

City Council
2021 April Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, April 13, 2021

1. **Call to Order**
2. **Citizens' Concerns**
3. **Agenda Additions and Deletions**
4. **Approval of Consent Agenda**
 - a. Council Minutes of the March 9, 2021
 - b. Bills paid between Council meetings and Council bills
 - c. Liquor Store bills for March 2021
 - d. General Fund/Special Revenue Money Market Account Report
 - e. 2021 Investment Schedule/Bond Schedule
 - f. Budget Reports
 1. General Fund
 2. Water Fund
 3. Sewer Fund
 - g. Late water/sewer bills
5. **Veterans Memorial**

Vergas Veterans Memorial Committee.
Vergas Veterans/Concerned Citizens
6. **Vergas Community Club - Looney Days**

Parade Route
Street Closings - Aug. 13-15
On-sale Liquor License - Beer Garden - located on Railway Avenue
7. **Construction Permits**
 - a. 421 W Lake Street, 40x60 shed and 200 yards of Class 5
 - b. 116 Park View Drive, New Home
 - c. 1060 E Scharf Ave, shoreline work
 - d. 92 Park View Drive, 10x12 shed on empty lot
 - e. 88 Park View, 550 sq ft paver patio, boulder wall, fireplace
114 Park View Drive, rip rap
8. **Engineering Contract**
9. **LMC Webinar: The New Normal: Economic Recovery and Resilience in your Comm**
10. **Committee Reports**
 - a. EDA/HRA Commission
 - b. Event Center Advisory Board
 - c. Park Advisory Board
 - d. Personnel Committee
 - e. Planning Commission
 - f. Yard Waste Committee
11. **Staff Reports**
 - a. Utilities Superintendent Report
 - b. Liquor Store Manager Report
12. **Information & Announcements**
 - a. Emergency Planning Summit April 15, 2021 -All Council Members, DuFrane) Zoom
 - b. Continuation of Board of Review April 27, 2021 6:30 pm (All Council Members, Lammers)

- c. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
- d. Board of Review Training Opens July 1, 2021 (All Council Members)
- 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. Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood
- i. League of MN Cities Annual Conference (Mayor, Council & Lammers)

13. Adjournment

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Files Attached

- 03-09-21 Minutes.pdf
- map of pickle ball.pdf
- 2021 City Bill listing between Council Meetings.pdf
- 2021 Liquor Store Bill Listing for March.pdf

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

The City Council of Vergas met at 6:30 pm, on Tuesday, March 9, 2021 at the Vergas Event Center and on 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, Jeff Hatlewick, Jill Shipman, Sherri Hanson, Paul Pinke, Austin Tegtmeier and Barbie Porter of the Frazee-Vergas Forum.

Mayor Julie Bruhn called the meeting to order.

Council members discussed applications Paul Pinke and Austin Tegtmeier as Council board members to replace the vacancy left by Julie Bruhn in January when she became Mayor. Motion by Albright, seconded by Dahlgren to appoint Paul Pinke as Council Member until December 2022. Voting yes: Dahlgren, Albright and Fischer. Voting no: none. Motion carried.

Clerk-Treasurer Julie Lammers administered oath of office to Council Member Paul Pinke. Bruhn reviewed Pinke's Council Portfolios.

No citizens' concerns were discussed.

Motion by Pinke, seconded by Dahlgren to accept agenda with the additions of Food Trucks and picnic tables request. Voting yes: Dahlgren, Albright, Pinke and Fischer. Voting no: none. Motion carried.

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

Council Minutes of the February 9, 2021

Bills paid between Council meetings and Council bills totaling \$22,303.57.

Liquor Store bills for February 2021 totaling \$43,336.92.

General Fund/Special Revenue Money Market Account Report

2021 Investment Schedule/Bond Schedule

Late water/sewer bills

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

Jill Shipman, owner of Otter Coffee requested the City allow a Food Truck parked on Main Street with the City providing picnic tables and barricades for music along side her buildings on Thursdays from June 3 - August 19, 2021. DuFrane questioned the amount of time it would take city employees to set up and move tables each week. Motion by Pinke, seconded by Fischer to allow music and food truck on Thursdays from June 3-Aug 19, 2021 after 4:00 pm with the City dropping off tables and barricades if Otter Tail County approves the request for the use on Main Street. Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried.

Bruhn reviewed the CDH-Vergas Fire Board information provided at their annual meeting. Many of the fire calls were mutual aid and we had one more call than the year before.

Lammers reviewed the Vergas Event Center meeting held on February 10, 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. Invited everyone to the Event Center Fundraiser of beer and pizza on April 15, 2021. Motion by Albright, seconded by Pinke to allow event center committee to spend up to \$1,000 for WIFI cameras in the event center. Voting yes: Dahlgren, Albright, Pinke and Fischer. Voting no: none. Motion carried.

Sherri Hanson reviewed the Park Board meeting held on February 25, 2021 (minutes available at the Vergas City Office). Motion by Pinke seconded by Fischer to add Maggie Puetz as a voting member of the Vergas Park Advisory board. Voting yes: Pinke, Dahlgren, Albright and Fischer. Voting no: none. Jill Shipmen reviewed Pickle Ball. Discussed map of baseball area and proposed pickle ball court area (map attached to minutes). Budget is \$127,000 for the pickle ball courts and \$25,000 for basketball courts, the goal of the pickle ball group is to be able to use the courts by the end of June. Requested the Council allow City fund at West Central Initiative to raise funds for the pickle ball courts and to have approval to move forward. The City will not have any expenses to build pickleball courts but will take over maintenance of the courts once the courts are completed. Peloquin reviewed the issues of the Pickle Ball court is to be sure the city owns the property and there are no easements, city will own, insure and maintain once they are completed. Motion by Albright, seconded by Pinke to allow pickleball court to raise funds thru West Central Initiative as fundraising fiscal agent and to approve the concept presented in the map provided. Voting yes: Dahlgren, Albright, Pinke and Fischer. Voting no: none. Motion carried. Peloquin stated once the details are worked out, we will need a formal agreement regarding the pickleball courts. Hanson invited everyone to the Park Citizen Group to the Event Center on March 11, 2021 and April 22 Earth Day celebration. Discussing routes coming into Vergas by snowmobilers. Goettel property has been purchased by new owners and the City has no obligation to install/construct platform. Peloquin stated we do not have any rights to work on the property outside of our easement area without current property owner agreement. City needs to wait until new property owner contacts the City to be able to proceed. Bruhn thanked Hanson and park board for all their work.

Bruhn reviewed the personnel committee meeting of February 23, 2021 (minutes available at the Vergas City Office). and Liquor Store committee meeting of February 10, 2021. Motion by Albright, seconded by Pinke to begin the process recommended by the personnel committee to divide the current position of Clerk-Treasurer-Liquor Store Manager to a working Liquor Store manager with the supervision of the Clerk-Treasurer. Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried. Bruhn reviewed the position of Maintenance Operator Matt Engebretson with the recommendation from the personnel committee to increase him to the next step with a 40-cent raise. Motion by Pinke, seconded by Dahlgren to approve 40 cent rate increase to Maintenance Operator Matt Engebretson. Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried.

Albright reviewed Planning Commission meeting minutes of February 22, 2021 (minutes available at the Vergas City Office). Albright reviewed meeting with DuFrane and Keith Bunkowske regarding Town Line Road. Bunkowske would like to see Town Line Road dedicated and right of way easements obtained and following legal proceedings; the City would be able to proceed working on the road. Planning Commission will need to work more on this item once pins are found and survey document is received. There will be a public hearing regarding the gravel permit on Monday, March 22, 2021 at 6:00 pm.

COVID 19 information was provided by Lammers with no updates.

City newsletter information was discussed. Motion by Albright, seconded by Fischer to allow the Mayor and Council members to write articles in the City newsletter. Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried.

City meetings will continue both in person and on zoom and with the smart room we will continue to do so with Council approval. Motion by Pinke, seconded by Albright to allow in person meetings while the Governors Executive orders are in place. Voting yes: Dahlgren, Pinke, Albright and Fischer. Voting no: none. Motion carried.

Utilities Superintendent Mike DuFrane provided the following:

- Water -We will be watching for fire hydrant flushing. No specific dates currently.
- E Lake Street Property – received one bid regarding cleanup and DuFrane will provide a second bid at April Council meeting.

E Lake Street was discussed as a road needing to be closed due to the frost and traffic destroying the road. Pelouquin recommended an agreement with property owners along the road. Albright stated he would go with DuFrane to speak with property owner Tyler Schmidt regarding the road. DuFrane requested meetings with both personnel and yard waste committees.

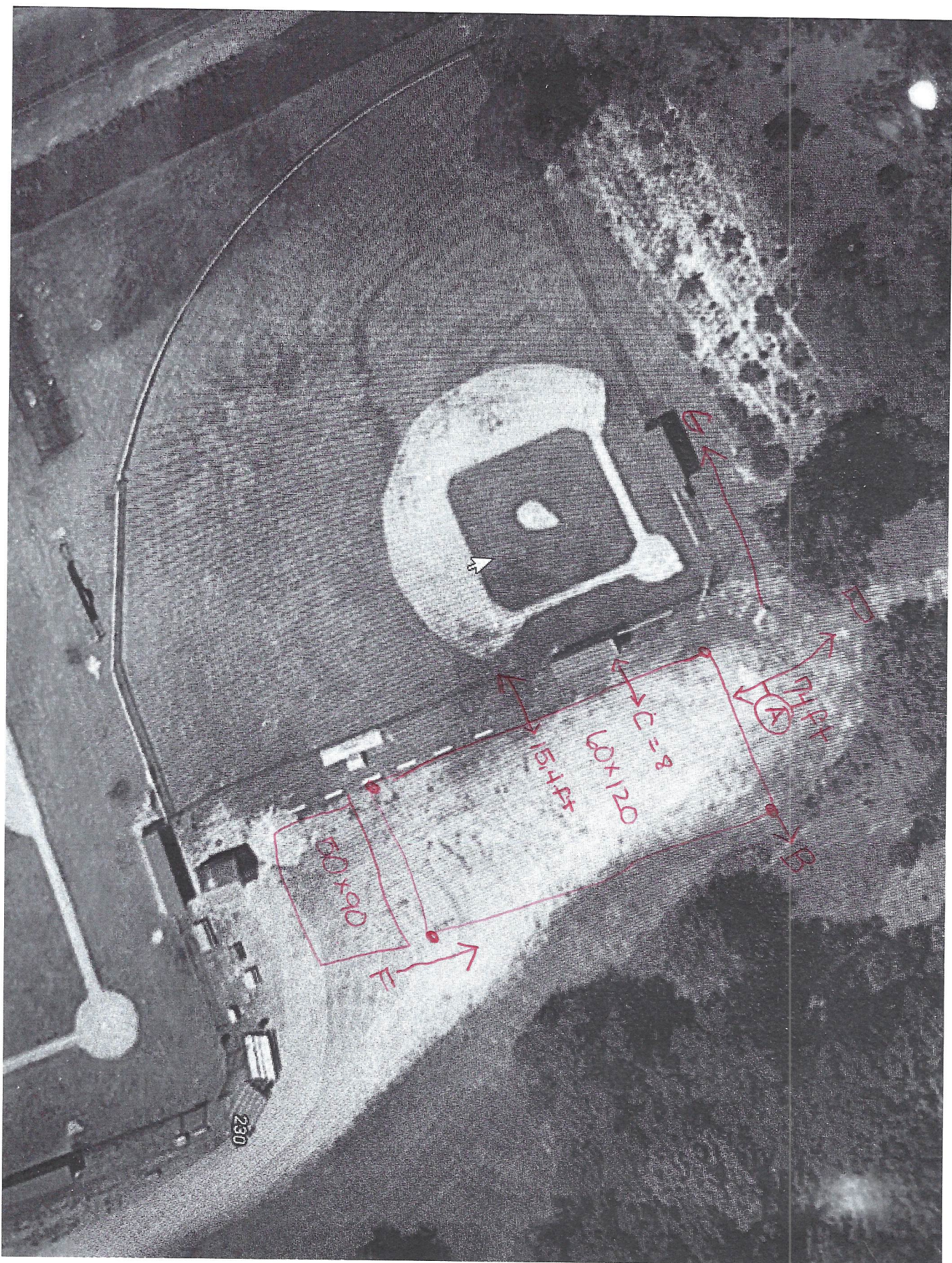
Lammers reviewed Liquor Store activities. Motion by Albright, seconded by Pinke to approve the replacement of boards the side of the liquor store for up to \$2,600 with 2 secured bids with Liquor Store funds. Voting yes: Dahlgren, Albright, Pinke and Fischer. Voting no: none. Motion carried.

The following City meetings were mentioned:

- 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 and Lammers)
- 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 9, 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 8:16 p.m.

Clerk-Treasurer Julie Lammers, CMC



$A = 74 \text{ ft}$
 $B = 18 \text{ ft}$
 $C = 8.4 \text{ ft}$
 $D = 15.4$
 $E = 50 \times 80$
 Parking
 or
 Ball
 $F = \text{drainage}$
 direction
 $G = \text{pyramid}$
 phase 3

CITY OF VERGAS

Bill Listing for March 11 to April 8 , 2021

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	7,814.30
Internal Revenue Services	2021 Withholding Tax	3,028.99
Lake Region Electric	Sign, electricity	12.67
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	55.00
MN Dept. Revenue	2021 Withholding Tax	750.56
Public Employees Retirement Assoc.	Payroll	1,805.61
Verga Fire & Rescue	2019 Fire State Aid & Training	24,617.95
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<hr/> \$38,123.66

2021 Total Operating

\$0.00

City of Vergas Liquor Store Checks Paid in March 2021

Vendor	Description	Total
Artisan Beer Company		591.40
Arvig Communications	Phone, Tv, Security	132.16
Bergseth Bros		7,044.09
Beverage Wholesalers		3,295.59
Breakthru Beverage MN Wine and Spirits		1,275.74
City of Vergas	Payroll	4,300.52
City of Vergas	Water/Sewer	59.24
Colonial Life	Em. Reimb. Life insurance	159.86
Datamann, Inc	Computer Support and Backup	517.60
D-S Beverage		3,664.47
Great Plains Natural Gas	Utility	174.75
Hanson's Plumbing & Heating	Supplies	94.61
Internal Revenue Service	2021 Withholding Tax	1,147.59
Johnson Brothers Liquor Co		3,970.54
Mid Central Ice		51.00
MN Dept. of Revenue	Sales Tax	3,302.00
MN Dept. Revenue	2021 Withholding Tax	122.39
Otter Tail Power Company	Utility	385.09
Phillips Wine & Spirits		6,352.33
Public Employees Retirement Assoc.	Payroll	782.96
Southern Wine & Spirits of MN		3,885.56
Viking Coca-Cola Bottling Co.		292.40
Vinocopia		74.50
Total		<u><u>\$41,676.39</u></u>
March Receipts		<u><u>43,761.24</u></u>
	March Operating Income (Loss)	2,084.85
February Balance		2,621.81
	2021 Total Operating Income (Loss)	\$4,706.66

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5. Veterans Memorial

Vergas Veterans Memorial Committee.
Vergas Veterans/Concerned Citizens

Files Attached

- Veteran Park request.pdf

We request the City Council decline the request of the
Veteran's Memorial Committee for the construction of a Veteran's Memorial.

Wayne Wroblewski 410 West Sunset Strip Vergas, MN 56587
Bobbie Schrupp-Jorgensen 380 S. Pelican Ave. Vergas MN 56587
Morgan Schrupp - 380 South Pelican ave. Vergas MN 56587
Logan Schrupp - 380 South pelican ave. Vergas MN 56587
Dan Beck - 181 South 3rd Avenue, Vergas MN 56587
Nicole Weldon 125 N. 3rd Ave Vergas MN 56587
125 N. 3rd Ave Vergas MN 56587
125 N. 3rd Ave Vergas mn 56587
Jacob Grolbrecht 227 West Main - St mn 56587
~~330 Pelican Vergas~~
PD. Box 207 Vergas
340 Pelican Ave. S. Vergas, Mn 56587
Sara Hamberg 605 W. Stanton, Fergus Falls, MN 56587
81 S 3rd Ave Vergas, MN 56587
451 Pelican Ave Vergas MN 56587
Bri Tschida
170 E Elm Vergas, MN 56587
140 E Elm VERGAS, MN
150 E Elm St Vergas
Mike Maneval 150 E Elm St Vergas
Austin Maneval 150 E Elm St Vergas
Joel Wendt 101 East mill St. Vergas
210 W. Hill St Vergas, MN
Rachel Speltzko 633 Main St NW Elk River, MN 55330
301 E. Frazee Ave #60 MRP 56587
Naomi M Kaulen 44058 45th Ave, Perham, MN 56573
Patricia Shannon 46461 295 Ave, Vergas USA F
40716 Co Hwy 60 Perham MN 56573
42664 St Hwy 87 Frazee, MN 56544

We request the City Council decline the request of the
Veteran's Memorial Committee for the construction of a Veteran's Memorial.

Austin C Testmeier	541 S. Pelican Ave Vergas
Sydney Dahlgren	115 Park View Dr. Vergas, MN
Shawn Day	251 1st Ave N Vergas
Shelley Day	404 W. Sunset Strip, Vergas MN
Gail Donnelly	461 So Pelican Ave Vergas
Josko Buennen	220 West Hill St Vergas
James Aron	220 West Hill St Vergas
John H. Jorgensen	44273 Crystal Falls Dr. Pelican Rapids MN
Alta Schabert	4110 7th Ave NE Perham MN 56556
Matthew Munn	1710 Brainard Blvd. Apt. 204 Detroit La
Haley Sonnenberg	28009 County Hwy 4 Vergas MN 56587
Kyle Smith	46943 Co Hwy 35 Vergas MN 56587
Don Day	44662 County Hwy 31 Pelican Rapids, MN 56571
Shannon Miller	34721 County Hwy 4 Frazee, MN 56501
Colleen Klug	23478 White Pine Rd, Detroit Lakes MN 56501
Sammy Day	3212 W. Sunnybrook drive vergas MN 56587
Justin Clark (Justin Clark)	1155 Longbridge Circle, DL, MN, 56501
Bonnie Bennett	218 Sherman St. DL 56501
Michael Kasper	315 Park Lake Blvd DL 56501
Nick Murray	1330 Lor. Ave DL 56501
Matt Hanson	45750 310th Ave Vergas MN 56587
Kevin Klug	50677 East WYMER LR 56544
Samantha Grouneth	301 E. Main St. Battle Lake MN 56575
John Skow	38786 Benedy Hills Rd. Dent, MN

We request the City Council decline the request of the
Veteran's Memorial Committee for the construction of a Veteran's Memorial.

Duke Anne Ingley 521 West Hill St. Vergas, MN
Bill MOE 401 Railway Vergas USMC Veteran
Peter J. Fathurel 45311 316th Ave. Vergas MN USN/USMC Ve
Tom Falk 45638 Co Hwy 35 Vergas MN
Ben L. Viny 339 E. Frazee Ave. Vergas, MN 56587
Julie Falk 45638 Co Hwy 35 Vergas MN 56587
Kim Bruner 31035 410th St. Vergas, MN 56587
GRACE R. R. 10205 260th Vergas MN
Hill 31870 Co Hwy 30 Vergas MN
Mary H. H. 35531 Co. Rd 60 Frazee MN - NAVY VETAN
Kend R. 306 E. Frazee Ave Vergas, MN. 56587
Simona J. Brown 401 West Lake Vergas MN 56587
Dora H. 561 S. Pelican Vergas MN 56587
Dennis Anderson 541 Pelican VETERAN USN - USMC
Janice A. Anderson 541 Pelican Ave. S. Vergas
Dennis 301 E. Frazee Ave #5 Vergas, MN 56587
H. H. 401 W. Sunset Strip Vergas MN 56587
H. H. 305 Parkview Dr Vergas
Tom Bruner 10412 Altona Ave Vergas
Gwynn Martinson Vet 102 Altona Ave Vergas
D. H. (VET) 420 S. Pelican Ave Vergas
Karin Lundgren 420 S. Pelican Ave. Vergas, MN 56587
Dean H. 131 East Linden St Vergas MN

6 VETERANS

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6. Vergas Community Club - Looney Days

Parade Route

Street Closings - Aug. 13-15

On-sale Liquor License - Beer Garden - located on Railway Avenue

Files Attached

- 2021 Parade Proposal.pdf
- Parade route.pdf
- General Corp Lic-Looney Daze.pdf

Parade Route

City Council Members:

Please consider the following street usages for morning and afternoon of August 15, 2021 for Looney Daze parade events.

Registration

Registration will be on S Railway Avenue in front of Hanson's Plumbing & Heating beginning at 12 (noon)

Line-up

Line-up will be on W Hill Street (beginning at Pelican Avenue down to Unit Ave) and continue onto Unit Avenue (beginning at W Hill Street down to W Mill Street)

Parade Route

- Starts on Pelican Avenue (beginning at W Hill Street) continuing towards downtown Vergas
- Turn Left onto S 2nd Avenue (at Event Center)
- Turn Right onto W Main Street (at Methodist Church)
- Continue down Main Street crossing County 17/Highway 4/1st Ave N and N Railway Ave/S Railway Ave
- Crossing Railroad tracks continuing down Frazee Ave/County 4 (I will again be sitting at the crossing)
- Turn Right onto E Scharf Avenue (at baseball fields)
- Parade ends at E Altona Drive (just past St John's Lutheran Church)

*****See attached map*****

Thank you for your consideration!

Lacey Hoffmann
Parade Coordinator
(P) 218.234.1942
(E) lhoffmann2@hotmail.com

Parade route



Parade Route →

Line-up →

No. 101

\$ 0.00

GENERAL CORPORATE LICENSE
STATE OF MINNESOTA

CITY of VERGAS

COUNTY of OTTER TAIL

Whereas Vergas Community Club has paid the sum of 0.00 DOLLARS to the Treasurer of the CITY as required by the Ordinances of said CITY and complied with all requirements of said Ordinances necessary for obtaining this License:

Now, Therefore, by order of the CITY Council, and by virtue hereof, the said Vergas Community Club is hereby licensed and authorized for:

Temporary On-Sale Liquor License- Beer Garden located on Railway Avenue.
Vergas MN
Friday Aug. 13, 2021 12:00 p.m. to Sunday, August 15 at 11:59 a.m.

For the period of three days starting August 13, 2021 subject to all conditions and provisions of said Ordinances.

Given under my hand and corporate seal of the City of Vergas this 13th day of April 2021 A.D.

Attest _____, Clerk

_____, Mayor

City Council
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7. Construction Permits

- a. 421 W Lake Street, 40x60 shed and 200 yards of Class 5
- b. 116 Park View Drive, New Home
- c. 1060 E Scharf Ave, shoreline work
- d. 92 Park View Drive, 10x12 shed on empty lot
- e. 88 Park View, 550 sq ft paver patio, boulder wall, fireplace
- 114 Park View Drive, rip rap

Files Attached

- Construction Permit for 421 W Lake Street.pdf
- Construction Permit -116 Park View Drive, Boehm, chuck & vanessa - new house.pdf
- Construction Permit -1060 E Scharf.pdf
- Construction Permit -92 Park View Drive.pdf
- Construction Permit -88 Park View Drive.pdf
- 114 Park View Drive.pdf

Permit Number: 2021-2 Date Received: 4-21-21 Parcel Number: 82000500010003

Construction Permit Application

To the City Council of the City of Vergas in the County of Otter Tail, State of Minnesota:
Application is hereby made by the undersigned for a Construction Permit as provided by City Ordinance as adopted by the City of Vergas.

- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES BEFORE THE BUILDING PERMIT WILL BE APPROVED.
- **All Electrical work MUST have an electrical permit, which must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.**

Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____
Property: Width _____ feet, Length _____ feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: Aaron Scott; Michele Scott

Address of Construction Project: 421 West Lake Street

Mailing Address: P.O. Box 184 Phone: 218-234-0308

Name of Owner (If not the Applicant): _____

Address of Owner (If not the Applicant): _____

1. Permit to (CIRCLE ONE)

Build
Move

Install
Demolish

Addition
Repair

Alter
Remodel

Description of work to be done:

40 x 64 with 16' side walls 2 garage doors 2 main doors

2. Proposed use of building: (CIRCLE ONE) Residential Commercial

3. **VALUATION** (not just your cost) of work being completed: \$ 37,000.00

Building Contractor:

Name: JEFF PERRIN License Number: 80063671 Phone: 218-849-2469

Plumber: (must have MN License) NA

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

4. Attached a "Site Plan", showing the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition, or remodel.

5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vergas.

6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT

7. APPLICANT'S SIGNATURE: [Signature] DATE: 3-23-21

FOR OFFICE USE ONLY

\$ 0 Water Hook-up \$ 0 Sewer Hook-up
\$ 125 Permit Fee \$ 0 Tar Break Up Deposit
\$ 125 Total Fees

Receipt # 129044 Date Paid 3-23, 20 21

Form given to client to display the permit to be visible from the street & to notify office of completion.

Signature: _____ Date: _____, 20____
(Permitting Authority)

Date Approved by Council: _____, 20____

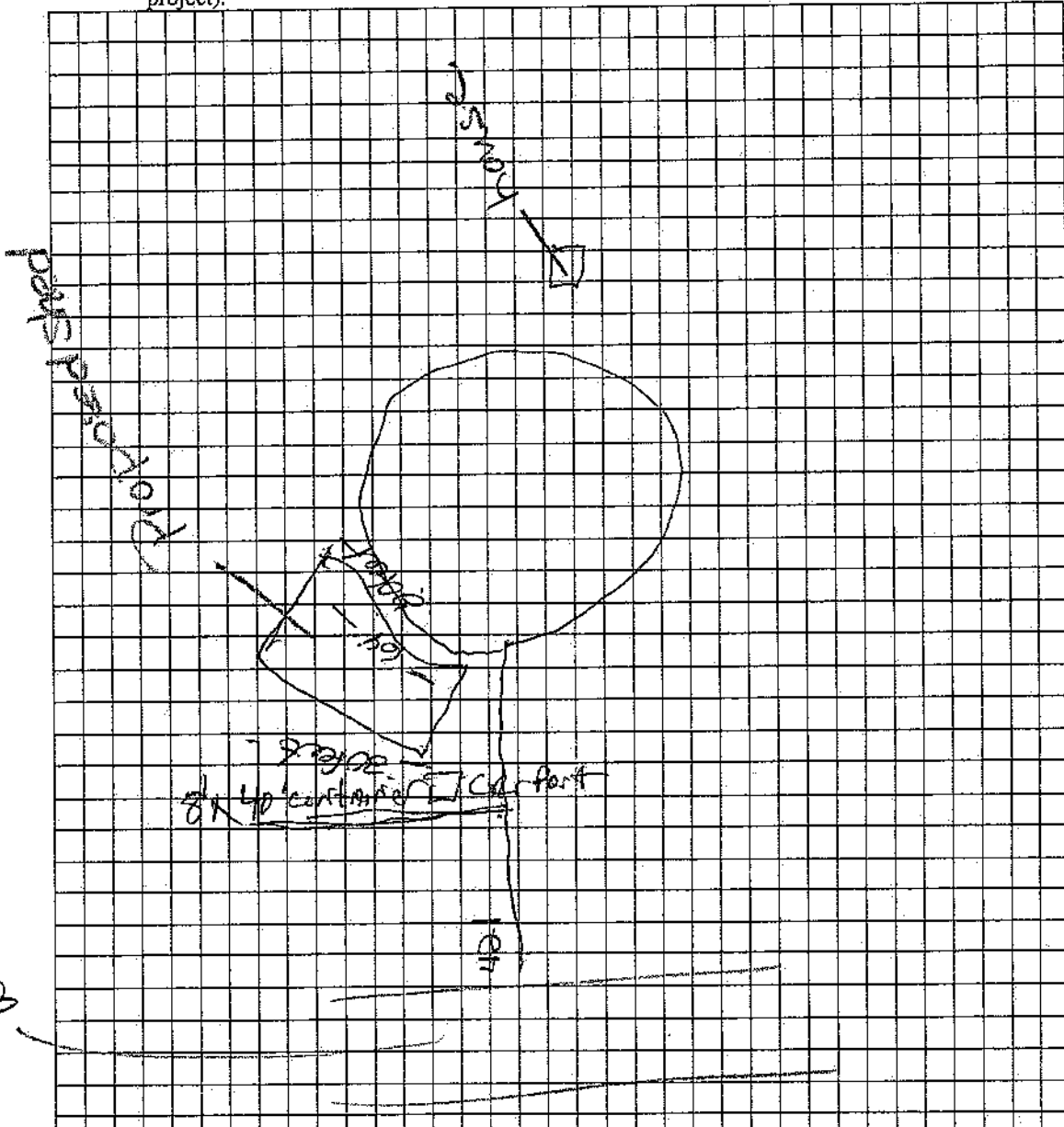
Permit expires in one year if project is not complete please reapply for permit.

CONSTRUCTION APPLICATION SITE PLAN DESIGN

1. Please identify and describe the work to be covered by the permit for which application is being made on the line provided below:

40 x 64 Pole Shed - Garage

2. Please sketch the proposed project on the graph below. Describe the land on which the Proposed work is to be done (note the lot size and dimensions and locations of proposed project).



I do hereby say that the facts stated by me in the above site application are true to the best of my knowledge and belief. Please be aware that no construction shall begin until the Zoning official has approved the plans and revisions the site plan if necessary, and has indicated approval to begin.

Signature of Applicant

Date

Zoning Official

Date

Form approved by City of Vegas Council 11/07/2011

Permit Number: _____ Date Received: _____ Parcel Number: R 82000990173000

Construction Permit Application

To the City Council of the City of Vergas in the County of Otter Tail, State of Minnesota:
Application is hereby made by the undersigned for a Construction Permit as provided by
City Ordinance as adopted by the City of Vergas.

- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES BEFORE THE BUILDING PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit. That must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot ONE, Block ONE, Addition Katzke Acres
Property: Width 100 feet, Length 203 feet

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$350.00, SEWER IS \$550.00

Name of Applicant: Charles and Vanessa Boehm

Address of Construction Project: 116 Park View DR.

Mailing Address: 1513 40th AVE S. Phone: 701-219-4328

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Description of work to be done:

New Home Build

2. Proposed use of building: (CIRCLE ONE) Residential Commercial

3. VALUATION (not just your cost) of work being completed: \$350K

(Quality Construction)

Contractors Name: Jason Johnson

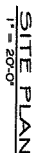
License Number: BC639516

Phone: 218-640-5127

4. On the attached "Site Plan", please show the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blue print or Design Drawings must be submitted for any new construction, addition or remodel.

Form approved by City of Vergas Council 11/07/2011

२४३००११०१७३०००



Page 26

AG

HILLTOP LUMBER
We help plan, supply and deliver dreams.
ALEXANDRIA • GLENWOOD • PARKERS PRairie • BRANDON • OTTUMWA

Permit Number: 2021-04 Date Received: 4/11/21 Parcel Number: 82000990269000

Construction Permit Application

To the City Council of the City of Vergas in the County of Otter Tail, State of Minnesota:
Application is hereby made by the undersigned for a Construction Permit as provided by City Ordinance as adopted by the City of Vergas.

- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES BEFORE THE BUILDING PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit, which must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____

Property: Width _____ feet, Length _____ feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: Brian and Brenda Tangen

Address of Construction Project: 1060 E Scharf Ave

Mailing Address: 604 2nd St SW France, MN 56544 Phone: 218-849-5129

Name of Owner (If not the Applicant): _____

Address of Owner (If not the Applicant): _____

1. Permit to (CIRCLE ONE)

Build	Install	Addition	Alter
Move	Demolish	Repair	Remodel

Description of work to be done:

Tony Sonnenberg is going to do some shoreline work, Remove stumps, a couple trees and clean up the area. He is also going to add Rip-Rap to Shoreline.

2. Proposed use of building: (CIRCLE ONE) Residential Commercial

3. VALUATION (not just your cost) of work being completed: \$ _____

Building Contractor:

Name: _____ License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

4. Attached a "Site Plan", showing the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition, or remodel.

5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vegas.

6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT

7. APPLICANT'S
SIGNATURE: *Alvin Banda Jansen* DATE: 4/1/2021

FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up
\$ _____ Permit Fee \$ _____ Tar Break Up Deposit
\$ 25.00 Total Fees

Receipt # _____ Date Paid 4-1, 2021

____ Form given to client to display the permit to be visible from the street & to notify office of completion.

Signature: _____ Date: _____, 20____
(Permitting Authority)

Date Approved by Council: 4/13, 2021

Permit expires in one year if project is not complete please reapply for permit.

[illegible]

Figure 6

Centre for Environmental
Quality of Cities, Bonn

Handy Books

[illegible][illegible]

DATE	DESCRIPTION	AMOUNT	BALANCE
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2025	...		

Department (s)	Number of Pages
Men's, Boys' Pajamas, King Circle	
Occasional, Christmas, Substitution Plot	

Figure 1

As a member candidate of the 21st Council of the City of Vienna (Bürgermeister) in 1904.

At a regular meeting of the Planning Commission of the City of Kansas, Missouri, on the _____ day of _____, 2008, the
of KANSAS, MISSOURI, BEING ADOPTED IN THE CITY OF KANSAS, MISSOURI, was duly adopted.

11. *Journal of the American Medical Association*, 2000, 284: 2561-2566.

The job in the City of Oregon is hereby approved this _____ day of _____, 2023.

DATE _____ 10/10/2019
 My account type is SAVING and I
 have 1 account with you.

Figure 1. Schematic representation of the experimental design. The subjects were divided into two groups: the control group (CG) and the experimental group (EG). The CG was divided into two subgroups: the control group (CG) and the control group (CG). The EG was divided into two subgroups: the experimental group (EG) and the experimental group (EG). The CG was divided into two subgroups: the control group (CG) and the control group (CG). The EG was divided into two subgroups: the experimental group (EG) and the experimental group (EG).

Tense fold and larvae arrived the day of

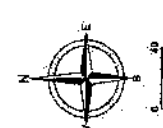
Figure 1 is a line graph showing the number of cases of COVID-19 in the United States from March 2020 to March 2021. The y-axis is labeled 'Number of cases' and ranges from 0 to 1,000,000. The x-axis is labeled 'Date' and shows months from March 2020 to March 2021. The graph shows a sharp increase in cases starting in March 2020, peaking in May 2020 at approximately 1,000,000 cases, followed by a decline and then a second, smaller peak in November 2020 at approximately 200,000 cases. Cases then decline again, with a small uptick in March 2021.

[illegible]

Downloaded from <http://www.jstor.org/stable/2346097> on Wed, 23 May 2012 12:00:00 PM

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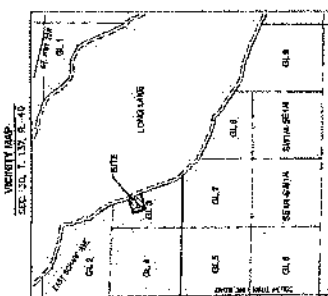


LEGEND

- POINT RIVER MANAGEMENT
- OPEN MOUNTAIN AT AND MOUNTAIN WITH LAND SURVEYING AND SURVEY

BOUND OF MOUNTAIN
THE SOUTH LINE OF
THE MOUNTAIN
AT THE POINT
ADDITION HAS A RECORD
RECORD OF MOUNTAIN

15,250, 11, 11.



Permit Number: _____ Date Received: _____ Parcel Number: _____

Construction Permit Application

To the City Council of the City of Vergas in the County of Otter Tail, State of Minnesota:
Application is hereby made by the undersigned for a Construction Permit as provided by City Ordinance as adopted by the City of Vergas.

- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES BEFORE THE BUILDING PERMIT WILL BE APPROVED.
- **All Electrical work MUST have an electrical permit, which must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.**

Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____

Property: Width _____ feet, Length _____ feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: JEFF LANEY

Address of Construction Project: 92 PARK VIEW DR.

Mailing Address: 710 3RD AVE NE Phone: 701-306-6238

DELRWORTH MN. 56529 TRUCKMANJL@AOL.COM

Name of Owner (If not the Applicant): _____

Address of Owner (If not the Applicant): _____

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Description of work to be done:

PUT IN 10 X 12 SHED

2. Proposed use of building: (CIRCLE ONE) Residential Commercial

3. **VALUATION** (not just your cost) of work being completed: \$ 4000

Building Contractor:

Name: SELF License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

RECEIVED

APR 07 2021

CITY OF VERGAS

4. Attached a "Site Plan", showing the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition, or remodel.
5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vegas.
6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT
7. APPLICANT'S SIGNATURE: [Signature] DATE: 4-5-21

FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up

\$ _____ Permit Fee \$ _____ Tar Break Up Deposit

\$ 25.00 Total Fees

Receipt # _____ Date Paid _____, 20__

Form given to client to display the permit to be visible from the street & to notify office of completion.

Signature: _____ Date: _____, 20__
(Permitting Authority)

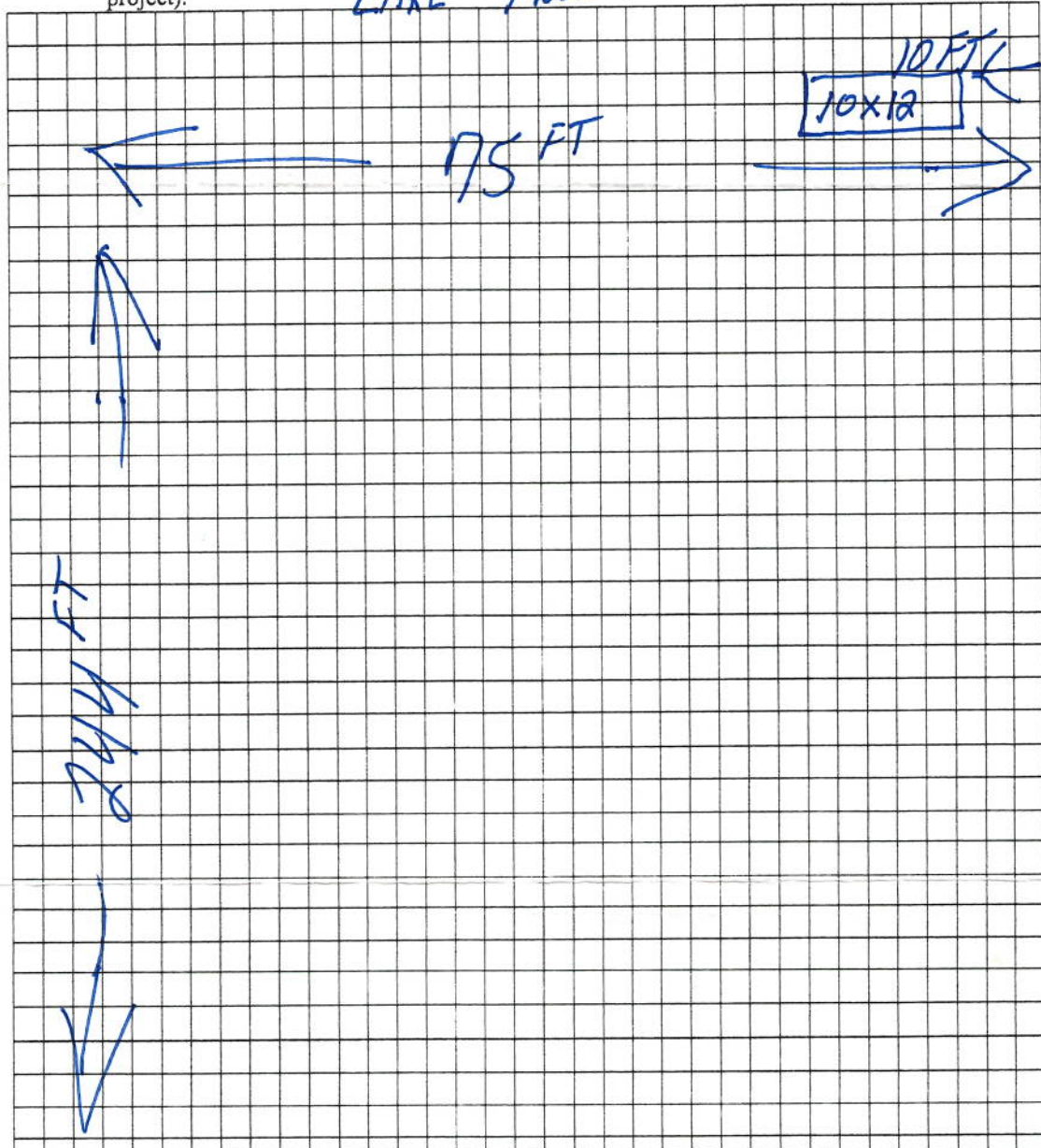
Date Approved by Council: _____, 20__

Permit expires in one year if project is not complete please reapply for permit.

CONSTRUCTION APPLICATION SITE PLAN DESIGN

1. Please identify and describe the work to be covered by the permit for which application is being made on the line provided below:

2. Please sketch the proposed project on the graph below. Describe the land on which the Proposed work is to be done (note the lot size and dimensions and locations of proposed project).



I do hereby say that the facts stated by me in the above site application are true to the best of my knowledge and belief. Please be aware that no construction shall begin until the Zoning official has approved the plans and revisions the site plan if necessary, and has indicated approval to begin.

Signature of Applicant

Date

Zoning Official

Date

Form approved by City of Vergas Council 11/07/2011

Jeff Laney

710 3rd Ave. N E

Dilworth MN 56529

Permit Number: _____ Date Received: _____ Parcel Number: _____

Construction Permit Application

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- **All Electrical work MUST have an electrical permit, which must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.**

Property Description: (NEW CONSTRUCTION ONLY)
Lot 1, Block 3, Addition KATZKE ACRES 1ST ADD.
Property: Width 92' feet, Length 200 feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: MARK WEEKLEY - MW LANDSCAPING

Address of Construction Project: 88 PARK VIEW DR

Mailing Address: 25382 WILLOW CT Phone: (612) 306-4333
NEW PRAIRIE, MN 56071

Name of Owner (If not the Applicant): ADAM & TARA DRESEN

Address of Owner (If not the Applicant): 25382 WILLOW CT, NEW PRAIRIE, MN 56071

1. Permit to (CIRCLE ONE)
- | | | | |
|-------|----------------|----------|---------|
| Build | <u>Install</u> | Addition | Alter |
| Move | Demolish | Repair | Remodel |

Description of work to be done:
INSTALL 550 SQ FT OF PAVEMENT PATIO, 25' X 2.5' BOULDER WALL, 6 STEPS, FIREPLACE, 12 YDS BEACH SAND

2. Proposed use of building: (CIRCLE ONE) Residential Commercial

3. VALUATION (not just your cost) of work being completed: \$45,000

Building Contractor:

Name: MARK WEEKLEY License Number: _____ Phone: 612-240-1437
MW LANDSCAPING

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

Form approved by City of Vergas Council 09/12/2017

4. Attached a "Site Plan", showing the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition, or remodel.
5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vegas.
6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT
7. APPLICANT'S SIGNATURE: M. [Signature] DATE: 4/6/2021

FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up
\$ 25.00 Permit Fee \$ _____ Tar Break Up Deposit
\$ 25.00 Total Fees

Receipt # _____ Date Paid _____, 20__

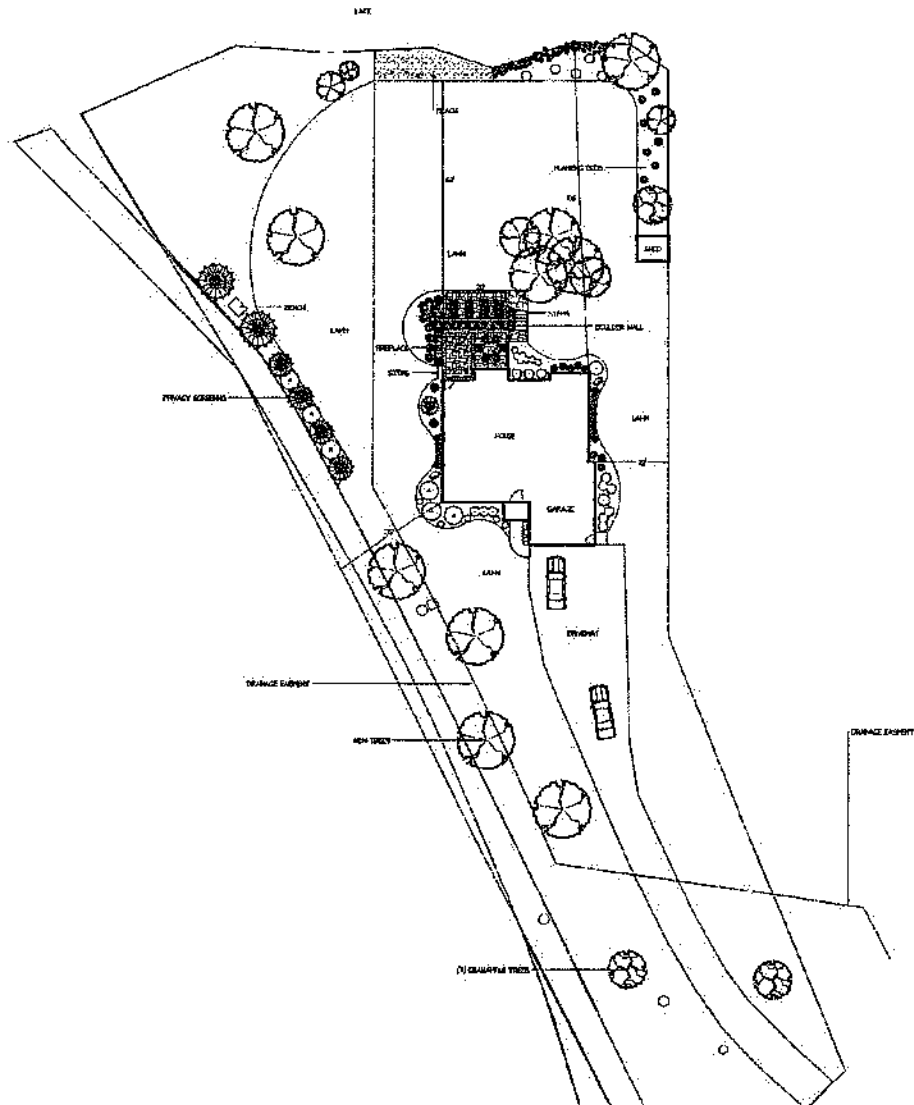
 Form given to client to display the permit to be visible from the street & to notify office of completion.

Signature: _____ Date: _____, 20__
(Permitting Authority)

Date Approved by Council: _____, 20__

Permit expires in one year if project is not complete please reapply for permit.

Form approved by City of Vegas Council 09/12/2017



Permit Number: _____ Date Received: _____ Parcel Number: _____

Construction Permit Application

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- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES BEFORE THE BUILDING PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit, which must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot 2 Block 1 Addition KATEKE ACRES
Property: Width 100' feet, Length 210' feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: MARK WEEKLEY - MW LANDSCAPING

Address of Construction Project: 114 PARK VIEW DRIVE

Mailing Address: 114 PARK VIEW DR Phone: (701) 212-0883

Name of Owner (If not the Applicant): JOHN ERICKSON

Address of Owner (If not the Applicant): 600 39TH AVE S MOOREHEAD, MN
56560

1. Permit to (CIRCLE ONE)

Build ☒ Install Addition Alter
Move Demolish Repair Remodel

Description of work to be done:

INSTALL 100' OF RIP RAP TO PROTECT SHORELINE
FROM EROSION

2. Proposed use of building: (CIRCLE ONE) ☒ Residential Commercial

3. VALUATION (not just your cost) of work being completed: \$ 6,500

Building Contractor:

Name: MARK WEEKLEY License Number: _____ Phone: 612-240-1437
MW LANDSCAPING

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

Form approved by City of Vergas Council 09/12/2017

4. Attached a "Site Plan", showing the proposed location of any new building in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition, or remodel.
5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vergas.
6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT
7. APPLICANT'S SIGNATURE: M. Arvizu DATE: 4/5/2021

FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up
 \$ 2500 Permit Fee \$ _____ Tar Break Up Deposit
 \$ 2500 Total Fees

Receipt # _____ Date Paid _____, 20__

Form given to client to display the permit to be visible from the street & to notify office of completion.

Signature: _____ Date: _____, 20__
 (Permitting Authority)

Date Approved by Council: _____, 20__

Permit expires in one year if project is not complete please reapply for permit.

City Council
2021 April Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, April 13, 2021

8. Engineering Contract

Files Attached

- 20210325-Vergas-Amendment3-TermExt.pdf

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 3

Background Data

- a. Effective Date of Engineer-Owner Agreement: May 6, 2013
- b. Engineer: KLJ Engineering LLC
- c. Owner: City of Vergas
- d. Project: Standard Form of Agreement Between Owner and Engineer for Professional Services
- e. This Part of the Project: Extension of Term

Nature of Amendment (check all that apply)

- ☐ Additional services to be performed by Engineer
- ☐ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☐ Modifications to payment to Engineer
- ☒ Modifications to time(s) for rendering Services

Description of Modifications

The amendment per Article 3 – Term; Times for Rendering Services of the original agreement will extend the effective date of the agreement and applicable task orders through 5/12/2022. (1 year)

The amendment per Exhibit C.2.02.B – Method B – Standary Hourly Rates; Attached is an updated rate sheet for 2021.

Agreement Summary

- | | |
|-------------------------------------|------|
| a. Original agreement amount: | \$NA |
| b. Net change for prior amendments: | \$NA |
| c. This amendment amount: | \$NA |
| d. Adjusted Agreement amount: | \$NA |

Engineer and Owner hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is 5/12/2021.

ENGINEER: KLJ Engineering LLC

OWNER: City of Vergas

By: Mark Anderson

By: Julie Bruhn

Title: Vice President EPW

Title: Mayor

Date Signed: _____

Date Signed: _____



KLJ 2021 Rate Sheet



2021 KLJ Hourly Rates – Municipal

KLJ STAFF TYPE	STANDARD RATE	KLJ STAFF TYPE	STANDARD RATE
Archaeologist Technician	\$84	Document Controls	\$170
Archaeologist I	\$88	CAD Technician I	\$95
Archaeologist II	\$101	CAD Technician II	\$107
Archaeologist III	\$130	CAD Technician III	\$145
Archaeologist IV	\$155	GIS Analyst I	\$103
Environmental Technician	\$80	GIS Analyst II	\$114
Environmental Planner I	\$95	GIS Analyst III	\$133
Environmental Planner II	\$108	GIS Analyst IV	\$188
Environmental Planner III	\$137	GIS Technician	\$84
Environmental Planner IV	\$180	Engineering Technician I	\$84
Paleontologist	\$130	Engineering Technician II	\$114
Paleontologist Technician	\$83	Engineering Technician III	\$152
EIT I	\$116	Engineering Technician IV	\$171
EIT II	\$126	Project Assistant I	\$76
Associate Engineer	\$137	Project Assistant II	\$108
Engineer	\$162	Contract Administrator	\$114
Senior Engineer	\$209	Project Controls Specialist I	\$134
Principal Engineer	\$234	Project Controls Specialist II	\$170
Associate Planner	\$107	Survey Tech	\$88
Planner	\$141	Crew Chief	\$103
Senior Planner	\$180	Senior Crew Chief	\$127
Principal Planner	\$216	LSIT	\$127
Associate Designer	\$114	Professional Land Surveyor	\$152
Designer	\$152	Principal Land Surveyor	\$198
Senior Designer	\$171	1 Person Survey Crew	\$198
Senior Technical Advisor	\$274	2 Person Survey Crew	\$258
Associate Project Manager	\$166	Associate ROW	\$98
Project Manager	\$213	ROW Agent	\$123
Senior Project Manager	\$274	ROW Professional	\$137
Hydrogeological Technician	\$114	Senior ROW Professional	\$166
Hydrogeologist	\$162	Pipeline Inspector	\$175
Government Relations Specialist I	\$116	Divisional Director	\$233
Government Relations Specialist II	\$130		
Government Relations Manager	\$173		

Included in Hourly Rate

REIMBURSABLE EXPENSES (IF APPLICABLE)			
ATV, UTV, Snowmobile	Included in Hourly Rate	Special Equipment/Software	Per Project Basis
Survey Equipment	Included in Hourly Rate	Subsistence (Per Diem) – Lodging	Actual Cost
CAD and GIS Work Station	Included in Hourly Rate	Subsistence (Per Diem) – Meals	Actual Cost
Postage and Routing Printing Cost	Included in Hourly Rate	Misc. Project Related Expenses	Cost plus 15%
Mileage	Included in Hourly Rate	Sub-Contracts	Cost plus 15%

City Council
2021 April Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, April 13, 2021

9. LMC Webinar: The New Normal: Economic Recovery and Resilience in your Comm

Files Attached

- LMC Webinar Updated.pdf

LMC Webinar: The New Normal: Economic Recovery and Resilience in your Community

*Presented by Center for Community Vitality, a Center dedicated to helping communities choose their future
The Center has 3 sections; Leadership & Civic Engagement, Community Economics, & Tourism*

- **5 Important Themes & Trends expected to have lasting impacts**

1. Normalization of remote work
2. Accelerated transition to online retail
3. Localization of supply chain
4. Disparities in impact & recovery
5. Increased interest in lower density

- **Opportunities for Vergas**

In the midst of every crisis lies great opportunity, Albert Einstein

1. Minnesota State Park usage up 25% and trail usage up 50% in 2020. This is expected to increase. Vergas Trail and Park increased use.
2. Focus on Broadband Infrastructure to support remote work, help main street commerce, online education & training. Vergas new smart room important to this.
3. Adapt local ordinances to expand outdoor seating and outdoor recreation. Vergas Trail, Park and recreation project for pickle ball.
4. Reconsider outdoor spaces, i.e. outdoor art installations, parklets for outdoor dining and distanced gatherings. Vergas discussion of art along trail.
5. Supporting reskilling and career pivots, i.e. collaborating with education institutions, support entrepreneurship and incentivize childcare options.

LMC Webinar: Coronavirus Local Fiscal Recovery Fund Introduction

- As part of the 1.9 trillion American Rescue Plan, \$65 billion in recovery funds for all cities of all sizes. 19.5 billion for cities under 50,000 population with amount allocated according to population share, but not to exceed 75% of most recent budget as of January 27, 2020.
- More funds than the CRF (Coronavirus Relief Funds) and broader eligible uses.
- There will be 2 distributions of the funds. 1st distribution is no later than 30 days after a state receives payment. 2nd distribution 12 months after the first distribution.
- Funds for Cities less than 50,000 will be allocated by population.
- Timeline March 3, 2021 covered period for eligible expenses begins and 2024 spending deadline.
- Reports due periodically to US Treasury.
- Eligible uses include: (specifics still vague and further guidance awaited)
 - Assistance to households, small businesses, and nonprofits to aid in the response to public health emergency or to aid hard-hit industries as tourism, travel & hospitality.
 - Premium pay for essential workers for work performed by eligible workers during the covid-19 public health emergency.
 - Revenue replacement for the provision of government services to the extent the reduction in revenue due to covid-19 public health emergency related to revenues collected in most recent full fiscal year prior to emergency (FY2019).
 - Investments in water, sewer or broadband infrastructure

Recording and slides available on LMC website

City Council
2021 April Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, April 13, 2021

10. Committee Reports

- a. EDA/HRA Commission
- b. Event Center Advisory Board
- c. Park Advisory Board
- d. Personnel Committee
- e. Planning Commission
- f. Yard Waste Committee

Files Attached

- 03-12-21 EDA Minutes.pdf
- 04-07-21 EDA Minutes.pdf
- 2021-3-10 Event Center Meeting Minutes.pdf
- 2021 Event Center Rental Agreement Proposal.pdf
- Vergas Smart Meeting Room Policy.pdf
- 3.25.2021 Park Board Minutes_PDF.pdf
- 4-7-2021 Personnel Committee .pdf
- Liquor Store Manager Payscale.pdf
- 2021 Job Description LS Manager .pdf
- hiring-policy-city-of-vergas- proposed.pdf
- City of Vergas--Town Line Road Estimate.pdf
- 20210405-TaskOrder16 - 2021GravelSurvey.pdf
- Sonnenberg Yard Waste Quote.pdf
- Resolution 2021-003 APPROVING propsed project within the City of Vergas - Comprehensive Plan.pdf
- Demolitiopn Specifications_pdf.pdf

CITY OF VERGAS EDA/HRA

Friday, March 12, 2021

9:00 am

Zoom Meeting

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Friday, March 12, 2021 at 11:00 am on Zoom and at the Vergas Event Center with the following members present Kevin Zitzow, Bruce Albright, Vanessa Perry, Paul Pinke, Austin Tegtmeier and Clerk/Treasurer Julie Lammers. Absent: none. Also present: Gail Leverson, Funding Specialist for Widseth, Deb Parrott, Architect for Widseth and Barbie Porter of Vergas-Frazee Forum.

Meeting was called to order by President Kevin Zitzow.

Approval of Agenda

Approve agenda with no additions or deletions.

Approval of Minutes

Motion by Perry, seconded by Albright to approve February 3, 2021 minutes. Motion passed unanimously.

Old Business

Discussed the property at 105 Main St Building. Reviewed assessment of the building and Gail Leverson discussed multiple funding opportunities and many contingent on who owns the property. Redevelopment Grant Program would be dependent on City owning property and would be a 50-50 grant with the City selling the property within 2 years. The application would be due August 1, 2021. This is the last year this program is currently funded. EDA would need to provide a hazardous report and abate everything before demolition. Leverson stated she would provide a proposal for firm fees and grant writing for the 105 Main Street Project for the April EDA meeting. Tax Increment Financing and Redevelopment District are other options for the EDA to investigate for business development. There is a workforce housing grant which is another tool if housing is added to the building. Zitzow asked if City needed to purchase property to get funding on this project and for most of the financing programs. EDA/HRA needs to own the property for majority of funding. Information needed before we can bring proposal to Council: Cost of purchasing the building, cost of removing the building, cost of grant writing and application of grants and cost of hazardous report. Motion by Albright, seconded by Pinke to have Zitzow, Pinke and Lammers meet with owners of 105 Main Street to discuss if the EDA can purchase the building located at 105 Main Street. Motion passed unanimously.

Austin Tegtmeier joined the meeting.

New Business

Annual meeting was set for 6:00 pm on Wednesday, April 21, 2021. Speakers will be Amy Baldwin, Otter Tail County, Nathan Woodard, Thrivent Financial, Alexander Johnson and Emily Reno, West Central Initiative. A dinner will be provided by the EDA at Billy's. Zitzow will welcome everyone and will review the EDA/HRA goals. Albright will review housing study.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

None.

Follow up Actions.

Lammers will contact owners of 105 Main Street and set up meeting with Kevin Zitzow, Paul Pinke and owners.

CITY OF VERGAS EDA/HRA

Friday, April 7, 2021

11:00 am

Zoom Meeting

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Friday, April 7, 2021 at 11:00 am on Zoom and at the Vergas Event Center with the following members present: Kevin Zitzow, Bruce Albright, Vanessa Perry, Paul Pinke, 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 no additions or deletions.

Approval of Minutes

Motion by Albright, seconded by Pinke to approve March 12, 2021 minutes. Motion passed unanimously.

Old Business

Annual meeting was reviewed. Discussed businesses currently for sale: Vergas Hardware, Attic Shoppe, Cheryl Lynn's. Zitzow will check with presenters to see if anyone needs projector and provide.

New Business

Lammers questioned if committee would consider commercial property public abatement, a couple of interested future business owners have Tax Increment Financing District. When Lammers spoke with Otter Tail County, they stated if we were going to look at doing this for just one business it would be less time consuming to do commercial public abatement. EDA/HRA members encouraged Lammers to bring more information to review.

Construction permit fees have been waived on commercial properties with the following criteria:

Application to approved by the Vergas EDA.

Business increases employment opportunities.

Additional square footage to existing building or a new building is built.

This was approved for a 5-year period which has been completed. Do we want Council to extend? Motion by Tegtmeier, seconded by Pinke to recommend to Council to allow EDA to waive construction fees with the same criteria for another 5 years. Motion passed unanimously.

Closed Meeting to discuss purchase of 105 E Main Street

Recording at City Office for 3 years.

Opened meeting.

Zitzow opened meeting and stated the EDA would like the sales information and request to move forward with a purchase order be provided to the Council in a closed meeting. Motion passed unanimously.

Zitzow adjourned meeting at 12:30 pm.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

Hold closed meeting regarding purchase of 105 Main St. (After the meeting-City was notified, property has been sold-no Council action is needed.)

Continue for another 5 years with the EDA able to waive commercial permit fees.

Follow up Actions.

Lammers provide information regarding Commercial Tax abatement.

DRAFT

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

The City of Vergas Event Center Advisory Committee was called to order by Logan Dahlgren on Wednesday, March 10, 2021 at 6:38 pm with the following members present Logan Dahlgren, Julie Lammers, Mary Ditterich, Paul Pinke and Vanessa Perry. Absent: Paul Haarstick and Jay Norby. Guests included: Barbie Porter of Frazee-Vergas Forum.

Approval of the Agenda

Motion by Perry, seconded by Ditterich to approve the meeting agenda with the addition of Zumba. Motion carried unanimously.

Approval of Minutes from February 10, 2021

Motion by Dahlgren, seconded by Ditterich to approve the minutes from February 10, 2021. Motion carried unanimously.

Zumba

Bev Flateland sent email to Mayor Julie Bruhn regarding the rate increase from \$0 to \$20 for exercise groups at the event center. Members expressed appreciation for everything the Zumba group does for the event center and the City of Vergas. Groups like the Lion's, Fire Department and Vergas Community Club pay for their use of the building. We also need to be conscious of the expenses the event center has and the low usage it has been able to have due to COVID19. Stated we need to either charge for activity or come up with criteria to have events for free. Pinke suggested we give credit for service to the Zumba girls. Motion by Perry, seconded by Ditterich to recommend to Council to lower the fee to \$10.00 per exercise session. Motion passed unanimously.

Kitchen Project Update

Ditterich stated the Lions are working on funding for a convection oven but they have a way to go.

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. Discussed fundraiser to pay for door replacement, keyless entry and kitchen counter doors. Scheduled a beer and pizza night on April 15 at 6:00 pm. Tickets will be \$30.00 a person and we will sell 40 tickets. Perry will speak with Skal about getting Pizza's and Lammers will talk to Outstate Brewing for beer. Lammers will contact Lion's regarding a cash bar, Ditterich stated she didn't know if the Lion's would do the bar as it may not be profitable, but we should ask Bill King. Lammers stated she would contact Spanky's if the Lion's would not provide a bar. Lammers will provide poster to members when tickets are available to sell.

Smart Room

Lammers is creating instructional material and will mail to members for approval at the April Council meeting. Council did approve Cameras up to \$1,000.00. The estimate from Zitzow Electric is \$2,198.02. Perry said she has recently had cameras quoted and we may want have security company quote cameras. This would include install and having them run the cords for close to the same cost with professional installation and warranty. Committee asked Perry and Lammers to get quotes from security companies for cameras in the event center. Discussed asking the community club to help purchase cameras for the event center as they will be putting their profits from Maple Syrup Fest into the Event Center.

Council Recommendations

- Lower exercise rate changed to \$10.00 per session.
- Approval of smart room policy.

Follow up Actions

- Haarstick – Smart Lock proposal

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

Respectfully submitted,

Julie Lammers, Acting Secretary

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

ⁱThis agreement made this _____ day of _____ by and between the City of Vergas, Minnesota, as Lessor, and _____, as Lessee, witnessed:

The Lessor leases to the Lessee, the Event Center under the following conditions:

1. This agreement covers a lease of said premises for the following period from _____, 2021 at _____ am or pm to _____, 2021 at _____ am or pm.
2. The rent to be paid by the Lessee is as follows:

LARGE EVENT:

Large event (Friday at 12:00, Saturday, Sunday until 5:00 p.m.) \$500.00 + tax

(Includes recreation room, meeting room, and kitchen for up to 350 people)

Wedding Rate or large event (Friday at 12:00, Saturday, Sunday until 5:00 p.m.) \$1,000.00 + tax

(Includes recreation room, meeting room, kitchen and security (up to 8 hours) for up to 350 people)

Recreation Room Daily (Over 8 hours) \$300.00 + tax

Includes use of Kitchen Facilities and Equipment.

Security \$30.00 per hour per guard

- a. Security shall start the same time that the bar is opened and one hour after the bar is closed to allow for clearing building. Must have 2 security guards for a wedding dance.

Cleaning/Damage Deposit (Separate Check) \$300.00 + tax

SMALL EVENT:

Recreation Room Less than 8 hours (Includes use of Kitchen Facilities and Equipment.) \$35.00 per hour + tax

Meeting Room only \$20.00 per hour + tax

Exercise Rate, weekdays only \$10.00 per hour + tax

Cleaning/Damage Deposit (Separate Check) \$75.00

SMART ROOM: (Fee covered by a grant until May 31, 2021) \$30.00 per hour + tax

Cleaning/Damage Deposit (Separate Check) \$50.00

3. Deposit must be paid when returning the rental agreement to reserve your date, rental rate must be received seven (7) days before event. No refunds will be made for events cancelled within seven (7) days of the event.

4. **There shall be no intoxicating liquor or 3.2 beer at the Event Center without providing the City with a certificate of liquor liability insurance.**

SPANKY'S & LIONS HAVE LIABILITY INS. FILED WITH THE CITY.

Your options are:

- a. The Lion's will open the bar at a designated time. Arrangements for this will be made by the City. If you wish to have any certain kind of alcoholic beverages, please inform us when making reservation.

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

- b. You have your own bar which would be a Council approval and you would have to provide the City with Liquor Liability insurance naming the City as additional insured.

5. Public Liability Insurance:

- a. Public Liability Insurance on the building is provided by the Lessor.
- b. Lessee will hold the Lessor harmless from any accident that might relate to event, unless caused by the negligence of the lessor.

6. Special Provisions:

- a. All tables shall be wiped off and all garbage brought to outside dumpster following the event. Tables need to be placed in racks and racks need to be placed by outside wall of Event Center after event.
- b. Following the event chairs need to be stacked eight (8) high and placed by the outside wall of the Event Center.
- c. You may put decorations up with damage-free hanging command strips. There shall be no tape, tacks, or masking tape used on the walls or posts. You may use hooks already located on pillars. All decorations need to be taken down at the end of your event.
- d. Kitchen needs to be cleaned at the end of your event. Rinse out all coffee makers and pots at end of event. Follow instruction sheet located in meeting room by Bunn coffee maker. **Only Folgers coffee can be used in the coffee maker.** (If any other brand is used you \$50.00 will be deducted from your deposit)
- e. Candles must be placed in enclosed holders (if wax is found on table or floor \$25.00 will be deducted from your deposit).
- f. All wine and/or champagne must be purchased through the liquor liability license holder. (Please let us know when renting which wine/champagne you would like if using the Lion's bar).
- g. If the Lessee hires a DJ or Music Group, it is their responsibility to let them know that all equipment must be removed within one hour after rental is complete.
- h. If you would like to use the wireless internet password is Verga\$2021.
- i. If Lessee would like information placed on sign in front of building the Lessee is responsible for giving us information they want placed on the sign. Informational or congratulatory messages regarding event only. Lettering can be put up fifteen (15) days before the event will be removed day after the event rental time.
- j. Door will be unlocked at the time you have reserved in this lease and you are responsible for locking doors when event is finished.
- k. Security has the authority to terminate events it deems uncontrollable.

Please contact the City Office 218-342-2091 with questions.

Renter shall assume responsibility for damages to the building and fixtures not covered by insurance, except reasonable use and wearing thereof, and damage by accidental fire, or other accidents not happening through the negligence of the renter.

CITY OF VERGAS, LESSOR

I have read the above and hereby
Agree to all conditions.

By: _____

By: _____

Lessee

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

Name of Organization _____ Name of Contact Person _____

Mailing Address _____ City _____ St _____ Zip _____

Phone Number _____ email address _____

Date of Event _____

This agreement covers a lease of said premises for the following period from

_____, 2021 at _____ am or pm to _____, 2021 at _____ am or pm.

(This is from the time you are going to set up until the time you will be finished cleaning up.)

Fees:

Large Event: Friday at 12:00 p.m. to Sunday at 5:00 p.m. (\$1,000.) Yes ____ No ____ \$ _____

(Large Event, no alcohol/no security, hours as above (\$500.00) Yes ____ No ____ \$ _____

Large Event: Daily with kitchen and equipment (\$300.) Yes ____ No ____ \$ _____

Security: (\$60. / Hour) Start _____ End _____ Yes ____ No ____ \$ _____

Small Event: Recreation Room less than 8 hours (\$35. / Hour) Yes ____ No ____ \$ _____

Small Event Meeting Room (\$20. / Hour) Yes ____ No ____ \$ _____

Exercise Rental (\$20 / Hour) Yes ____ No ____ \$ _____

Lions Bar: Yes ____ No ____ Other _____ Estimated number of guests _____

Types of Alcohol _____ Start Time _____ End Time _____

Name of Band or DJ _____

Will your event need the sound system: Yes ____ No ____

Will you need the stove for your event: Yes ____ No ____

Total of Event \$ _____ Tax (7.375%) _____ Total Amount \$ _____ Date Paid _____

If you are tax exempt, please provide Certificate of Exemption form ST3

*Total of Deposit \$ _____ Date Paid _____

*Please note: Deposit will be refunded only if the event occurs according to the contract agreement & after confirmation that the VEC is in the same condition as it was prior to the event.

Message to be displayed on the Electronic Sign:

Date is not guaranteed until deposit and form is received at City Office. Email confirmation will be sent when received in the mail.

Please return form and payment to Vergas City Office 111 Main St PO Box 32 Vergas MN 56587-0032. Please call 218-342-2091 with any questions.

RENTAL AGREEMENT
VERGAS EVENT CENTER, 140 W. LINDEN STREET

Special Circumstances:

Signature

Date

1. Funerals:

- a. All tables shall be wiped off and all garbage brought to outside dumpster following the event. Tables need to be placed in racks and racks need to be placed by outside wall of Event Center after event.
- b. Following the event chairs need to be stacked eight (8) high and placed by the outside wall of the Event Center.
- c. You may put decorations up with damage-free hanging command strips. There shall be no tape, tacks, or masking tape used on the walls or posts. You may use hooks already located on pillars. All decorations need to be taken down at the end of your event.
- d. Kitchen needs to be cleaned at the end of your event. Rinse out all coffee makers and pots at end of event. Follow instruction sheet located in meeting room by Bunn coffee maker. **Only Folgers coffee can be used in the coffee maker.** (If any other brand is used you \$50.00 will be deducted from your deposit)
- e. Candles must be placed in enclosed holders (if wax is found on table or floor \$25.00 will be deducted from your deposit).
- f. If you would like to use the wireless internet password is **vergas2012**
- g. Door will be unlocked at the time you have reserved in this lease and you are responsible for locking doors when event is finished.

Please contact the City Office 218-342-2091 with questions.

**City of Vergas
Vergas Event Center
Smart Room Use Policy**

INTRODUCTION: In keeping with its mission, the Vergas Event Center (VEC) offers meeting room space to the public for educational, cultural, civic and recreational purposes subject to the rules outlined below.

Policy

This policy guides the reservations and use of the Smart Room in the Event Center. Any questions regarding interpretation of this policy shall be referred to the City Clerk-Treasurer.

Indemnification

The fact that an organization is permitted to meet in the Smart Room does not constitute an endorsement of the organization's beliefs by the City of Vergas. In publicizing a meeting to be held in the Smart Room, the sponsoring group must be clearly identified. Groups must not imply City of Vergas sponsorship of their program or organization in their publicity. With prior approval, groups may post signs in approved locations in the Smart Room.

Definitions

The Smart Room accommodates up to 30 users. The Smart Room does provide an active smart tv as well as audiovisual conferencing capabilities. This is the main meeting area of the VEC which is covered under the VEC rental agreement.

Reservations

For Smart Room reservations, all groups must complete a Vergas Event Center Contract and review the Smart Room Use Policy. Application forms are available at the Vergas City Office and on the website: cityofvergas.com/event-center.

Hours of Use

Smart room may be rented in 2-hour increments, Monday-Saturday from 9 am to 9 pm and Sunday from 11 am to 5 pm. Please contact the City Office at 218-342-2091 for availability.

Eligibility

1. City of Vergas programs and sponsored events have priority in the use of the Smart Room. The City of Vergas reserves the right to reschedule confirmed meeting room reservations to accommodate City of Vergas-sponsored programs and events.
2. The group is responsible for setting up, rearranging, and taking down tables and chairs. The meetingroom must be left clean, in good repair and in the same condition as found. Any group that damages Smart Room property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future. Room can be booked in 2-hour slots unless approved by Vergas Event Center Advisory Board.
3. The City of Vergas is not responsible for theft of or damage to personal property brought into the Smart Room. No food or beverage is allowed during Smart Room use.
4. An adult age 18 or older must sign the Vergas Event Center Meeting Room Contract. A \$50.00 deposit is required when renting the Smart Room for everyone except City of Vergas, Vergas Community Club, Vergas Lions and Frazee-Vergas School District.

5. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the Smart Room as set by the Fire Marshall.
6. All groups, clubs, entities or individuals using a Smart Room meeting room must comply with these rules. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from Smart Room premises pursuant to the rules, and/or loss of future meeting room use privileges.
7. Smart Room usage will be free of charge (other than the \$50.00 deposit) until May 31, 2021 as it was paid for with a COVID-19 grant if scheduled in advance. After May 31, 2021, the fee will be \$30.00 per hour to rent the Smart Room.

3.25.21 Minutes Vergas Parks and Rec Advisory Board 3:30 p.m. Vergas Event Center and ZOOM

1. **Present:** Carol Albright, Maggie Puetz, Sherri Hanson, Julie Lammers, Paul Pinke, Mike DuFrane, Matt Engebretson, and Tony Sailer.
Absent: Steph Hogan
2. **February Minutes were approved with the following recommended changes in a motion by Pinke/second by Albright.** Pickleball paragraph: Lammers is in charge of the City's website, not Paul Haarstick. Citizens' Group: date changed from March 23 to March 17. Earth Day celebration date is April 17, not April 22.
3. **Additions to Agenda:**
 - Swimming Lessons
 - Dock Placement
 - SOTA Rentals
4. **Trail Art Walk:** Hanson talked to Pat Shannon about the artwork on the trail in Park Rapids. Artists submitted their work to be selected by jury and were paid an honorarium if their work was selected. WCI may have grants available. Albright suggested having kids' art along the Trail. **Hanson asked her to look into the idea.**
5. **Goettel Property:** The City no longer has an obligation to Goettels but Goettels need to move their dock by April 15. The new owner, Ryan Weibye, would like the yellow poles removed from the end of the Boardwalk so he can get his lawnmower down the ditch. He will be meeting with Lammers this afternoon to clarify his request. DuFrane had planned to move the yellow poles for the summer. They were installed to deter snowmobile traffic on the Boardwalk. Weibye had also asked about a lawsuit from Goettels. Lammers has no record of a lawsuit being filed with the City.
6. **Earth Day Spring Fest is Saturday, April 17, 2021 from 10 to 1:00 at the Event Center.** Puetz has everything in place including demonstrations, activities, food, volunteers, and publicity. Albright noted Sam Underhill from the SWCD will demonstrate the Ground Water Model that day, as well; and hand out flyers describing SWCD programs. Puetz asked that the picnic tables remain at the Event Center from Maple Fest. DuChane confirmed that.
7. **Citizens Meeting:** Long Lake Park Clean Up Date needs to be changed from May 1 to an earlier date to avoid the Sumac bloom. **Jeff Norby will meet with us on Monday, March 29** at 4:30 p.m. at Long Lake Park to mark the trees/brush we want cut. Norby worked with SWCD for many years and understands what should be cut or kept. **Hanson will contact Lyle Krieg** with the Lions to let him know about the meeting. The Lions would like to help with the clean-up. **Albright will let Kevin Glawe know about the Monday meeting.** A new date for clean-up will be decided on Monday.
 - DuFrane is working on clean-up in Tin Can Alley.
 - Hanson/Puetz asked if the bench now sitting at the beach area in Tin Can can be moved so the lake is more visible when sitting there. It could be done at the same time the new bench is placed in Tin Can Alley.
8. **Drainage Issues at Beach:** In a quick conversation with Bruce Albright, DuFrane said they discussed adding rocks where wash outs occur. The plan wasn't clear. **DuFrane will be meeting with Bruce Albright to clarify. Carol Albright will also ask Bruce Albright to**

attend the April meeting for further clarification. DuFrane also reported another load of sand will be added to the beach this year.

9. Pickleball/Basketball Courts: The Committee seems to be moving ahead “full steam” after the Council approved them using the City website for donations. Flyers are circulating. DuFrane will be in charge of overseeing the construction.

10. Veterans Memorial Park: The group is in fundraising mode. They will have a groundbreaking ceremony on May 30. **Motion to recommend the group can use the City website to receive donations; made by Hanson/second by Puetz.** The veterans plan to be at the April Council meeting, as well.

11. Budget: DuFrane reported usual expenses so far. His intent is to purchase a new lawn mower, as budgeted.

- Yes, DuFrane has spray paint to use for marking trees/brush to cut at Long Lake Park.
- The question about \$7800 in last month’s budget for KLJ was answered by Lammers. The amount was a bid only, not an expense, for staking the easements at 88 Park View Drive.
- The \$13,209 Savings Account for the Parks can be used with Council approval for future projects. Unused budget funds are placed in the account every year.

12. Summer Partime Parks Worker: Hanson will check with the Mayor to find out if that position was approved.

13. EDA Annual Meeting Invite for April 21 at Billy’s at 5:00 p.m.

14. Long Range Planning: Hanson would like us to continue discussing long term issues. Lammers said there is no plan yet for when all boards/committees will get together to begin long range planning.

- Information from Jeff Norby, a member of the Parks Citizens Group, indicated there may be grant money or free services available for technical/survey type work when we begin to look at a design for Long Lake Park from SWCD. They can assist with design for run off and parking lots, etc. We may need to provide a drawing of our plans.

15. Dock Placement: Hanson wondered if the boat dock could be placed closer to the culvert, allowing more beach space. DuFrane said “muck” might prohibit that but is willing to try.

16. Swimming Lessons: Hanson will ask Council what they prefer: Independent Contractor or Instructor as City Employee.

17. SOTA: Darin Trites will be invited to April meeting. He proposes opening a rental business for paddle boards, aquamats, and kayaks at Long Lake Park. The general consensus was that the Park is not a place for private business but the Board would like to hear Trites’ proposal.

18. Things to think about:

- Hanson has an offer for free perennials. Is there a place we need them?
- Lammers asked where the Duane Strand Memorial Tree should be placed in Peterson Park. City Employees purchased it in his honor.

19. Next Meeting will be Thursday, April 22, 2021 at 3:30 at the Event Center and ZOOM.

Vergas City Personnel Meeting

Personnel Committee of Julie Bruhn, Natalie Fischer and Julie Lammers met for a personnel meeting on Wednesday, April 7 at 2:30 pm.

Mike DuFrane joined meeting by phone.

DuFrane asked to change approval process for overtime and night hours. Would like employees to be able to call and get permission and have Council member stop in City office and sign.

DuFrane asked for approval of maintenance worker to work 40 hours until week after Looney Daze (August 22, 2021).

Discussed hiring of liquor store manager.

Council Recommendations:

1. Approval of Hiring policy
2. Approval of LS manager job description and pay table
3. Approval of change in approval process for additional hours for May-Sept, Utility Service to notify, but do not need immediately signed.
4. During months of May-Sept there be 5-day utility service coverage.

	Starting Pay	\$18.50
Liquor Store Manager	Step 2	\$18.87
Full time	Step 3	\$19.44
	Step 4	\$20.02
	Step 5	\$20.62
	Step 6	\$21.45
	Step 7	\$21.88
	Step 8	\$22.32
	Step 9	\$22.77
	Step 10	\$23.22

Benefits:	Public Retirement	Health Insurance-single
	Overtime after 40 hours	Life Insurance
	Cell Phone Reimbursement \$25.00 a month	
	Paid Time Off	
	Holiday Pay (9 holidays a year)	

POSITION TITLE: Liquor Store Manager

DEPARTMENT: Liquor Store

SUPERVISION RECEIVED: City Clerk/Treasurer, Liquor Store Committee,
City Council

SUPERVISION EXERCISED: Liquor Store Clerks

FLSA STATUS: Full Time, Non-exempt

Date of Latest Revision: April 2021

I. Position Summary:

Is a working manager performing the administrative work in managing the overall operations of the City of Vergas off-sale liquor store while also serving as a clerk for the store. The position entails managing a number of systems, processes and activities; operation's planning, purchasing, promoting sales, maintaining and planning inventory and budgeting. Is directly responsible for sales and profitability and accountable for the store receipts and expenditures. Develops and implements policy and procedures and provides the supervision of store personnel.

II. Essential Functions of the Position: *This section are major areas of accountability, priorities, key responsibilities, and recurring duties. The listing of duties is not exhaustive, but is inclusive of all duties, tasks, and subtasks that can be logically inferred are not specified.*

1. Leadership:

- Overall authority in managing the functions of the municipal liquor store subject to city council policy guidance.
- Organizes, directs and prioritizes the operations of municipal liquor store, establishes policy, and ensures adherence to city policies and applicable federal & state laws/rules/regulations.
- Overall responsibility for communications and actions for human resources, inventory, pricing, and administrative practices.
- Regularly informs the City Council of liquor store operations, programs, activity, new and revised policy, budget, profit, and trends.
- Provides reports and assists the Liquor Store Committee and attends meetings of the City Council as directed or needed.
- Promotes a positive and motivational work environment.

2. Administration & Management:

- Daily coordinates and controls the systems, processes and activities of the liquor store.

- Responsible for the planning, budgeting and purchasing.
- Handles and oversees the preparation and maintenance of complete and accurate records and ensures required reports are completed and submitted timely.
- Further supervises the department by prioritizing, assigning, monitoring, and assisting work. Demonstrates by personal example the desired standards of conduct and work habits and promotes teamwork through communication, motivation and cooperation.
- Represents the Liquor Store by attending and participating in Vergas Community Club meetings and activities.

3. Sale Operations

- Maintains cash control by balancing and preparing daily cash report, prepares and makes daily bank deposit, and ensures adequate change is available for cash register.
- Prepares and submits monthly sales report and handles purchases and the related decisions in ordering liquor, beer, wine and other merchandise and supplies.
- Follows up with vendors on any missing or damaged items and reviews invoices for accuracy.
- Manages the inventory and makes related decisions regarding pricing according to sales and profitability goals. Conducts physical checks as necessary.
- Determines methods to increase profitability of operations and decrease expenses, advertises specials and sales following state guidelines and oversees the promotional activities and communications.

4. Store Maintenance:

- Oversees and participates in the maintenance of the store appearance, regular building maintenance and maintenance of all department equipment. Reports, coordinates and performs repair and services as appropriate.
- Monitors and maintains the store electronic security system.
- Maintains the digital liquor store sign and applies effective principles and practices regarding electronic communications, visual appeal, and advertising/marketing.

5. Communications and Coordination with other City Departments

- Works closely with the City Clerk/Treasurer to coordinate work, provides daily sales reports and bank deposit slips, and receives input/feedback.
- Coordinates work with other departments by sharing information, actively seeking input/feedback and informs elected officials about important issues and concerns.
- Receives requests, complaints and information from the public and communicates to city staff and or City Council as indicated. Conducts follow-up and resolution as appropriate.
- Prepares and follow's up on city business as assigned when City Clerk/Treasurer is out of the office.

6. Supervision of Department Personnel

- Maintains, and effectively recommends to the Liquor Store Committee/City Council, the full complement of supervisory functions for a supervised position as staffing/hiring, training, staff development, assigning and prioritizing work, reviewing work, coaching and evaluation performance, compensation/rewards, discipline/discharge per City policy and under Council's final approval.

- Oversees department daily work, supervises employee performance and reviews work output and reviews/submits bi-weekly time sheets.
- Ensures completion and participation in mandatory and other job-related training needs.
- Promotes workplace safety through ongoing efforts related to training and awareness.

III. Examples of Performance Criteria

- Supports and promotes City policies, procedures, vision, and mission.
- Establishes and maintains cooperative and productive relationships with a variety of people.
- Represents the City through effective communication, verbally or in writing, via in person, phone, or correspondence.
- Demonstrates time management, confidentiality, and the ability to read and analyze technical information.
- Develops the necessary knowledge and skills to perform the duties and continually improve personal knowledge base and keep current with industry trends and new technologies.
- Analyzes data, plan operations, prepares reports, provides reliable information and sound advice to promote decision making.
- Promotes teamwork, safety, professionalism, and efficiency within the City.
- Travel and attend meetings and respond to emergencies.

IV. Minimum Requirements

- High school diploma or equivalent.
- Two years' experience in purchasing, sales, marketing/advertising, accounting, office management and inventory control.
- At least two years of supervisory experience with specific responsibility for work scheduling, assigning/prioritizing/reviewing work, and coaching/motivating employees.
- Knowledge of liquor store inventory products.
- Computer skills including competency in work processing and spreadsheets or experience with point-of-sale software programs.
- Proficiency at reading, interpreting, and communicating procedures and policies.

V. Preferred Qualifications

- Coursework and or additional training and experience in marketing, purchasing, sales and accounting.
- Experience in a Municipal Liquor Store
- Greater supervisory experience than listed in the minimum qualifications.
- Experience with direct responsibility for one or more functions in a retail establishment.

VI. Special Working Conditions

Work indoors a majority of time. Work in refrigerated cooler and check in deliveries outdoors in all types of weather. Can experience extended periods of standing and computer use with variably frequent sitting, rising, walking, and bending. Requires lifting, carrying or moving merchandise up to 40 pounds. This position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. The noise level is usually low to moderate. Flexibility to work business hours as well as work evenings and weekend hours as needed or to attend meetings.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.

City of Vergas Policy for Hiring Employees

INTRODUCTION: The City of Vergas is committed to hiring the most qualified applicant into new and vacant positions and adhering to the guidelines established by the US Equal Employment Opportunity Commission (EEO) on selection and employment. The City of Vergas is an equal opportunity employer and it is the objective of the City to recruit, hire and promote qualified applicants into vacant positions without regard to race, gender, national origin, religion, color, creed, age, disability or veteran's status. All decisions regarding employment are based on an individual's qualifications related to the specific job vacancy. All positions are advertised in the City's official newspaper and/or through use of electronic posting site(s). To ensure there is an adequate pool of qualified applicants. The city may expand to other area newspapers and/or the city's website. Advertisement will include minimum qualifications, brief description of position, contact information and timeline to apply.

POLICY:

- A. The City established Personnel Committee will receive approval and direction from the City Council to advertise a position. Exception to this is the hiring for the Municipal Liquor Store, which is directed by the Department Manager to maintain operations.
- B. The Personnel Committee or Department Manager will ensure there is a current and accurate job description, salary scale and benefit package specific to the position prior to advertising for a position.
- C. Positions are advertised for two (2) weeks, or longer if needed, with a set deadline for accepting applications.
- D. Applications are received in the City Office with receipt recorded.
- E. The City Clerk/Treasurer will review the applications and resumes to determine if the applicant(s) meet the minimum qualifications. The eligibility listing of qualified applicants is valid for a minimum of 90 days from the date of establishment.
- F. Applicants meeting the minimum qualifications will be submitted to the Personnel Committee or Department Manager, who will review and identify the most qualified for interview.
- G. The City Office will contact applicants and schedule the interviews, direct any supplemental testing needs, and conduct reference checks at time of selection and prior to offer for employment.
- H. The City Personnel Committee or Department Manager will complete the interviews and review the provided applicant information. The interview team may include other staff as desired. Based on applicant review at a minimum the top 3 applicants should be offered an interview.
- I. Interviews shall be based on the use of structured questions and an objective scoring system related to the responsibilities and duties to be performed in the position.
- J. The Personnel Committee or Department Manager will recommend to City Council the applicant selected for the position and the hourly pay rate based on the ten (10) step pay scale. Selection is based upon the most qualified applicant for the position.

- K. Pay above the minimum step one (1) will be based upon superior qualifications, skills, competencies, experience, education and/or accomplishments which are significantly higher than the minimum qualifications of the position.
When pay is recommended above the minimum, the criteria and evidence used must be annotated in the pay determination and the criteria considered included. Criteria considered includes:
- 1) Level, type and quality of candidate skills and competency
 - 2) Education and training above the minimum requirement
 - 3) Quality of accomplishments compared to others in the field
 - 4) Candidate documented salary in currently held position or competing job offer, comparable to the job being interviewed for; considering locality market pay.
 - 5) Labor market conditions and efforts to recruit quality applicants for same or similar position.
- L. The City Clerk/Treasurer will maintain a record listing the names of all applicants, whether the applicant was interviewed, those interviewed and not hired, and name of applicant that was selected for hire.
- M. After applicant selection is approved by the City Council, the City Office will proceed with the hiring offer to include instructions for accepting the position, start date and time, where to report, position classification, compensation and benefits, supervisor, and further requirements for drug screening, back ground check authorization and physical examination as indicated.
- N. The City Office will notify all applicants by telephone or in writing, as soon as practical, after they have been eliminated from consideration for the position.
- O. All employment offers shall be contingent upon reference checks and successful completion of required background investigations and other pre-employment requirements specific to the position, as physical examination.
- P. Applicants will be required to provide W-4, I-9 (verifying employment eligibility) through the US Department of Homeland Security, Minnesota New Hire Reporting and other forms as required for employment and position.

Adopted this 13 day of April 2021 by the City Council of the City of Vergas.

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

TW

Call Client: Before/After

Date: 3.26.21

Job #: _____

Called/Emailed _____



1118 Hwy 59 South, Detroit Lakes, Minnesota 56501

(office) 218-847-4289 (fax) 218-846-1945

www.meadowlandsurveying.com

WORK ORDER REQUEST AND AUTHORIZATION

CUSTOMER NAME: City of Vergas, Bruce Albright	PHONE #/EMAIL/DATE: 218-790-1957 Email: balbright@cityofvergas.com		
MAILING ADDRESS PO Box 32	CITY/STATE/ZIP Vergas, MN 56587		
LEGAL DESCRIPTION Townline Road/T669 in	S/T/R/COUNTY 30-137-40, 25-137-41 OT	FILE NAME 25CityVergas	QB FILE NAME
PROPERTY FIRE #	PARCEL ID/DEED/ABSTRACT INFO:		

SUMMARY OF WORK:

This estimate is to provide surveying services to:

- Locate and mark section corners on Town Line Road—the north and south ends,
- Locate and mark the quarter corner.

*The City looking to determine if the road is centered on the section line.

NOTE: Client does not want a Certificate of Survey (survey map to show property boundaries) to be prepared.

ESTIMATE AMOUNT/DEPOSIT DUE

\$950/\$475

Estimates are valid for 60 days from date on form.

ANTICIPATED COMPLETION:

3-5 weeks from authorization to proceed.

*Due to applicable Covid-19 restrictions & winter weather, timelines cannot be guaranteed.

Please understand that due to circumstances beyond our control, the anticipated completion date is not a guaranteed completion date.

Deposit Received _____ Amount _____ Check# _____

Change in scope of work to include: _____ Communicated: _____

Note 1: We highly encourage our clients to contact neighbors prior to our field work and inform them that you will be having your land surveyed.

Note 2: For Certificates of Survey projects, we will email a pdf. of the summary letter and the Certificate of Survey and Word versions of legal descriptions to the survey owner for use by other professionals. Requests for documents after completion of work will incur a charge.

Work Authorization

To ensure payment, we can only accept work authorization from the property owner. If the property is being sold, the owner can make whatever necessary payment arrangements with the buyer. However, the property owner is ultimately responsible for work-related expenses.

Authorization of Services on Page 2

Payment Terms: I agree to pay in full the invoice amount upon completion of the survey work. No paperwork will be released until payment is received, unless other payment terms have been agreed to by Meadowland Surveying, Inc. Late payments are subject to a 1.5% per month interest charge. Payment of our services is due upon completion and not contingent on any resulting legal/title work that may need to be completed.

Cancellation Terms: I agree to reimburse Meadowland Surveying, Inc. within 30 days from notice of cancellation of the survey request, for any actual expenses incurred in connection with the processing of our survey request.

Pre-Lien Notice: Any person or company supplying labor or material for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

AUTHORIZATION OF SERVICES
For City of Vergas
Town Line Road
located in Section 30-137-40 & 25-137-41
Otter Tail County, Minnesota

I understand that it is my responsibility to provide and/or assure Meadowland Surveying, Inc. has the correct legal description(s) for the property being surveyed. I understand that circumstances may arise where deeds unknown at the time of estimation can cause a change in scope and estimate amount. Meadowland Surveying, Inc. will communicate with client when such issues arise.

This estimate is determined on the information provided and known at the time of estimation. Any work resulting from information unknown at the time of estimation will be billed as additional services. Such work may include boundary line conflicts, discrepancies, encroachments and/or disputes.

Is there a gate which restricts access to this property? ____YES (If yes, how will we gain access?) ____NO

I, hereby, agree to the above terms and conditions and hereby authorize and direct Meadowland Surveying, Inc. to proceed with the survey pursuant to the above work order request.

Signature of property owner: _____ Print name: _____

Bill to address: _____ Date received in office: _____
Street Address City State Zip



TASK ORDER

This is Task Order No.2104-00530-16, consisting of 2 pages.

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated May 6th, 2013 ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

- A. Title: 2021 Gravel Pit Survey and Inspection Reporting
- B. Description: Engineer will perform site survey and inspection of the existing gravel pit and submit written report to the Owner.

2. **Services of Engineer**

- A. Inspection Survey and Reporting
 - I. See attached Engineering Services Scope

3. **Owner's Responsibilities**

- A. Owner shall have those responsibilities set forth in Article 2 and in Exhibit B.

4. **Payments to Engineer**

- A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
<i>Survey and Inspection Reporting</i>	<i>Lump Sum</i>	<i>\$5,000</i>

- B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is April 13th, 2021.

OWNER:

ENGINEER:

By: _____

By: _____

Name: Julie Bruhn

Name: Mark Anderson

Title: Mayor

Title: Vice President - EPW

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Julie Lammers

Name: Scott Kolbinger, PE

Title: City Clerk/Treasurer

Title: City Engineer

Address: 111 Main Street
Vergas, MN 56587

Address: 300 23rd Ave E, Suite 100
West Fargo, ND 58078

E-Mail Address: cityofvergas@arvig.net

E-Mail Address: Scott.Kolbinger@KLJeng.com

Phone: 218-342-2091

Phone: 701-271-4846

2020 Gravel Pit Survey and Inspection Reporting

Vergas, Minnesota

April 13, 2021

2021 Engineering Services

Engineering Services

Project Understanding:

The City of Vergas has adopted an ordinance to regulate the existing and future mining operations within the city limits. It is the City's intent to ensure that the disturbed areas are restored upon completion of mining operations, and overall, to protect the public health, life and general welfare of its citizens. As part of the ordinance, the mining site shall be surveyed and inspected yearly to ensure the site follows the requirements stated in the ordinance.

Task 1 –Gravel Pit Survey and Inspection Reporting

A. Inspection Survey

1. The Engineer shall survey and inspect the operating gravel mining pit in the spring prior to starting operations for the year utilizing an aerial Drone.
2. Engineer shall provide a basic topographic map and an aerial image of the operating gravel pit during the inspection to get both a visual and topographic representation of the gravel pit activity from the prior year.

B. Reporting

1. A written report shall be submitted to the city within 30 days following the inspection.
2. The Engineer shall inspect and certify as compliant or, if deficient, note the deficiency and corrective action to be taken pursuant to a checklist to be developed by the engineer and the City to ensure compliance with the city ordinance.
3. Engineer shall develop a report to include the following information:
 - i. Mine Description
 - ii. Observations
 - iii. Disturbance Area
 - iv. Reclaimed Area
 - v. Violations
 - a. Corrective Measures and Recommendations
 - vi. Conclusion/Summary
 - vii. Site Maps and Aerial Image
 - viii. Inspection Photos with Descriptions

The following items, if desired, will be performed at Engineer's standard hourly rates above and beyond our Lump Sum price:

1. Boundary and easement survey
2. Noise monitoring
3. Air quality monitoring
4. Gravel mining operation hours monitoring
5. Construction or backfill operation inspections

2020 Gravel Pit Survey and Inspection Reporting

Vergas, Minnesota

April 13, 2021

6. Stormwater Management Plan
7. Site Landscape Design
8. Stormwater Pollution Prevention Plan (SWPPP)
9. Construction observation and/or administration
10. Construction surveying
11. Preparing Record Drawings
12. Items not listed in Task 1 above.

Additional Notes:

Engineer's fee does not include submittal fees.

Lump Sum Fee

Task 16 – 2021 Gravel Pit Survey and Inspection Report = \$5,000.00

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

Date: 3/9/2021

Bid is for: City of Vergas

Gravel parking lot where blackdirt was removed:

- Place and average of 3 inches of class material over the
area black dirt was removed.....\$3100

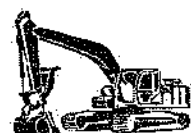
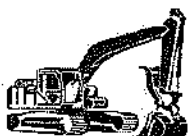
TOTAL LESS ALLOTMENTS.....\$3100
TOTAL FILL ALLOTMENT(as above).....\$

- ❖ 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



CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA

RESOLUTION 2021-03

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

WHEREAS, the City of Vergas has identified a proposed project (Comprehensive Plan) within the City of Vergas that meets the Otter Tail County Community Development Agency (CDA) Community Growth Partnership Grant program's purpose and criteria; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Community Growth Partnership Grant program guidelines; and

WHEREAS, the City has legal authority to apply for financial assistance; and

NOW BE IT RESOLVED that the City of Vergas approves the application for funding from the Otter Tail County CDA Community Growth Partnership Grant program.

BE IT RESOLVED that upon approval of its application by the Otter Tail County CDA, the City Clerk-Treasurer Julie Lammers, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted this 13th day of April 2021 by the City Council of the City of Vergas.

Julie A. Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk/Treasurer

City of Vergas
Demolition Specifications
310 W Lake ST
(Former Todd Bunkowski Property)
April 2, 2021

The purpose of this memo is to provide some specifications regarding the above referenced property:

1. No hazardous material inspections are required , as this was already covered by the Fire Department before they burned the house/trailer (one and the same).
2. All materials associated with said structure are to be removed from site, and disposed of in a legally licensed disposal area/landfill.
3. Upon removal of said material, site requires restoration (backfill, leveling, etc.). Material for backfilling said structure will be obtained adjacent to said structure. Topsoil (black dirt) should be salvaged before accessing clay/sand fill material. Topsoil should be replaced upon completion, so City forces can reseed the area. Restored site have adequate drainage (don't leave a hole).

Questions/comments, please contact Mike DuFrane, Utilities Superintendent, City of Vergas.

Prepared by: Bruce Albright, Councilman.

City Council
2021 April Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, April 13, 2021

11. Staff Reports

- a. Utilities Superintendent Report
- b. Liquor Store Manager Report

Files Attached

- April 2021 council report - Mike.pdf
- April Liquor Store Manager Report.pdf

April 2021 Utilities Report to Council

1. Parks
 - a. Pier broke the rope. The Dnr helped retrieve the pier then placed it in the location it belongs. The next day the ice shifted came to shore broke 4 floats and bent 4 of the 5 poles. Dnr will be in this week to fix it. No charge
2. City Farm.
 - a. I have talked to Tom Falk and Felts plumbing to get estimate on clean up the house debris. Both said interested but never showed up.
3. Water
 - a. Hydrants are flushed.
4. Wastewater
 - a. Will be attempting to flush sewer this month.
5. Streets
 - a. Streets were swept by Detroit Lakes public works. On 4-6
Finished on 4-8
6. Recycle center
 - a. I had arrangements with tory Sonnenburg to pick up concrete barricades from Kost concrete. he said would be last week but never showed up. We put out wood barricades for temporary barrier.

Liquor Store Manager Report:

Employees:

One employee has given notice to leave employment – currently still at 5 part-time employees.

I will not hire at this time as hopefully Liquor Store manager will be hired.

Building:

Received 2 quotes for new tongue and groove boards on side of building.

Schepper Custom Builders \$2,600.00

Summer Construction \$5,600.00

Awarded the bid to Schepper Custom Builders

City Council
2021 April Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, April 13, 2021

12. Information & Announcements

- a. Emergency Planning Summit April 15, 2021 -All Council Members, DuFrane) Zoom
- b. Continuation of Board of Review April 27, 2021, 1:00 pm (All Council Members, Lammers)
- c. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
- d. Board of Review Training Opens July 1, 2021 (All Council Members)
- 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. Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood
- i. League of MN Cities Annual Conference (Mayor, Council & Lammers)

Files Attached

- EM Summit April 15, 2021.pdf

From: Patrick Waletzko <pwaletzk@co.ottertail.mn.us>
Sent: Monday, April 5, 2021 10:00 AM
To: Patrick Waletzko
Subject: The EM Summit Is Back! April 15, 2021



The EM Summit is back! And have we got a lineup for you!
Please join us April 15, 2021 for our 7th Summit – guaranteed to be a highly interactive virtual event

*** 9:00am - 10:00am - An Overview of State Emergency Response Teams**

(Tom McDonough, State Response Teams Coordinator, MN State Fire Marshal's Office)

Explore the resources available to public safety agencies and communities throughout Minnesota when they need outside support and technical assistance to respond to situations involving suspicious packages, hazardous substances, collapsed structures, wide-area searches, rescues from difficult locations, and many other scenarios.

*** 10:30am - 11:30am - Emergency Public Information: Tips & Tricks for Working with Media**

(Amber Schindeldecker, Public Information Officer, MN Department of Public Safety)

What if you are asked to provide an interview after a disaster in your community? What would you say? What would you start? Listen as a seasoned public information officer shares her experience working with the media in a wide variety of scenarios, and her thoughts on ensuring your experience goes well and your community's story is accurately shared.

*** 12:00pm - 1:00pm - Roles & Responsibilities of Elected Officials & Senior Leaders**

(Patrick Waletzko, Emergency Management Director, Otter Tail County)

2020 brought a pandemic, the year's most severe tornado, heavy rain, and high waters to communities of Otter Tail County, putting many elected officials and senior leaders in the uncomfortable position of making some

unfamiliar decisions. Join in a discussion as we review the emergency management system throughout Minnesota and Otter Tail County, the day to day emergency management duties assumed by senior officials, the roles community leaders and policy makers can take on before, during, and following an incident.

*** 1:30pm - 3:00pm - "Operation: Through the Haze " A Facilitated Scenario-Based Exercise**

Focusing on:

- Incident Management & Coordination
- Local, Regional & State Resources Available to Assist
- Roles & Responsibilities of Elected Officials & Senior Leaders
- Public Information & Media Relations

And join us before each session for

*Emergency Management Trivia

*A Look Behind the Scenes

* Virtual Networking

Information on how to connect to each session will be provided on April 12, 2021

No Registration Necessary! Join us when you can. Leave when you need to!

Questions?

Patrick Waletzko, Otter Tail County Emergency Manager

Phone: 218-998-8067

Email: pwaletzk@co.ottertail.mn.us



Confidentiality Notice: The unauthorized disclosure or interception of e-mail is a Federal Crime. See 18 U.S.C. Sec. 2517(4). This e-mail message, including any attachments, is for the sole use of the attended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.