, seconded by Fischer to recommend to Council to approve the street vacation of East Railway Avenue, Nesbitt Avenue, and Lover's Lane. Voting yes: Pinke, Bruhn, Fischer and Dahlgren. Voting No: none. Motion carried.

**Old Business:**

Discussed other nuisance properties. Lammers was asked to send letters to the following properties: 306 E Frazee Ave (regarding unlicensed vehicles and debris in yard). Owner has responded and is working on compliance. Utilities Superintendent DuFrane has asked for a nuisance letter to be sent to property regarding a pickup being used for parts and letter has been sent. Commissioners mentioned no other properties.

The comprehensive plan will incorporate the current housing study and 2019 capital improvement plan.

Owners Adam and Tara Dresen owners of 88 Park View Drive have requested changes in the City easement drainage on their property. Engineer Kolbinger reviewed his recommendation for 88 Park View proposing a 1-foot berm along the easement so the water drains into the lake closer to the trail. Commissioners discussed having Dresen's landscaper put in berm and asked them to get a quote for the work. Questions discussed:

Exactly where the berm would go.

Can the homeowner work in the easement?

Who is putting the berm in?

Do we have to keep the rock checks?

Kolbinger stated we would want to keep as close to the trail as possible. Dresen's stated they would ask landscaper to get quote to berm and provide to City. DuFrane stated he needs more time to review before anything happens with the project and if his department would be able to help build the berm.

**New Business:**

DuFrane stated trees need to be cut on Townline Road due to the trees approaching on the highway. City does not have easements on Townline Road and property owner will not give City permission to cut trees. Dahlgren questioned cost of easements that are not budgeted. DuFrane stated he feels it will be more expensive to hire someone to cut the trees than to get an easement. Commissioners asked Kolbinger to get a proposal of costs for an easement along Townline Road.

DuFrane reported on the signs in Vergas: (following provided by DuFrane)

City of Vergas Sign Report to Planning Commission September 2020 Meeting

A sign inspection was done during the month of September. Signs were in fair shape. We replaced Parkview sign, Parkview and Altona signs and the Parkview and Scharf signs. The Stop sign on Scharf and Townline was also replaced.

**Follow Up Actions:**

Lammers to discuss Vergas Truck Route and parking on 1<sup>st</sup> Avenue with County Engineer.  
Quote for comprehensive plan will be provided at the November 23, 2020 meeting.

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

Street vacation around the ballfield.

The next meeting will be November 23, 2020 at 6:30 pm.

Meeting adjourned at 7:30 pm.

Secretary,  
Julie Lammers, CMC  
Clerk-Treasurer  
City of Vergas

CITY OF VERGAS EDA/HRA  
Wednesday, November 4, 2020  
9:00 am  
Zoom Meeting

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, November 4, 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 and Jason Schik.

Meeting was called to order by President Kevin Zitzow.

Approve agenda as presented.

Motion by Strand, seconded by Perry to approve October 7, 2020 minutes. Motion passed unanimously.

Reviewed current finances of the EDA/HRA.

**Old Businesses:**

Jason Schik, a member of the New York Mills EDA discussed operations of the New York Mills EDA: Gap Funding to either start a new business or grow a business, matched the Otter Tail County build project, daycare grants, walking trail, welcome packets, Southpoint, and Lead for America program. The Lead for America program will train an individual to work and live in their community for 2 years, working with economic development to fill empty businesses and get current buildings repaired as well as applying for grants.

Lammers had emailed out information from other communities with EDAs. The Detroit Lakes Economic Developer has stated he would join one of our meetings and discuss their goals. Members asked Lammers to invite him to the December meeting.

Schik reviewed the structural assessment for 105 E Main Street.

The City needs a storm shelter and Otter Tail County is in the process of updating their local mitigation plan. There are grants for storm shelters if we are interested in making the basement a storm shelter. Members questioned the amount of the grants and Lammers stated she would find numbers for next month's meeting. Albright stated long range planning for Vergas needs to be done before proceeding with this project and Perry mentioned if we do not know what is going to be in the building it is difficult to proceed. Zitzow will talk to Matt Malone of BHH regarding replacement value of building. Lammers will contact Patrick Waletzko, Safety & Emergency Services Director for Otter Tail County. Schik mentioned CDA funds available thru Otter Tail County.

**New Businesses:**

No new business was on the agenda.

Our next meeting will be Wednesday, December 2, 2020 at 9:00 a.m. on Zoom.

Meeting adjourned at 9:30 a.m.

Julie Lammers  
Secretary of the EDA

October 30, 2020

Vergas Economic Development Authority  
PO Box 32  
111 Main Street  
Vergas, MN 56587

Attention: Julie Lammers

Subject: Structural Condition Assessment  
105 E Main Street  
Vergas, MN  
Project Number: 20.066

Dear Ms. Lammers,

The purpose of this letter is to report the findings of a structural condition assessment of the building located at 105 E Main Street in Vergas, MN as directed by Julie Lammers.

## **BACKGROUND**

The Vergas Economic Development Authority is considering purchasing the building located at 105 E Main Street in Vergas, MN and would like to have a structural condition assessment to assist them in their decision-making process.

## **DESCRIPTION**

The structure is a single-story building with a full basement under the original building. There was a single-story slab-on-grade addition on the south end of the original building. The building foundation consisted of a boulder foundation wall at the original building. The above grade structure was constructed with wood floor joists, wood stud walls and a wood frame roof structure.

## **OBSERVATIONS AND COMMENTS**

A site observation was conducted by Jason Schik, PE of Schik Engineering on October 28, 2020 and the following items were noted:

### **General**

- a. For reference in this report the main street side of the building will be referenced as the north side of the building.
- b. The original building was approximately 50'-0" wide by 80'-0" long. The addition on the south end of the building was approximately 50'-0" wide by 14'-0" long.
- c. The grade elevation on the west side of the building was approximately level with the floor system. The grade on the east side of the building was approximately 4'-0" below the floor system. See photo #1 for the grade change at the front of the building.
- d. See photos #1-4 for the exterior views of the building.

### **Foundation**

- a. The foundation walls on the north, south and east sides of the original structure were constructed with bolder gravity foundation walls. Based on the thickness of an interior stone wall, it is assumed that the foundation walls are approximately 2'-0" thick.
- b. The foundation wall mortar was able to be removed by hand at multiple locations. There were piles of loose mortar at the base of the foundation wall throughout the basement.
- c. The northwest corner of the foundation had failed and soil had infiltrated into the basement. See photo #5.
- d. There was a horizontal crack in the foundation wall on the north end of the east foundation wall near an existing opening that had been filled with concrete. See photo #6.
- e. The north side of the west foundation wall had a stepped gravity retaining wall system which consisted of a 3'-0" tall boulder foundation wall and a 4'-4" tall brick wall. See photo #7. The retaining wall was offset to the inside of the exterior wood frame wall. The footing or foundation wall construction below the exterior wood frame wall was unable to be verified.
- f. The center of the west foundation had a crawl spaced foundation system that extended into the basement.
- g. The south end of the west wall appeared to have a shotcrete or cementitious coating. The west end of the south wall was cracked and showing signs of distress. See photo #8. The south wall of the crawl space had experienced failure and soil from the crawl space had infiltrated into the basement. See photo #9.
- h. There was an interior boulder foundation wall on the south side of the basement that was approximately 2'-0" wide.
- i. There was a pier on the north foundation wall which supported the center roof beam. The pier experienced significant deterioration and was missing a boulder. See photo #10.
- j. There were large voids in the stone foundation wall on the east side of the south foundation wall. See photo #11.
- k. There was a masonry wall on the east side of the building that supported a concrete slab. The wall was showing signs of distress. See photo #12. The slab was approximately 3'-0" wide and was snow covered at the time of the site observation. The snow on top of the slab was removed at the distressed masonry wall to better observe the slab. The slab sloped toward the building at the location that the slab was observed. The roof sloped from west to east resulting in the slab collecting the entire roof drainage.

### **Floor**

- a. The floor system of the original building was constructed with rough cut 2x8 joists at 16" on center.
- b. There was a 2" gap between the base of the wall and the sub floor at the north end of the east wall. See photo #13.
- c. The floor system was out of level throughout the entire floor system by up to 2". There were several rows of beams and columns that appeared to have been added in attempt to re-level the floor. The wood beams varied between sawn lumber and rough-cut lumber. Several of the columns were centered below the beams creating a cantilevered beam condition. The columns varied between sawn lumber, rough sawn lumber, and log columns. See photo #14. There were no visible signs of footings being added below the added columns.
- d. Several of the untreated wood columns were absorbing moisture from the concrete slab. See photo #15.
- e. The floor on the west side of the original building sloped down approximately 2" towards the exterior wall over a length of 8'-0".
- f. The wood plate below the floor joists on the west side of the building experienced significant rot and was crushed and split below the floor joists. See photo #16.

- g. The floor on the east side of the original building sloped up approximately  $\frac{1}{2}$ " towards the exterior wall over a length of 8'-0".
- h. The floor joist on east side of the building were pocketed into the foundation walls. The floor joist experienced various degrees of rot at the bottom of the joist where the joist contacted the foundation wall. The rot at several joists extend over an inch into the joist. See photo #17.
- i. Beams and columns were installed below the significantly rotted joists to support the floor system at the foundation wall. See photo #18.

### **Walls**

- a. The exterior walls of the existing building were constructed with wood studs.
- b. The west wall of the original building was out of plumb by approximately 3".
- c. The east wall of the original building varied from level to out of plumb by approximately  $\frac{1}{2}$ ".
- d. The north and south walls appeared to be relatively plumb.

### **Roof Structure**

- a. The roof structure for the original building consisted of wood frame construction and a wood beamline near the center of the building. The center beamline beared on (3) steel columns and (1) 2x built up wood column. See photo #19.
- b. The roof construction was able to be verified to be wood construction through a small access hole on the west side of the building.
- c. The wood beam above the suspended ceiling on the south end of the original building had been reinforced by bolting an additional wood member on each side of the existing beam. See photo #20.
- d. The roof structure appeared to have experienced noticeable deflection in the original building.
- e. The addition on the south end of the building consisted of a mono slope roof. The roof construction was not able to be verified due to finished materials.
- f. The observation of the roof construction was limited due to inadequate access to the attic space. Schik Engineering is available to provide further observation of the roof structure if adequate access to the roof structure is provided by the building owner.

## **STRUCTURAL REVIEW**

A structural engineering review of the conditions noted above was conducted and the following items were noted:

- a. The foundation walls have experienced distress or failure at multiple locations.
- b. The slab on the east side of the building appears to be directing water towards the building.
- c. The joists and sill plates in contact with concrete and soil were not treated. The joists and sill plates at multiple locations have experienced severe rot and deterioration. Current building codes require all wood in contact with soil or concrete to be treated. Untreated members exposed to moisture or in contact with concrete are likely to experience continued rot and decay and lead to additional building movement.
- d. The columns that were added in the basement are not adequately treated and appear to bear on the existing slab. These columns should bear on adequately sized spread footings.
- e. The west wall has experienced significant movement. The rot and crushing of the wood plate below the floor joists on the west side of the building likely contributed to the condition.
- f. The observation of the roof structure was limited due to inadequate access to the attic space and the presence of finished materials. Based on the limited observation it appeared that the roof system had been reinforced in the past and portions of the roof may have experienced significant deflection over the life of the structure.



### **PROFESSIONAL OPINION**

The existing structure has experienced significant movement and distress over the life of the building. The repairs required for the building to be structurally stable and meet the requirements of the code may include but are not limited to:

- Repair and/or reconstruction of the existing foundation wall.
- Modification to the foundation wall for a new connection between the foundation wall and floor joists. Due to the foundation construction and condition of the foundation walls reconstruction of the foundation walls may be required.
- Reconstruction of the wood beams and columns that have been added in the basement.
- Add new footings under new columns and beams in the basement.
- Reconstruction and/or repair of the floor system.
- Temporary shoring of the foundation walls during floor system construction.
- Reconstruction of the exterior slab and masonry wall on the east side of the building.
- Reconstruction or replumb the west exterior wall.
- Possible reinforcement and reconstruction of the roof system.
- Additional repairs and reinforcements may be discovered after the removal of existing finishes.
- Additional repairs and modifications may be required for architectural, mechanical, electrical, and plumbing requirements.

The repairs required to repair the building and bring it up to the current code would be substantial and would exceed the cost of new construction. It is my structural engineering opinion that the building be razed and a new structure be built in its place.

### **GENERAL**

Schik Engineering's scope of services is limited to a structural condition assessment and does not include the review of environmental (hazardous material), architectural, mechanical or electrical building elements.

The information, observations and opinions stated in this report are based on a site observation conducted by Jason Schik, PE. The observation consisted of a visual walk-through observing exposed elements and those accessible without the removal of finished materials.

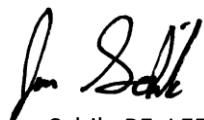
The observations and opinions expressed in this report are based on professional engineering judgment and professional practice, as well as a visual observation.

All works shall be completed in accordance with this document, standard industry practices and the requirements of the Code.

No other engineering was performed or requested for this project.

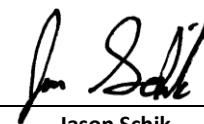
Please contact me with any questions.

Sincerely,



Jason Schik, PE, LEED® AP

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.



Jason Schik  
Minnesota Registration #47529

Date: 11-03-20



Photo #1 – North exterior wall



Photo #2 - West exterior wall



Photo #3 – South exterior wall



Photo #4 – East exterior wall





Photo #5 – Foundation wall failure at northwest corner



Photo #6 – Horizontal crack at north end of east wall



Photo #7 – North end of west foundation wall

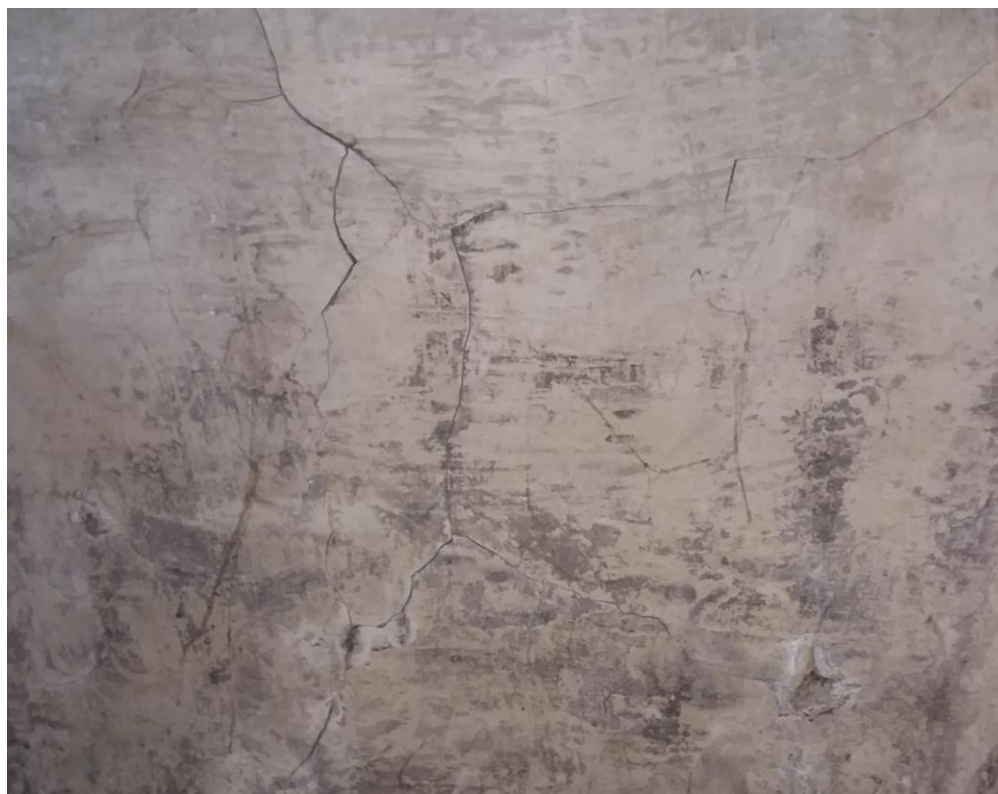


Photo #8 – Foundation wall distress at west end of south wall





Photo #9 – Foundation failure on south end of crawl space



Photo #10 – Pier deterioration on north wall



Photo #11 – Large voids in south foundation wall



Photo #12 – Distressed masonry wall on east side of building





Photo #13 – Gap between east wall and floor sheathing



Photo #14 – Additional beams and columns supporting floor system





Photo #15 – Moisture at bottom of column



Photo #16 – Rotted plate below floor joists on west wall



Photo #17 – Joist deterioration at east wall



Photo #18 – Beam and column below joists at east wall





Photo #19 – Interior beams and columns



Photo #20 – Wood beam reinforcement

CITY OF VERGAS  
Event Center Advisory Minutes  
ZOOM Teleconference  
6:30 P.M. on Wednesday, November 4, 2020

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, November 4, 2020 at 6:30 pm with the following members present: Logan Dahlgren, Paul Haarstick, Julie Lammers, Paul Pinke, and Jay Norby. Absent: Mary Ditterich and Vanessa Perry. Guests included: Barbie Porter of Frazee-Vergas Forum.

**Approval of the Agenda**

Motion by Pinke, seconded by Lammers to approve the meeting agenda. Motion carried unanimously.

**Approval of Minutes from October 5, 2020**

Motion by Pinke, seconded by Lammers to approve the minutes from October 5, 2020. Motion carried unanimously.

**Kitchen Project Update**

The Committee received a quote for a roll up door to be installed in the kitchen from Franklin Fence. Committee decided to wait to pursue further action until the exterior remodeling project was completed.

**Remodeling Project Update**

Lammers updated the Committee that the current work on the project is going very well. All siding is off, and the contractors have received the brick to be installed on the exterior. When the siding was removed, mold was discovered and cleaned. The contractor will be laying a cement pad on the back to help alleviate some of the snow and ice problems that we have been experiencing. The cost of the additional cement work should be covered by the reduction in cost with the new brick product. All cement along the side with the fire hall has been removed as well.

**Walking at Event Center**

Committee discussed keeping open or closing the Event Center to walkers. After discussion about increasing COVID-19 infection rates, increased cleaning costs, and a lack of staffing, the Committee will not all the Event Center to be used by walkers at this time. The Committee will review in January 2021.

**Event Center Rates**

Several groups are using or are planning to use the Event Center for exercise events. Being aware of cleaning and operating costs and the public good served by these events, the Committee is recommending a special rate for exercise events.

Motion by Pinke, seconded by Haarstick to recommend to Council to create an Exercise Rate of \$20 to be available, except during the Weekend Rate period. Motion carried unanimously.

**December Meeting Date**

Due to the remodeling project, the Committee will meet in December. The next meeting date is December 9, 2020, at 6:30 pm.

**Council Recommendations**

- Create an Exercise Rate of \$20 to be available, except during the Weekend Rate period.

**Follow up Actions**

None

The business for which the meeting was called having been completed, the meeting was adjourned at 6:53 p.m.

Respectfully submitted,

Paul Haarstick, Secretary



Exercise  
Studio

Exercise  
Studio



## **OTTER TAIL COUNTY DRIVER FEEDBACK SIGN POLICY**

### **Purpose Statement:**

Driver Feedback Signs have been proven to reduce speed when properly used and not over used. This policy is to establish guidelines as to where and when permanent Driver Feedback Signs will be installed on County State Aid Highways and County Highways throughout Otter Tail County. Driver Feedback Signs will be installed at speed transition zones and reminder signs may be installed in extended areas of reduced speed.

### **Criteria for Placement:**

#### **Determining Locations:**

- Posted Speed Limit must be 40 MPH or less.
- Requested by the public or another entity (city, lake association, etc.).
- Recommended by an engineer through a highway design process.

Engineering analysis will be based on the following factors (0 to 14 points):

- History of crashes over the past 5-years (0 to 5 points).
- Traffic volume (0 to 2 points).
- Approach density (0 to 1 point).
- Shoulder width (0 to 1 point).
- Areas of limited visibility due to curves, hills or other obstructions (0 to 3 points).
- Areas with adjacent pedestrian facilities, such as sidewalk or trail (0 to 1 point).
- Areas adjacent to high activity facilities, such as schools, golf courses, resorts, public water access, etc. (0 to 1 point).

#### **Placement Prioritization:**

- Points will be assessed for each of the above factors.
- Locations with a score of 5 or above will be prioritized for Driver Feedback Sign placement.
- Locations with the most points will be the highest priority.
- If the Driver Feedback Signs are purchased by another entity, the County will install if the site scores at least the minimum 5 points required, regardless of the priority.

### **Funding:**

- As Driver Feedback Signs will be included in the Otter Tail County - County Roadway Safety Plan update, the primary funding source will be Highway Safety Improvements Plan (HSIP) funding provided by the Federal Highway Administration (FHWA) through the Minnesota Department of Transportation (Mn/DOT).
- County may purchase and install systems at the two highest priority locations per year to accelerate the installation of the Driver Feedback Signs.
- Driver Feedback Signs not included in the Otter Tail County - County Roadway Safety Plan may be purchased by the County, based on the above prioritization process.

This policy is effective as of 25<sup>th</sup> day of June 2019 by action of the Otter Tail County Board of Commissioners at their regular Board Meeting on June 25, 2019.



**City Council**  
**November City Council Meeting**  
**Zoom - Meeting ID 2670942170**  
**6:30 PM on Tuesday, November 10, 2020**

**11. Staff Reports**

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- a. COVID-19 City Update
- b. Utilities Superintendent Report
  - i. Parks
  - ii. Water and Sewer
  - iii. Streets
- c. Liquor Store Manager Report
  - i. Liquor Store Electronic Sign
  - ii. Personnel
- d. 2021 Budget

**Files Attached**

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- Mike's Report.docx - Utility Report
- Osha Covid letter.pdf - Covid report
- Snow Plow Inspection Report.pdf - Snow Plow
- EO 20-96 (FINAL)\_tcm1055-453017.pdf - Executive Order
- Resolution for 2021 taxes.pdf - Resolution for 2021 General Fund Tax

1 parks

- A. Two trees have been removed. 1 at the event center, 1 at the city beach.
- B. Looking into buying reflectors for the city trail bridge.
- C. Looking at buying trashcans for the beach. Berm has been put on hold for long term planning.

2 streets

- A. plowed main street 2 times.
- B. Have Detroit lakes snow plow at the city shop. Waiting to purchase it. The mechanic said may need drive tires soon. A leaf is broken on it. For the amount of purchase its inexpensive fix. We are buying as is.
- C. Barricades and misc. will be delivered this week or next from Dakota fence 3d specialties.

3 water / wastewater

- A. Ponds are empty , ready for winter.
- B. Three new connections to water line and sewer were made..
  - a. Carol Sharps on Scharf Ave
  - b. 88 Parkview
  - c. 98 Parkview

4 FYI

A . Talked with Chief Jeff Zitzow, they will be hopefully scheduling a controlled burn at the City Farm in December.



**mn DEPARTMENT OF  
LABOR AND INDUSTRY**

October 14, 2020

[REDACTED]

RE: OSHA Complaint: [REDACTED]

[REDACTED]

On October 14, 2020, the Minnesota Occupational Safety and Health Division (MNOSHA) received a complaint of safety and/or health hazards regarding coronavirus at:

[REDACTED]

The alleged hazards are as follows:

**Employees are not wearing masks in the City Hall Building.**

**Location: City Hall Building (various offices, especially on the 2nd floor Engineering and Building Inspector Departments)**

At this time, we request that you:

1. Immediately investigate the alleged hazards listed above;
2. Make any necessary changes to correct the hazards; and
3. Send a letter to MNOSHA explaining what you did or did not find as a result of your investigation and, if you found hazards, what you did to correct the hazards.

Send your written response by October 16, 2020 to Robert Balsavich by:

1. Email at [osha.compliance@state.mn.us](mailto:osha.compliance@state.mn.us); or
2. Facsimile at 651-284-5741.

Information about coronavirus disease 2019 (COVID-19), which is the illness caused by coronavirus and preparing your workplace can be found at the following locations:

443 Lafayette Road N., St. Paul, MN 55155 • (651) 284-5005 • [www.dli.mn.gov](http://www.dli.mn.gov)

- <https://www.osha.gov>
- <https://www.cdc.gov>
- <https://www.health.state.mn.us>
- <https://www.dli.mn.gov/business/workplace-safety-and-health/mnosha-compliance-novel-coronavirus-covid-19>

Reference Complaint Number [REDACTED] and include information that will help us understand your response, such as, applicable measurements, monitoring results, work orders for planned corrections and photographs.

In addition, you are required to post a copy of this letter and your response where it will be readily accessible for review by all of your employees for 15 days. You must also provide a copy of this letter and your response to a representative of any recognized employee union or safety committee, if these are at your facility.

If we do not receive your response by October 16, 2020 or the information you provide does not adequately address the alleged hazards, MNOSHA will conduct an inspection of your worksite. Please also be aware that MNOSHA conducts random inspections to verify that corrective actions asserted by the employer have actually been taken. If MNOSHA conducts an inspection and determines that any conditions or practices at the worksite present a substantial probability of serious physical harm, MNOSHA may issue an order that prohibits employment and operations at the worksite until the conditions or practices that present a substantial probability of serious physical harm are corrected.

It is our goal to assure that workplace hazards are promptly identified and eliminated. We encourage employee participation in your investigation and response to the alleged hazards. We wish to remind you that the Minnesota Occupational Safety and Health Act prohibits you from discriminating against your employees because you think they have made a complaint to MNOSHA.

If you have any questions regarding this letter or your response to the alleged hazards, please contact Robert Balsavich at 651-284-5100.

For additional safety or health information, you may also contact MNOSHA Workplace Safety Consultation by calling 651-284-5060.  
Sincerely,



James Krueger  
Director, MNOSHA Compliance  
Occupational Safety and Health Division

443 Lafayette Road N., St. Paul, MN 55155 • (651) 284-5005 • [www.dli.mn.gov](http://www.dli.mn.gov)



# KRIS Engineering, Inc.

1988 247th Street | St. Augusta, MN 56301

1 broken leaf Spring Left Rear  
could use Steer Aides soon  
Overall a good looking truck

P: 320.251.4558 | F: 320.251.0018 | TF: 888.340.4558

For a complete listing of our products, visit our website:  
[www.krisengineering.com](http://www.krisengineering.com)

# STATE OF MINNESOTA

## Executive Department



## Governor Tim Walz

### Emergency Executive Order 20-96

#### **Restricting Social Gatherings, Celebrations, and the Hours and Operations of Bars, Restaurants, and Venues to Prevent Further Spread of COVID-19**

**I, Tim Walz, Governor of the State of Minnesota**, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic continues to present an unprecedented and rapidly evolving challenge to our State. Minnesota has taken extraordinary steps to prevent and respond to the pandemic. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, threatens the lives of Minnesotans, and local resources are inadequate to address the threat. Since declaring the peacetime emergency, I have extended it every 30 days, with the most recent extension occurring on October 12, 2020.

As confirmed by an October 29, 2020 update from the White House Coronavirus Task Force ("Task Force"), the United States is facing a critical moment in the pandemic. The nation reported a record 132,797 new cases on November 6 and an average of over 103,657 daily cases over the first week of November. Since the United States' first confirmed COVID-19 case, the country has seen an average of over 800 COVID-19 deaths per day and the total confirmed COVID-19 death count recently topped 235,000 people. The Task Force warned that midwestern and upper midwestern states in particular "continue to see unrelenting, broad community spread" that "will require aggressive mitigation" to avoid additional increases in cases, hospitalizations, and deaths. Unfortunately, Minnesota is no exception to these trends. From November 3 to November 6, we reported four straight days of record-setting daily COVID-19 cases. Two days later, on November 8, we again reported a state record of 5,908 new cases. Deaths associated with COVID-19 have been rising at a troubling rate since mid-October, and November 6 also tragically set a new state record for COVID-19 deaths. Intensive Care Units are on the verge of dangerous capacity shortages in many areas of the state. Further, adjusted for population, Minnesota's neighbors—South Dakota, North Dakota, Iowa and Wisconsin—recorded the four largest statewide increases in case counts in the first week of November, demonstrating that the situation in our state has the potential to worsen without immediate action.

We have worked hard to strike a balance between the preservation of public health and our economy since the early days of this pandemic. Recognizing the enormous strain COVID-19 has placed on both workers and businesses—including the temporary closure of certain non-critical businesses—I issued a series of Executive Orders in April, May, and June. These Executive Orders allowed for the gradual reopening of non-critical businesses that planned for and provided a safe environment for workers and patrons. I also issued Executive Orders requiring Minnesotans to comply with public health best practices established by the Minnesota Department of Health (“MDH”) and the Centers for Disease Control and Prevention (“CDC”). These directives include mandating face coverings and developing careful strategies to safely reopen schools and institutions of higher education. Additionally, MDH has been working to develop, implement, and continuously update its public health guidance, easing or tightening restrictions based on public feedback and the most current public health data. While public health and safety is an obvious goal of these response measures, these decisions serve the equally important goal of limiting COVID-19 spread to a level that allows our businesses, schools, and government institutions to keep their doors open.

Due to careful contact tracing and continuous research, we now have a far greater understanding of the ways that the pandemic spreads. Greater knowledge allows us to be more surgical in our approach to mitigation, especially when faced with the current surges. The present data points to social gatherings (including friends and family gatherings at private homes), celebrations, and bars and restaurants as the most significant source of COVID-19 spread in the state. MDH has confirmed over 193 outbreaks connected to social gatherings, events (*e.g.*, concerts, and fairs), and wedding and funeral receptions. Additionally, over 221 total outbreaks have been connected to patrons and employees of bars and restaurants. The data also shows that the late night bar and restaurant hours are particularly risky for patrons. Due to the level of community spread throughout the state, these confirmed outbreaks likely significantly understate the number of actual outbreaks and cases connected to these types of establishments and gatherings.

Social gatherings, celebrations, restaurants, and bars by their nature, allow people to gather and congregate around people from different households to eat and drink without face coverings, often for extended periods of interaction. These settings and gatherings can be loud, leading to a larger volume of respiratory droplets in the air as people talk, raise their voices to be heard, laugh, or sing. Many gatherings, celebrations, bars, and restaurants also serve or involve alcohol, which can lower inhibitions and interfere with effective social distancing. Further, we tend to let our guard down when we gather around close friends and family, even though the data shows that these gatherings are often just as risky as gathering around strangers. All of these factors elevate the potential for COVID-19 transmission and Minnesota is not alone in recognizing these risks. Many other states have implemented significant restrictions on gatherings and bars, restaurants, and similar places of congregation to limit the spread of COVID-19. These varied restrictions relate to gathering size; occupant capacity; indoor seating; seating at bars or other areas of close congregation; hours of operation; and alcohol sales. Some states have closed certain bars and clubs entirely.

Although we already restrict social gathering size and bar, restaurant, and venue capacity, the data makes clear that Minnesota must take further measures to combat our current case numbers, preserve health care facility capacity, and to protect our most vulnerable residents. Accordingly, with this Executive Order, I am further limiting social gathering and celebration size, and restricting the hours of restaurants, bars, venues, and events that serve food or alcohol for on-premises consumption. Consistent with Executive Order 20-74, these establishments and gatherings must also comply with any changes and updates to applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>). I recognize and regret that this Order will affect the bottom line of businesses that have already borne a great deal of hardship due to this pandemic. With the holiday season approaching, these changes will also unfortunately affect family gatherings, and may require Minnesotans to rely on virtual and remote options to continue their holiday traditions. But as the Task Force explained, we must act quickly and implement calculated and aggressive measures. In taking these measures, we hope to avoid the need for the more drastic restrictions that we have seen in other regions, such as the recent complete closure of many bars, restaurants, and nonessential establishments in England, Germany, France, and Belgium.

In Minnesota Statutes 2020, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers to “(1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state.” Pursuant to Minnesota Statutes 2020, section 12.21, subdivision 1, the Governor has general authority to control the state’s emergency management as well as carry out the provisions of Minnesota’s Emergency Management Act.

Minnesota Statutes 2020, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in “matters pertaining to the emergency management of the state and nation.” This includes “the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings.” Pursuant to subdivision 3 of that same section, the Governor may “make, amend, and rescind the necessary orders and rules to carry out the provisions” of Minnesota Statutes 2020, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency.

For these reasons, I order as follows:

1. Effective Friday, November 13, 2020 at 10:00 p.m., individuals and businesses throughout Minnesota must comply with the following amendments to Executive Order 20-74. All other provisions of Executive Order 20-74 remain in full force and effect except as modified or superseded by this Executive Order. All businesses, places of public accommodation, and establishments providing personal care services must continue to comply with applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

2. The definitions to key terms in Executive Order 20-74 are incorporated into this Executive Order.
3. Paragraph 6.c is amended by the following additions (indicated by underlined text) and deletions (indicated by strikethrough):
  - c. **Social gatherings.** All ~~indoor~~ social gatherings of more than 10 people and all social gatherings involving members of more than 3 households (regardless of the size of the gathering) and all outdoor social gatherings of more than 25 people are prohibited, except as set forth below. Social gatherings are groups of individuals, who are not members of the same household, congregated together for a common or coordinated social, community, or leisure purpose—even if social distancing can be maintained. This prohibition includes planned and spontaneous gatherings as well as public and private gatherings. Prohibited gatherings do not include commercial activity by workers and customers of Critical and Non-Critical Businesses ~~and Places of Public Accommodation~~. Prohibited gatherings also do not include persons in Places of Public Accommodation that are following the requirements and limitations in paragraphs 6.c or 7.c of this Executive Order, as applicable. Organizers of prohibited social gatherings may be subject to appropriate enforcement action by city, county, and/or state authorities pursuant to paragraph 11 of this Executive Order.
4. Paragraph 6.c is amended by adding the following subparagraph vi (indicated by underlined text):
  - vi. **Celebrations and Receptions.** Venues may host planned celebrations, receptions, or other social gatherings connected to private parties, weddings, funerals, life milestones (such as birthdays or retirements), family reunions, planned religious services, and other similar occasions if they develop and implement a COVID-19 Preparedness Plan in accordance with applicable venue guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>) and the following requirements:
    - A. Celebrations, receptions, and gatherings under this paragraph that offer food or beverages (including alcoholic beverages) for on-premises consumption or that permit food or beverages to be consumed on-premises may not take place between the hours of 10:00 p.m. and 4:00 a.m.
    - B. Effective November 27, 2020 at 10:00 p.m., celebrations, receptions, and gatherings under this paragraph that offer food or beverages (including alcoholic beverages) for on-premises consumption or that permit food or beverages to be consumed on-premises must not exceed 50 people.

C. Effective December 11, 2020 at 10:00 p.m., celebrations, receptions, and gatherings under this paragraph that offer food or beverages (including alcoholic beverages) for on-premises consumption or that permit food or beverages to be consumed on-premises must not exceed 25 people.

5. Paragraph 7.c.vi is amended by the following additions (indicated by underlined text) and deletions (indicated by strikethrough):

vi. Restaurants, food courts, cafes, coffeehouses, bars, taverns, brewer taprooms, micro distiller cocktail rooms, farm wineries, craft wineries, cideries, golf courses and clubs, dining clubs, tobacco product shops, and other Places of Public Accommodation offering food, beverages (including alcoholic beverages), or tobacco products for on-premises consumption, may provide indoor and outdoor service, provided that they adhere to the following requirements:

A. Occupancy of any indoor space must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal or other state or local authorities, with a maximum of 150 250 people in a single self-contained space, provided that physical distancing of 6 feet is maintained between parties seated at different tables.

B. For establishments that offer outdoor seating, the combined total occupancy of all indoor and outdoor spaces must not exceed 150 people. Occupancy of any outdoor space must ensure that the number of customers at any one time is limited to the number for whom physical distancing of 6 feet can be maintained between parties seated at different tables, not to exceed 250 people.

C. Workers and customers must follow face-covering requirements as set forth in the applicable guidance available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

D. All establishments must follow applicable state and local laws and regulations. Local governments are encouraged to work collaboratively with establishments to allow for outdoor service.

E. The capacity limitation on indoor activity extends to the sale and play of lawful games as provided under Minnesota Statutes 2019, section 349.12. This does not include outdoor and on-premises sale and play.

F. Pursuant to Minnesota Statutes 2019, section 349.12, subdivision 3a, veterans or fraternal organizations may lend gambling funds to their general fund accounts for up to one year to pay for allowable expenses necessary to reopen such organizations' permitted premises as set forth in the guidance available at the Gambling Control Board's website (<https://mn.gov/gcb/>).



G. All establishments must close and remain closed each day for on-premises consumption between the hours of 10:00 p.m. and 4:00 a.m. Nothing in this paragraph is intended to limit or discourage delivery service, window service, walk-up service, or drive-up service offered under paragraph 7.c.iv.

6. Paragraph 7.c.ix is amended by the following additions (indicated by underlined text):

ix. Venues providing indoor events, entertainment, or recreation such as theaters, cinemas, concert halls, museums, performance venues, stadiums, arcades, and bowling alleys may open to the general public only in accordance with industry guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). Any venue that offers food or beverages (including alcoholic beverages) for on-premises consumption or that permits food or beverages to be consumed on premises must not offer food and beverage service each day between the hours of 10:00 p.m. and 4:00 a.m. and must prohibit on-premises food and beverage consumption each day between the hours of 10:00 p.m. and 4:00 a.m.

7. Paragraph 7.c.x is amended by the following additions (indicated by underlined text):

x. Venues (including racetracks) providing outdoor events, entertainment, or recreation, paintball, go-karts, mini-golf, and amusement parks may open to the general public only in accordance with industry guidance available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>). Any venue that offers food or beverages (including alcoholic beverages) for on-premises consumption or that permits food or beverages to be consumed on premises must not offer food and beverage service each day between the hours of 10:00 p.m. and 4:00 a.m. and must prohibit on-premises food and beverage consumption each day between the hours of 10:00 p.m. and 4:00 a.m.

8. Paragraph 11 is amended by the following additions following additions (indicated by underlined text) and deletions (indicated by strikethrough):

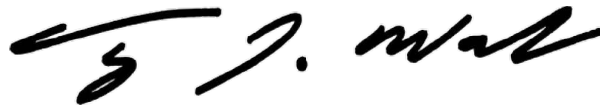
11. **Enforcement.** I urge all Minnesotans to voluntarily comply with this Executive Order. Pursuant to Minnesota Statutes 2019, section 12.45, an individual who willfully violates this Executive Order is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed \$1,000 or by imprisonment for not more than 90 days. Any business owner, manager, or supervisor who requires or encourages any of their employees, contractors, vendors, volunteers, or interns to violate this Executive Order is guilty of a gross misdemeanor and upon conviction must be punished by a fine not to exceed \$3,000 or by imprisonment for not more than a year. In addition to those criminal penalties, the Attorney General, as well as city and county attorneys, may investigate and seek any civil relief available pursuant to Minnesota Statutes 2019, section 8.31, for violations or threatened violations of this Executive Order, including but not limited to injunctive

relief, civil penalties in an amount to be determined by the court, up to \$25,000 per occurrence, costs of investigation and reasonable attorney's fees and costs, and other equitable relief as determined by the court in accordance with section 8.31 from businesses and injunctive relief. State and local licensing and regulatory entities that inspect businesses for compliance with rules and codes to protect the public are encouraged to assess regulated businesses' compliance with this Executive Order and use existing enforcement tools to bring businesses into compliance. Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights

Pursuant to Minnesota Statutes 2020, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on November 10, 2020.



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**Tim Walz**  
Governor

Filed According to Law:

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**Steve Simon**  
Secretary of State

Approved by the Executive Council on November 12, 2020:

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**Alice Roberts-Davis**  
Secretary, Executive Council

CITY OF VERGAS  
COUNTY OF OTTER TAIL  
STATE OF MINNESOTA

RESOLUTION 2020-08

RESOLUTION ADOPTING TAX LEVY, COLLECTIBLE IN 2021

THE CITY COUNCIL OF THE CITY OF VERGAS, MINNESOTA DOES HEREBY  
RESOLVE AS FOLLOWS;

BE IT RESOLVED that the City Council of the City of Vergas, County of Ottertail,  
Minnesota, that the following sums of money be levied for the current year, collectible in  
2021, upon taxable property in the City of Vergas, for the following purposes:

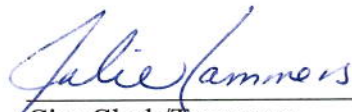
Total Levy	\$ 229,149.00
Street Department Service 2006	\$ 13,971.00
Street Department Service 2019	\$ 51,682.41
Total	\$ 294,802.41

The city clerk is hereby instructed to transmit a certified copy of this resolution to the  
county auditor of Ottertail County, Minnesota.

Adopted this 9th day of November 2020 by the City Council of the City of Vergas.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk/Treasurer