

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

- 1. Call to Order**
- 2. Council Member Appointment**
 - a. Appointment
 - b. Oath of Office
- 3. Citizens' Concerns**
- 4. Agenda Additions and Deletions**
- 5. Approval of Consent Agenda**
 - a. Council Minutes of the February 9, 2021
 - b. Bills paid between Council meetings and Council bills
 - c. Liquor Store bills for February 2021
 - d. General Fund/Special Revenue Money Market Account Report
 - e. 2021 Investment Schedule/Bond Schedule
 - f. Late water/sewer bills
- 6. Committee Reports**
 - a. CDH-Vergas Fire Board
 - b. Event Center
 - c. Liquor Store Committee
 - d. Park Board
 - e. Personnel
 - f. Planning Commission
- 7. Staff Reports**
 - a. COVID19
 - b. City Newsletter
 - c. City Meetings
 - d. Utilities Superintendent Report
 - i. Water
 - ii. West Lake Street Property
 - e. Liquor Store Manager Report
- 8. Information & Announcements**
 - a. 2021 Local Board Review, April 7, 2021 at 1:00 pm (All Council Members and Lammers) Vergas Event Center and/or Zoom
 - b. Emergency Planning Summit April 15, 2021 -All Council Members, DuFrane, Lammers) 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)

9. Adjournment

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2. Council Member Appointment

- a. Appointment
- b. Oath of Office

Files Attached

- City Council Applications.pdf

Application for City Council Member

City of Vergas -County of Ottertail
111 E Main Street -PO Box 32
Vergas MN 56587
218-342-2091

Applicant's Name Austin Tegtmeier

Telephone Home: _____ Cell: 218-234-3524 Email Address
tegtmeier.austin1997@gmail.com

Mailing Address: _____ Po Box 171 _____

Address (if Different from mailing address) 541 S Pelican Ave
City Vergas State MN Zip Code 56587

Please answer the following questions:

How long have you lived in Vergas?

20 + years

What is your current occupation and how do you feel this will help you as a Council member?

A: Manger at Spanky's Stone Hearth. Working in the restaurant industry you have to deal with a wide array of people this has helped me think of all sides of situations, theirs and mine. It has also taught me better time management and organizational skills.

The Council requires a commitment currently on the second Tuesday of each month, along with various workshops, attendance at committee meetings and time reviewing council packets before each meeting. Do you foresee any problems attending or preparing for these meetings on a regular basis?

A: No.

Please briefly describe your involvement in Vergas community activities.

A: I am currently on the Community Club Board and newly a board member on the Vergas EDA. I also try to volunteer as much as possible for community events such as, Maple Syrup fest, Looney days, Ole's ride, and the Wine Walk to name a few.

What is your primary reason for wanting to serve on the Council?

A: To help bring a new voice to the council, being 23 years old I may see things different and help bring new ideas to the council.

How do you think your service on the Council could impact the people of this community?

A: I think that having a council with a wide array of ages helps cover all voices within the community.

What would be one personal goal you would like to accomplish on the Council?

A: To work with the EDA on housing in the community and to help with the Goodman's Property on Main Street.

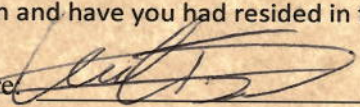
Do you feel as a citizen of this community that you are able to make objective recommendations on various issues?

A: Yes

Are you a qualified city voter? YES

Are you at least 21 years of age? YES

Are you a U.S. citizen and have you had resided in the city for at least 30 days? Yes

Applicant's Signature 

Date: 2-8-2021

Application for City Council Member

City of Vergas - County of Ottertail

111 E Main Street - PO Box 32

Vergas MN 56587

218-342-2091

Applicant's Name Paul A. Priike

Telephone Home: 342-2424 Cell: 218-2341832 Email Address: PPriike68@gmail

Mailing Address: POB 159

Address (if different from mailing address) 201 W. Main St
City Vergas State MN Zip Code 56587

Please answer the following questions:

How long have you lived in Vergas?

43 yrs

What is your current occupation and how do you feel this will help you as a Council member?

Self Employed - Vergas Hardware
available to residents during the day

The Council requires a commitment currently on the second Tuesday of each month, along with various workshops, attendance at committee meetings and time reviewing council packets before each meeting. Do you foresee any problems attending or preparing for these meetings on a regular basis?

NO, I do not.

Please briefly describe your involvement in Vergas community activities.

Commercial Club, Past officers

Lions Club - Past officer

What is your primary reason for wanting to serve on the Council?

To be able to have a positive impact on the City of Vergas

To bring my past exposure on Council to help run the City

How do you think your service on the Council could impact the people of this community?

Hopefully in a positive way. I try to look at both sides

of an issue to find the fair result.

What would be one personal goal you would like to accomplish on the Council?

Two fold - to bring more business to Vergas and increase

available housing for Vergas.

Do you feel as a citizen of this community that you are able to make objective recommendations on various issues?

I try to make recommendations based on the good

Are you a qualified city voter?

Are you at least 21 years of age?

Are you a U.S. citizen and have you had resided in the city for at least 30 days?

Applicant's Signature: Paul A. Priike Date: 1/8/21

Please feel free to use another sheet to answer questions and if you have any questions, please call the City Office.

Please return this form to the City Office 111 Main Street PO Box 32 Vergas MN 56587 by February 11, 2021.

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5. Approval of Consent Agenda

- a. Council Minutes of the February 9, 2021
- b. Bills paid between Council meetings and Council bills
- c. Liquor Store bills for February 2021
- d. General Fund/Special Revenue Money Market Account Report
- e. 2021 Investment Schedule/Bond Schedule
- f. Late water/sewer bills

Files Attached

- 02-09-21 Minutes.pdf
- City Bill Listing.pdf
- Council Bill Listing.pdf
- Feb. Liquor Store Bill Listing.pdf
- General Fund Special Revenue Money Market Account Report.pdf
- 2021 Investment Schedule Bond Schedule.pdf
- Utility Bills Aged Balance.pdf

CITY OF VERGAS
COUNCIL AGENDA
VERGAS EVENTS CENTER
Tuesday, February 9, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, February 9, 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, Keith Sandau, Sherri Hanson, Paul Pinke and Barbie Porter of the Frazee-Vergas Forum.

Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were discussed.

Motion by Dahlgren, seconded by Fischer to accept agenda with the additions of Planning Commission and Traffic Study. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Fischer to approve the following consent agenda items:

Council Minutes of the January 12, 2021

Bills paid between Council meetings and Council bills totaling \$32,467.94

Liquor Store bills for January 2021 totaling \$36,644.05

General Fund/Special Revenue Money Market Account Report

2021 Investment Schedule/Bond Schedule

Late water/sewer bills

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

Hazardous Waste Day contract was discussed and is scheduled for July 8, 2021. Motion by Dahlgren, seconded by Fischer to approve the Hazardous Waste contract with Otter Tail County. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Vacation/Dedication of Glen Street was reviewed by Steve Peloquin regarding the resolution to vacate the Glen Street and dedicate the portion of property City inquired from the Pinkepank's. All deeds regarding the property have been signed. moving of property lines along Glen Street, the vacating of Glen Street and dedicating the street where it currently sits. Motion by Albright, seconded by Fischer to approve the Resolution 2021-001 (a complete text of the resolution is part of permanent public record in the City Clerk's office.) vacate and rededicate part of Glenn Street. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Bruhn reviewed committee member duties regarding the open meeting law and stated to be sure to record meetings with the minutes containing the following when and where meetings are held, who made and seconded motions, how members voted and who was presented at the meeting.

CDH Fire Board budget meeting was held, Bruhn stated there is no change in 2021 from the 2020 budget. The City amount will stay at \$2,904 a quarter. The City of Vergas pays 11 percent of the CDH-Fire board budget.

Albright reviewed the Economic Development Authority/Housing Authority meeting held on February 3, 2021 (minutes available at the Vergas City Office). The annual meeting will be April 21, 2021 at Billy's Corner Bar or zoom.

Lammers reviewed the Vergas Event Center meeting held on January 13, 2021 (minutes available at the Vergas City Office). The smart room at the event center is completed and the committee is working on a smart room policy.

Sherri Hanson reviewed the Park Board meeting held on January 21, 2021 (minutes available at the Vergas City Office). DuFrane stated the snowmobile committee will be running the trail groomer down the trail making a path for snowmobilers and making walking easier on the trail. Park Board recognizes we want snowmobile traffic in town and they will keep that on the forefront. Council was asked if pickleball court committee could use the City website to raise funds. Citizen committee is planning an earth day event on April 22, 2021. Park board recommends the Council not allow property owners to store dock and lifts on city property permanently. Peloquin stated agreement is with Mike and Janelle Goettel and if they sell the property there is no agreement. The easement will stay in place. Discussed the pickle board court and having it placed only on City property. Motion by Albright, seconded by Fischer to allow pickle board committee to start fundraising on City website and to use West Central Initiative component fund to raise funds. After some discussion on funds at West Central Initiative Albright withdrew motion and Fischer withdrew her second. Albright asked that once plan location is marked out, we need to review it with the ball diamond people. Discussed if City is going to maintain the pickle board court. Pickle Ball courts will be used like a tennis court on a first come first serve basis.

Personnel policy states: 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. 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 advised for her to use 40 hours from Feb. 23-March 2. Motion by Dahlgren, seconded by Albright to approve Lammers to exceed 200 hours with the plan to use time from February 23 to March 2, 2021. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

DuFrane reviewed Street committee report (minutes available at the Vergas City Office) held on Tuesday, Feb. 2, 2021. Motion by Dahlgren, seconded by Fischer to approve the snow removal and ice control policy. Peloquin suggested adding some language to the policy stating these are guidelines. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried. Motion by Dahlgren, seconded by Fischer to approve the policy for damage to mailboxes, sod, sprinkler systems, or other property improvements located in the right-of-way. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Albright reviewed Planning Commission meeting minutes of January 25, 2021 (minutes available at the Vergas City Office). Planning Commission requested permission to apply for grants to pay for the comprehensive plan costing \$18,800. Motion by Dahlgren, seconded by Fischer to allow Lammer to look for grants to pay for the comprehensive plan. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried. Lammers explained grants from Otter Tail County for up to \$25,000 per City. Comprehensive plans are eligible for up to \$5,000. Motion by Albright, seconded by Fischer to apply for \$5,000 from Otter Tail County for the comprehensive plan. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Lammers reviewed traffic study of (County Highway 60) Frazee Avenue by the Long Lake beach and trail.

COVID 19 information was provided by Lammers with no updates.

Utilities Superintendent Mike DuFrane provided the following:

- 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.

The health department inspector has visited and will be sending City recommendation of the chlorine pump. Discussed quote for exterior cleaning of the 100,000-gallon elevated water tower. Motion by Albright, seconded by Fischer to have Lammers sign agreement for \$5,500 to be paid over the next 3 years: \$1833.00 in 2021 and 2022 and \$1,834 in 2023. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Lammers reviewed Liquor Store activities.

The following City meetings were mentioned:

- a. LMC 2021 Elected Leaders Institute- January 19-February 26, 2021 (Albright, Fischer & new member)
- b. 2021 Local Board Review, April 7, 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 Waste 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)

The business for which the meeting was called having been completed, the meeting was adjourned at 7:35 p.m.

Clerk-Treasurer Julie Lammers, CMC

CITY OF VERGAS

Bill Listing for February 12 to March 8, 2021

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	9,454.29
DuFrane, Michael	Cell Phone	75.00
Engebretson, Matthew	Cell Phone	25.00
Internal Revenue Services	2021 Withholding Tax	1,528.66
Lake Region Electric	Sign, electricity	12.67
Lammers, Julie	Cell Phone	75.00
Lincoln Marketing Inc	Event, advertising	112.25
Microsoft	All depts., Office 365	21.48
MN Dept. Revenue	2021 Withholding Tax	254.24
MN Dept. Revenue	Sales Tax	81.00
Public Employees Retirement Assoc.	Payroll	914.70
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<hr/> \$12,571.39

Date Range : 2/8/2021 To 3/9/2021

<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>
03/09/2021	Arvig Communication Systems	GG, LS, Event.phone, fax, internet, tv and security	53959	\$1,965.98			
					100-43010-321-	City Shop	\$64.00
					100-41010-321-	GENERAL GOVERNMENT	\$251.33
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$132.16
					100-45110-999-	EVENT CENTER	\$1,518.49
03/09/2021	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, March 2021	53960	\$1,448.62			
					100-41405-131-	Clerk	\$180.07
					601-49440-131-	Water Utilities - Administration and General	\$317.14
					602-49490-131-	Sewer Utilities - Administration and General	\$317.14
					100-43110-131-	Highways, Streets & Roadways	\$317.13
					100-45210-131-	Parks	\$317.14
03/09/2021	Colonial Life	Employee, insurance employee reimbursed	53961	\$217.98			
					100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$159.86
03/09/2021	Dacotah Paper Company	Park, GG, supplies	53962	\$535.49			
					100-41010-211-	GENERAL GOVERNMENT	\$46.50
					100-45210-211-	Parks	\$488.99
03/09/2021	Franklin Fence Company, Inc.	Event, remodel project	53963	\$536.01			
					100-45110-520-	EVENT CENTER	\$536.01
03/09/2021	Grainger	St, supplies	53964	\$48.21			
					100-43110-211-	Highways, Streets & Roadways	\$48.21
03/09/2021	Great Plains Natural Gas Company	City Shop, Event, 2021 utility	53965	\$428.17			
					100-43010-380-	City Shop	\$152.82
					100-45110-380-	EVENT CENTER	\$275.35
03/09/2021	Hansons Plumbing & Heating, Inc.	LS, Attic Shop Pump	53966	\$55.61			

Date Range : 2/8/2021 To 3/9/2021

<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>
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$55.61
03/09/2021	Hawkins, Inc	Wtr, chemicals	53967	\$552.57			
					601-49440-218-	Water Utilities - Administration and General	\$552.57
03/09/2021	Lake Region Electric Cooperative	Yard Waste, lighting & power for camera	53968	\$32.80			
					100-43128-380-	YARD WASTE	\$32.80
03/09/2021	Lakes Area Co-operative	Street, operating fuel	53969	\$118.58			
					100-43110-210-	Highways, Streets & Roadways	\$118.58
03/09/2021	Minnesota Life Insurance Company	Employee Life Ins	53970	\$38.60			
					100-41405-131-	Clerk	\$6.00
					100-43110-131-	Highways, Streets & Roadways	\$6.00
					100-43110-999-	Highways, Streets & Roadways	\$26.60
03/09/2021	Madison National Life Ins Co, Inc	Employee short term Insurance	53971	\$6.21			
					100-43110-130-	Highways, Streets & Roadways	\$2.00
					100-45210-130-	Parks	\$2.00
					601-49440-130-	Water Utilities - Administration and General	\$1.00
					602-49490-130-	Sewer Utilities - Administration and General	\$1.00
					100-41405-130-	Clerk	\$0.21
03/09/2021	Napa Auto Parts	Str, supplies	53972	\$22.26			
					100-43110-210-	Highways, Streets & Roadways	\$22.26
03/09/2021	Olson Oil Co.	All Depts, operating supplies	53973	\$188.60			
					100-43110-210-	Highways, Streets & Roadways	\$188.60
03/09/2021	Otter Tail Power Company	All depts, utility	53974	\$1,673.56			
					100-43160-380-	Street Lighting	\$634.78
					100-45110-380-	EVENT CENTER	\$241.25
					601-49440-380-	Water Utilities - Administration and General	\$402.34

Date Range : 2/8/2021 To 3/9/2021

<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>
					602-49490-380-	Sewer Utilities - Administration and General	\$156.86
					100-43010-380-	City Shop	\$128.34
					100-45210-380-	Parks	\$109.99
03/09/2021	Peloquin, Jenson PLLC	Legal Fees, Invoice 19353, 19354	53975	\$1,307.50			
					100-41610-304-	City/Town Attorney	\$1,307.50
03/09/2021	Productive Alternatives	Event Center, Cleaning	53976	\$86.40			
					100-45110-300-	EVENT CENTER	\$86.40
03/09/2021	Perham Office Supply	GG, office supplies	53977	\$3.75			
					100-41010-210-	GENERAL GOVERNMENT	\$3.75
03/09/2021	RMB Environmental Laboratories, Inc	Water & WW, Chemicals	53978	\$15.00			
					601-49440-218-	Water Utilities - Administration and General	\$7.50
					602-49490-218-	Sewer Utilities - Administration and General	\$7.50
03/09/2021	Steve's Sanitation, Inc.	Shop & Event, garbage pick up	53979	\$305.35			
					100-45110-384-	EVENT CENTER	\$106.36
					100-43010-384-	City Shop	\$198.99
03/09/2021	Vergas Insurance Agency, LLP	Bond, Public Official	53980	\$100.00			
					100-41110-360-	Council/Town Board	\$100.00
03/09/2021	Vergas Hardware	All Depts, supplies	53981	\$44.93			
					100-43110-210-	Highways, Streets & Roadways	\$44.93
Total For Selected Claims				\$9,732.18			\$9,732.18

Date Range : 2/8/2021 To 3/9/2021

<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>
	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 February 2021

Vendor	Description	Total
Artisan Beer Company		353.50
Arvig Communications	Security, phone, tv	132.16
Bellboy Corporation		2,577.75
Bergseth Bros		6,656.50
Beverage Wholesalers		2,310.69
Breakthru Beverage MN Wine and Spirits		1,402.90
Carlos Creek Winery		630.00
City of Vergas	Water/Sewer	58.62
City of Vergas	Payroll	2,828.65
Colonial Life	Em. Reimb. Life insurance	159.86
Dacotah Paper Company	Supplies	75.17
Datamann, Inc	Computer Support	53.80
D-S Beverage		4,466.10
Great Plains Nat Gas	Utility	119.59
Internal Revenue Service	2021 Withholding Tax	736.54
Johnson Brothers Liquor Co		8,580.20
Lincoln Marketing	Advertising	112.25
Mid Central Ice		44.20
MN Dept. of Revenue	Sales Tax	3,980.00
MN Dept. Revenue	2021 Withholding Tax	65.93
Otter Tail Power Company	Utility	378.78
Paustis Wine Company		492.00
Phillips Wine & Spirits		3,290.81
Public Employees Retirement Assoc.	Payroll	530.51
Southern Glazer's of MN		2,238.65
Vergas Fire Dept	Calendar - advertising	175.00
Vergas Hardware	Supplies	15.94
Viking Coca-Cola Bottling Co		197.82
Vinocopia, Inc		673.00
Total		<u>\$43,336.92</u>
February Receipts		<u>37,484.67</u>
	February Operating Income (Loss)	(\$5,852.25)
January Balance		\$8,474.06
	Total Operating Income (Loss)	\$2,621.81

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%	0.49				3,040.76	
Easements	5,210.95	5.04%	0.84				5,211.79	
Event Center	27,422.08	26.50%	4.43				27,426.51	
General	10,453.80	10.10%	1.69				10,455.49	
Park	13,206.83	12.76%	2.14				13,208.96	
Sand Seal (Seal Coating)	23,844.83	23.04%	3.85				23,848.68	
Sidewalk	11,851.35	11.45%	1.92				11,853.27	
Street Improvements/Equipment	8,457.64	8.17%	1.37				8,459.01	
Balance	\$103,487.75	100.00%	\$16.73	\$0.00	\$0.00	\$0.00	\$103,504.48	***
			16.73					

***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	02/28/2021 Balance
Veterans Memorial	0.00	0.00	0.00	0.00	0.00
Event Center	8,649.35	0.16	0.00	0.00	8,649.51
Trails, Parks & Recreation	53.54	0.00	0.00	0.00	53.54
Economic Development	15,312.96	0.28	0.00	0.00	15,313.24
	24,015.85	0.44	0.00	0.00	24,016.29

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>02/28/21</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	103,487.75	0.00	0.00	16.73	103,504.48	0.10	MMDA
Street Debt Service 2006	19919	9,921.23	0.00	0.00	0.00	9,921.23	1.40	2/24/2022
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	119.49	248,323.48		

City of Vergas
Bond Schedule
2021

<u>Title</u>	<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 12/31/2020</u>	<u>Interest Due 12/31/2021</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			Northland					
Refunding Bonds, Series 2019A	43627	985000	Trust					
Total		\$1,759,000.00	Services,					
			0.03096 Inc	2/1/40	985,000.00	366,645.72	1,351,645.72	
					1,417,202.75		1,900,463.97	

AGED BALANCES

CITY OF VERGAS

DATE: 03/08/2021 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 &	\$154.19	\$139.08	\$131.63	\$31.71	\$456.61
621	N	WOODS, CASSANDRA	\$100.73	\$91.03	\$80.03	\$84.78	\$356.57
1361	N	LONGTIN, TRISHA	\$90.43	\$89.67	\$94.33	\$22.84	\$297.27
7701	N	BRACKEN, JOSEPH &	\$102.03	\$98.21	\$0.00	\$110.55	\$310.79
Totals(4):			\$447.38	\$417.99	\$305.99	\$249.88	\$1,421.24

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

6. Committee Reports

- a. CDH-Vergas Fire Board
- b. Event Center
- c. Liquor Store Committee
- d. Park Board
- e. Personnel
- f. Planning Commission

Files Attached

- 02-10-21 Liquor Store Committee MInutes.pdf
- 02-25-2021 Park Board Meeting Minutes.pdf
- CITY OF VERGAS PERSONNEL COMMITTEE MEETING (1).pdf
- 02-22-2021 Planning Commission Meeting minutes 1.pdf
- Liquor Store Proposal.pdf
- 2021-02-10 Event Center Meeting Agenda & Minutes.pdf
- 2021-02-10 Event Center Smart Camera Layout.pdf

CITY OF VERGAS LIQUOR STORE COMMITTEE
WEDNESDAY, FEBRUARY 10, 2021
8:30:00 pm
Zoom & Event Center Meeting

Present: Mayor Julie Bruhn, Council Member Logan Dahlgren and City Clerk-Treasurer-Liquor Store Manager Julie Lammers.

Requested Meeting Items:

Liquor Store Manager Position
Office Space for Manager

Discussion:

The following items were discussed:

Attached Liquor Store Manager proposal regarding the City Clerk-Treasurer-Liquor Store Manger workload. Reviewed hours and pay of manager. Position would be a working manager replacing employees time currently being worked by parttime workers. This position would be a 40-hour employee with no or little overtime who works all shifts. Reviewed costs of hiring a manger and the income of the liquor store over the past years.

Past proposals of getting a liquor store manager. Lammers stated she could provide working liquor store position and past interview information and contact MMBA for any other resources. Dahlgren questioned who the supervisor of the manager would be? Discussed either having City Clerk-Treasurer or City Council be the direct supervisor and train manger.

Sales of the Liquor Store supports having a manager but may cause general fund transfers to be lower.

Area liquor stores. Possibility and impact of Frazee building and/or hiring a new Liquor Store Manager.

Financial audit information: Committee decided to remove the information regarding financial audit from the proposal. Dahlgren proposed the new manager provide a budget with annual net income in 2021 for 2022.

Discussed office space for manager. If Liquor Store Manager is hired, an office space will need to be provided. The office could be put in the backroom with the following items provided: internet, electrical and heat source and walls. Cost estimate to establish the workspace will need to be provided to the Council.

Motion by Bruhn, seconded by Dahlgren to advise personnel committee and Council to proceed with the posting and hiring of a Liquor Store Manager. Motion passed unanimously.

Meeting adjourned at 9:30 pm

Julie Lammers

City Clerk-Treasurer-Liquor Store Manger

Personnel Recommendations:

Divide Clerk-Treasurer and Liquor Store Manager positions
Recommend to Council hiring a Liquor Store Manger

Council Recommendations:

Council to divide Clerk-Treasurer and Liquor Store Manager positions.
Council to approve hiring a full-time Liquor Store Manager to work under the supervision of the City Clerk-Treasurer.

Follow up Actions:

Lammers provide inventory sheets to committee for 2019 and 2020.
Lammers provide job descriptions and information for interviewing managers from past postings.
Lammers to get cost estimate workspace in the backroom of the Liquor Store.

Vegas Parks Advisory Board Minutes

2/25/2021 3:30 PM

Vergas Event Center and via zoom

Attendees: Sherri Hanson, Steph Hogan, Maggie Puetz, Mike DuFrane, and Paul Pinke via Zoom.

January Minutes: Carol Albright had sent the January Minutes to members in the meeting packet. No one had corrections and Maggie Putetz made a motion to approve them. Motion 2nd by Sherri Hanson and approved by board.

Agenda Additions: Steph said she had been asked if the Veterans Memorial Group could somehow receive donations for the grant for their Veterans at the City Office. Sherri said the group would have to contact Julie Lammers when she returns but Sherri thought the Pickleball group was going to do that for their grant as well.

Open Meeting Rules: If the board is holding an open meeting they will be required to provide zoom coverage of that meeting.

Goettel's Property: This property has been sold. The new owner is Ryan Weibye. A letter has been sent to the Goettels from the city regarding the removal of their boat and lift from city property. The board must honor the terms of that letter.

Snowmobiles: Howard, from the Ultra Trail Snowmobile Association out of Becker County, and Mike DuFrane put up signs regarding the use of the trail by snowmobiles. They have been cleaning off the trail this winter because it is icy. Mike said they felt that grooming the trail might be good for both walkers and snowmobiles. Mike thought the trail groomer machine may be too big for snow removal during a normal winter. The Trail Association said no problem this year but might be in a normal winter. The trail groomer is a flat weighted blade which makes the trail level. The fence might be a problem for the equipment that pulls the groomer not the groomer itself. Sherri said the majority of the snowmobiles are going off to the side. The steepness of the ditch is a problem for some inexperienced riders. The snowmobile meetings maybe about done for the season. Mike offered to join the Ultra Association next year to keep informed of what is happening in Becker County. Julie's husband is a part of the Pelican snowmobile club. Their trail comes into Vergas on County 36 but that trail needs to be rerouted out by the water tower. Some riders are coming into town along the lake. Trail has been remarked and signs will be put up. Clubs been good to work with and work to keep folks informed. We need the snowmobiles in town.

Pickleball: Many of the ladies making up the Pickleball group are south for the winter and so not a great deal is happening. They have a listing on the Vergas City website and people can donate to the pickle ball fund project at that website. Paul Haarstick is the person who is in charge of the city's website. The city has gotten back to the group asking for information regarding the dimensions of the courts and the way the courts will be setting on the property before making a final decision. One concern is that if Pickleball does not happen, what would become of the money. There is also no resolution how to continue to provide access to the Vanna property if the courts are built. It is felt that we need to remain good neighbors to Vannas.

Citizens Group: Maggie is finding many of those who say they are interested in being volunteers are not really interested in getting involved. There will be a Citizens Group meeting on March the 23rd. People involved Paul, Dean, Scott Elhke, and Maggie. We could talk to the Lions and Master Gardeners groups about interested volunteers. One of the items on that agenda is a plan for the Earth Day celebration.

Earth Day: Earth Day is April 22. It is hoped the celebration can be held outdoors with the Event Center used if bad weather. Possible activities might be food and kids stations. Kids could have coloring projects, maybe rock painting, planting seeds, and tree planting. Scott at Pet and Garden had bird house kits at an event which would be fun. Food would be simple; chips, brats or hotdogs, and a soda. Event should have a small time frame maybe 4 – 6. We could advertise in City newsletter, make a Earth Day flyer, and have someone at Maple Syrup Fest (Maple Syrup Fest is April 10). We should stay small this year to start the Event so we can build each year. Mike informed us they are getting the picnic tables out for Maple Syrup Fest so they will be available for Earth Day.

Long Range Planning: Sherri is interested in putting artwork out along the trail. This has been done in Park Rapids and there is a grant available for such a project. We would need maybe 6 concrete platforms along the trail for artwork. Pat Shannon might be a source for artists since he participated in the Park Rapids project. There would be specific pieces from different artists for this project. Such activities are good for the city and a way to promote businesses.

There is also some interest in having a City Garden and Maggie would like to see a native restoration project along the trail with a perma culture which once established would take care of itself. She mentioned restoration pebbles used along an Indian path in the cities that forms it's own sustainable path. Mike thought Marks sand and gravel was going to pave the trail. Sherri didn't think so. We also have another bench for the trail in honor of Pat Prenty (check with Rick Nelson or Neil Strawhorn). Mike would like to see concrete pads for benches. Bench on Elhke Beach seems poorly placed but Mike said it was set there specifically for privacy.

Mike says the fence on the trail needs to be replaced. It is deteriorating and Franklin Fence no longer handles that material. Mike needs to be looking at other fencing. This will be huge expense and we have a very limited budget but The trail is busting up in this area. The estimated cost to repair is about \$17,000. People are using trail where it is being cleaned.

88 Parkview Drive: KIJ submitted a bid of \$7,830.00 for staking and locating for the stormwater and trail easement of 88 Park Drive. Sherri doesn't understand the billing. Steph thinks that portion may be \$2,900 which is being tacked on to an existing bid for other work. Question also is why this issue should be part of Park budget anyway. Mike said it's in our budget because they have to put a berm in this area as a result of water coming off the trail.

Agenda for Citizens meeting: List of what needs to be done by group: Clean in front of shelter and trim sumac.

Next meeting: March 25 at 3:30. Sherri will attend March council meeting.

CITY OF VERGAS PERSONNEL COMMITTEE MEETING
Tuesday, February 23, 2021
2:00pm
Vergas Event Center

Present: Mayor Julie Bruhn and City Council Member Natalie Fischer

Discussion:

The Liquor Store Manager proposal was reviewed as forwarded by the Liquor Store Committee. Discussed how this was a full-time working type manager position, by converting an employee position. Based on the provided Liquor Store fiscal history, the position salary could be supported.

Liquor Store Committee is addressing office space and provided prior documents related to Liquor Store Manager interview guide and position description for consideration if the position is approved. The Liquor Store Committee is recommending administrative alignment with the City Clerk Treasurer. Based on information from the Minnesota Municipal Business Association (MMBA), regarding reporting structure of other municipal liquor stores, alignments are 51% City Administrator, 21% City Council, 18% Liquor Store Commissioner, 7% Director of Finance, 2% City Clerk & 1% Deputy Clerk. Since Vergas does not have a number of these positions it was deemed the Liquor Store Committee recommendation was appropriate and workable.

City Clerk Treasurer received an additional \$5.00 an hour to also serve as the Liquor Store Manager. Julie Bruhn noted this has been in place since February 2017 and a salary survey to evaluate City Clerk Treasurer pay versus just relinquishing the \$5.00 an hour would be of value to conduct. Julie Bruhn proposed conducting a salary survey. The motion was seconded by Natalie Fischer.

Meeting adjourned at 2:25pm

Recorder/
Mayor Julie Bruhn

Follow Up Action:

- Conduct Salary Survey of City Clerk Treasurer position.
- Determination of whether Personnel or Liquor Store Committee is taking the lead on the Liquor Store Manager recruitment and hiring, if approved by City Council.

Recommendation for City Council:

- Establishment of Liquor Store Manager position with a reporting structure to the City Clerk Treasurer.

CITY OF VERGAS CLOSED PERSONNEL COMMITTEE MEETING
Wednesday, February 23, 2021
2:30pm
Vergas Event Center

The meeting was called to order at 2:30pm.

Present: Mayor Julie Bruhn, Council Member Natalie Fischer, and City of Vergas Maintenance Operator Matt Engebretson.

Discussion:

The annual review was conducted with Matt Engebretson, City Maintenance Operator.

During the review, Mr. Engebretson noted the need and requested the position be full time versus the current 32 hours/week. It was noted a comparative city review had been conducted by Personnel Committee and was presented at the October City Council meeting. At that time there was no action taken and it was noted further information would be needed to demonstrate the workload for a fulltime maintenance operator and was not built into the budget. Based on similar city comparisons, part time was generally the staffing models.

Recommendation for City Council:

- Approval of salary increase, step 5 to 6, effective March 1, 2021. This was built into the 2021 budget

Meeting adjourned at 3:07pm

Recorder/
Mayor Julie Bruhn

CITY OF VERGAS
PLANNING COMMISSION MINUTES
Monday, February 22, 2021
6:00 pm
Zoom Meeting

The City of Vergas Planning Commission was held on Monday, February 22, 2021 at 6:00 pm on Zoom with the following members present Bruce Albright, Van Bruhn, Robert Jacoby, Natalie Fischer, and Paul Pinke. Absent: None. Also, present Clerk- Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Jeff Hatlewick, Steve Peloquin and Barbie Porter of the Frazee-Vergas Forum.

Bruce Albright opened the meeting at 6:00 pm.

Additions of Interim Use Permit for Mark Sand & Gravel was added to the agenda.

Motion by Pinke, seconded by Fischer to approve the minutes of the January 25, 2021 meeting. Voting yes: Pinke, Jacoby, Fischer, and Bruhn. Voting no: none. Motion carried.

Old Business:

Discussed nuisance property at 421 W Lake Street regarding grade and fill permit. Letters have been sent to the property and they have not responded to the letters. The next step is to have Peloquin Law Office send nuisance letter to property owners.

Discussed comprehensive plan and costs of providing the plan. The base plan would cost \$18,800 and we have applied for a 2021 Community Growth Partnership Grant for \$5,000. Council approved applying for grants for spending \$18,800 for a comprehensive plan. Requested planning commissioners prioritize list for comprehensive plan to be decided at the March meeting.

Townline Road easement was discussed to allow City to cut trees. Hobart Township has easements for property in Hobart Township. The City needs to dedicate the road and get easements for property. City can take road with 33-foot width through public domain or buy property from landowner. Discussed where the center of the road is- does it sit where the current road exists. City would need to have the road surveyed to get the exact location of where the road exists. Discussion is coming from tree trimming for grading and snowplowing. Questioned if trimming trees will solve problem or do trees need to be removed. Road right-of-way needs to be established before we can move forward. City will then need to dedicate where they would like the road to be located. Area will not be able to be developed without this 66-foot road right-of-way dedicated. Bruce Albright and Mike DuFrane will go to property owners and discuss the City intentions of the road. Discussed using Meadow Land Surveying or KLJ to survey the road.

Mark Sand and Gravel has applied for an Interim Use Permit for the gravel pit. Motion by Fischer, seconded by Pinke to hold a public hearing on March 22, 2021 at 6:00 pm. at the Vergas Event Center and on zoom. Voting yes: Pinke, Jacoby, Fischer, and Bruhn. Voting no: none. Motion carried.

Meeting to be held on March 22, 2021 at 6:00 pm. will be at the event center and on zoom.

Meeting adjourned at 7:27 pm.

Secretary,

Julie Lammers, CMC Clerk-Treasurer
City of Vergas

Follow Up Actions:

Lammers to discuss Vergas Truck Route and parking on 1st Avenue with County Engineer.

Lammers will find grants for comprehensive plan.

Planning Commissioners prioritize list for comprehensive plan to be decided at the March meeting.

Peloquin will send nuisance letter for 421 W Lake St regarding grade and fill permit and right-of-way permit.

Ness Backhoe to build berm at 88 Park View Drive.

Lammers will contact Meadowland Surveying for an accurate drawing of Town Line Road.

Actions Completed and Removed from Follow up:

Lammers will send 421 W Lake St a certified letter for grade and fill permit and right-of-way permit.

Lammers will get documentation and history for February meeting regarding Town Line Road.

Council recommendations: none.

Liquor Store Manager Proposal

Background:

- Currently the City Clerk also serves in the role as the Liquor Store Manager. This was established in September 2016 to assume the dual role. The salary was increased \$5.00 an hour in February 2017.
- The Liquor Store has had significant increase in sales, as summarized below, requiring increased inventory management and fiscal responsibilities. This has made the dual role especially challenging and doesn't allow the time to look at efficiencies and improvements, conduct broader marketing & promotions to enhance sales, and give attention to day to day management needs.

	2016	2017	2018	2019	2020
Sales	\$509,898.00	\$528,623.00	\$590,936.00	\$598,425.00	\$735,923.14
Cost of Goods Sold	\$393,365.00	\$394,104.00	\$443,491.00	\$447,799.00	\$520,709.25
Gross Profit	\$116,533.00	\$134,519.00	\$147,445.00	\$150,626.00	\$215,213.89
Operating Expenses	\$111,059.00	\$104,471.00	\$97,980.00	\$103,539.00	\$169,863.70
Operating Income	\$5,420.00	\$31,998.00	\$52,481.00	\$46,380.00	\$ 73,165.91
Transfer to General City Fund	\$0	\$5,000	\$10,000	\$40,000	\$30,000.00
Liquor Store Fund Balance	\$5,420.00	\$26,988.00	\$42,481.00	\$6,380.00	\$17,888.18

*There may be anomalies in 2020 related to covid-19

* Data source audited fiscal data. 2020 not audited.

- There are 6 part time employee's covering 80 hours of weekly operations. There have been ongoing issues with staff turnover; 2 in 2018, 4 in 2019, and 2 in 2020. During 2020, covid-19 had resulted in increased employee absenteeism due to quarantine needs of self or family. Gaps in staff coverage and turn over significantly impacts time needed for liquor store staffing. When short staffed, the City Clerk frequently covers. In the last year this entailed 71.5 overtime hours at an additional salary cost of \$3,635.17. On a day to day basis, the management of the Liquor Store is taking increasing time, which is impacting city responsibilities where aspects of record management and timeliness are hindered.

Proposal:

- Establish a Liquor Store Manager by converting an employee position. This would be a working Manager also functioning as an employee. Salary of a Liquor Store employee is in the range of \$10.60- \$13.50 an hour. Prior to 2017, the Vergas Liquor Store Manager made \$15.07 and \$16.04 an hour. Based on information from the MMBA (Minnesota Municipal Beverage Association) an average salary of a Liquor Store Manager in a smaller community is \$18.00 an hour. This variance in salary from staff to manager would range from \$7.60- \$10.50 an hour. This would be further off set by the additional \$5.00 currently paid the City Clerk for Liquor Store Duties (\$10,400.00 annually) and overtime hours paid in 2020 in the amount of \$3,635.00.

The overall cost of a Liquor Store Manager to the City would be \$43,907.00 based on benefits and a salary of \$18.00 an hour. There is \$10,400 savings from the \$5.00 an hour additional salary to the City Clerk which brings salary impact down to \$33,507.00. This is further off set by the wage already paid to an employee in the range of \$22,048.00- \$28,080 for full time work; reflecting cost impact in the range of \$5,427.00 -\$11,459.00

*This doesn't factor in the overtime paid in 2020 in the amount of \$3635.17, which would vary each year, but would eliminate overtime cost of city clerk, highest paid city employee, doing liquor store duties.

Impact Considerations:

There may be reduced funds available for transfer into the City General Fund, which has occurred annually in varied amounts, as outlined in presented data.

If a decreased liquor store profit would occur, this would impact funds available for salary. However, based on the last 3 years this does not translate into an issue, but the potential exists. Would anticipate improved profit with a manager focused on Liquor Store business.

Options:

1. Immediately proceed to hire a Liquor Store Manager to allow time to recruit and hire a highly qualified person and allow for a complete orientation and training before independent in the role. As previously noted, based on a 3-year period, the average annual turnover is 2.7.
2. Wait to hire a Liquor Store Manager with the next Liquor Store employee vacancy and at this time convert the position to Liquor Store Manager and begin the recruitment and hiring process.

CITY OF VERGAS
Event Center Advisory Minutes
ZOOM Teleconference
6:30 P.M. on Wednesday, February 10, 2021

The City of Vergas Event Center Advisory Committee was called to order by Julie Lammers on Wednesday, February 10, 2021 at 6:38 pm with the following members present: Logan Dahlgren, Paul Haarstick, Julie Lammers, Jay Norby, Mary Ditterich, and Vanessa Perry. Absent: None. Guests included: Barbie Porter of Frazee-Vergas Forum and Austin Tegtmeier.

Approval of the Agenda

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

Approval of Minutes from January 13, 2020

Motion by Dahlgren, seconded by Norby to approve the minutes from January 13, 2020. Motion carried unanimously.

Kitchen Project Update

Ditterich approached Vergas Community Club about new ovens for the event center. Norby stated that planning for Maple Syrup Fest is under way and profits will be put towards the fund for the electric oven. Specific details of the fundraiser are still being decided due to fluctuating restrictions. Lammers reminded the Committee that the council will need to accept any donation and that it should include additional money for the electrical work for installation. Both existing stoves have been repaired within the last six months. Committee discussed benefits of keeping existing ovens and expressed appreciation for the effort of the Lion's.

The space for the serving area into the kitchen is the same on both sides. Committee will need to wait for more information on what should be selected to be installed. Lammers updated the committee that there are minimal events at the Event Center until April.

Discussion about kitchen utensils and equipment going missing, renters are usually informed to bring their own supplies and equipment. Discussion about the stage area and safety.

Remodeling Project Update

No new update since last meeting. Materials are paid. There is a possibility that the exterior door by the Lion's bar may need to be replaced.

Smart Room

This was the second meeting to happen in the Smart Room. Physical meetings and zoom meetings are now allowed. Individuals who would like to use the room are asked to check out materials from the City Office. Committee reviewed policies. Lammers will be creating instructional material.

Motion by Haarstick, seconded by Perry to recommend to council to purchase Wi-Fi cameras and have them installed if the cost is less than \$1,000.

Council Recommendations

None

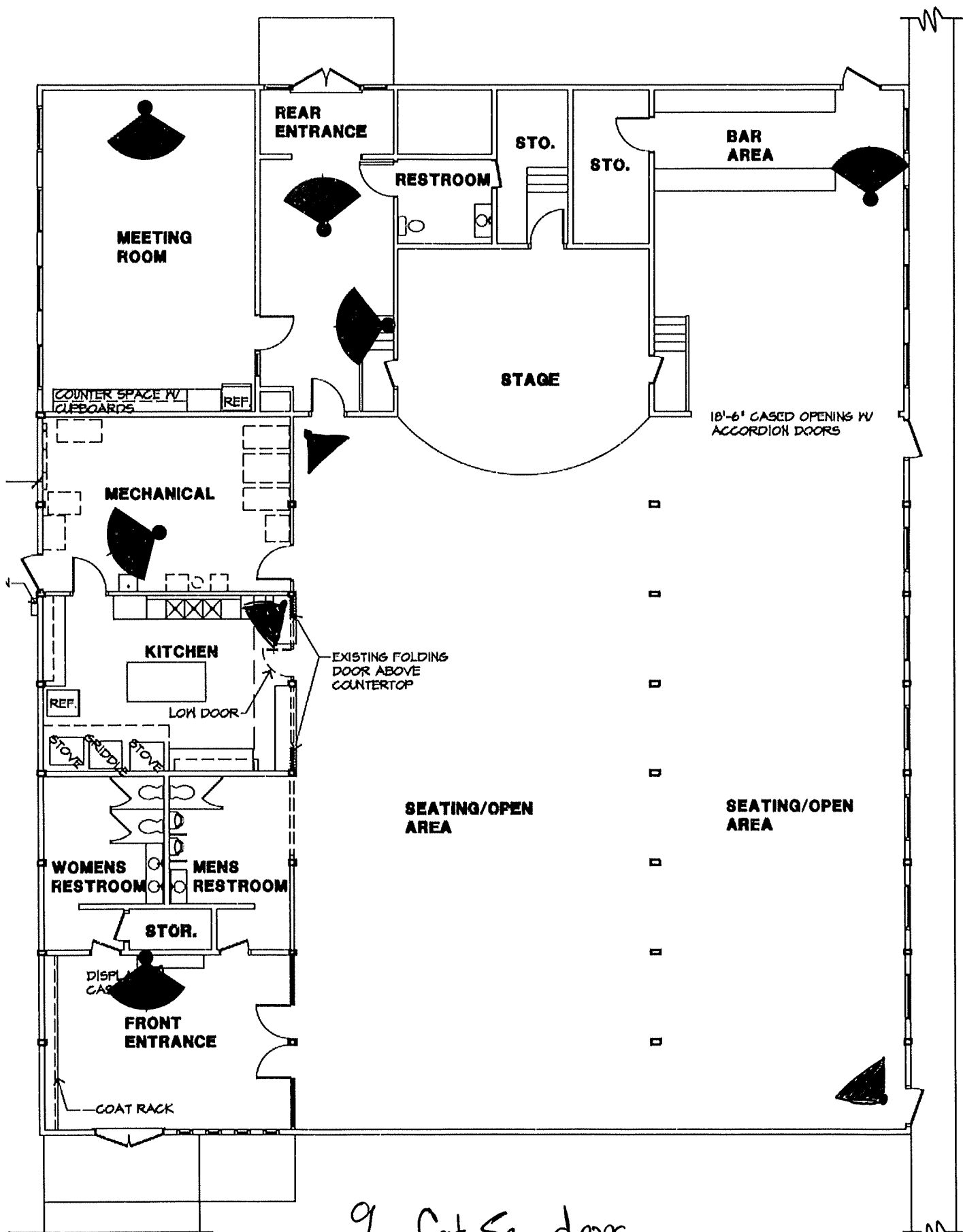
Follow up Actions

- Haarstick – Electrician quote
- Haarstick – Smart Lock proposal

The business for which the meeting was called having been completed, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Paul Haarstick, Secretary



9 Cat Se drops

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

7. Staff Reports

- a. COVID19
- b. City Newsletter
- c. City Meetings
- d. Utilities Superintendent Report
 - i. Water
 - ii. West Lake Street Property
- e. Liquor Store Manager Report

Files Attached

- March Utilities Superintendent report.pdf
- City Newsletter & City Meetings.pdf
- Liquor Store Manager Report.pdf
- Vergas Sanitary Survey 01272021.pdf
- Sonnenberg Excavating Quote.pdf
- Liquor Store Quote - new green treated lumber.pdf

March 2021 Utility Superintendent Report to Council.

1. City Farm
 - a. Cost on fire department burn clean up.
2. Water
 - a. We will be watching weather for fire hydrant flushing. No specific dates currently.

City Newsletter:

- A. Role of the individual councilmember Councilmembers' statutory duties are to be performed, almost without exception, by the council as a whole. For example, it is the council and not individual councilmembers that must supervise administrative officers, formulate policies, and exercise city powers. Councilmembers should devote their official time to problems of basic policy and act as liaisons between the city and the general public. Councilmembers should be concerned, not only with the conduct of daily affairs, but also with the future development of the city. The most important single responsibility of a councilmember is participation at council meetings. In statutory cities, each councilmember, including the mayor, has full authority to make and second motions, participate in discussions, and vote on every matter before the council. Minn. Stat. § 412.191, subd. 2. Minn. Stat. § 13D.04. In a statutory city, the mayor or any two councilmembers of a five-member council or any three councilmembers of a seven-member council may call a special meeting. Care should be exercised to give proper notice, however. As individuals, councilmembers have no administrative authority. They cannot give orders to or otherwise supervise city employees unless specifically directed to do so by the council. The council, however, has complete authority over all administrative affairs in the city. In Plan B cities, this authority is generally restricted to conducting investigations and establishing policies to be performed by the manager.

Mayor Julie Bruhn is requesting permission from the City Council to write an article in the City newsletter each month.

City Meetings:

Smart Room is now functional. All City meetings have been happening in zoom. Does Council want to open the Event Center for all City meetings?

Liquor Store Manager Report:

Building:

Water is leaking along the side of the building into the area below the stairs going to the Attic Shoppe.
Repairs will need to be made in the spring.



Protecting, maintaining and improving the health of all Minnesotans

March 5, 2021

Vergas City Council
c/o Ms. Julie Lammers, City Clerk

Dear Council Members:

SUBJECT: Sanitary Survey Report for Vergas Public Water System (PWS), Otter Tail County,
PWSID 1560029

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards. Michael DuFrane was present during this inspection.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 218/332-5147.

Sincerely,

Lucas Hoffman
Community Public Water Supply Unit
Environmental Health Division
1505 Pebble Lake Road, Suite 300
Fergus Falls, Minnesota 56537-3858



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



System Name: **Vergas**

PWSID: **1560029**

System Contact: **Michael DuFrane**

Survey Date: **01/27/2021**

Surveyor: **Lucas Hoffman**

PWS Type: **Community**

Contact Information

<u>Name</u>	<u>Address</u>	<u>Phone/Email</u>	
Contact			
Michael DuFrane	P.O. Box 32 Vergas, MN 56587	Cell Phone Email	218/234-5110 mikeinvergas@gmail.com
Julie Lammers		Business Phone 1 Email	218/342-2091 cityofvergas@arvig.net

Owner/Responsible Party

Vergas City Council	c/o Ms. Julie Lammers, City Clerk P.O. Box 32 Vergas, MN 56587	Business Phone 1 Email	218/342-2091 cityofvergas@arvig.net
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Financial

City of Vergas	P.O. Box 32 Vergas, MN 56587	Business Phone 1 Email	218/342-2091 cityofvergas@arvig.net
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Sample Bottles/General Correspondence

Vergas Water Superintendent	111 East Main Street P.O. Box 32 Vergas, MN 56587	Cell Phone Email	218/234-5110 mikeinvergas@gmail.com
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Emergency Workday

Michael DuFrane	Cell Phone Email	218/234-5110 mikeinvergas@gmail.com
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Emergency After-Hours

Michael DuFrane	Cell Phone Email	218/234-5110 mikeinvergas@gmail.com
Matt Engebretson	Cell Phone	218/234-7053

Consumer Confidence Report

Julie Lammers	Business Phone 1 Email	218/342-2091 cityofvergas@arvig.net
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Classification Information

Owner Type:	Municipal	Population:	335
System Class:	C	Service Connections:	169
Service Area Characteristics:	Municipal	Class Points:	34

Certified Operators

<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>	<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>
DuFrane, Michael D.	B	04/30/2023			



MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report



System Name: **Vergas**
PWSID: **1560029**
System Contact: **Michael DuFrane**

Survey Date: **01/27/2021**
Surveyor: **Lucas Hoffman**
PWS Type: **Community**

Production Totals

Design Capacity:	150 Gallons per Minute	Emergency Capacity:	100,000 Gallons
Average Daily:	28,000 Gallons	Storage Capacity:	100,000 Gallons
Highest Daily:			

Source Information

Well #1

Unique Well No.: 00520969	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 150
Status: Active	Pumping Rate (gpm): 150
Availability: Primary	Emergency Capacity:
Year Constructed: 1992	Static Depth (ft): 70
Well Depth (ft): 383	Drawdown (ft): 8
Casing Depth (ft): 353	Pump Type: Submersible
Casing Diameter (in): 8	Vulnerable: No
Screen Length (ft): 20	Last Rehabilitated: 2014
Aquifer: Quaternary Buried Artesian Aquifer	

Well #2

Unique Well No.: 00520970	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 150
Status: Active	Pumping Rate (gpm): 150
Availability: Primary	Emergency Capacity:
Year Constructed: 1992	Static Depth (ft): 72
Well Depth (ft): 395	Drawdown (ft): 6
Casing Depth (ft): 355	Pump Type: Submersible
Casing Diameter (in): 8	Vulnerable: No
Screen Length (ft): 40	Last Rehabilitated: 2014
Aquifer: Quaternary Buried Artesian Aquifer	

Treatment Information

TREATMENT PLANT #1

Type: Treatment Plant
Status: Active
Availability: Primary

Source Water: Groundwater
Design Capacity: 150 Gallons per Minute
Emergency Capacity:
Operating Rate: 150 Gallons per Minute

Treatment Objective

Disinfection
Fluoridation
Iron/Manganese Removal

Treatment Process Mechanism

Chlorine/Sodium hypochlorite
Fluoridation/Hydrofluosilicic acid
Coagulation/nonionic polyelectrolytes
Detention (chemical reaction time)
Filtration (Pressure)/Anthracite/Greensand
Oxidation - chemical/Potassium permanganate



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Storage Information

Elevated 100000

Type: Storage-Elevated

Status: Active

Capacity: 100,000

Availability:

Chlorination:

Gallons

Primary

☐



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Bacteriological Sample Site Plan

Distribution

<u>Sample Site ID</u>	<u>Sample Location</u>	<u>Status</u>	<u>Notes</u>
	City Shop	Active	
	Community Center	Active	
	Ball Park	Active	
	City Beach	Active	
	Liquor Store	Active	



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report



System Name: **Vergas**

PWSID: **1560029**

System Contact: **Michael DuFrane**

Survey Date: **01/27/2021**

Surveyor: **Lucas Hoffman**

PWS Type: **Community**

Requirements and Recommendations

Water Source

As a reminder, it is required that a well for a community public water supply be located according to distances specified in Minn.Rules 4725.4450, including not less than 50 feet from a source of contamination including buried sewers (except as specified in Minn. Rules 4725.5850).

Pumps/Pump Facilities and Controls

To ensure continuous service when the primary power has been interrupted, it is recommended that a standby power source be provided through: 1. a direct connection to at least two independent public power sources, or 2. dedicated portable or in-place auxiliary power of adequate supply and connectivity. [Minn. Rules 4720.3927]

Treatment

It is required that the electrical outlet for the fluoride feed pump be clearly labeled to identify the continually energized outlet and the flow controlled outlet. Outlet covers may be used to protect from the accidental use of a continually energized outlet. [Recommended Standards for Water Works 5.4.7c]

It is recommended that when replacing the liquid storage tanks a secondary containment be provided to prevent the accidental discharge of chemical in the event of an equipment failure or spill. [Recommended Standards for Water Works 5.1.9]

Water Storage

It is recommended that the community water storage tank be internally inspected on a regular basis. Tank cleaning should take place every 2 to 5 years based on tank sediments, decline of chlorine residuals within the tank or other indicators of a decrease in water quality.

Distribution

It is recommended that dead ends in the distribution system be minimized by looping. If looping is not feasible, a fire hydrant, approved flushing hydrant or blow off for flushing purposes must be used at the dead ends to maintain water quality and/or chlorine residual. [Recommended Standards for Water Works 8.0]

It is recommended that a valve exercising and replacement program be initiated to ensure valves are in working condition. This will minimize sanitary hazards and inconvenience to the customer when working on the distribution system. [AWWA Standards Distribution Systems Operation and Management, Section 4]



MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report



System Name: **Vergas**

PWSID: **1560029**

System Contact: **Michael DuFrane**

Survey Date: **01/27/2021**

Surveyor: **Lucas Hoffman**

PWS Type: **Community**

Requirements and Recommendations

Monitoring/Reporting Data Verification

The following applicable records are required to be maintained by the water supply system:

- a. Coliform bacteria results - 5 years
 - b. Chlorine residual results - 5 years
 - c. Chemical results - 10 years
 - d. Sanitary survey reports - 10 years
 - e. All lead and copper materials - 12 years
 - f. Consumer confidence reports - 3 years
 - g. Public Notices - 3 years
 - h. Fluoride quarterly results and monthly reports - 1 year
 - i. Turbidity results - 3 years
- [Minn. Rules 4720.0350]

Water System Management/Operation

As a reminder, engineering plans for new, modifications to, or additions to the water supply system, including watermain, are required to be properly submitted to the Minnesota Department of Health for review. All plans must be approved prior to the start of construction. [Minn. Rules 4720.0010]

To ensure security, it is recommended that a daily check of critical system components be conducted, including confirmation that all doors and access hatches are locked.

It is recommended that a security gate/fence be installed at the road's entrance to the water treatment plant. A security gate would reduce the amount of unwanted traffic and visitors.

Operator Compliance with State Requirements

The certified operators are required to qualify themselves by attending waterworks operators training seminars offered throughout the state. Continuing education is valuable experience for anyone engaged in this field. The required contact hours in the previous 3 years for certification renewal are:

- Class A 32 contact hours
 - Class B 24 contact hours
 - Class C 16 contact hours
 - Class D 8 contact hours
 - Class E 4 contact hours
- [Minn. Rules 9400.1200]



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Sanitary Survey Report



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PWS Type: **Community**

Bacteriological Results and Chlorine Residuals

<u>Date</u>	<u>Sampling Location</u>	<u>Chlorine Residual Free / Total (mg/L)</u>	<u>Coliform Bacteria</u>	<u>E.Coli</u>
01/27/2021	Treatment Plant Effluent	< 0.02 / > 2.20	Absent	
01/27/2021	Well #2	/	Absent	
01/27/2021	City Shop	< 0.02 / 1.55	Absent	
01/27/2021	Event Center	< 0.02 / 0.65	Absent	

Sonnenberg Excavating
48990 COUNTY HIGHWAY 17 VERGAS, MN 56587
218-342-2167

Date: 3/9/2021

Bid is for: City of Vergas

Remove burnt house on lake st:

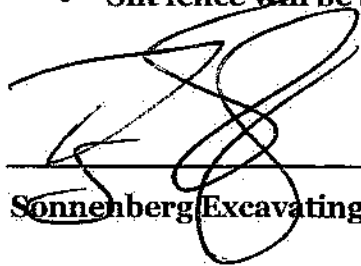
- Remove debris from house including concrete and all debris.....\$3700
 - *option1 : to remove topsoil and push dirt from around the building and reshape and place black dirt.....\$1400
 - *Option 2 fill hole with material from offsite and slope\$4800

TOTAL LESS ALLOTMENTS.....\$3700

TOTAL FILL ALOTMENT(as above).....\$1400

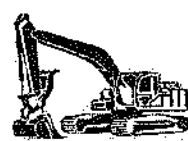
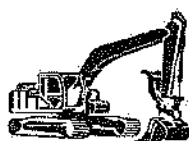
- ❖ Does not include any de-watering that may need to be done
- ❖ Does not include any material other than material on site unless specified
- ❖ Does not include any needed permits
- ❖ Does not include any drain tile or sump pail
- ❖ Any extra rock if needed.....\$300/lb
- ❖ Allotment price is a budget number and will be billed per amount used
- ❖ Does not include price for culvert unless stated above

- 50% down payment required before work begins
- Remaining 50% due upon completion
- Anything extra will be at \$120/machine & \$60/man per hour
- Silt fence will be at additional charge of \$8/ft



Sonnenberg Excavating Contractor

Homeowner Signature



Franklin Fence Co.

PO Box 66 • Vergas, MN 56587

Ph. 218-342-2084

Fax 218-342-2723

ESTIMATE

Job No. _____ Date: 3-8-21

Deliver To: _____

Address: _____

Directions: _____

Street _____ Phone _____

City _____ State _____

Customer Tam Schepper - Vergas Liquor Store

	QTY.	DESCRIPTION	EXT. QTY.	UNIT PRICE	UNIT	EXTENSION
1	19	2x6-16 T&G .60 TRF				720 4
2	1	Box 3 1/2" Deck Screws				108 c
3						
4						
5	190					
6						
7						
8						
9						
10						
11						
12	32	2x6-16 T&G .60 TRF				1213 4
13	1	Box 3 1/2" Deck Screws				108 c
14						
15						
16	260					
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

828.48
Tax 61.10
889.58

with labor

\$1,800 -

1321.44
97.46
1418.90

with labor

\$2,600.00

This estimate is for materials listed above only and is not guaranteed to build or complete any specific project. It is based on pricing as of this date. Prices are subject to change due to a changing market and/or availability. Clerical errors are subject to correction.

Subtotal	
Delivery	
Sales Tax	
TOTAL	

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

8. Information & Announcements

- a. 2021 Local Board Review, April 7, 2021 at 1:00 pm (All Council Members and Lammers) Vergas Event Center and/or Zoom
- b. Emergency Planning Summit April 15, 2021 -All Council Members, DuFrane, Lammers) 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 Waste 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)