

City Council
2021 February Council Meeting
Zoom Id number 267-094-2170
6:30 PM on Tuesday, February 9, 2021

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
 - a. Council Minutes of the January 12, 2021
 - b. Bills paid between Council meetings and Council bills
 - c. Liquor Store bills for January 2021
 - d. General Fund/Special Revenue Money Market Account Report
 - e. 2021 Investment Schedule/Bond Schedule
 - f. Late water/sewer bills
- 5. Glen Street Vacations/Dedication**
- 6. Household Hazardous Waste Mobile Collection Contract**
- 7. Committee Reports**
 - a. CDH-Vergas Fire Board
 - b. Economic Development Authority/Housing Authority
 - c. Event Center
 - d. Park Board
 - e. Personnel
 - f. Streets
- 8. Staff Reports**
 - a. COVID19
 - b. Utilities Superintendent Report
 - i. Parks
 - ii. Water and Sewer
 - iii. Streets
 - iv. West Lake Street Property
 - c. Liquor Store Manager Report
- 9. Information & Announcements**
 - a. LMC 2021 Elected Leaders Institute- January 19-February 26, 2021 (Albright, Fischer & new member)
 - b. 2021 Local Board Review, April 4, 2021 at 1:00 pm (All Council Members and Lammers) Vergas Event Center and/or Zoom
 - c. Municipal Beverage Association (MMBA), May 1-May 4, 2021 (Lammers) Arrowwood
 - d. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
 - e. Household Hazardous Waster Mobile Collection July 8, 2021 10 am -2 pm (Volunteers needed)
 - f. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
 - g. Clerks Advanced Academy-September 23-24, 2021 (Lammers)

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

10. Adjournment

Table of Contents

4. Approval of Consent Agenda	4
5. Glen Street Vacations/Dedication	18
6. Household Hazardous Waste Mobile Collection Contract	22
7. Committee Reports	27
8. Staff Reports	39
9. Information & Announcements	49

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- d. General Fund/Special Revenue Money Market Account Report
- e. 2021 Investment Schedule/Bond Schedule
- f. Late water/sewer bills

Files Attached

- 01-12-21 Minutes.doc.pdf
- 2021 Feb Council Bills paid between meetings.pdf
- Feb. Claims List for Approval.pdf
- 2021 January Liquor Store Bill Listing.pdf
- General Fund Special Revenue Money Market Account.pdf
- Investment Schedule & Bond Schedule.pdf
- Utility Bills - aged balances.pdf

CITY OF VERGAS
COUNCIL PUBLIC HEARING
Virtual Zoom Meeting-cityofvergas.com
Tuesday, January 12, 2021
6:30 pm

The City Council of Vergas met at 6:30 pm, on Tuesday, January 12, 2021 for a public hearing in a Zoom virtual meeting with the following members present: Mayor Julie Bruhn, Council Members: Logan Dahlgren, Bruce Albright and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Dustin Nash, Loren Menz, Keith Sandau, Shane Poss, Sherri Hanson, Mike Novitzki, Mike Goettel, Austin Tegtmeier, Paul Pinke, Rhonda Ueke, Scott Kolbinger and Barbie Porter of the Frazee-Vergas Forum.

Mayor Julie Bruhn opened public hearing at 6:30 pm.

Vacation and Dedication of Glen Street was reviewed by Attorney Steve Peloquin.

Bruhn closed public hearing.

CITY OF VERGAS
COUNCIL AGENDA
VERGAS EVENTS CENTER
Tuesday, January 12, 2021
(following public hearing)

The City Council of Vergas met at 6:50 pm, on Tuesday, January 12, 2021 in a Zoom virtual meeting with the following members present: Mayor Julie Bruhn, Council Members: Logan Dahlgren, Bruce Albright and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Dustin Nash, Loren Menz, Keith Sandau, Shane Poss, Sherri Hanson, Mike Goettel, Paul Pinke, Austin Tegtmeier, Mike Novitzki, Rhonda Ueke, Scott Kolbinger and Barbie Porter of the Frazee-Vergas Forum.

Mayor Julie Bruhn called the meeting to order.

Clerk-Treasurer Julie Lammers administered oath of office to Mayor Julie Bruhn and Council Members Bruce Albright and Natalie Fischer.

Bruhn presented Mayor's state of address.

Lammers reviewed Council member I Pad set up and document locations.

2-year vacant council position was discussed. Motion by Albright, seconded by Fisher to advertise and have interested applicants apply within 30 days with criteria utilized in the past. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

No citizens' concerns were presented.

Motion by Dahlgren, seconded by Fischer to accept agenda with the addition of Water-Sewer transfer and Event Center committee. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Fischer to approve the following consent agenda items with the removal of late water and sewer bills.

- i. Council Minutes of the December 8, 2020
- ii. Bills paid between Council meetings and Council bills totaling \$170,681.55.
- iii. Liquor Store bills for December 2020 totaling \$66,966.80.
- iv. General Fund/Special Revenue Money Market Account Report
- v. 2021 Investment Schedule/Bond Schedule

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

90-day late water/sewer bills increased. Letters sent with payment plan option. There have been no assistance applications related to covid-19 relief.

Motion by Albright, seconded by Fischer to hold 2021 Council meetings on the 2nd Tuesday of each month at 6:30 pm. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Albright to appoint Natalie Fischer as acting Mayor. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Fischer to approve the committee/council appointments schedule provided, with the addition of Austin Tegtmeier to the Economic Development Authority/Housing Redevelopment Authority Board. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Fischer to approve the following appointments: City Attorneys: Peloquin Law Office, P.A.; Official Newspaper: Frazee-Vergas Forum; Official place of advertisement of projects: cityofvergas.com website; and Official Depositories: Vergas State Bank. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Vacation/Dedication of Glen Street was postponed to February meeting as all the property owners have not signed contracts regarding parcel lines.

Street committee report was discussed. Discussed plowing gravel roads and snow removal agreement with Otter Tail County. Motion by Dahlgren, seconded by Fischer to ask street committee to meet again and propose policy for next City Council. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Sherri Hanson provided the park board report seeking guidance on pickleball court plans. Council asked pickleball court committee to provide a map and proposal for the pickle ball courts. DuFrane mentioned the property owner beside the field has a gate behind the baseball field where he accesses his property. City will review property easements or streets going thru the baseball diamond.

Albright updated Council on Economic Development Authority/Housing Authority, which is focusing on 2-year goals.

Bruhn reviewed personnel reviews of the Clerk-Treasurer-Liquor Store Manager the Utilities Superintendent recommending a 2% raise for each as they are satisfactory employees. Motion by Dahlgren, seconded by Fischer to give a 2% raise to Julie Lammers, Clerk-Treasurer-Liquor Store Manager and Mike DuFrane, Utilities Superintendent. Motion by Dahlgren and seconded by Fischer to make raises retroactive to January 1, 2021. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Event Center report was provided by Lammers and Dahlgren noting progress of the remodel and smart room. Motion by Albright, seconded by Fischer to sell tv and tv stand at auction. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Water and sewer investment CD will mature on January 17, 2021, Lammers recommended cashing and depositing in checking account. Motion by Dahlgren, seconded by Fischer to cash CD and deposit into the checking account. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

COVID 19 updated was provided by Lammers. City Office and Liquor Store building is open as well as the public restrooms. Event Center is still under minimal capacity. Utility assistance application for COVID relief expired on December 31, 2020 and Council decided not to continue as there has been no applications received.

Utilities Superintendent Mike DuFrane provided the following:

A. Water

1. Control panel has been successfully updated.
2. 1 water meter is left to be installed.
3. KLN Engineering contract was not presented correctly at the last Council meeting. Mike Novitzki of KLN Engineering reviewed contracts for the water tower. KLN Engineering is a water tower specialty firm. Contract approved in December covered 3 inspections and the cleaning of the internal tank of the water tower. These would take place every 5 years for \$9,300.00. Second agreement is for the washing of the exterior cleaning of the tank for \$5,500.00. Council asked KLN to provide financing plan to pay quarterly for second contract. DuFrane to provide date when tower was painted last.

B. Wastewater

1. Annuals have been done on lift stations. Lift stations appear to be in good shape apart from lift station on Scharf. The wood that is holding the control panel up is rapidly deteriorating. In the spring we will have to purchase a pedestal to put control panel on. No estimate currently.

C. Parks

1. Attempting to keep trail open from park to town.
2. Posts installed in front of trail walking bridge access point seem to be detouring snowmobiles from crossing bridge.

D. Streets

1. Talked with Ottertail County Supervisor, Kristi Fields, to check our agreement on Main Street regarding snow removal. Kristi stated the City is doing what has been agreed upon and have done an awesome job.
 - a. Agreement with Ottertail County on snow removal, requires the City to have snow removed on Main Street by 7:00 am after a snow event. County reimburses City for snow removal on Main Street as it is a county road. County is responsible for plowing during a snow event.

E. Other

1. DuFrane stated he would like a credit card. Credit card will be used to facilitate purchase of parts on the internet. Credit card use is an approved practice with an agreement of use in place that can be used.

DuFrane noted he is still having problems with email, which has existed for a long time. To follow up with Paul Haarstick regarding issues.

Lammers reviewed Liquor Store activities. The sign has increased sales on Wednesday's and customers have made positive comments on the sign.

The business for which the meeting was called having been completed, the meeting adjourned at 8:15 p.m.

Clerk-Treasurer Julie Lammers, CMC

CITY OF VERGAS

Bill Listing for January 14, 2021 to February 5, 2021

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	9,351.41
DuFrane, Michael	Cell Phone Reimbursement	75.00
Engebretson, Matthew	Cell Phone Reimbursement	25.00
Internal Revenue Services	2021 Withholding Tax	5,103.16
Lake Region Electric	Sign, electricity	12.67
Lammers, Julie	Cell Phone	75.00
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	67.00
MN Dept. Revenue	2021 Withholding Tax	1,069.44
MN Pollution Control Agency	Water Permit fee	1,240.00
Otter Tail County Recorder	Townline Road Easement	34.30
Otter Tail County Treasurer	Sr, 2020 mixed sand	153.76
Public Employees Retirement Assoc.	Payroll	2,853.09
Vergas Post Office	Water/Sewer Stamps	55.00
Vergas State Bank	Shazam Fee	1.00
Total for bills paid between Council Meetings		<u>\$20,153.41</u>

Date Range : 2/8/2021 To 2/9/2021

<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>
02/09/2021	Arvig Communication Systems	GG, LS, phone, fax, internet, tv and security	53904	\$572.91			
					100-43010-321-	City Shop	\$64.00
					100-41010-321-	GENERAL GOVERNMENT	\$376.75
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$132.16
02/09/2021	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, Feb 2021	53905	\$1,448.62			
					100-41405-131-	Clerk	\$181.07
					601-49440-131-	Water Utilities - Administration and General	\$316.88
					602-49490-131-	Sewer Utilities - Administration and General	\$316.89
					100-43110-131-	Highways, Streets & Roadways	\$316.89
					100-45210-131-	Parks	\$316.89
02/09/2021	Colonial Life	Employee, insurance employee reimbursed	53906	\$217.98			
					100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$159.86
02/09/2021	Dacotah Paper Company	Event, supplies	53907	\$75.17			
					609-49751-211-	Liquor Store - Manager - Off-Sale	\$75.17
02/09/2021	Dewey's Septic Service	Sewer, Clean out main lift station on Co Hwy 4	53908	\$500.00			
					602-49490-300-	Sewer Utilities - Administration and General	\$500.00
02/09/2021	Frazee-Vergas Forum	Gg, legal ads	53909	\$504.00			
					100-41010-350-	GENERAL GOVERNMENT	\$504.00
02/09/2021	General Equipment & Supplies, Inc.	St, oil	53910	\$118.44			
					100-43110-220-	Highways, Streets & Roadways	\$118.44
02/09/2021	Gopher State One Call	Wtr, Swr, Locates & Annual Facility Operator Fee	53911	\$51.35			

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					602-49490-210-	Sewer Utilities - Administration and General	\$25.67
					601-49440-210-	Water Utilities - Administration and General	\$25.68
02/09/2021	Great Plains Natural Gas Company	City Shop, Event, 2020 utility	53912	\$950.17			
					100-43010-380-	City Shop	\$349.84
					100-45110-380-	EVENT CENTER	\$600.33
02/09/2021	Hach Corporation	Wtr, chemicals	53913	\$167.12			
					601-49440-218-	Water Utilities - Administration and General	\$167.12
02/09/2021	Hawkins, Inc	Wtr, chemicals	53914	\$637.52			
					601-49440-218-	Water Utilities - Administration and General	\$637.52
02/09/2021	Lakes Area Co-operative	Street, operating fuel	53915	\$119.70			
					100-43110-210-	Highways, Streets & Roadways	\$119.70
02/09/2021	L & M Supply, Inc.	St, operating supplies	53916	\$47.96			
					100-43110-211-	Highways, Streets & Roadways	\$47.96
02/09/2021	League of Minnesota Cities	Gov, 2020 Safety Group & Newly Elected leader training	53917	\$750.00			
					100-41110-331-	Council/Town Board	\$350.00
					100-42010-300-	PUBLIC SAFETY	\$400.00
02/09/2021	Lake Region Electric Cooperative	Yard Waste, lighting & power for camera	53918	\$42.03			
					100-43128-380-	YARD WASTE	\$42.03
02/09/2021	KLJ Engineering LLC	Engineering services-Trail	53919	\$776.50			
					100-41010-303-	GENERAL GOVERNMENT	\$776.50
02/09/2021	Madison National Life Ins Co, Inc	Employee short term Insurance	53920	\$68.44			
					100-43110-130-	Highways, Streets & Roadways	\$12.73
					100-45210-130-	Parks	\$12.73

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<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>
					601-49440-130-	Water Utilities - Administration and General	\$12.74
					602-49490-130-	Sewer Utilities - Administration and General	\$12.74
					100-41405-130-	Clerk	\$17.50
02/09/2021	MENARDS - DETROIT LAKES	St, supplies	53921	\$299.46			
					100-43110-210-	Highways, Streets & Roadways	\$5.95
					100-43125-210-	Ice and Snow Removal	\$293.51
02/09/2021	Marco Inc	Copier, contract	53922	\$327.22			
					100-41010-200-	GENERAL GOVERNMENT	\$109.07
					601-49440-200-	Water Utilities - Administration and General	\$109.07
					602-49490-200-	Sewer Utilities - Administration and General	\$109.08
02/09/2021	MN Department of Natural Resources	2021 Aquatic Permit - Beach	53923	\$35.00			
					100-45210-354-	Parks	\$35.00
02/09/2021	MN Dept of Natural Resources-OMB	Water, use fee	53924	\$160.16			
					601-49440-354-	Water Utilities - Administration and General	\$160.16
02/09/2021	MN DEPT OF HEALTH/DRINKING WATER	Wtr, 1st Quarter connection fee	53925	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
02/09/2021	Minnesota Life Insurance Company	Employee Life Ins	53926	\$19.30			
					100-41405-131-	Clerk	\$3.00
					100-43110-131-	Highways, Streets & Roadways	\$3.00
					100-43110-999-	Highways, Streets & Roadways	\$13.30
02/09/2021	Olson Oil Co.	All Depts, operating supplies	53927	\$51.00			
					100-43110-210-	Highways, Streets & Roadways	\$51.00

Date Range : 2/8/2021 To 2/9/2021

<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>
02/09/2021	Otter Tail Power Company	All depts, utility	53928	\$1,762.18			
					100-43160-380-	Street Lighting	\$661.34
					100-45110-380-	EVENT CENTER	\$252.19
					601-49440-380-	Water Utilities - Administration and General	\$459.16
					602-49490-380-	Sewer Utilities - Administration and General	\$155.05
					100-43010-380-	City Shop	\$124.27
					100-45210-380-	Parks	\$110.17
02/09/2021	Perham Office Supply	GG, office supplies	53929	\$8.20			
					100-41010-210-	GENERAL GOVERNMENT	\$8.20
02/09/2021	Productive Alternatives	Event Center, Cleaning	53930	\$82.90			
					100-45110-300-	EVENT CENTER	\$82.90
02/09/2021	Peloquin, Jenson PLLC	Legal Fees	53931	\$910.00			
					100-41610-304-	City/Town Attorney	\$910.00
02/09/2021	Quill Corporation	All depts, Office Supplies Inv 12649673	53932	\$99.00			
					100-41010-200-	GENERAL GOVERNMENT	\$99.00
02/09/2021	RMB Environmental Laboratories, Inc	Water & WW, Chemicals	53933	\$20.00			
					601-49440-218-	Water Utilities - Administration and General	\$10.00
					602-49490-218-	Sewer Utilities - Administration and General	\$10.00
02/09/2021	Victor Lundeen Company	All Depts, checks	53934	\$375.77			
					100-41010-200-	GENERAL GOVERNMENT	\$93.94
					100-49751-200-	Liquor Store - Manager - Off-Sale	\$93.94
					601-49440-200-	Water Utilities - Administration and General	\$93.94
					602-49490-200-	Sewer Utilities - Administration and General	\$93.95
02/09/2021	Auto Value Detroit Lakes	St, headlamps for plow truck	53935	\$245.69			
					100-43110-220-	Highways, Streets & Roadways	\$245.69

Date Range : 2/8/2021 To 2/9/2021

<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>	
02/09/2021	JH Signs & Designs, Inc	Permits, golf carts	53936	\$22.50	100-41010-200-	GENERAL GOVERNMENT	\$22.50	
02/09/2021	Steve's Sanitation, Inc.	Shop & Event, garbage pick up	53937	\$305.35	100-45110-384- 100-43010-384-	EVENT CENTER City Shop	\$106.36 \$198.99	
02/09/2021	Vergas Hardware	All Depts, supplies	53938	\$132.89	609-49751-211- 100-45210-211- 601-49440-211- 100-43110-210- 100-43010-210-	Liquor Store - Manager - Off-Sale Parks Water Utilities - Administration and General Highways, Streets & Roadways City Shop	\$15.94 \$2.19 \$20.34 \$74.94 \$19.48	
Total For Selected Claims				\$12,314.53				\$12,314.53

Bruce E Albright	City Council/Town Board	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

City of Vergas Liquor Store Checks Paid in January 2021

Vendor	Description	
Alexandria Freight Services		35.00
Artisan Beer Company		671.31
Arvig Communications Systems	Security, TV	132.16
Bergseth Bros		5,370.67
Beverage Wholesalers		1,843.33
Breakthru Beverage		911.83
City of Vergas	Payroll	2,683.65
City of Vergas	Water/Sewer	59.14
Colonial Life	Employee Reimbursed Ins	159.86
Dacotah Paper Company	Supplies	88.87
Datamann, Inc	Computer Support	24.80
D-S Beverage		7,266.95
Great Plains Nat Gas		272.90
Henry's Foods Inc		1,005.56
Internal Revenue Service	2021 Withholding Tax	717.91
Jack Pine Brewery		134.80
Johnson Brothers Liquor Co		3,884.87
MN Dept. of Revenue	Sales Tax-Dec 2020	4,993.00
MN Dept. Revenue	2021 Withholding Tax	93.30
NCR	Credit Card fees Dec. 2020	75.68
Otter Tail Power	Utility	391.85
Paustis Wine Company		1,014.40
Phillips Wine & Spirits		2,018.68
Public Employees Retirement Assoc.	Payroll	502.66
Southern Wine & Spirits of MN		2,166.90
The Wine Company		101.00
Vergas Hardware	Supplies	22.97
Total		<u><u>\$36,644.05</u></u>
January Receipts		<u><u>45,118.11</u></u>
Total Operating Income (Loss)		\$8,474.06

General Fund/Special Revenue Money Market Account

	2020 Balance	Interest	2021 Interest	2021 Purchased	2021 sold	2021 Sold	01/31/2021 Balance	
City Shop	3,040.27	2.94%	0.26				3,040.53	
Easements	5,210.95	5.04%	0.44				5,211.39	
Event Center	27,422.08	26.50%	2.33				27,424.41	
General	10,453.80	10.10%	0.89				10,454.69	
Park	13,206.83	12.76%	1.12				13,207.95	
Sand Seal (Seal Coating)	23,844.83	23.04%	2.03				23,846.85	
Sidewalk	11,851.35	11.45%	1.01				11,852.36	
Street Imp. /Equipment	8,457.64	8.17%	0.72				8,458.36	
Balance	\$103,487.75	100.00%	\$8.79	\$0.00	\$0.00	\$0.00	\$103,496.54	***
			8.79					

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

West Central Initiative Account

	1/1/2021	Interest	Donations	Purchases	01/31/2021 Balance
Veterans Memorial	0.00	0.00	0.00	0.00	0.00
Event Center	8,649.35	0.07	0.00	0.00	8,649.42
Trails, Parks & Recreation	53.54	0.00	0.00	0.00	53.54
Economic Development	15,312.96	0.12	0.00	0.00	15,313.08
	24,015.85	0.19	0.00	0.00	24,016.04

City of Vergas
Investment Schedule
2021

	<u>Account Number</u>	<u>12/31/20</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>01/31/21</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	103,487.75	0.00	0.00	8.79	103,496.54	0.10	MMDA
Street Debt Service 2006	19919	9,921.23	0.00	0.00	0.00	9,921.23	1.40	2/24/2021
Sewer Reserve	19753	26,656.77	0.00	0.00	0.00	26,656.77	0.50	6/27/2022
Sewer and Water Debt Service	19759	37,060.94	0.00	0.00	102.76	37,163.70	0.55	7/17/2021
Liquor Fund	20097	71,077.30	0.00	0.00	0.00	71,077.30	0.35	6/11/2021
Totals		248,203.99	0.00	0.00	111.55	248,315.54		

City of Vergas
Bond Schedule
2021

Title	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Sold Date</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2019</u>	<u>Interest Due 12/31/2019</u>	<u>Total Due 12/31/2021</u>
General Obligation Improvement Refunding Bonds, Series 2015A	42353	299000		0.02425	Vergas State Bank	2/1/27	245,052.75	33,263.00	278,315.75
2009 Gen. Obligation Water/Sewer Refunding Bonds	39973	475000		0.04086	US Bank N.A.	1/1/23	187,150.00	83,352.50	270,502.50
General Obligation Improvement Refunding Bonds, Series 2019A	43627	985000		0.03096	Northland Trust	2/1/40	985,000.00	366,645.72	1,351,645.72
Total		\$1,759,000.00					1,417,202.75		1,900,463.97

AGED BALANCES

CITY OF VERGAS

DATE: 02/02/2021 AUTHOR: VERJL22

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

STATUS KEY: N=NORMAL W=NEW C=CUTOFF O=CHARGEOFF 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 &	\$167.96*	\$123.75	\$107.96	\$0.00	\$399.67
530	N	DANIEL HOARD	\$124.75*	\$67.88	\$58.27	\$0.00	\$250.90
2000	N	LENDE, BRIAN	\$128.46*	\$110.85	\$2.99	\$0.00	\$242.30
Totals(3):			\$421.17	\$302.48	\$169.22	\$0.00	\$892.87

**City Council
2021 February Council Meeting
Zoom Id number 267-094-2170
6:30 PM on Tuesday, February 9, 2021**

5. Glen Street Vacations/Dedication

Files Attached

- Resolution Glen Street.pdf

**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:

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.

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 February Council Meeting
Zoom Id number 267-094-2170
6:30 PM on Tuesday, February 9, 2021**

6. Household Hazardous Waste Mobile Collection Contract

Files Attached

- Contract for the Operation of a Mobile Collection for Household Hazardous Waste.pdf

CONTRACT FOR THE OPERATION OF A MOBILE COLLECTION FOR HOUSEHOLD HAZARDOUS WASTE

THIS AGREEMENT is entered into by and between the County of Otter Tail as a political body and corporate, hereinafter referred to as Otter Tail County and the City of Vergas a political body and corporate, hereinafter referred to as the contracting city.

WHEREAS, Otter Tail County and the contracting city recognize that there is a serious and growing problem with the improper disposal of household hazardous waste and related problem materials; and

WHEREAS, Otter Tail County owns and operates a mobile household hazardous waste collection vehicle, hereinafter referred to as the mobile unit; and

WHEREAS, the primary purpose of the mobile unit is for the collection, sorting, packaging, temporary storage, and delivery of waste to the designated Regional Permanent Facility for preparation, treatment, and final disposal; and

WHEREAS, the primary service area for the mobile unit lies outside of the Fergus Falls, Minnesota area; and

WHEREAS, the contracting city recognizes the usefulness of the mobile unit in providing household hazardous waste disposal for the residents of the contracting city; and

WHEREAS, Otter Tail County and the contracting city recognize the validity of the guidelines set forth for the collection and management of household hazardous waste by the Minnesota Pollution Control Agency (MPCA); and

WHEREAS, Otter Tail County and the contracting city recognize the validity of the guidelines set forth for the operations of the Otter Tail County Household Hazardous Waste Mobile Collection Unit.

NOW THEREFORE, it is hereby agreed by and between the parties as follows:

A. FUNCTION:

The function of the mobile unit will be the collection, sorting, packaging, temporary storage, and delivery of household hazardous waste to the designated authorized facility for preparation, treatment, and final disposal.

B. COLLECTION VEHICLE:

Otter Tail County, as owner and operator of the mobile unit, is responsible for maintaining the collection vehicle in working order and in compliance with state and federal rules and regulations. Otter Tail County will be responsible for liability and physical damage insurance coverage on the collection vehicle. Otter Tail County will only use appropriately licensed drivers with the necessary hazardous materials endorsements for the operation of the collection vehicle.

C. COLLECTION SITE:

Collection sites must be of adequate size to accommodate the mobile unit, collection activities, and traffic flow associated with the collection event. The collection sites must be paved, have sanitary facilities with running water available and have telephone service provided. Otter Tail County will be responsible for inspecting and approving local event collection sites and premises recommended by the contracting city.

D. COLLECTION SCHEDULE:

Otter Tail County will establish an event schedule by April 1st of each year. The contracting city shall provide its anticipated collection schedule to Otter Tail County prior to February 1st so that the final schedule can be worked out between participating contracting cities. Dates requested after February 1st should be submitted 45 days in advance and will be subject to approval by Otter Tail County. Otter Tail County will schedule all events and coordinate with other participating cities to develop a final schedule showing all collection events for the upcoming year.

The City of Vergas HHW collection will be held on July 8, 2021 at the Vergas Fire Hall between the hours of 10:00 a.m. to 2:00 p.m.

E. COLLECTION CANCELLATION:

Otter Tail County staff shall have the authority to cancel any collection events due to inclement or threatening weather. Otter Tail County staff will consult with the contracting city before canceling any event. Collection events shall not be conducted in lightening storms or in rainfall, unless adequate shelter can be provided by the contracting city.

Otter Tail County reserves the right to immediately cancel any event when it is deemed, by its on-site, staff that a breach of safety requirements has occurred which endangers staff, participants, or equipment at the collection site.

Should the scheduled collection day be impacted by adverse conditions and be canceled, a mutually agreeable alternative day shall serve as the collection day.

F. COLLECTION STAFF:

Otter Tail County shall provide one trained staff person with the mobile unit, who shall be responsible for overseeing site operations, safety, and cleanup. The staff person shall package waste, serve as final reviewer of sorted waste, prepare required transportation documents, and serve as the site safety coordinator. After consulting the contracting city, Otter Tail County may opt to provide, a qualified person to assist with previously stated duties. The Otter Tail County Solid Waste Director's designee, may, for review purposes, attend any collection event, at no cost to the contracting city.

The contracting city shall be responsible for staffing the collection events in the following manner:

- 1. Four –five persons to help sort waste;**
- 2. Two – four persons to manage traffic, complete surveys and unload vehicles;**
- 3. Contact local fire, police and safety personnel prior to the collection so that if an emergency should arise, emergency personnel are aware of the collection;**
- 4. All volunteers must be at least 18 years of age.**

Any deviation from this format must be pre-approved by Otter Tail County. If sufficient volunteer staffing has not been identified Otter Tail County may, at its discretion, cancel or reschedule the collection.

G. COLLECTION PROCEDURES:

Otter Tail County shall provide the operations and safety manuals. Otter Tail County shall submit these manuals to the Minnesota Pollution Control Agency (MPCA) for approval.

H. COLLECTION SUPPLIES:

Otter Tail County shall purchase and maintain all supplies for operating the mobile unit, including safety equipment, protective clothing, shipping containers, spill containment material, and other necessary

equipment. Use of any supplies and equipment other than those supplied by Otter Tail County must be approved in advance by Otter Tail County staff.

I. COLLECTION SAFETY:

Otter Tail County shall provide necessary safety equipment and safety procedures and shall ensure that all shipping papers and record keeping activities are completed and correct. Otter Tail County staff assigned to the mobile unit by the Otter Tail County Solid Waste Director shall have oversight control of the event collection site in order to ensure that all site activities meet the requirements necessary to comply with federal and state laws regarding hazardous waste management.

The contracting city shall provide worker's compensation insurance coverage for all of its agents, employees, volunteers or invitees.

J. FOOD AND REFRESHMENTS

The contracting city shall provide all necessary refreshments to prevent dehydration and energy loss from occurring to any of the workers. Separate drinking cups or bottles shall be provided in sufficient amounts for all persons working at the collection events. Lunches and snacks must be provided for each worker including those workers provided by the county.

K. EDUCATION

Education efforts shall be a part of all collections and shall be coordinated to whatever extent possible. Information regarding acceptable wastes, delivery of wastes, and all other related items to the mobile unit shall be developed by the county. Any advertising, promotional or educational material shall be the sole responsibility of the county. Publicity and local specific coordination shall be the responsibility of the county.

L. CONTRACT TERM AND RENEWAL:

The term of this Contract, shall be one year from the date of execution by Otter Tail County. At the end of the contract term, the contracting city will be given the opportunity to renew the contract under similar conditions agreeable to both parties.

M. NON-DISCRIMINATION:

During the performance of this Contract, the contracting city shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, national origin, disability, sexual orientation, age, marital status or public assistance status.

N. INDEPENDENT CONTRACTOR STATUS:

It is agreed by and between the parties to this contract that at all times and for all purposes hereunder, the contracting city is an independent contractor and not an employee of Otter Tail County. No statement contained in this contract shall be construed so as to find the contracting city to be an employee of Otter Tail County, and the contracting city shall be entitled to none of the rights, privileges, or benefits of Otter Tail County employees except as otherwise may be stated herein.

O. MUTUAL INDEMNIFICATION:

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Contract.

Otter Tail County's liability shall be limited to the provisions of MN Statute. Cha. 466 (Tort Liability, Political Subdivision) or other applicable law.

P. CONFLICT OF INTEREST:

The contracting city guarantees that no officer, employee, owner, agent, subcontractor, or assignee shall have any interest in and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with performance of this contract.

Q. DISABILITIES ACT:

In fulfilling its duties and responsibilities under this contract, contracting city shall comply with the Americans With Disabilities Act of 1990, Pub.L. 101-336, 42 U.S.C.A. 12101, et. seq. and regulations promulgated thereto.

R. DATA PRIVACY:

For purposes of the Contract all data collected, created, received, maintained or disseminated shall be governed by the Minnesota Government Data Practices Act, MN Statute. Ch. 13 and the Minnesota Rules implementing the Act now in force or hereafter adopted, as well as federal laws on data privacy. The contracting city will strictly comply with these statutes and rules. All subcontractors shall contain the same or similar data practices compliance requirements. The person employed by the contracting city to assure compliance with MN Statute. 13.46, subd. 19(d), shall be authorized representative unless otherwise stated in the Contract.

S. AMENDMENTS & MODIFICATIONS:

Any alterations, amendments, deletions and waivers of the provisions of this agreement shall be valid only when reduced to writing and duly signed by the parties.

T. TERMINATION:

This agreement may be terminated with or without cause by either party upon 30 days written notice.

U. ENTIRE AGREEMENT:

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements in effect between the parties.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed.

COUNTY OF OTTER TAIL

CITY

BY: _____
Chair

BY: _____
Mayor

Date: _____

Date: _____

Clerk

Otter Tail County

Clerk

City

City Council
2021 February Council Meeting
Zoom Id number 267-094-2170
6:30 PM on Tuesday, February 9, 2021

7. Committee Reports

- a. CDH-Vergas Fire Board
- b. Economic Development Authority/Housing Authority
- c. Event Center
- d. Park Board
- e. Personnel
- f. Streets

Files Attached

- 02-03-21 EDA Minutes.pdf
- 2021-01-13 Event Center Meeting Agenda & Minutes.pdf
- 1.21.21 Minutes Parks Board_PDF.pdf
- February Vergas Park and Rec Advisory Board Meeting notes.pdf
- Personnel .pdf
- 2021 January Street Committee meeting.pdf
- snowplowing-damages-in-r-o-w-policy-12-22-11.pdf
- Snow Plowing Policy .pdf

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 11:00 am on Zoom with the following members present: Kevin Zitzow, Bruce Albright, Vanessa Perry, Paul Pinke, and Austin Tegtmeier and Clerk/Treasurer Julie Lammers. Absent: none. Also present: Barbie Porter of Vergas-Frazee Forum.

Meeting was called to order by President Kevin Zitzow.

Approval of Agenda

Approve agenda with additions of budget and member information.

New Member

Members welcomed new member Austin Tegtmeier.

Member Information

Discussed who would replace Duane Strand as Vice-President. Motion by Perry, seconded by Pinke to make Bruce Albright the Vice-President. Motion passed unanimously.

Budget

Lammers reviewed 2020 and 2021 income and expenses.

Approval of Minutes

Motion by Perry, seconded by Albright to approve January 6, 2020 minutes. Motion passed unanimously.

Old Business

EDA/HRA Goals were discussed and approved.

2021 EDA/HRA Goals:

HRA -Housing:

1. Identify buildable lots
 - a. Identify lots within current city limits, owners of said lots, their price, and whether they have City services (water/sewer), or their potential for said services.
 - b. Identify potential building lots within a one-mile radius of Vergas, owners of the lots, and their selling price. Assess potential of providing City services.
2. Review housing study determine the types of housing needed, work with City and private development to furnish said housing.
3. Determine interest in grant or low interest housing program to repair or improve existing housing. (Focus on attaining goal in 2023)
4. Assisting current residents in retaining and maintaining their properties through knowledge of available programs.
5. Aid residential developers by making new built housing more tangible through support of waved permitting fees such as building permits, tax levies, etc.
6. Convey the message that all aspects; live, work, and play; contribute to the existing high quality of life in our community.
7. Look at working with builder/developer for spec homes.

EDA-Business:

1. Meet with existing business owners. Determine how things are going for businesses and if they need our assistance to stay in business or to expand their business.

2. Support current commercial businesses with training and information on available or upcoming funding in order to help them maintain and grow at a successful rate.
3. Continue to explore options for bringing a grocery store to Vergas.
4. Work with Planning and Zoning to review areas within current city limits and within a one-mile radius for potential future business development/growth.
5. Continue redevelopment efforts of unoccupied commercial buildings within the city of Vergas.
6. Encourage well planned quality development of commercial areas.

New Business

Annual meeting was set for 6:30 pm on Wednesday, April 21, 2021. Lammers and Zitzow will look for speakers.

Meeting was closed to discuss purchase of 105 E Main Street.

Meeting was opened. Discussed EDA meeting for March. EDA members Zitzow and Tegtmeier will be out of town on March 3. Meeting moved to Friday, March 12 at 11:00 am being held both on zoom and in the meeting room at the Event Center.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

None.

Follow up Actions

Lammers will add Annual Meeting to City newsletter.

Lammers will contact Amy Baldwin, Otter Tail County and staff from West Central Initiative to speak at the annual meeting.

Zitzow will contact Nate Woodroad, Thrivent Financial for annual meeting.

Lammers will contact Gail Leverson, Widesth regarding changing the date of EDA meeting.

Lammers will contact Otter Tail County and West Central Initiative regarding grants and loans for acquisition of 105 Main Street.

Lammers will contact owners of 105 Main Street.

CITY OF VERGAS
Event Center Advisory Minutes
ZOOM Teleconference
6:30 P.M. on Wednesday, January 13, 2021

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, January 13, 2021 at 6:32 pm with the following members present: Logan Dahlgren, Paul Haarstick, Julie Lammers, Jay Norby and Vanessa Perry. Absent: Mary Ditterich. Guests included: None.

Approval of the Agenda

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

Approval of Minutes from December 9, 2020

Motion by Perry, seconded by Lammers to approve the minutes from December 9, 2020. Motion carried unanimously.

Kitchen Project Update

Discussed replacing the doors to the kitchen. Lammers informed the committee that if both doors are replaced this year, there will be no Capital Expenditure money available for the rest of the year. Lammers informed the committee that the occupancy limits for the Event Center are 87 if no food is provided or 15 people from at most 3 households if food is provided. The consensus was to postpone discussion on the rollup door until next month.

Remodeling Project Update

Work has completed for the season. Lammers will send the committee an updated statement of financial activities for the project to see how it compares to our budget. The remaining work for the spring is about 2-3 days' worth of effort and includes: painting, brickwork, and landscaping.

Haarstick presented a quote for a smart thermostat the Event Center. Lammers informed the committee that there may be some COVID relief dollars available to event centers that could be used for supplies, HVAC updates, and other approved expenses. Lammers will check with Amy Baldwin with Otter Tail County.

Smart Room

Arvig is scheduled to install on January 20, then Viking Library System will install equipment. Committee discussed WiFi Cameras at the Event Center and Smart Room. Need to appropriate signage was discussed. Haarstick will get a quote from an electrician to install power outlets for cameras. Decisions tabled until a quote is secured.

Walking in Event Center

After discussion of cleaning costs and uncertainty with restrictions, walking will not be permitted at the Event Center this season. Will discuss this fall.

Committee discussed possibility of purchasing and installing a smart lock to allow for keyless access to the Event Center. Haarstick to provide a proposal to Norby to bring to Lions for interest and support.

Council Recommendations

None

Follow up Actions

- Lammers – COVID money for event Center
- Haarstick – Electrician quote
- Haarstick – Smart Lock proposal
-

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

1.21.21 Minutes Vergas Parks Advisory Board

1. ZOOM 3:30 p.m.

2. **2021 Budget received.** No discussion. The Budget will now be included with every meeting packet.
3. **Attendance:** Sherri Hanson, Carol Albright, Steph Hogan, Julie Lammers, Mike DuFrane, Matt Engebretson. **Citizens:** Maggie Puetz, Paul Pinke, Mike Goettel, Adam Dresen, Joe Gehrts, Barbie Porter.
4. **December Minutes** approved with a motion by Hogan/second by Albright.
5. **Additions/Deletions to Agenda:**
 - a. **Meeting Date Should be the Fourth Thursday**
 - b. **Skating Rink**
 - c. **Add a Member to the Parks Board**
6. **Citizens Group Report:** Chair Puetz will set a meeting date and time in March at the Event Center for people who want to work with the Parks Board. The Event Center can now hold meetings of up to 15 people if they are wearing masks and social distancing. Each Board member should invite people to join the Citizens Group. Puetz would like to plan an event for Earth Day, officially announcing the Citizens Group.
7. **Resolution:** The Board will not recommend to the Council that a resolution be made granting future owners of the Goettel Property storage on City property in perpetuity for docks and lifts. They are happy to let Goettel store his dock/lift in the Park as was agreed verbally at the time the easement was signed. However, granting storage in perpetuity for future owners doesn't seem to be in the best interest of the City. Goettel said he will pursue legal action to get the storage area secured.
8. **Plans for Goettel's Access:** The County has agreed to the plans provided by KLJ Engineering for a 4' x 8' platform abutting the Boardwalk, as has the property owner, Mike Goettel. After the Council approves the plans, **Lammers will secure the County permit.** Engineering cost was \$776. **Lammers will try to get an estimate for the platform by the next Council meeting.**
9. **Snowmobile Traffic near Parkview Drive:** Albright will contact Howard Olson (**ULTRA Snowmobile Club**) to install 'No Snowmobiling' signs, preventing traffic on the Adam Dresen property. Lammers will ask the Otter Trail Club to place a notice on their website announcing the change in Long Lake access.
10. **Pickle Ball Courts:** The Board agreed to recommend to the Council that the Pickle Ball Court Committee can go ahead with fundraising. Donations can be made on the City website in the Parks and Recreation Category/Vergas Community Fund/West Central Initiative. Hanson noted the gate to the Vanna property could be moved, allowing continued access for Vanna's horses; and if the hill was excavated, there might be more parking space. Size of the courts is 68' x 128'. Albright asked for a drawn plan.

11. Projects Happening and Overseeing Projects: DuFrane prefers that project plans go through him. There seems to be a need for better communication between project committees and City employees.

12. Addition of "Recreation" to the Parks Board: The Council has added that designation.

13. Clearing of Path (Trail): Everyone agreed that keeping the Trail clean is a good thing. It has diverted some snowmobile traffic from the Trail. A resident asked Albright if the Boardwalk could also be cleared. At present, there is no equipment to do so, except shovels.

14. Other:

a. Skating Rink: Joe Gehrts, Loss Control Agent from the League of MN Cities was invited by DuFrane to answer questions. He said the City could maintain a Skating Rink on Long Lake as long as it follows DNR guidelines: Ice must be a minimum 4" thick for skaters and 8"-12" thick for a vehicle. The City is responsible for checking the thickness. It is "pretty well protected" by MN Statute 466.03 subdivision 6e for liability. No warming area or attendant is required on site. There are no size restrictions. DuFrane is uncertain if the rink will be developed this year but will definitely be put in place next year.

b. Adding Members to Parks Board: The Mayor has decided to have only one Council member on the Board instead of two. Therefore, a new member can be added at this time. A motion by Hogan/seconded by DuFrane was approved to add Maggie Puetz as the new Parks Board member. She agreed to continue to chair the Citizens Group.

c. Meetings will continue to be held on the fourth Thursday of every month, as originally agreed. During the holiday season meetings had been held on the third Thursday.

The next meeting will be Thursday, February 25, 2021 at 3:30 p.m. in the Event Center and via ZOOM.

Vergas Park and Rec Advisory Board

January 22nd, 2021

Report from the Park and Rec Advisory Board will be given at the City Council Meeting.

A couple of items I would like to give information on before that meeting.

1. Resolution for storage of city resident living at 1156 E Frazee Ave, Vergas (Mike and Janell Goettel). Goettels are asking for storage of boat lift and dock for perpetuity. **It is the recommendation of the advisory board to not do this.** While there was a verbal agreement with the Goettels to move their boat lift and dock up and store it on city property, it was not the intent that this was for perpetuity. The following items were discussed which support this recommendation:
 - a. It is unknown who the new land owners might be, and that they might have more equipment and even might section off property, and then you would be dealing with multiple people.
 - b. The City may wish to develop and expand services this portion of land, and a resolution would prohibit that.
 - c. The City is not in the business of dock and boat lift storage, there are businesses to do that.
 - d. It is not wise to allow one citizen this privilege.
 - e. There is a misconception from easement signers that they are “owed extra favors”.
2. Snowmobile Traffic on Parkview Drive
 - a. Discussion at the meeting recognizes the issue of snowmobiles going on the private property as well as on the trail and boardwalk.
 - b. Signage will be requested from the Snowmobile clubs.
 - c. Social media will be used to try to educate respectful use of land by snowmobilers, as it is recognized that we do want them to come to our community.
3. Pickleball Courts
 - a. Fundraising through the WCI using the component from Vergas Community Investors and the City of Vergas Website was approved.
 - b. Maps of the location have been looked at, recognizing that although there is not a written easement for Vana property, that there may have been some discussion of access, so it would be in the best interest to create a plan with that in mind.
 - c. Drawings, with exact location and dimensions are needed. Space needed is 128 feet by 68 feet.
4. 2021 Park Board Advisory voting members are: Carol Albright, Sherri Hanson, Steph Hogan and Maggie Puetz. Puetz is also chairman of the Citizens advisory group to the Park Board.

Personnel Policy States:

PTO Leave Requirements

- 1). To remain eligible for health or emergency related PTO leave, the employee is responsible for keeping the City Clerk/Treasurer advised of health status. If a health-related cause for PTO leave results in an absence from work of more than 3 consecutive work day duration, a health professional's written verification of the nature and anticipated length of the employee's health related absence must be submitted prior to the end of business on employee's third day of absence from work. If a doctor's verification is not received, no PTO pay will be issued, and employee's continued absence will be deemed "unexcused".
- 2). The maximum amount of PTO time that shall be allowed to accrue is 200 hours for employees.
- 3). **Should an employee reach the accrued PTO maximum of 200 hours, A plan for leave usage is to be devised to get under the 200 hours with approval at the following City Council meeting.**
- 4). The City of Vergas will pay employee for all accrued PTO leave upon resignation or retirement for those employees leaving in good standing.

Julie Lammers has reached the 200 hours of PTO time for employees (currently at 215.69) and has tried to take time off the past 4 weeks. Due to liquor store employees needing to be home due to illness and end of year reports needing to be filed PTO has not been able to be used.

Plan: Use 40 hours from Feb. 23-March 2.

The City Street Committee met on Tuesday, February 2, 2021, 2pm, at the Vergas Event Center. In attendance were Julie Bruhn, Bruce Albright, Mike Dufrane, Matt Engebretson and 2 Otter Tail Highway Department employee's (Kristi Fields and Stephon)

1. Otter Tail County snow removal and ice control operations were presented. Further discussed was how this is done in Vergas and the verbal agreement in place where the county plows snow to curb or middle of Vergas Main Street and the City of Vergas does the further removal. The City is paid for this service. This agreement has been in place for several years and has been working well for both the county and the city. Copies were provided on the OTC Winter Maintenance Agreement with the city regarding sand/salt materials, OTC Highway Maintenance Operations Policy and OTC winter operations plan.

2. Discussed ice control measures and issues with steep grade hills. The City of Vergas has purchased 50-50 sand salt mix in addition to the 10% mix currently utilized. The county does not sand with cold temperatures and recommended to the City not doing when temperature below 5 degrees. The county noted concerns of having a business utilizing a public road for unloading semi's and asked about alternate routes to prevent slippery issues on the hill going into the main business street. Snow and Ice control are not adapted for fork lifts.

3. Reviewed revised city policy on Snow Removal and Ice control. Changes largely; addition of when snow removal and ice control operations begin, agreement with OTC, snow removal on gravel road and different policy format. The policy revision was concurred upon with minor wording changes. Will bring policy to next City Council meeting for approval.

4. Reviewed revised city policy regarding Snow Plow Damage to Mailboxes, Sod, Sprinkler Systems or Other Property Improvements located in the Right-of-Way. Policy concurred upon with the change as presented. Changes entailed change of Utilities Supervisor to Utilities Superintendent, and different policy format. Will bring policy to next City Council meeting for approval.

5. Discussed operator time and attendance with snow removal and ice control. Utilities Superintendent reviewed how snow removal is conducted and the essential aspects of having self and Maintenance Operator doing the work together. It was agreed there are advantages of having both operators for the operation, however cognizance needed regarding budget when 2 employees on differential pay/overtime.

Recommendations for City Council:

Approval of revised policy Snow Removal and Ice Control

Approval of revised policy Damage to Mailboxes, Sod, Sprinkler System or other Property Improvements Located in the Right of Way.

Recorder/Julie Bruhn

City of Vergas

Policy for Damage to Mailboxes, Sod, Sprinkler Systems, or other Property Improvements Located in the Right-of-Way

INTRODUCTION: Snow plowing and ice control operations may cause property damage, even under the best circumstances and care on the part of the City employees who operate snow plowing equipment. The major types of damage are to improvements located in the City right-of-way that extends beyond the curb location in the public streets. The intent of the right-of-way is to provide room for snow storage, utilities, boulevard trees and other City uses. However, certain private improvements such as mailboxes may be required by the Postal Service within certain residential and commercial areas. Therefore, the City of Vergas will cooperate with the property owner in the event of damaged private property. The City of Vergas may specify when this damage is the responsibility of the City and when it shall be the responsibility of the resident.

POLICY:

1. Mailboxes

The City of Vergas assumes liability for mailboxes damaged during plowing if it is determined that the plow made direct contact with a mailbox that was properly placed and in the standard style. Damaged mailboxes will be fixed or replaced at the discretion of the City. The maximum amount of compensation for the combined damage to the post and box is \$20.00.

2. Lawns

Lawns that are scraped or gouged by City plowing equipment will be responsibility of the homeowner to repair

3. Lawn Sprinkling, Lighting Systems and Sump Pump Discharge Lines

The City of Vergas will assume no responsibility for damage to underground lawn sprinkling systems, exterior lighting systems, sump pump discharge lines and similar landscaping installed in the right-of-way.

4. In instances where there is a disagreement as to the source of the damage and responsibility, the City Utilities Superintendent will determine the responsibility.

Adopted this _____ day of _____, 2020 by the City Council of the City of Vergas.

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

City of Vergas

Snow Removal and Ice Control Policy

INTRODUCTION: The City will provide snow removal and ice control operations in a safe and cost-effective manner; keeping in mind safety, budget and environmental factors. The city will utilize its employee's and equipment and/or private contractors, when necessary, to provide this service.

POLICY:

1. The City Utilities Department decides when to begin snow or ice control operations using the following guidelines:
 - Single event snow accumulation of 3 or more inches Monday-Friday and 4 inches or more on Saturday, Sunday and holidays.
 - Drifting of snow that causes problems for travel.
 - Icy conditions that seriously affects travel.
 - Time of snowfall in relationship to heavy use of streets.
2. Snow plowing and ice control operations:
 - Priority and schedule of street plowing is based on street function, traffic volume and importance to the welfare of the community. The main business streets, adjacent business areas and high-volume traffic routes are plowed first. Per an agreement with the Ottertail County Highway Department, the county plows snow on main street of Vergas (Highway 4), to the curb or middle, and the City of Vergas removes the snow from along the curb or middle of street. The City is reimbursed by the county for snow removal.
 - Operations continue until all roads are passable.
 - Generally, gravel roads are not plowed until frozen, unless over 5 inches of snow or based on conditions impacting road passage.
 - Widening and clean-up operations may occur immediately or on a following work day depending on conditions.
 - Sand and salt mixtures, here and after referred to as sanding, are utilized for ice and slippery areas. Sanding is done the first initial time of plowing operations or whenever hazardous ice or slippery conditions develop. Priority is given to intersection's, curves and hills. Additional sanding is at the discretion of the City Utilities Department. The City of Vergas does not have a dry pavement policy, so drivers will always have to be careful during the winter season.
 - Subject to availability of time, walking paths will be plowed and maintained, however to avoid killing vegetation there will be no sanding.
3. As outlined in City Ordinance 71.04 during a declared snow emergency or after 2 or more inches of snow has accumulated; no motor vehicle shall be left parked on any street or public way in the city until street cleared on both sides of accumulated snow or declared emergency canceled.

4. Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employee's and equipment. Factors that may delay snow and ice control operations include; severe cold, significant winds limiting visibility and rapid accumulation prohibiting effective operations. The City Utilities Department will determine when snow and ice removal operations need to be suspended due to weather conditions.
5. Snow and ice removal from driveways and sidewalks are the responsibility of residential and business property owners. Exceptions may occur as determined by the City Utilities Department in instances of extreme snow volume or other circumstances. It is not the intent to fill resident driveways or sidewalks with snow.
6. The Utilities Department will haul snow away from intersections within city limits when accumulated snow has created an unsafe condition for vehicular or pedestrian passage. Any other hauling away of snow is at the discretion of the Utilities Supervisor.
7. The City Office is kept informed and updated regarding snow and ice operations. Questions or concerns can be directed to the City Office.

8. OTHER CONSIDERATIONS:

- Property owners are responsible for clearing snow and ice away from mailbox to insure delivery of mail.
- To allow for effective snow removal, trash containers should be placed on driveway aprons or boulevards at least 10 feet behind the street curb or edge. Do not place on the street. The City is not responsible for tipped, spilled or damaged containers.
- Fire Hydrants need to be kept clear of snow to allow for quick access in the event of a fire. The City Utilities Department make's every effort to keep hydrants clear, however due to workload, fire hydrants may not be immediately cleared. City residents are asked for support to keep fire hydrants clear of snow in their neighborhood.
- Refer to City Policy regarding damage to mailboxes, sod, sprinkler systems located in the right-of-way.

Adopted this _____ day of _____, 2020 by the City Council of the City of Vegas.

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

City Council
2021 February Council Meeting
Zoom Id number 267-094-2170
6:30 PM on Tuesday, February 9, 2021

8. Staff Reports

- a. COVID19
- b. Utilities Superintendent Report
 - i. Parks
 - ii. Water and Sewer
 - iii. Streets
 - iv. West Lake Street Property
- c. Liquor Store Manager Report

Files Attached

- Utilities Superintendent Report.pdf
- Vergas, MN .100MG EWT Exterior cleaning.pdf
- Vergas, MN .100MG Ten year service agreement.pdf
- 02-09-2021 Liquor Store Manager Report.pdf

February 2021 Council Meeting Utilities Superintendent Report

- Water
 - a. New Chemical Feed Pump.
 - b. MN Health Department conducted annual Inspection.
 - c. KLM Tank cleaning contract.
- Wastewater
 - a. Main Lift Station Cleaned Due to Grease Build Up.
- Streets
 - a. Street Committee Meeting Snow Removal Policy.
 - b. 1 Load of Salt Sand Has Been Distributed on Streets
- Parks
 - a. Met with Howard a member from Ultra snowmobile club, discussed signage on snowmobile trail and other options.



January 13, 2021

By Email Only

Mr. Mike DuFrane
Utility Supervisor
City of Vergas
111 Main Street
Vergas, Minnesota 56587

RE: Proposal to Perform an Exterior Cleaning of the 100,000-Gallon Elevated Water Tower (Tower No. 1) Located in the City of Vergas, Minnesota.

Dear Mr. DuFrane:

KLM is pleased to submit this proposal to clean the exterior of the 100,000-gallon elevated water tower (Tower No. 1) for the City of Vergas, Minnesota. KLM proposes to perform a detailed cleaning of the exterior of this tower in conformance with this proposal.

By choosing KLM Engineering, Inc., the City of Vergas is investing in the knowledge and expertise of a consultant who can perform a thorough cleaning of the exterior of your water tank.

Cleaning of the exterior mold, mildew, dirt and debris can be technically difficult at times. Our experience with coating types and manufacturers gives KLM a competitive edge of how to effectively remove the existing film.

KLM knows and understands what will work to remove the debris and bring the tower's coating back to new like condition. This work is based on years of experience and the correct treatment and washing ratio.

The experience of KLM's staff in water tower inspections has been enhanced by our training as National Association of Corrosion Engineers (NACE) Certified Coatings Inspectors and American Welding Society (AWS) Certified Welding Inspectors. This training, plus the years of experience in abrasive blasting (surface preparation) painting, rigging, welding, and inspecting has given this company a competitive edge for performing this type of work in a safe and professional manner.

Scope of Work

Exterior Pressure Washing

The complete exterior of the tower (roof, tower/stem and shell) shall be cleaned by power washing. Power wash and clean water rinse surfaces shall be completely dry inspected and approved by the Owner.

This work explicitly includes all work and operations, including but not limited to those necessary for: the movement of personnel, equipment, supplies, and incidentals to and from the project site; the establishment and subsequent removal of all offices, Contractor's buildings, and other facilities necessary for work on the project; cleanup of the tower and site and all other work and operations which must be performed or costs incurred prior to beginning and after completion of work on the various items on the project site.

KLM is responsible for the protection of all antennas, cables, and associated equipment from damage during reconditioning. Protection may include the temporary removal of antennas and/or cables from their support mounts to blast and paint behind or beneath these items. All equipment cabinets and buildings must be adequately protected and vented to prevent dust contamination and overheating of equipment. The contractor shall coordinate all work with the antenna owners.

The complete exterior of the tower shall be cleaned by power washing to remove any dirt streaking, water, soap or other debris which may accumulate from the washing operations.

KLM is not responsible for any coating damage that may occur during exterior cleaning. If the exterior protective coatings are failing prematurely KLM will discuss with the owner different options on removing the mold/mildew/biofilm. If the current coatings are visibly showing premature coating failures prior to KLM entering the job site KLM's crew will discuss options for proceeding. If KLM starts the cleaning process and the coatings begin to be removed KLM will discuss this with the owner.

Exterior Cleaning Fees

The cleaning will be performed in accordance with this proposal for a fee of: \$5,500.00.

***The city of Vergas, Minnesota can pay the \$5,500.00 over the next three years.**

2021:	\$1,833.00
2021:	\$1,833.00
2022:	<u>\$1,834.00</u>
Total:	\$5,500.00

Owner's Responsibilities

The Owner's personnel shall be responsible for:

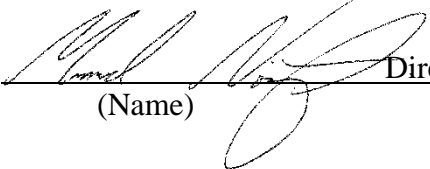
- Providing a live fire hydrant for fresh water for the pressure washer
- Approving the cleaning at the start up and when it's completed.

Agreement

This proposal is valid for sixty (60) days from January 13, 2021. If the City of Vergas finds this proposal acceptable, please sign and return. When KLM receives the signed proposal, we will call the City of Vergas to coordinate a cleaning schedule. When the cleaning is done to the satisfaction of the Owner, KLM will bill the Owner per this agreement.

This agreement, between the City of Vergas, Minnesota and KLM Engineering, Inc. of Woodbury, Minnesota is accepted by:

_____	_____	City of Vergas, Minnesota
(Name)	(Title)	

(Date)		
	Director of Business Development	KLM Engineering, Inc.
(Name)	(Title)	Woodbury, Minnesota

January 13, 2021		
(Date)		

We look forward to working with you.

Sincerely,

KLM ENGINEERING, INC.

Michael Novitzki

Director of Business Development

Phone: 651-773-5111

Fax: 651-773-5222

Cell: 651-440-5058

Email: mnovitzki@klmengineering.com

Enclosure: KLM's Terms & Conditions

U:\Proposals\Vergas, MN .100MG EWT Exterior Cleaning.Doc



January 13, 2021

By Email Only

Mr. Michael DuFrane
Utilities Superintendent
City of Vergas
PO Box 32, 111 Main Street
Vergas, Minnesota 56587

RE: Proposal for a 10-Year Service Agreement to Perform Inspection Services on the 100,000-Gallon Elevated Water Tower Located in the City of Vergas, Minnesota.

Dear Mr. DuFrane:

KLM is pleased to submit this proposal for a service agreement for the 100,000-gallon elevated water tower located in the City of Vergas, Minnesota for a 10-year period, with the first inspection on or before December 31, 2021. KLM proposes to perform an inspection of the existing conditions of the tower on a 5-year cycle.

By choosing KLM Engineering, Inc., the City of Vergas is investing in the knowledge and expertise of a consultant who will perform an accurate and unbiased inspection of your water tower. Our inspections will clearly identify all the maintenance requirements of the tower and recommend when additional maintenance of the tower may be appropriate.

The experience of KLM's staff in water tank inspections is enhanced by our training as National Association of Corrosion Engineers (NACE) Certified Coatings Inspectors and American Welding Society (AWS) Certified Welding Inspectors. This training, plus the years of field experience in abrasive blasting (surface preparation) painting, rigging, welding, and inspection has given this company a competitive edge for performing this type of work in a safe and professional manner.

Documentation

KLM will provide to the Owner a full report in 2021 and a summary report in 2026 and 2031. These reports will provide the following benefits:

Full Report

1. Clearly stating the actual condition of the coatings and structural integrity.
2. Identify the amount of sediment and estimate the next time it needs cleaning.
3. Provide a schedule for performing recommended maintenance work.
4. Provide a Cost Estimate for all recommended repair work.
5. Color photographs and DVD (ROV only) substantiate details of the report.
6. Copies of the report justify maintenance recommendations to decision-makers.
7. The inspection report can be included in the specification document to provide accurate information on existing conditions for bidders.
8. Recommendation of future inspections.
9. KLM will also provide drawings in the report for future maintenance.

Summary Report

1. Clearly stating the actual condition of the coatings and structural integrity.
2. Document the amount of sediment that was removed from the tower.
3. Provide a schedule for performing recommended maintenance work.
4. Color photographs substantiate details of the report.
5. Copies of the report justify maintenance recommendations to decision-makers.

The inspection report will be provided to the City in digital format (PDF) unless indicated to KLM otherwise. After the City receives the report, KLM will follow up to breakdown our discoveries detailed out in the report.

KLM Work Plan**ROV Inspection**

KLM plans to utilize a two-man crew and a Remote Operated Vehicle (ROV) to perform the inspection. This inspection method can be performed in one day.

KLM will provide NACE Coatings Inspectors, whom are properly trained and qualified to perform this type of inspection. To perform an ROV inspection, the Owner would be required to have the water at or near the high-water level (HWL) at the start of the inspection. KLM inspectors will insert a disinfected ROV into the tank interior, for the interior inspection of the roof, roof structure, and all appurtenances such as vents, manways, and ladders. Photographs will be taken with an underwater camera, which will show the coating deficiencies. The camera will be disinfected in accordance with AWWA. The inlet pipe or wet riser is excluded from the inspection, unless otherwise written into this agreement.

Dry Tank Cleanout Inspection

The dry tank inspection is the method recommended by AWWA M 42 D101-53 (R1986) Part A. However, this method of inspection is limited to areas accessible from a ladder or areas that can be reached from the floor.

KLM will inspect the floor, the reservoir walls, and any interior structure accessible by ladders. All accessible exterior surfaces, including the roof, will also be inspected. KLM will measure and photograph all areas that need to be included in the inspection report. KLM will also remove any sediment inside the tower.

When the tower is empty, KLM will perform a clean-out of the interior of the tower and riser. KLM will disinfect the tank in accordance with Method 1, 2, or 3 of AWWA C652-11. KLM will supply the chlorine and do the clean-out of the bottom.

Exterior and Interior Inspection

The exterior inspection is critical for evaluating the coating conditions to determine whether the coating is a candidate for over coating or complete reconditioning. KLM inspectors will also check for structural deficiencies and OSHA compliance.

KLM will provide a NACE Coatings Inspector that is properly trained and qualified to perform this type of inspection. The exterior will be inspected from all areas accessible without rigging unless otherwise written into this agreement. Coating conditions of both the interior and exterior will be examined using several different testing equipment.

Owner's Responsibilities

ROV Inspection

The Owner's personnel shall be responsible for:

- Providing copies of background information on tower, including maintenance records, construction drawings, previous inspection reports, and previous painting or reconditioning specifications. It is especially helpful if this information is collected prior to KLM's personnel beginning its inspection.
- Provide keys for locks and access to the water tower.

Dry Tank Cleanout Inspection

The Owner's personnel shall be responsible for:

- Verifying the tower is empty prior to arrival of inspectors.
- Disposing of sediment removed from the tower.
- Providing copies of background information on the tower, including maintenance records, construction drawings, previous inspection reports, and previous painting or reconditioning specifications. It is especially helpful if this information is collected prior to KLM's personnel beginning its inspection.
- Taking and testing water samples after the cleanout of the tower has been completed.

10 Year Service Agreement

The purpose of a 10-year service agreement is for KLM to perform an AWWA inspection every five years over the ten-year period. KLM's proposed inspection schedule is listed below.

100,000 Gallon Elevated Water Tower			
Year of Inspections	Scope of Work	Price	Report
By December 31, 2021	ROV Inspection	\$2,800.00	Full Report
By December 31, 2026	Dry Tank Cleanout Inspection	\$3,100.00	Summary Report
By December 31, 2031	Dry Tank Cleanout Inspection	\$3,400.00	Summary Report
Total Price:		\$9,300.00	

The yearly cost breakdown of this service agreement is \$930.00 per year over the ten-year period.

If for some reason beyond KLM's control, the inspection of the tower cannot be performed in one day, and KLM must return for a second day to complete the inspection, the cost of a second day of inspection would be on a time & materials basis. KLM can replace the existing manway gasket(s) for a time and materials fee per gasket. A tower that has excess sediment and requires more than 2 hours of cleaning time may result in extra charges above and beyond the original Agreement amount. Fees are subject to change if proposed work exceeds 12 months from this bid proposal.

***KLM will not bill the City of Vergas, Minnesota in a lump sum. KLM will bill the City of Vergas once the owner receives the report for that individual year. The City of Vergas will not be billed until 2021 after they receive the report.**

Terms & Conditions

KLM has attached our standard Terms & Conditions. The Terms & Conditions are part of this agreement between the City of Vergas, Minnesota and KLM Engineering, Inc. unless otherwise agreed to in writing by both parties.

Additional Information

The City of Vergas, Minnesota and KLM may terminate this agreement at any time by providing a written notice. Both parties can modify the duration or the number of inspections per this 10-year contract as needed and approved. Any modification to this agreement must be in writing and signed by both parties.

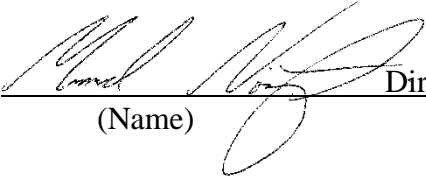
If KLM were to find structural or coating maintenance that is needed, KLM would communicate with the City of Vergas on these findings. Fees for structural and coating maintenance is separate and will be covered on a case-by-case basis with the City of Vergas as needed.

If KLM finds the structure to be unsafe for our crew, we will contact the owner to discuss options.

Agreement

This proposal is valid for sixty (60) days from January 13, 2021. If the City of Vergas finds this proposal acceptable, please sign and return by mail, fax, or email. When KLM receives the signed proposal, we will call the Owner to coordinate an inspection time. When the City of Vergas receives the inspection report, KLM will bill the Owner according to this agreement.

This agreement, between the City of Vergas, Minnesota and KLM Engineering, Inc. of Woodbury, Minnesota is accepted by:

_____ (Name)	_____ (Title)	City of Vergas, Minnesota
_____ (Date)		
 (Name)	Director of Business Development (Title)	KLM Engineering, Inc. Woodbury, Minnesota
January 13, 2021 (Date)		

Sincerely,

KLM ENGINEERING, INC.

Michael Novitzki

Director of Business Development

Email: mnovitzki@klmengineering.com

Enclosed: KLM's Terms and Conditions

Liquor Store Manager Report:

Financial:

Sales \$10,608.25 above January 2020

Expenses \$2,390.42 below January 2020 (expenses in January 2020 were 39,034.47)

Employees:

Currently still at 6 part-time employees, Tammy, Felicia, Isabella, Shawna, Jezmae and Paul.

Building:

Furnace water pump was repaired in the Attic Shoppe by Matt Engebretson.

Sign:

Electronic sign for liquor store continues to get good reviews in the store. Isabella is now updating the sign and the Liquor Store Facebook page.

City Council
2021 February Council Meeting
Zoom Id number 267-094-2170
6:30 PM on Tuesday, February 9, 2021

9. Information & Announcements

- a. LMC 2021 Elected Leaders Institute- January 19-February 26, 2021 (Albright, Fischer & new member)
- b. 2021 Local Board Review, April 4, 2021 at 1:00 pm (All Council Members and Lammers) Vergas Event Center and/or Zoom
- c. Municipal Beverage Association (MMBA), May 1-May 4, 2021 (Lammers) Arrowwood
- d. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
- e. Household Hazardous Waster Mobile Collection July 8, 2021 10 am -2 pm (Volunteers needed)
- f. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- g. Clerks Advanced Academy-September 23-24, 2021 (Lammers)
- h. League of MN Cities Annual Conference (Mayor, Council & Lammers)

Files Attached

- 2021 Local Board of Review and Equalization Notice.pdf

OTTER TAIL COUNTY ASSESSOR'S DEPARTMENT

GOVERNMENT SERVICES CENTER, 505 FIR AVENUE WEST, FERGUS FALLS, MN 56537-1364



Douglas N Walvatne
Otter Tail County Assessor
Office: 218-998-8010

Fax: 218-998-8305
Website: www.co.ottertail.mn.us
E-Mail: assessor@co.ottertail.mn.us

January 20, 2021

Re: 2021 Local Board of Review and Equalization

Dear VERGAS VILLAGE
JULIE LAMMERS

Your **2021** Local Board of Review is scheduled for the following date and time:

DATE: 4/7/2021

TIME: 1:00:00 AM

LOCATION: VERGAS CITY COUNCIL CHAMBERS

If the date or time for your meeting does not work, or if the location is incorrect, please let me know by **FEBRUARY 15, 2021** so we can make the necessary corrections. There are 84 meetings to schedule over a limited amount of time so your effort to accommodate our office is greatly appreciated. **Please remember that State Law requires a quorum at this meeting and the certification of at least one board member that has attended the local board training.**

Otter Tail County Assessment Staff will not attend any LBAE in person due to COVID-19. Instead, we will arrange to attend the meetings virtually and will also coordinate with you if there are members of your board or anyone from the public that would rather attend virtually. Our staff will reach out to each jurisdiction to discuss how your board would like to hold the meeting.

If you have any questions, please contact me. Thank you.

Sincerely,

Douglas N Walvatne
Otter Tail County Assessor
218.998.8018
dwalvatn@co.ottter-tail.mn