

City Council
2021 January Council Meeting & Public Hearing
Zoom Id number 267-094-2170
6:30 PM on Tuesday, January 12, 2021

1. **Public Hearing on Glenn Street (Vacation and Dedication)**
2. **Call to Order**
3. **Oath of Office -Julie Bruhn, Bruce Albright, Natalie Fischer**
4. **Mayor's State of Address**
5. **Council Orientation of iPad**
6. **Council Member Appointment**
7. **Citizens' Concerns**
8. **Agenda Additions and Deletions**
9. **Approval of Consent Agenda**
 - a. Council Minutes of the December 8, 2020
 - b. Bills paid between Council meetings and Council bills
 - c. Liquor Store bills for December 2020
 - d. General Fund/Special Revenue Money Market Account Report
 - e. 2021 Investment Schedule/Bond Schedule
 - f. Late water/sewer bills
10. **Set Time, Place and Date of Regular 2021 Council Meetings**
11. **Appointment of Acting Mayor**
12. **Appointments**
 - a. Council Portfolios
 - b. CDH-Vergas Fire Board Representative
 - c. Planning Commission Representative
 - d. Economic Development Authority (EDA) Representative
 - e. Appoint City Attorneys: Peloquin Law Office, P.A.
 - f. Designate Official Newspaper: Frazee-Vergas Forum
 - e. Designation of official place of advertisement of projects: cityofvergas.com website
 - f. Designate Official Depositories: Vergas State Bank
 - g. Planning Commission Appointment (Paul Pinke and Gus Bruhn)

Economic Development Authority/Housing Redevelopment Authority Appointment
13. **Glen Street Vacations/Dedication**
14. **Committee Reports**
 - a. Streets
 - i. Snow plowing
 - b. Park Board
 - c. Economic Development Authority/Housing Authority

d. Personnel

15. Staff Reports

a. COVID-19

i. City Update

ii. Water and Sewer application expired December 31, 2020

b. Utilities Superintendent Report

i. Parks

ii. Water and Sewer

iii. Streets

iv. West Lake Street Property

c. Liquor Store Manager Report

16. Information & Announcements

a. LMC 2021 Elected Leaders Institute- January 19-February 26, 2021 (Albright, Fischer & new member)

b. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud

c. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud

d. Clerks Advanced Academy-September 2021 (Lammers)

e. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)

f. League of MN Cities Annual Conference (Mayor, Council & Lammers)

g. Municipal Beverage Association (MMBA), (Lammers) Arrowwood

17. Adjournment

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3. Oath of Office -Julie Bruhn, Bruce Albright, Natalie Fischer

Files Attached

- OFFICIAL OATH OF OFFICE -Mayor.pdf
- OFFICIAL OATH OF OFFICE -Council Member.pdf

OFFICIAL OATH OF OFFICE

State of Minnesota)
)ss
County of Otter Tail)

I Julie Bruhn do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of Mayor of the City of Vergas, Minnesota, to the best of my judgment and ability, so help me God.

Mayor

Subscribed and sworn to before me this 12th day of January, 2021.

City Clerk-Treasurer

OFFICIAL OATH OF OFFICE

State of Minnesota)
)ss
County of Otter Tail)

I _____do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of Council Member of the City of Vergas, Minnesota, to the best of my judgment and ability, so help me God.

Council Member

Subscribed and sworn to before me this 12th day of January, 2021.

City Clerk-Treasurer

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9. Approval of Consent Agenda

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- c. Liquor Store bills for December 2020
- d. General Fund/Special Revenue Money Market Account Report
- e. 2021 Investment Schedule/Bond Schedule
- f. Late water/sewer bills

Files Attached

- 2021 City Bil Listing.pdf
- 2021 City Bill Listing for January 12, 2021.pdf
- 2020 Liquor Store Bill Listing.pdf
- General Fund Special Revenue Money Market Account Report.pdf
- 2020 Investment Schedule Bond Schedule.pdf
- Aged Balance of Water and Sewer bills.pdf
- 12-08-20 Council Minutes.pdf

CITY OF VERGAS

Bill Listing for Dec. 11, 2020 to Jan. 11, 2021

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
CDH-Vergas Fire	TIP Donation	5,000.00
City of Vergas	Payroll	11,821.89
DuFrane, Michael	Cell Phone	75.00
Engebretson, Matt	Cell Phone	25.00
Internal Revenue Services	2020 Withholding Tax	1,381.62
Lake Region Electric	Sign, electricity	12.67
Lammers, Julie	Cell Phone, mileage	130.86
League of MN Cities	Audit, Worker Comp	532.00
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	52.00
MN Dept. Revenue	2020 Withholding Tax	237.95
Public Employees Retirement Assoc.	Payroll	823.19
Summers Construction	Event, Capital Outlay	14,669.94
Target	All depts., office supplies	17.19
The Park & Facilities	Park, garbage cans	2,813.70
Vergas State Bank	Shazam Fee	1.00
Wallwork Truck Center	St, snow plow part	45.50
Total for bills paid between Council Meetings		<u><u>\$37,677.09</u></u>

Date Range : 1/12/2021 To 1/12/2021

<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>
01/12/2021	Arvig Communication Systems	GG, LS, phone, fax, internet, tv and security Dec. 2020	53835	\$591.44			
					100-43010-321-	City Shop	\$64.00
					100-41010-321-	GENERAL GOVERNMENT	\$395.28
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$132.16
01/12/2021	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, Jan 2021	53836	\$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
01/12/2021	CDH-Vergas Fire Department	Fire, First quarter 2021 contribution and Air Packs	53837	\$3,454.63			
					100-42210-405-	Fire Administration	\$2,904.63
					100-42210-999-	Fire Administration	\$550.00
01/12/2021	Colonial Life	Employee, insurance employee reimbursed for Dec. 2020	53838	\$217.98			
					100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$159.86
01/12/2021	Essentia Health	Str, Engebretson Physical	53839	\$100.00			
					100-43110-300-	Highways, Streets & Roadways	\$100.00
01/12/2021	Evco Petroleum Products, Inc	St, supplies	53840	\$291.51			
					100-43110-210-	Highways, Streets & Roadways	\$291.51

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01/12/2021	Flow Measurement and Control	Water, WW, certification, Main Lift Station, Wet Well Draw Down, Dual Meter Backwash	53841	\$710.00			
					601-49440-400-	Water Utilities - Administration and General	\$420.00
					602-49490-400-	Sewer Utilities - Administration and General	\$290.00
01/12/2021	Franklin Fence Company, Inc.	Event, remodel project	53842	\$6,297.00			
					100-45110-520-	EVENT CENTER	\$6,297.00
01/12/2021	Frazee-Vergas Forum	Gg, Subscription, legal ad Event, ads	53843	\$156.60			
					100-45110-340-	EVENT CENTER	\$95.00
					100-41010-350-	GENERAL GOVERNMENT	\$61.60
01/12/2021	General Equipment & Supplies, Inc.	Loader, snow bucket (approved by Council Oct. 13, 2020)	53844	\$9,075.00			
					100-43110-530-	Highways, Streets & Roadways	\$9,075.00
01/12/2021	Gopher State One Call	Wtr, Swr, Locates	53845	\$2.70			
					602-49490-210-	Sewer Utilities - Administration and General	\$1.35
					601-49440-210-	Water Utilities - Administration and General	\$1.35
01/12/2021	Great Plains Natural Gas Company	City Shop, Event, 2020 utility	53846	\$341.63			
					100-43010-380-	City Shop	\$341.63
01/12/2021	Hansons Plumbing & Heating, Inc.	St, part	53847	\$10.29			
					601-49490-210-	Sewer Utilities - Administration and General	\$10.29
01/12/2021	Komatsu Financial	Loader, payment	53848	\$17,825.94			
					100-43128-530-	YARD WASTE	\$5,941.98
					100-43110-530-	Highways, Streets & Roadways	\$5,941.98
					100-45210-530-	Parks	\$5,941.98

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01/12/2021	Kris Engineering, Inc	St, Plow Truck supplies	53849	\$531.50	100-43110-220-	Highways, Streets & Roadways	\$531.50
01/12/2021	Lakes Area Co-operative	Street, operating fuel	53850	\$304.94	100-43110-210-	Highways, Streets & Roadways	\$304.94
01/12/2021	Lakes Country Service Cooperative	GG, 2021 Membership	53851	\$112.00	100-41010-345-	GENERAL GOVERNMENT	\$112.00
01/12/2021	Lake Region Electric Cooperative	2020 Yard Waste, lighting & power for camera	53852	\$32.59	100-43128-380-	YARD WASTE	\$32.59
01/12/2021	MainStreet Designs	Park, Christmas Lights	53853	\$138.42	100-45210-210-	Parks	\$138.42
01/12/2021	Madison National Life Ins Co, Inc	2020 Employee short term	53854	\$28.75	100-43110-130- 100-45210-130- 601-49440-130- 602-49490-130- 100-41405-130-	Highways, Streets & Roadways Parks Water Utilities - Administration and General Sewer Utilities - Administration and General Clerk	\$3.59 \$3.59 \$8.38 \$8.38 \$4.81
01/12/2021	Marco Inc	Copier, contract 2020	53855	\$167.48	100-41010-200- 601-49440-200- 602-49490-200-	GENERAL GOVERNMENT Water Utilities - Administration and General Sewer Utilities - Administration and General	\$55.82 \$55.83 \$55.83
01/12/2021	MENARDS - DETROIT LAKES	St, supplies	53856	\$299.46	100-43110-210-	Highways, Streets & Roadways	\$299.46
01/12/2021	Napa Auto Parts	Str, supplies	53857	\$52.75	100-43110-210-	Highways, Streets & Roadways	\$52.75

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01/12/2021	Nardini Fire Equipment Co.,Inc.	Event, 2021 service Inspection	53858	\$103.10	100-45110-400-	EVENT CENTER	\$103.10
01/12/2021	Northland Trust Services, Inc	St, \$985,000 General Obligation Improvement Bonds Services Paying Agent Annual Fee and Int	53859	\$54,390.63	412-41010-611- 412-41010-300-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$14,390.63 \$40,000.00
01/12/2021	Olson Oil Co.	All Depts, operating supplies	53860	\$282.59	100-43110-210-	Highways, Streets & Roadways	\$282.59
01/12/2021	Otter Tail Power Company	2020 All depts, utility	53861	\$1,567.80	100-43160-380- 100-45110-380- 601-49440-380- 602-49490-380- 100-43010-380- 100-45210-380-	Street Lighting EVENT CENTER Water Utilities - Administration and General Sewer Utilities - Administration and General City Shop Parks	\$620.42 \$214.71 \$413.51 \$149.05 \$73.76 \$96.35
01/12/2021	Paulnet Goup, LLC	GG, Ipad 2020 maintenace agreement	53862	\$16.00	100-41010-200-	GENERAL GOVERNMENT	\$16.00
01/12/2021	Peloquin, Jenson PLLC	2020 Legal Fees	53863	\$1,786.00	100-41610-304-	City/Town Attorney	\$1,786.00
01/12/2021	Perham Linen	Event, purchase of rugs	53864	\$344.46	100-45110-370-	EVENT CENTER	\$344.46
01/12/2021	Perham Printing	Wtr, Swr, envelopes (2021)	53865	\$417.33	601-49440-200- 602-49490-200-	Water Utilities - Administration and General Sewer Utilities - Administration and General	\$208.66 \$208.67

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01/12/2021	Perham Steel & Welding	St, suplies Dec 2018 Plow Truck (2020 expense)	53866	\$72.00			
					100-43110-220-	Highways, Streets & Roadways	\$72.00
01/12/2021	Pelican Rapids Press	GG, office supply	53867	\$46.37			
					100-41010-200-	GENERAL GOVERNMENT	\$46.37
01/12/2021	Productive Alternatives	Event Center, 2020 Cleaning	53868	\$115.20			
					100-45110-300-	EVENT CENTER	\$115.20
01/12/2021	RMB Environmental Laboratories, Inc	2020 Water & WW, Chemicals	53869	\$155.00			
					601-49440-218-	Water Utilities - Administration and General	\$122.00
					602-49490-218-	Sewer Utilities - Administration and General	\$33.00
01/12/2021	Steve's Sanitation, Inc.	Shop & Event, 2020 garbage	53870	\$494.66			
					100-45110-384-	EVENT CENTER	\$103.26
					100-43010-384-	City Shop	\$391.40
01/12/2021	Timothy Stoll	Shop, Inspection & Sampling 310 W Lake St	53871	\$400.00			
					100-43010-300-	City Shop	\$400.00
01/12/2021	Tri-State Pump & Control, Inc.	SW, Lift Station Annuals	53872	\$988.00			
					602-49490-580-	Sewer Utilities - Administration and General	\$988.00
01/12/2021	Vergas Hardware	All Depts, supplies	53873	\$161.92			
					609-49751-211-	Liquor Store - Manager - Off-Sale	\$22.97
					100-45210-211-	Parks	\$30.96
					601-49440-211-	Water Utilities - Administration and General	\$43.96
					100-43110-210-	Highways, Streets & Roadways	\$64.03

Date Range : 1/12/2021 To 1/12/2021

<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>
01/12/2021	Vergas State Bank	City of Vergas GO Improvement Refunding Bonds, Series 2015A- Interest & Principal	53874	\$29,424.75			
					220-47010-611-	DEBT SERVICE	\$2,424.75
					220-47010-601-	DEBT SERVICE	\$27,000.00
01/12/2021	Zitzow Electric, Inc.	WTR, electrical hookup	53875	\$105.00			
					601-49440-300-	Water Utilities - Administration and General	\$105.00
Total For Selected Claims				\$133,004.46			\$133,004.46

Julie A Bruhn	City Council/Town Board	Date
Logan M Dahlgren	City Council/Town Board	Date
Natalie K Fischer	City Council/Town Board	Date

City of Vergas Liquor Store Checks Paid in December 2020

Vendor	Description	Total
Alexandria Freight Service		\$70.00
American Bottling Company		\$156.00
Artisan Beer Company		\$474.50
Arvig Communications	Security	\$132.16
Bellboy Corporation		\$720.00
Bergseth Bros		9,776.90
Beverage Wholesalers		2,259.95
Breakthru Beverage Mn		3,139.17
City of Vergas	Utility	57.06
City of Vergas	Payroll	3,024.29
City of Vergas	Transfer to Gen Fund	5,000.00
Colonial Life	Employee, reimbursed ins.	159.86
Datamann, Inc	Computer Support	24.10
D-S Beverages		8,809.34
Internal Revenue Service	2020 Withholding Tax	786.49
Jack Pine Brewery		247.90
Johnson Brothers Liquor Co		6,653.66
Lammers, Julie	Supplies	13.67
Leighton Broadcasting	Advertising	497.25
Mid-Central Ice		123.30
MN Dept of Public Safety	Buyers Card	23.95
MN Dept. of Revenue	Sales Tax	4,243.00
MN Dept. Revenue	2020 Withholding Tax	58.99
Otter Tail Power Company	Utility	315.49
Paustis Wine Company		728.00
Phillips Wine & Spirits		324.13
Public Employees Retirement Assoc.	Payroll	\$532.30
Scenic Sign Corp	Electronic Sign	16,535.00
Southern Wine & Spirits of MN		1,107.05
Vergas Hardware	Supplies	10.98
Viking Coke		424.20
Wine Merchants		328.77
Zitzow Electric	Sign	209.34
	Total	<u>66,966.80</u>
	December Receipts	<u>56,770.40</u>
December Balance		<u><u>-\$10,196.40</u></u>
	January - November Operating Income	\$41,198.13
	Transfers to General Fund	<u>30,000.00</u>
2020 Total Income (Loss)		<u><u>\$61,001.73</u></u>

General Fund/Special Revenue Money Market Account

	2019		2020	2020			12/31/2020	
	Balance	Interest	Interest	Purchased	2020 sold	2020 Sold	Balance	
				Approved	Approved	Approved		
				7/14/2020	6/9/2020	11/10/2020		
City Shop	1,038.69	1.20%	1.58	2,000.00	0.00	0.00	3,040.27	
Easements	5,203.02	6.00%	7.93	0.00	0.00	0.00	5,210.95	
Event Center	22,387.98	25.82%	34.10	5,000.00	0.00	0.00	27,422.08	
General	10,437.90	12.04%	15.90	0.00	0.00	0.00	10,453.80	
Park	14,541.68	16.77%	22.15	3,000.00	4,357.00	0.00	13,206.83	
Sand Seal (Seal Coating)	15,820.73	18.25%	24.10	8,000.00	0.00	0.00	23,844.83	
Sidewalk	8,837.89	10.19%	13.46	3,000.00	0.00	0.00	11,851.35	
Street Improvements/Equipment	8,444.78	9.74%	12.86	5,000.00	0.00	5,000.00	8,457.64	
Balance	\$86,712.67	100.00%	\$132.08	\$26,000.00	\$4,357.00	\$5,000.00	\$103,487.75	***
			132.08					

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

West Central Initiative Account

					12/31/2020
	1/1/2020	Interest	Donations	Purchases	Balance
Veterans Memorial	0.00	0.00	0.00	0.00	0.00
Event Center	8,664.73	27.62	0.00	43.00	8,649.35
Trails, Parks & Recreation	93,807.50	137.90	29,071.25	122,963.11	53.54
Economic Development	15,341.04	48.92	0.00	77.00	15,312.96
	117,813.27	214.44	29,071.25	123,083.11	24,015.85

City of Vergas
Investment Schedule
2020

	Account Number	12/31/19	Purchase	Sold	Interest Earned	12/31/20	Interest Rate	Maturity Date
General Fund	\$325,657.00	\$86,712.67	\$26,000.00	\$9,357.00	\$132.08	\$103,487.75	0.1	MMDA
Street Debt Service 2006	\$19,919.00	\$9,778.51	\$0.00	\$0.00	\$142.72	\$9,921.23	1.5	44251
Sewer Reserve	\$19,753.00	\$26,247.24	\$0.00	\$0.00	\$409.53	\$26,656.77	1.55	44739
Sewer and Water Debt Service	\$19,759.00	\$36,785.80	\$0.00	\$0.00	\$275.14	\$37,060.94	1.5	44213
Liquor Fund	\$20,097.00	\$70,566.31	\$0.00	\$0.00	\$510.99	\$71,077.30	1	44361
Totals		\$230,090.53	\$26,000.00	\$9,357.00	\$1,470.46	\$248,203.99		

City of Vergas
Bond Schedule
2020

Title	Purchase Date	Beg. Balance	Sold Date	Interest Rate	Bank	Maturity Date	Balance 12/31/2019	Interest Due 12/31/2019	Total Due 12/31/2020
General Obligation Improvement Refunding Bonds, Series 2015A	42353	\$299,000.00		0.024254	Vergas State Bank	02/01/27	\$245,052.75	\$33,263.00	\$278,315.75
2009 Gen. Obligation Water/Sewer Refunding Bonds	39973	\$475,000.00		0.040857	US Bank N.A.	01/01/23	\$187,150.00	\$83,352.50	\$270,502.50
General Obligation Improvement Refunding Bonds, Series 2019A	43627	\$985,000.00		0.030955	Northland Trust Services, Inc	02/01/40	\$985,000.00	\$366,645.72	\$1,351,645.72
Total		<u>\$1,759,000.00</u>					<u>\$1,417,202.75</u>		<u>\$1,900,463.97</u>

AGED BALANCES

CITY OF VERGAS

DATE: 01/11/2021 AUTHOR: VERJL22

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

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

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
230	N	WELDON, BEN &	\$131.63	\$123.75	\$107.96	\$0.00	\$363.34
361	N	RHONDA UEKE	\$110.37	\$96.25	\$113.41	\$53.55	\$373.58
501	N	PHILLIP KERN	\$83.94	\$74.94	\$95.86	\$28.05	\$282.79
530	N	DANIEL HOARD	\$74.67	\$67.88	\$58.27	\$0.00	\$200.82
550	N	HOWE, JEREMIAH	\$80.37	\$123.97	\$34.18	\$0.00	\$238.52
570	N	TONY LICENSE	\$100.67	\$80.15	\$71.96	\$109.05	\$361.83
711	N	OLSON, SHELBY	\$166.55	\$153.23	\$142.93	\$88.84	\$551.55
1180	N	WANNA BE	\$308.09	\$265.38	\$229.13	\$52.65	\$855.25
1220	N	VERGAS POST OFFICE	\$71.55	\$63.64	\$60.45	\$0.00	\$195.64
1301	N	WANNA BE	\$74.28	\$65.71	\$87.01	\$24.55	\$251.55
1346	N	MOE, CLIFFORD	\$127.41	\$112.19	\$168.81	\$62.55	\$470.96
1361	N	LONGTIN, TRISHA	\$94.33	\$90.30	\$89.82	\$42.72	\$317.17
1371	N	DARYL PIXLEY	\$68.35	\$59.86	\$53.11	\$0.00	\$181.32
2000	N	LENDE, BRIAN	\$106.43	\$110.85	\$102.99	\$0.00	\$320.27
Totals(14):			\$1,598.64	\$1,488.10	\$1,415.89	\$461.96	\$4,964.59

**CITY OF VERGAS
REGULAR MEETING**

Tuesday, December 8, 2020 6:30 P.M.

The City Council of Vergas met at 6:30 p.m., on Tuesday, December 9, 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, Steve Peloquin, Shane Poss, Sherri Hanson, Mike Goettel, Scott Kolbinger and Barbie Porter of the Frazee-Vergas Forum.

Vice Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were discussed.

Motion by Pinke, seconded by Fischer to accept agenda with the following additions: mowing bills, Resolution for Vacation and Lion's Gambling permit. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Lammers present 2 unpaid mowing bills to Council. Motion by Pinke, seconded by Fischer to put mowing bills of parcels 82000500027900 for \$130.00 and 820005000278008 & 9 for \$230.00 on their property taxes. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Mayor Dean Haarstick joined the meeting.

Motion by Bruhn, seconded by Pinke to approve resolution 2020-009 (A complete text of the resolution is part of permanent public record in the City Clerk's office) regarding vacating Lover's Lane, East Railway Ave and part of Nesbitt Avenue. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Bruhn, seconded by Pinke to approve Lion's calendar gambling permit for March 1, 2021. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion was made by Bruhn, seconded by Pinke to approve the following consent agenda with the removal of late water/sewer bills.

- a. Council Minutes of the November 10, 16 and 20, 2020
- b. Bills paid between Council meetings and Council bills for amount of \$86,227.81
- c. Liquor Store bills for November 2020 for the amount of \$74,662.74
- d. General Fund/Special Revenue Money Market Account Report
- e. 2020 Investment Schedule/Bond Schedule
- f. Late water/sewer bills
 - i. COVID19 applications-no one has applied
- g. Polling Place Designation (resolution 2020-010 (A complete text of the resolution is part of permanent public record in the City Clerk's office))

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

Late Water/sewer bills were discussed. The COVID19 application is being sent out with late bills.

Motion by Dahlgren, seconded by Pinke to approve the following: construction permits for 111 Main St for sign, 540 Pelican Avenue for ramp and door and 360 Pelican Avenue for 28x28 garage. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Bruhn to approve the following 2021 Licenses Liquors when all paperwork is completed for Billy's Corner Bar, Skal, Otter Coffee (wine), Olson Oil (3.2 off sale), Lion's Club (3.2 on sale) and

Cigarette License for Vergas Municipal Liquor Store, Cenex and Olson Oil. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Discussed plowing on gravel roads. Motion by Bruhn, seconded by Pinke for street committee to review and bring recommendation to the Council with revised policy. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Peloquin reviewed the process of getting transfers on Glen Street. All deeds need to be signed by all first before we can vacate and dedicate Glen Street. Motion by Bruhn, seconded by Pinke to approve resolution 2020-011 (A complete text of the resolution is part of permanent public record in the City Clerk's office) regarding having a public hearing vacating current Glen Street and dedicating Glen Street on new private property and schedule public hearing for January 12, 2021 at 6:30 pm. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Sherri Hanson reviewed the Park and Trail Advisory Committee. Hanson questioned who oversees the park improvements: pickle board court, Veteran's Park ect. Who oversees projects on City property? Discussed liability and insurance – City responsibility. Where does the responsibility lie? The park board is creating a citizen sub-committee led by Maggie Putz for helping with park board activities. Park Board is working on long range planning and will be a part of the comprehensive plan. They are discussing a policy of replacing a tree anytime a tree is taken down. Discussed Goettel property with easement for trail and putting in steps on their property. The County has stated they will not allow steps in the County easement area but would review any permit the city provides. Kolbinger reviewed safety and what items would be able to be used as steps with the issue putting steps by wall would give public access to the trail. Goettel stated he would not rule out any ideas they just need to be able to get to their property. Motion by Pinke, seconded by Fischer to approve a task order with KLJ Engineering to work on this project with Mike Goettel for up to \$1,000.00. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

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

Planning Commission report was reviewed with no recommendation for Council. The property owners at 88 Park View has given the City of Vergas a quote for \$2,5000 from Ness Backhoe, Inc. to put in a berm. Motion by Dahlgren seconded by Fischer to spend \$2,5000 on berm to be completed by Ness Backhoe, Inc. with funds being distributed from ½ streets and ½ parks. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Event Center smart room was discussed. Motion by Pinke, seconded by Fischer to sign contract with Viking Library System for changing the Vergas Council Chambers into a smart room. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Pinke, seconded by Dahlgren to approve 2021 Water and 2021 Sewer budgets. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Motion by Pinke, seconded by Dahlgren for rate increase in Water Accessory Fees and Sewer Accessory fees to \$750.00 each and water rate increase of the base rate to \$28.00 and \$3.50 per 1,000 gallons of water used and sewer rates increase of the base rate to \$28.00 and \$2.50 per 1,000 gallons of water used. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Bruhn reviewed a newly elected officials training with League of MN Cities. Motion by Pinke, seconded by Fischer to allow Council members to attend at a cost of \$175.00 each. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Approved keeping the 2021 fee schedule the same as 2020 with the exception of the water and sewer rates.

Lammers reviewed COVID19 procedures. No changes have been made.

Utilities Superintendent Mike DuFrane provide written report:

Public Utility Superintendent Report, December 2020

1. Water
 - a. Water tower is being run manually. We are running approximately 25000 gallons a day. On 12-16-2020 we will be filling up to 100000 gallons of water for the fire training burn.
 - b. New Power Supply For treatment plant was installed 12-2-2020 by Zitzow Electric.
 - c. KLM 10-year service agreement.

Motion by Bruhn, seconded by Pinke to approve the 10-year agreement with KLM engineering for \$9,300 paying \$930 a year. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

2. Streets
 - a. We have received the snow bucket from General Equipment
3. Wastewater
 - a. Annual inspection was not completed at this time due to malfunction of crane. Task should be completed this week.
4. The City Farm.
 - a. Propane tank was left out there.
 - a. Should we sell it?
 - b. We have been recycling materials from the farm.

DuFrane stated the Control Panel for the water tower would be install on Monday, December 14, 2020. Pinke stated he would contact of the owner Nick Larson to remove the propane tank.

Liquor Store Manager Lammers informed Council electronic sign will be installed Tuesday and the Liquor Store has \$5,000 to transfer to the general fund. Motion by Fischer, seconded by Pinke transfer \$5000.00 from the Liquor Store Fund to the General Fund. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Bruhn, seconded by Dahlgren to allow the following employee trainings:

- a. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- b. MN Clerks & Finance (Lammers) St Cloud
- c. Clerks Advanced Academy-September 2021 (Lammers)
- d. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)
- e. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- f. Municipal Beverage Association (MMBA), (Lammers) Arrowwood
- e. MPCA, (DuFrane)

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

Haarstick thanked City residents for allowing him to be on Council these past 31 years. Council Members thanked Haarstick for serving. Haarstick was presented a plaque.

The business for which the meeting was called having been completed, the meeting was adjourned at 8:00 p.m.

Clerk-Treasurer Julie Lammers, CMC

City Council
2021 January Council Meeting & Public Hearing
Zoom Id number 267-094-2170
6:30 PM on Tuesday, January 12, 2021

12. Appointments

- a. Council Portfolios
- b. CDH-Vergas Fire Board Representative
- c. Planning Commission Representative
- d. Economic Development Authority (EDA) Representative
- e. Appoint City Attorneys: Peloquin Law Office, P.A.
- f. Designate Official Newspaper: Frazee-Vergas Forum
- e. Designation of official place of advertisement of projects: cityofvergas.com website
- f. Designate Official Depositories: Vergas State Bank
- g. Planning Commission Appointment (Paul Pinke and Gus Bruhn)

Economic Development Authority/Housing Redevelopment Authority Appointment

Files Attached

- 2021 City of Vergas Portfolio.pdf

2021 City of Vergas Portfolio's/Councils/Committees/Boards			
	Council Appointment	Staff Appointment	Citizen Appointments (as applicable)
Acting Mayor	Natalie Fischer	Julie Lammers	
Weed Inspector	Julie Bruhn	Matt Engebretson	
Ongoing inspection during the months of May-October			
Budget	Julie Bruhn Logan Dahlgren	Julie Lammers	
Annual meeting in July to establish annual budget for City Council review at September meeting			
Liquor Store/Municipal Building/License	Julie Bruhn Logan Dahlgren	Julie Lammers	
Bi-annual meeting for Liquor Store to review beginning and end of year budget License meeting when proposing fee changes or new license Municipal Building meets at call of the Utility Superintendent &/or City Clerk to discuss municipal buildings and required action needs.			
Streets/Sidewalks Yard Waste	Bruce Albright New Council Member	Mike DuFrane	
As needed to address issues requiring action			
Water & Sewer	Logan Dahlgren Natalie Fischer	Mike DuFrane	
Meet annually for budget review and development in November. Other meetings as needed to address issues requiring action			
Emergency Management Safety	Julie Bruhn	Julie Lammers Mike DuFrane	Fire Chief: Jeff Zitzow Rescue: Teresa Goodman
Annual EM review and exercise/training Safety Training oversight and meet as needed to address safety issues requiring action			
Personnel	Julie Bruhn Natalie Fischer	N/A	
Annual evaluation meeting, new hires, probation reviews and as needed to address issues			
Event Center Advisory Board	Logan Dahlgren New Council Member	Julie Lammers	Paul Haarstick, Vanessa Perry, Jay Norby, Mary Ditterich
Monthly meeting or at the call of the Chair			

Planning (2 year term. Can serve up to 3 terms)	Bruce Albright	Julie Lammers	<ul style="list-style-type: none"> • Van Bruhn (2016-18/ 2018-20/2020-22) • Robert Jacoby (2020-22) • Natalie Fischer (2017-19/ 2019-21) • Paul Pinke (2016-18/ 2018-20/2020-22)
Meets 10 months of the year (No meeting July or Dec)			
EDA (6 year term)	Bruce Albright	Julie Lammers	Kevin Zitzow- term thru 2023 Vanessa Perry- term thru 2024 Paul Pinke- term thru 2022 (vacancy)
Monthly			
Fire Board	Julie Bruhn	N/A	Fire Chief Candor, Dora, Hobart Township
3 meetings annually- budget, audit, and annual meeting			
Park Advisory Board (Park & Recreation)	New Council Member	Julie Lammers Mike DuFrane	Sherri Hanson (Chair), Carol Albright, Steph Hogan,
Meets monthly or at the call of the Chair			

1. Recorded minutes are reviewed by the City Council
2. Minutes contain recommendations to the council. Be clear and specific in terms of background of the issue, aspects reviewed and recommended action(s).

City Council
2021 January Council Meeting & Public Hearing
Zoom Id number 267-094-2170
6:30 PM on Tuesday, January 12, 2021

13. Glen Street Vacations/Dedication

Files Attached

- 01-12-2021 Public Hearing Notice Glen Street.pdf
- Resolution to Vacate Road Glenn Street revised 01.12.21 (2).pdf

VERGAS CITY COUNCIL
PUBLIC HEARING NOTICE
NOTICE OF PUBLIC HEARING REGARDING
VACATING PART OF GLEN STREET

NOTICE IS HEREBY GIVEN that the Vergas City Council will hold public hearing on Tuesday, January 12, 2021, at 6:30 p.m. to be held on zoom, ID number 267-094-2170, pursuant to Minnesota Statute §412.851 desires to consider vacating that part of Glenn Street, as shown on the Plat of Nesbitt's First Addition, lying southerly of the South line of the property legally described as follows:

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.

and,

WHEREAS, the City Council desires to consider dedicating to the public for use as a public street property owned, or which will be acquired by it, in Block Two, Nesbitt's First Addition to the City of Vergas lying northerly of the North line of Glenn Street, which is also part of the property legally described as follows:

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.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments or questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 342-2091 prior to the hearing so that arrangements can be made to address any special requirements.

Julie Lammers
City Clerk-Treasurer

**CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
RESOLUTION NO. _____**

The City Council of the City of Vergas, Minnesota does hereby resolve as follows:

WHEREAS, the City Council of Vergas previously passed a resolution noting its interest in vacating a part of Glenn Street and dedicating property it will acquire to replace the part of the street so vacated so as to maintain Glenn Street's dimensions as originally platted but in a different location to avoid encroaching buildings, all pursuant to Minnesota Statute § 412.851 and setting a public hearing to consider the same; and

WHEREAS, the City of Vergas City Council conducted a public hearing to consider vacating a of part of Glenn Street and dedicating other land to maintain Glenn Street to its full width on January 12, 2021 at 6:30 p.m. via Zoom, after published and posted notice had been given; and

WHEREAS, all interested and affected persons were given the opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling an easement contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, it is in the best interest of the City, its residents and members of the general public to maintain Glenn Street as a public way to its full platted extent but also eliminate the encroachments into Glenn Street by moving the affected portions of the street so as to avoid them; and

WHEREAS, that part of Glenn Street to be vacated is described as follows: that part of Glenn Street as shown on the Plat of Nesbitt's First Addition, lying Southerly of the south line of the property legally described as follows:

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.

and,

WHEREAS, the City Council desires to dedicate to the public for use as a public street property owned, or which will be acquired by it, in Block Two, Nesbitt's First Addition to the City of Vergas lying northerly of the North line of Glenn Street, which is also part of the property legally described as follows:

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:

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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.

NOW THEREFORE, be it resolved; the resolution to vacate a portion of Glenn Street and dedicate to the public the property acquired by Vergas as Glenn Street, so as to maintain its continuity as a public way, is adopted. The clerk shall prepare a notice of completion of the proceedings for the purposes of filing with county auditor and recording.

Adopted by the Council this ___ day of January, 2021

Julie A. Bruhn, Mayor

ATTEST: the resolution to vacate a portion of Glenn Street and dedicate to the public the property acquired by Vergas as Glenn Street so as to maintain its continuity as a public way is adopted. The clerk shall prepare a notice of completion of the proceedings for the purposes of filing with county auditor and recording.

Julie Lammers, City Clerk

City Council
2021 January Council Meeting & Public Hearing
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14. Committee Reports

- a. Streets
 - i. Snow plowing
- b. Park Board
- c. Economic Development Authority/Housing Authority
- d. Personnel

Files Attached

- Vergas Park Board Special Meeting - 1-7-2021 (1).pdf
- 12-28-20 Street Committee Minutes.pdf
- 01-06-21 EDA Minutes.pdf
- 12-9-2020 Event Center Minutes.pdf

City of Vergas

Park Board

ZOOM Meeting – January 7th, 2021

Attendance: Julie Lammers, Paul Pinke, Sherri Hanson, Steph Hogan, Scott Kolbinger, Mike Goettel

Agenda Item 1: Storage of Boat Lift and Dock for property owners (Goettel)

Mike and Janelle Goettel, property owners at 1156 E Frazee Avenue, have received a letter that they are allowed to store their 1 boat lift and 1 dock on City Property in the winter. These items have been moved to the location agreed upon by both the City and Otter Tail County.

Goettels are asking for a document indicating that this agreement is for perpetuity, regardless of who owns this property. We had discussion of this and history and comparison to other lakeshore owners. It was decided that the Park Board would review again at their January 21, 2021 Park Board Meeting. Vergas City Attorney has advised if this is the desire of the City, that a resolution, rather than a letter should be prepared by the City.

Agenda Item 2: Access to property by boardwalk for property owners - Goettel.

City Engineer Scott Kolbinger came up with a plan that was agreed upon by Park Board and Mike Goettel. Scott will submit to Otter Tail County for approval. We will discuss this at our January 21, 2021 Park Board Meeting.

No recommendations will be presented to the January 12th City Council meeting.

Sherri Hanson

Vergas City Park Board, president.

CITY OF VERGAS STREET COMMITTEE
MONDAY, DECEMBER 28, 2020
11:00 am
Zoom Meeting

Present Mayor Dean Haarstick, Council Member Paul Pinke, Utilities Superintendent Mike DuFrane, Utilities Employee Matt Engebretson, City Clerk-Treasurer Julie Lammers, Felicia Singer, Lowell Bradbury and Bruce Moe.

Requested Meeting Items:

W Lake Street Plowing

Vergas Snow Plowing Policy – does it need to be updated for gravel roads and plowing during storms for emergencies

Street Employee Schedules – what is the schedule for employees to plow roads and does it need to change for the benefit of Vergas Residents

Discussion:

W Lake Street has been plowed in the past by City employees; with the City truck turning around on Robin Maneval's property. Robin Maneval's property is in Candor Township. In 2020, the plow truck turned around on at the City Property located on W Lake Street due to not having any City residents living past the property. Robin Maneval had stated at an earlier meeting held at Candor Township Hall; they plow from their home to road and the City does not need to take care plowing. Candor Township Board Member Lowell Bradbury stated he has checked with the County and State and W Lake Street is a City road and the township is not allowed to plow City Roads. City is liable to keep the entire road open. There is no place to turn around on the end of West Lake Street and there are no trespassing signs on Maneval's property. Committee recommended Lammers get written permission for City vehicles to turn around on Maneval's property. Haarstick stated the City also turns around on Kruzel property on Old Detroit Road. DuFrane said Haarstick was wrong; he will not and does not turn around on their property.

Gravel road plowing was discussed. Lammers asked Bradbury about Candor Township policy. Bradbury stated the township does not plow gravel roads during the first snowfall unless it is over 6 inches of snow. This will allow snow to pack down the road so gravel remains intact. Discussion for City of Vergas policy ended with no recommendation by committee.

DuFrane was asked about the snow plowing of Main Street and other city roads during emergencies. DuFrane stated he did everything according to policy and does not feel he did anything wrong. DuFrane feels the snow on roads during last weeks storm is a county issue and it is their responsibility and the county should have been called. (No one ever decided who calls the county) DuFrane stated the city does not have a black road policy and he does not plow during storms when no travel is advised. Committee recommends investigation of county responsibility (DuFrane will have information for Council Meeting). Committee would like to see guidelines for snow removal not policy. This is something for future Council and street committee to discuss. Discussed truck sliding down hill by Franklin Fence-Haarstick stated it is next to impossible for all accidents to be avoided. Hill located on Main Street by Franklin Fence is usually sanded. With the weather conditions on December 23, 2020 the sand would have made zero difference. No recommendation was made to change snow removal policy.

Discussed why no street department employees were on duty on Wednesday, December 23, 2020. Lammers read email from personnel committee stating perhaps five-day coverage will come up, as looking at having personnel meeting with Mike and Matt that we have five-day coverage versus both having the same day off. DuFrane stated he was looking at saving on the current budget and there was a blizzard and no travel was advised. DuFrane feels having two employees paid time and a half from 2 am to 5 am is better for the budget than having one employee work during regular business hours. He would like a personnel meeting to

discuss this. Pinke asked why they need to start working at 2 am? DuFrane responded due to traffic and asked Haarstick to answer explain. Haarstick stated, if you wait for the county to go thru first, it is easier to clean up the wind rows. 8 am is way too late to start cleaning up after a snowstorm, as downtown needs to be open by 6:30 am. Haarstick emphasized this should be a guideline not a policy.

Haarstick reminded DuFrane to have county information for the council meeting and stated he does not feel a personnel meeting needs to be called until after the next City Council meeting and no recommendation was made.

Meeting adjourned at 11:45 am

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

Council to set up guidelines for the snow plowing.

Follow up Actions

Lammers get written permission to for City vehicles to turn around on Robin Maneval property.
DuFrane to provide county agreement to Council.

Information after meeting:

Both Julie Bruhn and Paul Pinke called county for information and the county returned the following information to Julie Lammers.

The County beings plowing between 3-5 am and has all their trucks off the road by 6 pm. (It takes them 4 hours to plow all county roads and they are usually done with the first plowing by 7 am.)

During heavy snow, they plow snow to the middle of Main Street and have asked City to have snow piles removed by 7 am.

During lighter snowfalls they push snow towards the curb for City to remove throughout the day.

CITY OF VERGAS EDA/HRA
Wednesday, January 6, 2021
9:00 am
Zoom Meeting

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, January 6, 2021 at 9:00 a.m. on Zoom with the following members present: Kevin Zitzow, Bruce Albright, Vanessa Perry, Paul Pinke, and Julie Lammers. Absent: none. Also present: Barbie Porter of Vergas-Frazee Forum and Kurt Keena of Detroit Lakes HRA.

Meeting was called to order by President Kevin Zitzow.

Approval of Agenda

Approve agenda as presented.

Approval of Minutes

Motion by Perry to approve December 2, 2020 minutes. Motion passed unanimously.

Old Business

EDA/HRA Goals were discussed. Guest Speaker Kurt Keena, Detroit Lakes HRA, reviewed both Detroit Lakes MN and Hastings Mn EDA/HRA goals. Detroit Lakes has a two-program focus. Hastings has a combined EDA/HRA and they focused on their Historical Main Street. Keena explained we need financial resources to get things done. Discussed goals of Vergas and what EDA/HRA would like to accomplish. We are looking at setting goals for the next two years and reset very two years.

- Housing goals need to include preserving the current housing in Vergas. Helping homeowners keep what they have viable
- Working with Otter Tail County HRA for resources
- Perham has found a way to get things done without using public funds and maybe we can get the group to look at Vergas
- Look at City Limit lines. (where do we have room to put things)
- Is there property available to spur building of homes
- Our goals and plans need to get specific to get things done
- Be open to opportunities
- What is the EDA/HRA tolerance of risk
- Do we have community support
- What happens to communities that lose their businesses? We need to learn from history.

Deed grant is due Feb.28, 2021, a plan for 105 E Main Street property is needed to apply for grants. Members stated they would not be ready by February with the plan for the property and would work on the plan for 2022.

Annual Information

Set meeting date: First Wednesday of the month at 11:00 am. for 2021

Members: One member is needed due to the death of Duane Strand. Encouraged Lammers to advertise on Facebook and in newsletter.

Budget for 2020 is not complete and Lammers will provide both 2020 and 2021 in February.

New Business-None.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

None.

Follow up Actions

Members are to email Julie Lammers with 3 goals for EDA, 3 goals for HRA and goals for the 105 Main Street property.

Lammers will combine goals and get list to members.

Lammers will send past goals to members.

DRAFT

CITY OF VERGAS
Event Center Advisory Minutes
ZOOM Teleconference
6:30 P.M. on Wednesday, December 9, 2020

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, December 9, 2020 at 6:42 pm with the following members present: Logan Dahlgren, Paul Haarstick, Julie Lammers, Paul Pinke, and Mary Ditterich. Absent: Jay Norby and Vanessa Perry. Guests included: Barbie Porter of [Frazee-Vergas Forum](#).

Approval of the Agenda

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

Approval of Minutes from November 4, 2020

Motion by Dahlgren, seconded by Pinke to approve the minutes from November 4, 2020. Motion carried unanimously.

Kitchen Project Update

Waiting until the remodeling project has finished.

Remodeling Project Update

Lammers updated the Committee that work continues to progress. The bricks that are on the south side are different than the bricks on the north side and will be reordered. The new window will be installed shortly, and Summers Construction will complete the overhang on the south side later in the week. They will wrap up the work on the site until spring.

Smart Room

The five libraries in Otter Tail County and the cities of Battle Lake and Vergas received money from a grant from The Blandin Foundation and CARES money to install smart rooms across the county. The Council approved a contract to install the equipment in the meeting room. Hopefully the installation will be finished by the end of 2020.

Motion by Pinke, seconded by Dahlgren to recommend to Council to sell TV and TV stand at auction. Motion carried unanimously.

Committee recommends leaving the room open and will seek Council approval to purchase Wi-Fi cameras to monitor the room and usage. Lammers noted that there will be some content filtering on the Internet.

Council Recommendations

- Sell TV and TV stand at action
- Purchase Wi-Fi connect cameras

Follow up Actions

None

The business for which the meeting was called having been completed, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

City Council
2021 January Council Meeting & Public Hearing
Zoom Id number 267-094-2170
6:30 PM on Tuesday, January 12, 2021

15. Staff Reports

- a. COVID-19
 - i. City Update
 - ii. Water and Sewer application expired December 31, 2020
- b. Utilities Superintendent Report
 - i. Parks
 - ii. Water and Sewer
 - iii. Streets
 - iv. West Lake Street Property
- c. Liquor Store Manager Report

Files Attached

- 1 JAN 2021 counsel report By Mike DuFrane.pdf
- Personnel Report Information.pdf

January 2021 Public Utilities report.

A. Water

1. Control panel has been successfully updated.
2. 1 water meter is left to be installed.

B. Wastewater

1. Annuals have been done on lift stations. Lift stations look like they are in good shape. Except the lift station on Scharf. The wood that is holding the control panel up is deteriorating fast. In the spring we will have to purchase a pedestal to put control panel on. No estimate currently.

C. Parks

1. We are attempting to keep trail open from park to town.
2. The posts that Matt and I installed in front of walking bridge access point seems to be detouring snowmobiles from crossing bridge.

D. Streets

1. Talked with Ottertail County Supervisor Christy to check our agreement on Main Street About snow removal. She said we are doing what we had agreed on. Also, we have been doing an awesome job.
 - a. Our agreement with Ottertail county on snow removal, is we have snow removed on main street by 0700 after a snow event. They pay us for that. Only removal of snow. It is a county road. They are responsible for plowing it during a snow event.

E. Other

1. Would like a credit card. We can find parts on the internet that we need to pay with a credit card.
2. Webmail, Still having problems with email. I have been having problems with email for long time.

Personnel report to note evaluations and 2% pay increase

City Council
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16. Information & Announcements

- a. LMC 2021 Elected Leaders Institute- January 19-February 26, 2021 (Albright, Fischer & new member)
- b. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
- c. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- d. Clerks Advanced Academy-September 2021 (Lammers)
- e. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)
- f. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- g. Municipal Beverage Association (MMBA), (Lammers) Arrowwood