

City Council
2021 May Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, May 11, 2021

1. **Call to Order**
2. **Citizens' Concerns**
3. **Agenda Additions and Deletions**
4. **Approval of Consent Agenda**
 - a. Council Minutes of the April 13, 2021
 - b. Board of Review Minutes
 - c. Bills paid between Council meetings and Council bills
 - d. Liquor Store bills for April 2021
 - e. General Fund/Special Revenue Money Market Account Report
 - f. 2021 Investment Schedule/Bond Schedule
 - g. Budget Reports
 1. General Fund
 2. Water Fund
 3. Sewer Fund
 - h. Late water/sewer bills
 - i. Elimination of Development Policy Form
 - j. Citizen Concern Form
 - k. Vergas Lion's LG220 MN Lawful Gambling Permit
5. **Board of Review**
6. **Proposals Involving City Property**
7. **Veterans Memorial**

Vergas Veterans Memorial Committee.
Vergas Veterans/Concerned Citizens
8. **Construction Permits**
 - a. 230 East Frazee Ave - Veterans Memorial Park
 - b. 230 East Frazee Ave - Pickleball Courts
 - c. 360 South Pelican Ave - 4 insert windows
9. **105 Main Street-Small Cities Development Program**
10. **City Attorney**
11. **Committee Reports**
 - a. EDA/HRA Commission
 - b. Event Center Advisory Board
 - c. Park Advisory Board
 - d. Personnel Committee
 - e. Planning Commission
12. **Staff Reports**
 - a. Utilities Superintendent Report
 - b. Liquor Store Manager Report
13. **Information & Announcements**
 - a. Board of Review, May 25, 2021 11:00, (Mayor, Council & Lammers) Event Center and on zoom
 - b. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
 - c. League of MN Cities Annual Conference June 22-25 (Mayor, Council & Lammers) online

- d. Board of Review Training Opens July 1, 2021 (All Council Members)
- e. Household Hazardous Waster 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. Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood

14. Adjournment

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3. Agenda Additions and Deletions

Files Attached

- tax application vergas and OTC.pdf
- 20210507_Spring2021_Report_Signed-reduced Gravel Pit Compliance Report.pdf - Gravel Pit Compliance Report



OTTER TAIL COUNTY, MINNESOTA

Business Assistance Financing Application – Tax Abatement

Adopted October 11th, 2016

APPLICANT INFORMATION:

Business Name: Summers Holdings LLC Date: _____
Business Address: 300 Nold Detroit Rd
City: Vergas State: MN Zip Code: 56587
Business Type: ☒ Corporation ☐ Sole Proprietorship ☐ Partnership ☐ Other
Please select: ☒ New Business ☐ Existing Business # of Years in Business _____
Contact Person / Authorized Representative: Mike Summers Title: owner
Daytime Phone: 218-841-5012 Alternate Phone: _____ Email: _____

PROJECT INFORMATION:

Please attach a description of the proposed project (including building size, building type, site plan and sketches).
Please attach a description of why the assistance is needed, be specific.
Please attach a legal description of the property.

Location of Proposed Project: 160 S Railway Ave Vergas, MN 56587
Parcel #'s: 82000500012007
Present ownership of site: vacant land
Current Property Taxes: City/Township Vergas County Otter Tail School Free Vergas
Amount of Business Assistance Requested: _____
Anticipated project start date: _____ Completion Date: _____

PUBLIC PURPOSE:

What benefits will the County and its residents gain if assistance is provided?

- ☐ Increase or preserve the tax base
- ☒ Provide employment opportunities
- ☐ Help redevelop or renew blighted areas
- ☒ Help provide access to services for residents
- ☐ Development of quality child care opportunities
- ☐ Preservation and creation of resorts
- ☐ Creation of affordable workforce housing
- ☐ Other (please describe)

LENDER INFORMATION:

Business Name: Vergas State Bank
City/State/Zip: Vergas, MN 56587

Contact Name: Daren Benube
Phone Number: 28-342-2481

LEGAL COUNSEL:

Business Name: _____
City/State/Zip: _____

Contact Name: _____
Phone Number: _____

FINANCIAL INFORMATION:

Estimated Project Related Costs:

- | | |
|-----------------------------------|------------------------|
| 1. Land Acquisition | \$ <u>65,000</u> |
| 2. Site Development | \$ _____ |
| 3. Building Cost | \$ <u>275,000</u> |
| 4. Equipment | \$ _____ |
| 5. Architectural/Engineering Fees | \$ _____ |
| 6. Legal Fees | \$ _____ |
| 7. Off-Site Development Costs | \$ _____ |
| 8. Other (please explain) | \$ _____ |
| 9. TOTAL PROJECT COST | \$ <u>0.00 340,000</u> |

Sources of Financing

- | | |
|--|-------------------|
| 1. Private Financing Institution | \$ <u>225,000</u> |
| 2. Tax Abatement Funds (Total Request) | \$ <u>0.00</u> |

County Participation:

Number of Years: _____
Annual Portion: \$ _____
Total Abatement: \$ 0.00

City/Township Participation:

Number of Years: _____
Annual Portion: \$ _____
Total Abatement: \$ 0.00

School Participation:

Number of Years: _____
Annual Portion: \$ _____
Total Abatement: \$ 0.00

- | | |
|-----------------------|----------------|
| 3. Other Public Funds | \$ _____ |
| 4. Developer Equity | \$ _____ |
| 5. Other Financing | \$ _____ |
| 6. TOTAL SOURCES | \$ <u>0.00</u> |

FINANCIAL INFORMATION – continued:

Has the business, owners or parent company ever declared bankruptcy? No ☒ Yes ☐

Has the business, owners or parent company ever defaulted on any loan commitment? No ☒ Yes ☐

Has your business or parent company received a business subsidy, for this or any other project, from another Minnesota unit of government during the past 5 years?

No ☒ Yes ☐ , please describe:

AUTHORIZED SIGNATURE OF APPLICANT

Applicants are required to provide the County with at \$500 deposit to cover administration and consulting expenses associated with your project. Unused funds will be returned upon completion of this process. In some cases, administrative and consulting expenses may exceed \$500. In such cases, applicant approval will be sought before incurring additional expenses. The applicant agrees to provide additional information if requested by the County.



Applicant _____

Title _____

Date _____

If abatement request is approved – an abatement agreement is required

When complete – please return to:

Otter Tail County Tourism and Economic Development
520 Fir Avenue West
Fergus Falls, MN 56537
218-998-8057 phone
nleonard@co.ottertail.mn.us

PLEASE INCLUDE WITH COMPLETED APPLICATION:

- ☐ Background material of company
- ☐ Businesses Articles of Incorporation or Partnership Agreement
- ☐ Description of the proposed project (including building size, building type, site plan and sketches)
- ☐ Description of why the assistance is needed
- ☐ Legal description of the property
- ☐ Preliminary financial commitment from bank (commitment letter)
- ☐ Pro Forma Analysis – including 3 years of projections
- ☐ 3 years of Financial Statements/History
- ☐ \$500 application fee made payable to Otter Tail County Treasurer

TENNESSEN WARNING: DATA PRIVACY STATEMENT

In accordance with the Minnesota government data practices act, the Otter Tail County Economic Development Department is required to inform you of your rights as they pertain to private information collected from you. Private data is that information which is available to you from the Otter Tail County Economic Development Department but is not available to the public. The personal information the Otter Tail County Economic Development Department collects about you is generally considered private.

The information collected from you, as part of the attached application will be used to determine your eligibility for public financial assistance. You are not required to provide this information, but if you do not, the Otter Tail County Economic Development Department will not be able to determine your eligibility for assistance.

The private data we collect will be disseminated and used only when it is required for administration and management of the program. Persons or agencies with whom this information may be shared include:

1. Members of the county staff who review applications.
2. Staff persons involved in administration of the assistance program.
3. Auditors who perform required audits of county programs.
4. Authorized personnel from the Minnesota Department of Employment and Economic Development and the US Department of Housing and Urban Development or other state and federal agencies providing funding assistance to you.
5. Personnel from the county's financial advisor to assist in the review of the application.
6. Those persons whom you authorize to see the data.
7. Law enforcement personnel in the case of suspected fraud.

Unless otherwise authorized by state statute or federal law, other government agencies using the private data must also treat it as private.

You may wish to exercise your rights as contained in the Minnesota government data practices act. Those rights include:

1. The right to see and obtain copies of the data maintained on you,
2. The right to be told the contents and meaning of the data, and
3. The right to contest the accuracy and completeness of the data.

To exercise these rights, contact Nick Leonard, Economic Development Director, Otter Tail County, 520 Fir Avenue West, Fergus Falls, MN 56537. (218) 998-8057.

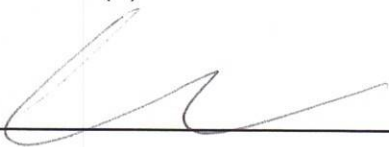
Date



Applicant

I/WE CERTIFY THAT ALL STATEMENTS ON THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE. I/WE UNDERSTAND THAT ANY INTENTIONAL MISSTATEMENTS WILL BE GROUNDS FOR DISQUALIFICATION. I/WE AUTHORIZE AND AGREE TO PROVIDE TO THE OTTER TAIL COUNTY ECONOMIC DEVELOPMENT DEPARTMENT REASONABLE ACCESS TO INFORMATION AND REASONABLE ACCESS TO CONSTRUCTION PROJECT SITE TO ALLOW THE OTTER TAIL COUNTY ECONOMIC DEVELOPMENT DEPARTMENT TO MONITOR PROJECT IMPLEMENTATION FOR COMPLIANCE WITH PROGRAM OBJECTIVES AND ASSISTANCE GUIDELINES.

APPLICANT(S):



DATE: _____

DATE: _____

DATE: _____

DATE: _____

OTTER TAIL COUNTY - MINNESOTA

HOUSING TAX REBATE APPLICATION

(Application Period 1/1/2020 through 12/31/2022)

Property Owner / Applicant: Summers Holdings LLC

Current Address: 300 N Old Detroit Rd Vergas, MN 56587

Telephone: 218-841-5012 E-Mail: _____

Are property taxes current? ☒ Yes ☐ No

Proposed Project: ☒ New Construction ☐ Replacement of housing unit

Project Type: ☐ Single Family ☐ Two Family

Project Address (if available): S Railway Ave Vergas, MN 56587

Parcel Number: 82000500012057 Estimated Project Valuation: \$ 340,000

Applicant Statement:

(Please provide a statement as to why you are requesting a rebate of property taxes.)

Attach site plan with location of house, parcel information and parcel number. (Include letter of consent from property owner if subject to purchase agreement.)

I / We as applicant(s) for the Housing Tax Rebate certify that no construction has begun or will begin prior to the taxing authority's decision on my/our application. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

I / We as applicant(s) for the Housing Tax Rebate submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes and the abatement is awarded following full payment of real estate taxes due annually.

Construction Certification Signature

Date

Signature of Applicant(s)

Date

☐ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

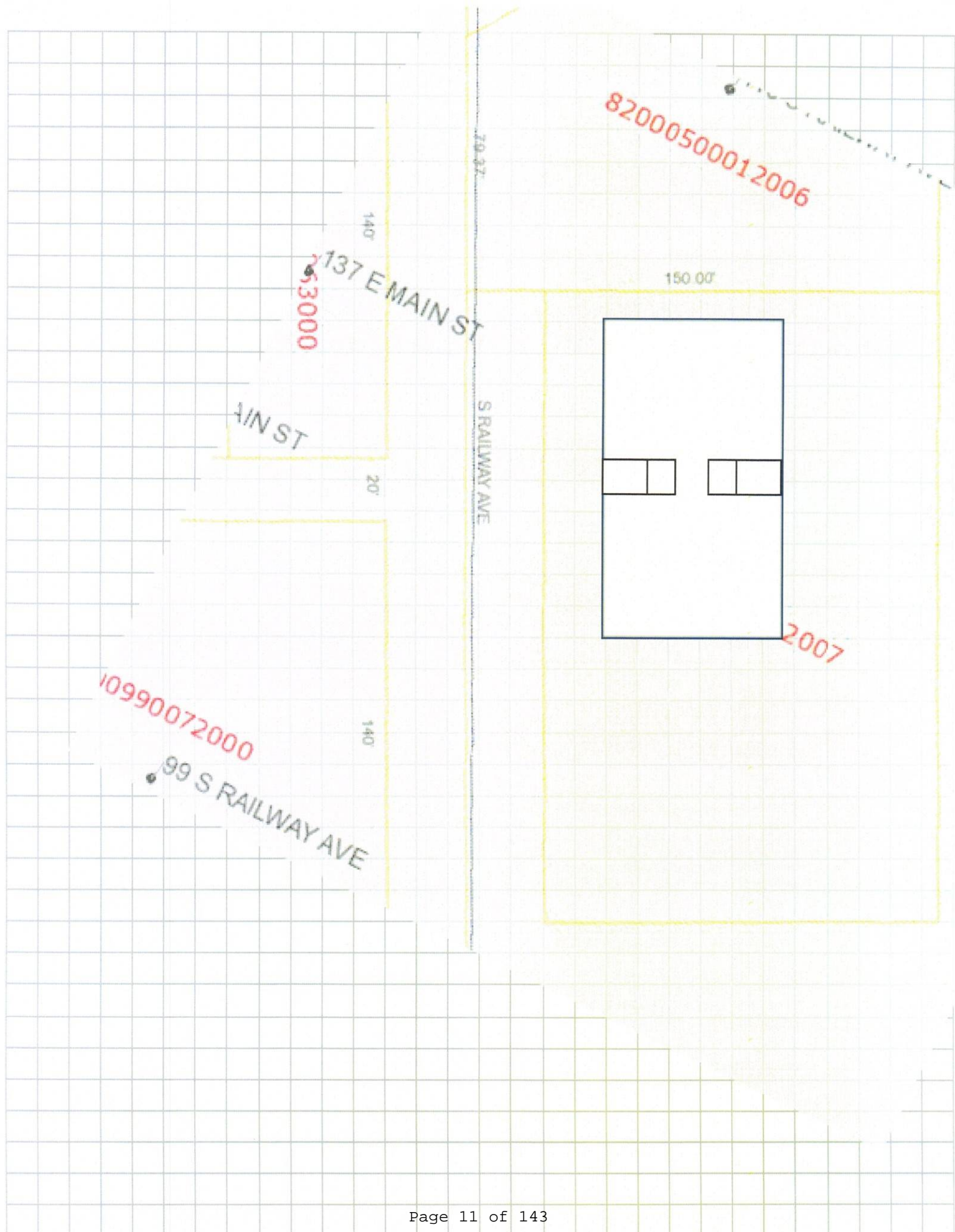
Otter Tail County _____ Date: _____

☐ City or ☐ Township of _____ Date: _____

Disclaimer: Each taxing entity makes its own decision on approval or denial of application for tax rebate. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax rebate offer will be automatically terminated. Building cannot start until such time as all taxing entities have approved and written authorization is provided.

Please submit completed application with attachments to:

Otter Tail County Community Development
520 West Fir Ave, Fergus Falls, MN 56537
or: abaldwin@co.ottertail.mn.us



A large, stylized graphic on the right side of the page. It consists of a thick, dark teal line that starts at the top left and extends diagonally down to the right. This line is followed by a series of four overlapping chevrons pointing to the right. The chevrons are colored in a gradient from dark teal to orange to yellow. Below the chevrons is a thick, solid orange line that extends diagonally down to the right, parallel to the teal line.

Spring 2021

Bunkowski Gravel Pit

Compliance Report

Prepared for:

City of Vergas, Minnesota

May, 2021

Spring 2021
Bunkowski Gravel Pit Compliance Report
Vergas, Minnesota
KLJ Project #2104_00530
Report for the City of Vergas, MN
By: KLJ

CERTIFICATION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINTED NAME: SCOTT KOLBINGER
SIGNATURE: *Scott Kolbinger*
DATE: 5/7/2021 LICENSE NUMBER: 54153



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APPENDICES

Appendix A	Location Map
Appendix B	Bunkowski Legal Description
Appendix C	City of Vergas Ordinance NO. 2017-001 151.70 Excavation, Mining and Gravel Pits
Appendix D	Application for Interim Use Permit - Marks Sand & Gravel
Appendix E	Interim Use Permit - Marks Sand & Gravel
Appendix F	Bunkowski Gravel Pit - Field Inspection Report
Appendix G	Current Conditions Map
Appendix H	Setbacks Map
Appendix I	Slope and Grades Map (South Pit, North Pit)
Appendix J	Filled & Excavated Areas - South Pit



Bunkowski Gravel Pit Compliance Report

Vergas, Minnesota

KLJ Project 2104_00530

EXECUTIVE SUMMARY

The purpose of this compliance report is to determine if the current Bunkowski Gravel Pit is in compliance with the City of Vergas Ordinance NO. 2017-001 “151.70 Excavation, Mining and Gravel Pits”. As a consultant for the City of Vergas, KLJ Engineering surveyed the gravel pit property and developed maps to obtain excavation areas, setback distances, and surface grades. These measurements were compared to the requirements outlined in the City Ordinance 2017-001 to verify if the property is in compliance or if any violations exist.

We conclude that the Bunkowski Gravel Pit, owned and operated by Marks Sand and Gravel Co., is currently out of compliance with the City of Vergas Ordinance No. 2017-001 Revision 2 titled “151.70 Excavation, Mining, and Gravel Pits”. Two setback distances and the processing area are in violation at the time of the detailed inspection and reporting process. The violations are summarized below:

- One (1) setback violation located in the south pit along the east and south west property line off East Looney Lane.
- One (1) setback violation located in the south pit along the south boundary of the pit within 500’ of the nearest structures.
- Processing area size in excess of maximum allowed size.

The limits of excavation for “Active Gravel Pit” are currently less than the maximum areas allowed, thus in compliance with the ordinance.

We recommend that the pit be brought back into compliance with the Ordinance prior to the next inspection scheduled for the spring of 2022.

While reviewing the site, it appears that Mark’s Sand and Gravel has been working to correct the previous violations but has not fully completed the restoration. Along the southern boundary, the excavated slope within the setback has been filled in to comply with the slope requirements adjacent to the property lines. Similarly, along the east edge of the southern pit, stockpiles have been worked to remove the slope violation. While the slopes have been worked to meet compliance, the area does not appear to have been topsoiled and seeded. With a spring survey, it is difficult to tell if any new vegetation is present and therefore has been included in the open gravel pit calculation.



INTRODUCTION

The Bunkowski gravel pit located in the City of Vergas, Minnesota was originally established in the late 1960s and is currently owned by Marks Sand & Gravel for the purposes of extracting non-metallic minerals. A location map of the Bunkowski Gravel Pit can be found in **Appendix A**, and a copy of the contract for deed which contains the legal description of the property can be found in **Appendix B**. The aggregate mined from this pit will be used for various road construction projects throughout the region over a 20-year planned period.

Figure 1 - Bunkowski Gravel Pit



The purpose of this compliance report is to determine if the current gravel pit is within compliance with the City of Vergas Ordinance NO. 2017-001 Revision 2 “151.70 Excavation, Mining and Gravel Pits”. A copy of this ordinance can be found in **Appendix C**. The City of Vergas passed the ordinance to regulate existing and future mining operations, to ensure proper land utilization and to protect public health, life and general welfare.

Marks Sand & Gravel Co. has submitted an application or an interim use permit, found in **Appendix D**, for the continued use of the mine within city limits. The City of Vergas has approved the application and has granted Marks Sand & Gravel an interim use permit, found in **Appendix E**.

MINE DESCRIPTION

The gravel pit is located on the northeast corner of East Looney Lane and South Pelican Ave on the south side of Vergas. The property boundary encompasses approximately 140 acres. Currently, 26 acres have been mined or have been stripped in preparation for mining or stockpiling. Approximately 45 acres have been designated for mining operations in the future. The mining operation consists of stripping and stockpiling topsoil, excavating material using front end loaders, bobcats, and dozers, loading material on tri-axial dump trucks and semi-trucks, and hauling offsite.



Figure 2 - Edge of Active Mining Area



Phasing Plan

Marks Sand & Gravel plans to continue mining operations in the southern area of the existing pit until resources are exhausted. The excavated side slopes will be regraded to meet the maximum slope criteria. Topsoil will then be spread over the areas that have been completely mined as they are reclaimed.

SITE REQUIREMENTS

The City of Vergas Ordinance NO. 2017-001 Revision 2 “151.70 Excavation, Mining and Gravel Pits” outlines several requirements for gravel pits located within city limits to follow. Conditions on maximum slopes, minimum setbacks and limits on excavation are summarized below.

Maximum Slopes

During the entire period of operations, all excavations other than the working face shall be sloped on all sides at a maximum ratio of one foot horizontal to one foot vertical, unless a steeper slope shall be approved by the city. Where excavations are adjacent to a public roadway or other right-of-way, or the property adjacent to the excavation, the excavation shall have a maximum four to one slope. Slopes adjacent to or contiguous to bodies of water shall be sloped at a maximum of six to one.

Table 1 - Required Slopes

Location:	Maximum Slope (H:V)
Operating Areas other than Working Face	1:1
Adjacent to Public Roadways or Other Properties	4:1
Adjacent to Bodies of Water	6:1



Figure 3 - Excavation Slopes



Setbacks

The following setbacks shall apply: No mining shall take place within one-hundred (100) feet of any property line, road right-of-way or easement; No part of the operation shall be within five hundred (500) feet of any occupied structure not owned by the Operator or Owner and existed at the time of the original permitting.

Table 2 - Required Setbacks

Location:	Minimum Setback
Property Lines, Road Right-of-Way, or Easements	100 Feet
Occupied Structure	500 Feet

Limits of Excavation

Active Gravel Pit/Active Mining: Max. 10 Acres

No more than ten (10) acres shall be opened as an “active gravel pit” or “active mining. The terms “active gravel pit” and “active excavation” shall mean any area where topsoil or overburden has been removed and the excavation of earthly deposits or minerals is currently taking place or has taken place within the last 6 months. Generally, active gravel pits are characterized by deeply excavated areas with steep side slopes. Active gravel pit areas may also include the stockpiling and storage of sand, gravel, and other materials. No more than ten (10) acres shall be open to active mining as defined by “active gravel pit” or “active mining”. For each additional five (5) acre area to be mined, five (5) acres of previously mined area must be reclaimed.

Processing Area: Max. 5 Acres

No more than five (5) acres shall be utilized for processing as defined as a “processing area”. The term “Processing Area” refers to any area used for stockpiling and storage of sand, gravel and other materials, as well as any area with machinery used to crush, wash, mix, compound, and to treat dirt, sand, gravel, rocks, or similar products into consumable products such as construction grade sand, gravel and similar products. This area does not include asphalt plants and concrete



ready-mix plants. In the event that the processing area is moved, shifted, or relocated the previous area shall immediately be reclaimed or actively mined and shall than be classified as an “active gravel pit” area.

Idle Excavated Area: Only Pre-existing areas

The term “Idle Excavated Area” refers to any area where topsoil or overburden has been removed for the purposes of mining operations of earthly deposits or minerals, yet the area has remained idle and no active excavation or material processing has taken place within the past (1) year. Only pre-existing areas classified as “idle excavated areas” will be allowed. No new land shall be classified as such. “Active gravel pit” areas cannot be classified as “idle excavated areas”.

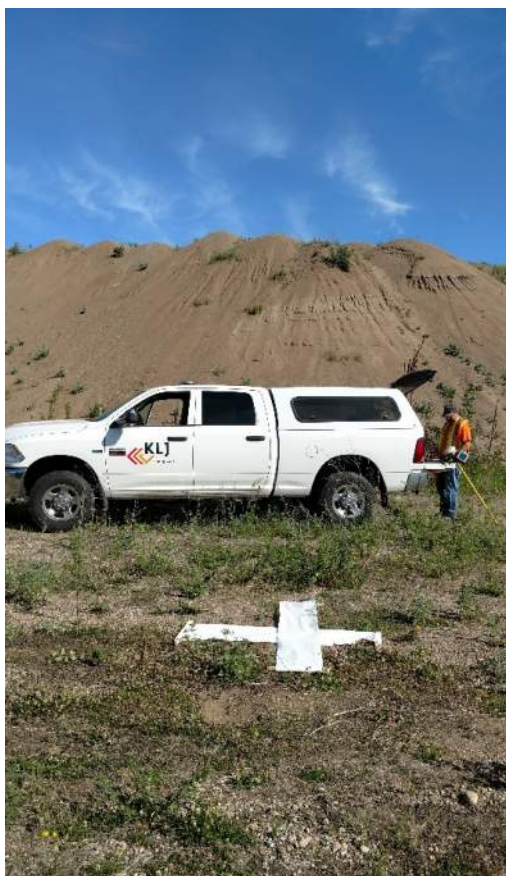
INSPECTION

The City of Vergas has requested that KLJ Engineering perform inspections of the Bunkowski gravel pit each year to verify compliance with the City of Vergas Ordinance NO. 2017-001 “151.70 Excavation, Mining and Gravel Pits”. KLJ conducted their survey and inspection of the site on April 20th, 2021. The Gravel Pit Inspection - Field Report can be found in **Appendix F**.

Process

KLJ utilized a combination of traditional survey methods and aerial drone surveying to obtain an aerial image and a ground surface file of the property. Several passes of the drone over the property were necessary to obtain an accurate image and surface elevations within the site.

Figure 4 - Drone Control Point





REPORTING

The aerial image and surface files were imported into AutoCAD Civil 3D software to analyze and measure the current properties of the mining operation. Detailed maps were produced showing active mining areas, disturbed areas, property lines, and setbacks. A map of the current conditions can be found in **Appendix G**.

Results

A detailed review of the site with its current conditions was conducted. Two (2) pits were discovered and measured within the overall mining area. Pit areas are classified as deeply excavated areas with steep side banks and no restoration or reclamation work complete. The south pit is classified as “Active Mining” and has an area of 7.0 acres. The north pit has an area of 6.2 acres and has not been actively mined since at least 2017 and is classified as an “Idle Excavated Area”. The total area that is currently classified as a steep sloped pit is 13.2 acres.

It was discovered that several requirements of the City ordinance are not in compliance. The eastern and southwest limits of the south pit violate both the 100 ft property setback and 500 ft structure setback requirements. A map showing the setback violations can be found in **Appendix H**, a map of the maximum slope violations can be found in **Appendix I**. Additionally, it appears that the processing area as expanded beyond the limits provided in the ordinance.

The setback violations noted were discovered in the south pit. The most severe violation is a setback infringement along the property lines.

Excavation Area Classification:	Acres	Limit
Active Gravel Pit	6.6 Acres	10 Acres
Processing Area	5.4 Acres	5 Acres
Idle Excavated Area	6.2 Acres	-
Total Open Gravel Pit	26.3 Acres	-

A comparison of the spring 2020 and spring 2021 ground surfaces of the south ‘active mining’ areas were analyzed to obtain the total amount of material mined from the gravel pit. The table below shows the amount of excavation taken from the gravel pit.

Material Quantity	Cubic Yards
Cut (excavation)	67,125 CY
Fill (embankment)	36,451 CY
Net	30,675 CY

Appendix J has been included to identify the areas within the south “active mining” area that have been excavated or filled from the previous review. It should be noted that the areas within the 100’ property setback lines have been modified by both excavation and filling (stockpiling) of materials. It does not appear that any of the area has been reclaimed.

CONCLUSION

As described above, the Burkoswki Gravel Pit is in violation of their permit and the City of Vegas Ordinance No. 2017-001 titled “151.70 Excavation, Mining, and Gravel Pits”. There are two areas of



setback violations and a violation in land use for the “Processing Area” size. The land use limitations for “Active Excavation” is currently within compliance.

Recommendations

It is recommended that Marks Sand & Gravel correct the violations outlined in this report using its own company means, methods, techniques, sequences, or procedures for all work located within the gravel pit property. These areas would then be smoothly graded, top-soiled, and seeded as described in the application for interim use permit submitted by Marks Sand and Gravel.

Figure 5 - Mining Operations



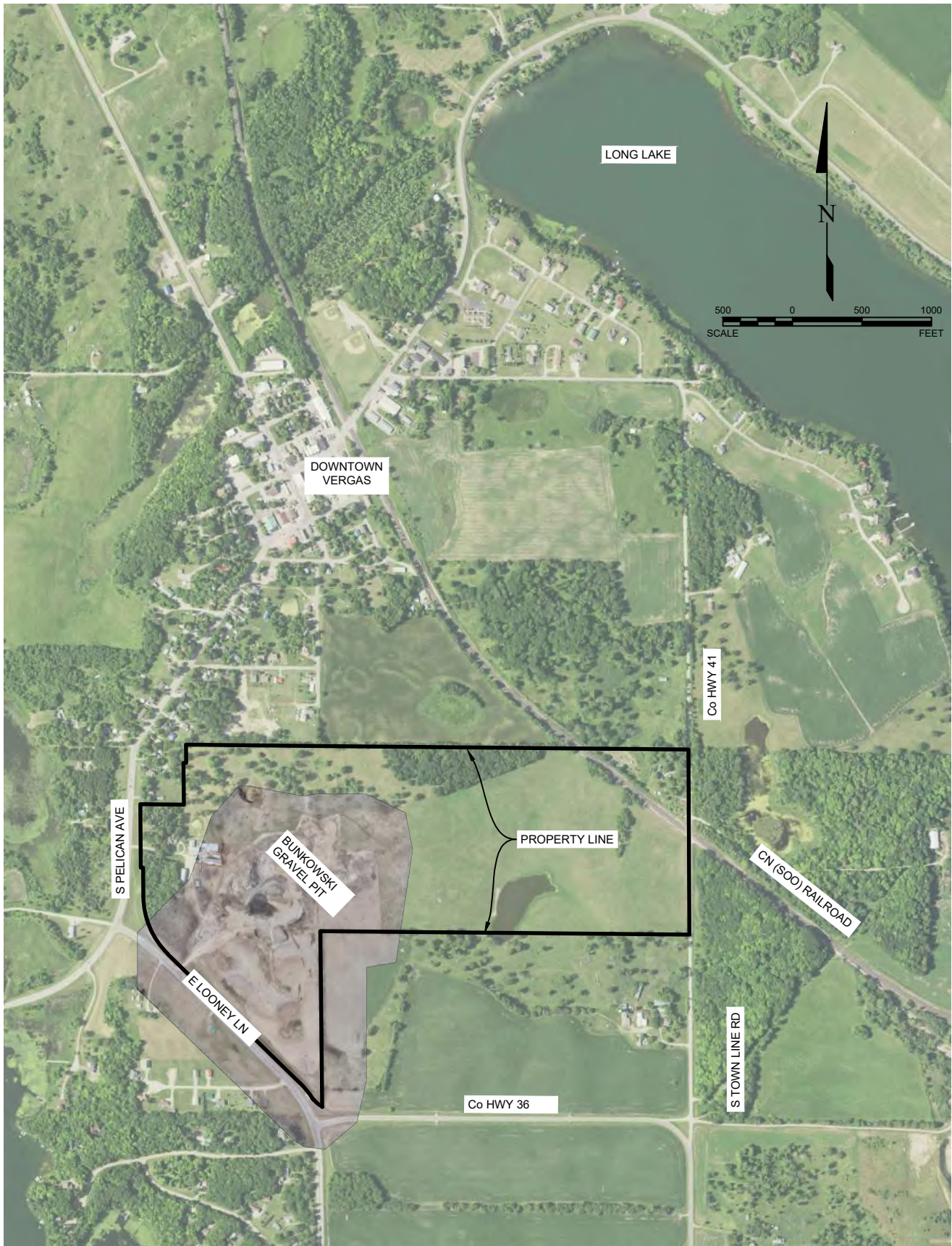
Summary

The conclusions and recommendations within this report were developed based on observations and measurements from aerial imagery and surface contours. It is anticipated that moderate grading and reclamation efforts will be required to correct the current violations prior to the next inspection scheduled for spring 2022 prior to the start of the pit being utilized. Fixing these violations will ensure that the land is properly utilized and will protect the public's health, life and general welfare.

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APPENDIX A - LOCATION MAP



GRAVEL PIT COMPLIANCE REPORT

CITY OF VERGAS
VERGAS, MINNESOTA

APPENDIX A - LOCATION MAP

DRAFTED	EAS
REVIEWED	SK
PROJECT NUMBER	2104_00530
ISSUE DATE	05/06/2021





Appendix B Bunkowski Legal Description

**CONTRACT FOR DEED
Individual Seller**

Date: August _____, 2015

THIS CONTRACT FOR DEED is made on the above date by **Donald Bunkowski and Janette Bunkowski, husband and wife**, Seller (whether one or more), and **Mark Sand and Gravel Co.**, Purchaser.

Seller and Purchaser agree to the following terms:

1. **PROPERTY DESCRIPTION.** Seller hereby sells, and Purchaser hereby buys, real property in Otter Tail County, Minnesota, described as follows:

The North One Half of the Southeast One Quarter (N1/2 SE1/4), except 5 acres in the Northeast corner thereof, in Section 25, Township One Hundred Thirty-seven (137) North, Range Forty-one (41) West, which tract is described as follows: Beginning at the Northeast corner of the Southeast One Quarter (SE 1/4) of Section Twenty-five (25), of the unplatted lands of the Village of Vergas, thence South 34 rods and 4 feet following the township line between Candor and Hobart Townships to a point intersection with the Railway right of way of the Minneapolis, St. Paul & Ste. Marie Ry., then in a Northwesternly direction 58 rods and 10 feet to a place where the above named railway right of way intersects with the quarter section line thence due East 45 rods and 10 feet to place of beginning;

The East One Half of the Southwest One-Quarter, (E1/2 SW1/4), EXCEPT the following described tracts, to wit:

- 1) Beginning at the Southeast corner of the Southeast One-Quarter of the Southwest One-Quarter (SE1/4 SW1/4) of Section 25, thence in a straight line 80 rods West, thence in a straight line 80 rods North, thence in a straight line diagonally through said Southeast One-Quarter of the Southwest One-Quarter (SE1/4 SW1/4), to the place of beginning;

- 2) Beginning at a point 2 rods East of the Northwest corner of the East One-Half of the Southwest One-Quarter, (E1/2 SW1/4), running thence South 8 rods, thence East 20 rods, thence North 8 rods, thence West 20 rods to the place of beginning. Containing one acre;
- 3) Beginning at a point that is 33 feet East of the West line and 132 feet South of the North line of the East One-Half of the Southwest One-Quarter (E1/2 SW1/4) of Section 25, thence South along the East line of highway a distance of 173 feet, thence East a distance of 252 feet, thence North a distance of 173 feet, thence West a distance of 252 feet to point of beginning;
- 4) Beginning at a point that is 305 feet South of the North line of the East One-half of the Southwest One-Quarter (E1/2 SW1/4) of Section 25, thence due East a distance of 247 1/2 feet, thence due South a distance of 87 1/2 feet, thence due West 247 1/2 feet, thence North 87 1/2 feet to place of beginning, all in Section 25.

Subject to any easements, covenants, or restrictions of record.

together with all hereditaments and appurtenances belonging thereto (the Property).

SUBJECT TO THE RESERVATION OF A LIFE ESTATE IN THE SELLERS IN AND TO THE FOLLOWING:

That part of the East One-Half of the Southwest One-Quarter, (E1/2 SW1/4) of Section 25, Township 137, Range 41, lying west of the following described line:

Commencing at the northwest corner of the East One-Half of the Southwest One-Quarter, (E1/2 SW1/4), thence easterly on and long the north line of said east half a distance of 700 feet to the point of beginning; thence south and parallel to the west line of the said east half to a point of intersection with East Loony Lane and there terminating.

2. **TITLE.** Seller warrants that title to the Property is, on the date of this contract, subject only to the following exceptions:

- (a) Covenants, conditions, restrictions, declarations and easements of record, if any;
- (b) Reservations of minerals or mineral rights by the State of Minnesota, if any;
- (c) Building, zoning and subdivision laws and regulations;
- (d) The lien of real estate taxes and installments of special assessments which are payable by Purchaser pursuant to paragraph 6 of this contract; and



Appendix C City of Vergas Ordinance NO. 2017-001 151.70 Excavation, Mining and Gravel Pits

**ORCINANCE NO. 2017-001
CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA**

151.70 EXCAVATION, MINING AND GRAVEL PITS

151.70 PURPOSE AND INTENT

It is the purpose of this section to regulate the existing and future Mining Operations in the city. Mining Operations are inherently accompanied by noise and dust, often create hazardous conditions, and may result in lasting disfigurement of the land where they are conducted on, and therefore tend to interfere with the use of nearby property or the quality of life for the residents adjacent or in proximity to Mining Operations. It is also the city's intent to ensure that the disturbed areas are restored upon completion of Mining Operations, and overall, to protect public health, life and general welfare.

151.701 DEFINITIONS.

For the purposes of this section, the definitions listed below shall be construed as follows:

Abandonment. The inactivity of a work-site for one year or more without the act of extracting any minerals.

Active Gravel Pit. The terms "active gravel pit" and "active excavation" also mean any area where the topsoil or overburden has been removed for the purpose of mining earthly deposits or minerals, yet the area has remained idle since the topsoil removal. The terms "active gravel pit" and "active excavation" also mean any area that is being used for stockpiling, storage, or processing or recycling of sand, gravel, soils, or other materials or products derived from gravel mining, even if such materials did not originate or were not produced on the premises. Such operations may include, but are not limited to, concrete mixing, concrete block production, asphalt production, the grinding and/or crushing of concrete or asphalt, and the processing of petroleum-contaminated soil being managed pursuant to state pollution control agency approval, so long as the processing or recycling does not violate any federal or state law or any of the requirements of any regulatory agencies having jurisdiction over the operations.

Berm. A mound of earth designated to provide screening of areas and to reduce noise.

Dust. Airborne mineral particulate matter.

Engine Retard Breaking. Dynamic Brake, Jake Brake, Jacobs Brake, C Brake, Paccar Brake, transmission brake or other similar engine retarding brake system which alters the normal compression of the engine and subsequently releases that compression.

Excavation. The movement or removal of soil and minerals.

Interim Use Permit. A permit for temporary use of a property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.

Manufacturing. Any activity that includes Portable or Permanent or Temporary Asphalt Plants, Concrete Ready Mix Plants, Processing and Recycling Plants.

Mineral. Sand, gravel, rock, clay and similar higher density non-metallic natural minerals.

Mineral Extraction. The removal of sand, gravel, rock, clay and other minerals from the ground.

Mineral Extraction Facility. Any area that is being used for removal, stockpiling and storage, of sand, gravel, topsoil, clay, and other minerals.

Operator. Any person or persons, partnership, corporations or other entities or a combination or assignees thereof, including public or governmental agencies, engaging in mineral extraction and any processing, recycling, and manufacturing activities derivatives.

Operation. "Operation" includes the driving of all hauling trucks or equipment into or out of a gravel pit, loading, roadwork or engine start-up of any kind.

Owner. Any person or persons, partnership, corporation or other entities owning fee title to the Subject Property.

Processing Plant. Machinery used to crush, wash, compounding, mixing, or treat dirt, sand, gravel, rocks, or similar mineral products into consumable products such as construction grade sand, gravel, and other similar products. This does not include Asphalt Plants and Concrete Ready Mix Plants.

Rehabilitation. To renew land to self-sustaining long-term use which is compatible with contiguous land uses, present and future, in accordance with the standards set forth in this Ordinance.

Rough Grade. The stage at which the grade approximately conforms to the approved plan.

Slope. An inclined ground surface the inclination of which is expressed as a rate of horizontal distance to vertical distance.

Soil. Is naturally occurring superficial deposits overlaying bedrock.

Stockpiling. Move or handle a reserve supply of goods or raw material accumulated for future use.

Subject Property. The real property on which Mineral Extraction Facilities, Processing Plant, Asphalt Plant and/or Ready Mix Plant is sought to be permitted.

Top Soil. Is the upper most layer of naturally occurring soil.

151.71 PERMIT REQUIRED.

Mineral Extraction.

- A. Permit Required. Irrespective of the zoning classification of a subject property a permit, as provided herein, is required for Mineral Extraction or Manufacturing unless specifically excepted from such permit.
- B. An Interim Use Permit (I.U.P.) is required for any Mineral Extraction or Manufacturing Facility.
- C. Interim Permits are valid for one year and shall be applied for on or before March 1 of each year.

151.72 PERMIT APPLICATION REQUIREMENTS.

An application for a permit required by this article shall contain the following:

- A. The legal description of the lands from which it is proposed to excavate, remove, process, store or handle minerals.
- B. The name and address of the applicant and the name and address of the owner of the land.
- C. Names and addresses of all adjacent landowners within one-half mile radius.
- D. Copies of any agreements pertaining to the operation including the duration of any lease, if applicable.
- E. The purpose of the removal.
- F. The estimated time required to complete the removal.
- G. The highways, streets or other public ways within the city upon and along which the material removed shall be transported.
- H. The plan of operation, including, but not limited to:

1. Soil processing (any operation other than direct mining and removal),
 2. Nature of the processing and equipment,
 3. The area to be included in the operation,
 4. Depth of topsoil and soil type,
 5. The depth and grade of excavation,
 6. The estimated quantity of material to be added to or removed from the premises,
 7. Location of the plant,
 8. Location of stock piles,
 9. Source of water, disposal of water and reuse of water. In the event that water is used in the operation of a pit, approval from the state department of natural resources and other appropriate state or federal agencies shall be obtained as to the type, location and depth of such well and contained with such application.
 10. The number and location of trees prior to excavation,
 11. Adjacent and on-site buildings and land uses,
 12. Map or plat of the proposed pit or excavation showing the confines or limits thereof, together with the proposed finished elevations based on sea level readings.
 13. Elevations and percent slope within 100 feet beyond the perimeter of the excavation and other such information necessary to analyze the site shall be provided by the applicant. United States Geological Survey datum shall be used for all topographic mapping where feasible.
 14. Phasing plan which provides no more than ten (10) acres of the site to be open to mining at any one time. Before any additional land may be mined, the applicant must reclaim the site to the condition that is indicated on the approved reclamation plan.
- I. The operation plan must also identify actions to be taken during operation to mitigate adverse environmental impacts, particularly erosion and rising dust out of any sand or gravel pit.
 - J. A reclamation plan including, but not limited to:
 1. Final grade of the property;
 2. Depth of topsoil reclaimed;

3. Type of vegetation replanted;
4. Number of trees to be replanted, replacing the trees removed during excavation.

151.73 BOND.

- A. The city council shall require the applicant for a special use permit under this article, owner or user of the property on which the pit or excavation is located, to post a cost bond with surety acceptable to the city or cash escrow in such form and sum as the city council shall determine, with sufficient surety running to the city, conditioned to pay the city the extraordinary cost and expense of managing or repairing, from time to time, any highways, streets or other public ways where such repair work is made necessary by the special burden resulting from hauling and travel, in removing material from any pit or excavation, the amount of such cost and expense to be determined by the city engineer; and conditioned further to comply with all the requirements of this chapter, and the particular permit, and to pay any expense the city may incur by reason of doing anything required to be done by any applicant to whom a permit is issued.

The city council, for failure of any person to comply with any requirements made of him in writing, under the provisions of this chapter, as promptly as the same can reasonably be done, may proceed to such requirement to be complied with and the cost of such work to be taxed against the property, whereon the pit or excavation is located or the city council may at its option proceed to collect such costs by an action against the entity to whom such permit has been issued and its sureties.

- B. In addition to the bond required in subsection (a), the applicant for the permit shall post a performance bond of at least \$50,000.00. The amount may be greater based on the city engineer's recommendation. The performance bond shall be executed by a corporate surety company authorized to do business in the state. The performance bond shall be used for the active areas for which a permit is granted and conditioned upon full performance of the terms and conditions of this chapter by the applicant and/or owner of the premises described in the permit application. The bond shall remain in effect for at

least one year after the expiration of the permit. The bond shall guarantee the required restoration of the entire site.

151.74 AGREEMENT TO HOLD CITY HARMLESS

No person shall open, operate or maintain mineral extraction facility or engage in mineral extraction on a subject property without an agreement with the city, saving the city free and harmless from any and all suits or claims for damage resulting from negligent excavation, removal or storage of minerals or operation of any mineral extraction facility within the city.

151.75 FEES AND APPLICATIONS.

151.75.001. **Annual fee required.** An annual fee will be required for the Interim Use Permit. Such fee shall be established by council resolution as adopted from time to time.

151.75.002. **Inspection and review permit fee.** The inspection and review permit fee shall be established by council resolution adopted from time to time.

151.75.003. **Denial of Permit.** In the event an application for the issuance of a permit is denied, the city council shall retain such amount of said fees as shall be necessary to defray costs of engineering and legal services incurred by the council in connection with such application and the balance, if any, shall be returned to the applicant.

151.75.004. **Reimbursement of city for engineering and legal services.** In the event of the cost of engineering and legal services exceeds the permit fee, then and in that event the applicant shall, upon notice from the city, reimburse the city for the same within 30 days.

151.75.005. **Form of application.** The application shall be in such form and shall furnish such information as shall be required by the city council.

151.76 INSPECTIONS.

The city engineer shall inspect operating gravel mining pits twice a year, May 1st and November 1st, to confirm compliance with this Ordinance. Written reports shall be submitted to

the city administrator within 30 days following each of these inspections. 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 this ordinance.

151.77. CONDITIONS OF PERMIT.

151.77.01. **Hours of Operation.** Operation shall be conducted only between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, unless specifically authorized by the City. No mineral extraction or manufacturing shall take place on holidays. In cases of public emergencies, hours of operation may be extended by the City Clerk. It is the specific intent of this section that no crushing, loading, hauling, or engine startup activity of any kind shall take place on or upon any area or subject property other than during those hours specified above.

151.77.02. **Fencing or Berm:** Where deemed necessary by the City, a fence or berm may be required prior to the commencement or as a condition of the continuous operation of any Mineral Extraction or Manufacturing operation enclosing the area authorized by the applicable permit. If required, the fencing must have a minimum of two (2) single strand wires with posts a maximum of twelve (12) feet apart and at least four (4) feet in height. The berm must be a minimum of thirty (30) inches high and six (6) feet in width at the base.

151.77.03. **Screening.** The applicant or owner shall plant suitable and fast growing screening trees which shall be a minimum of six feet high placed in two rows, staggered with trees not more than ten feet apart in each row, reducing unsightly view of the operations and reducing noise and dust.

151.77.04. **Access Roads.** All access roads will be of a sufficient length from a public road so that any turns onto the public road can be completed with a margin of safety. All access roads shall be maintained so as to minimize noise and dust from vehicles using such access road.

151.77.05. **Dust Control.** The Operator shall utilize all practical means to reduce the amount of dust cause by the operation. In no case shall the amount of dust or other particulate matter exceed the standards established by the MPCA pollution control agency and the United States EPA.

151.77.06. **Noise.** Maximum noise levels at the perimeter of the Operation will be consistent with the standards established by the Minnesota Pollution Control Agency and the United States Environmental Protection Agency.

151.77.07. **Air Quality.** All activities on the Subject Property will be conducted in a manner consistent with the Minnesota Pollution Control Agency's standards.

151.77.08. **Maximum slopes.** During the entire period of operations, all excavations other than the working face shall be sloped on all sides at a maximum ratio of one foot horizontal to one foot vertical, unless a steeper slope shall be approved by the city. Where excavations are adjacent to a public roadway or other right-of-way, or the property adjacent to the excavation, the excavation shall have a maximum four to one slope. Slopes adjacent to or contiguous to bodies of water shall be sloped at a maximum of six to one.

151.77.09. **Setbacks.** The following setbacks shall apply:

- a. No mining shall take place within one-hundred (100) feet of any property lines, road right-of-way or easement;
- b. No part of the operation shall be within five hundred (500) feet of any occupied structure not owned by the Operator or Owner and existing at the time of the original permitting.

151.77.10. **Limits of Excavation.** No more than ten (10) acres shall be open to active mining. For each additional five (5) acre area to be mined, five (5) acres of previously mined area must be reclaimed.

151.77.11. **Noxious Weeds.** The Operator shall utilize all practical means to reduce and prevent the growth of noxious weeds.

151.77.12. **Spillage on Public Roadways.** Spillage of material on and damage to public streets used as haul roads shall be cleaned up and repaired to the satisfaction of the City Engineer in a timely manner.

151.77.13. **Water pollution.** Operators shall comply with all applicable state pollution control agency regulations and federal and Environmental Protection Agency regulations for the protection of water quality. No waste products or process residue, including untreated wash water, shall be deposited in any lake or natural drainage system, except that lakes or ponds wholly contained within the extraction site may be so utilized.

151.77.131. **Topsoil preservation.** All topsoil shall be retained at the site until complete rehabilitation of the site has taken place according to the rehabilitation plan.

151.78. RECLAMATION.

151.78.01. All mining sites shall be reclaimed immediately after mining operations cease. Reclamation shall be complete within one (1) year. The following standards shall apply:

- 1) The peaks and depressions shall be graded and backfilled to a surface which will result in a gentle rolling topography in substantial conformity to the land area immediately surrounding. All interior slopes shall be graded to a maximum of 4:1.
- 2) The slope to adjacent properties shall be four foot horizontal to one foot vertical (4/1) of mined areas;
- 3) Reclaimed areas shall be surfaced with six (6) inches of soil of a quality at least equal to the topsoil of the land areas immediately surrounding; and
- 4) The topsoil shall be seeded, sodded or planted with legumes and grasses. Trees and shrubs may also be planted, but not as a substitute to grasses and legumes. Erosion control measures must be implemented until ground cover is established.

151.78.0011. **Standards for filling and compaction.** Prior to reclamation, the operator shall provide to the city engineer the location, area, and depth of the land before and after the anticipated activity. Such activity and the materials used shall be subject to the following:

151.78.0012. Prior to such activity, the operator shall submit an engineering analysis of the proposed fill and compaction method to the city engineer. Side slopes of the excavation shall

be graded to a maximum 1:1 slope prior to the placement of fill and achieve a maximum final slope of 4:1 after filling operations are complete.

151.78.0013. Unless otherwise approved by the city council, materials including, but not limited to, organic soils and debris (topsoil, peat, muskeg, muck, stumps, roots, logs, brush, etc.), demolition debris (broken concrete or bituminous fragments, brick, lumber, metal, etc.) and any other solid or hazardous wastes shall not be used as fill in reclamation.

151.78.0014. Imported materials used as fill in reclamation shall consist of mineral soils which typically demonstrate a minimum soil bearing capacity of 1,500 psf and are suitable for building foundations.

151.78.0015. The top ten feet of all fill areas shall be compacted by mechanical equipment as the fill is placed, unless otherwise approved by the council, to a minimum of 95 percent of maximum density for a particular soil as determined by the Standard Proctor method.

151.79.00 PERMIT RENEWAL

Operations in compliance with the Interim Use Permit may renew the permit on an annual basis. Renewal applications must be submitted to the City on or before February 1 of each year.

151.80.00 TERMINATION OF PERMIT.

151.80.01. **Violations.** The Council may terminate an Interim Use Permit for violation of this Ordinance, or a condition of this permit, or for violation of other applicable laws.

151.80.02. **Notice to Terminate.** To terminate a permit, the Council shall give notice of the violation or other cause for termination along with an order that the condition be remedied. If the condition has not been repaired within two (2) weeks, the Council shall hold a hearing to determine whether the permit should be terminated.

151.80.03. **Cease Operation Upon Termination.** No mining shall take place after the permit is terminated.

151.81.000 PENALTY

151.81.01. **Violation a misdemeanor.** Any person, firm or corporation who violates or who fail to comply with any of the provision of this ordinance or who make any false statement or omission in any document required to be submitted under the provisions shall be guilty of a misdemeanor and upon conviction shall be punished not more than the maximum penalty for a misdemeanor as prescribed by state law.

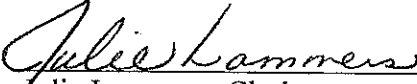
151.81.02. **Each day an offense.** Each day that a violation continues shall constitute a separate offense.

151.80 ENFORCEMENT.

Shall be pursuant to Chapter 151.99, as amended.

Adopted by the City Council of the City of Vergas on January 25th, 2017.

ATTEST:


Julie Lammers, Clerk

Approved:


Dean Haastick, Mayor



Appendix D Application for Interim Use Permit - Marks Sand & Gravel

APPLICATION FOR INTERIM USE PERMIT

CITY OF VERGAS
111 Main Street
Vergas, Minnesota 56587
218-342-2091

APPLICATION FOR INTERIM USE PERMIT

Application is hereby made for an Interim Use Permit for (description of Interim Use Permit) _____

Continued use of the existing gravel pit for extraction, stock piling and portable hot mix plant

Address of Property: 560 Pelican Ave S, Vergas, MN 56587

Owner: Mark Sand & Gravel Co.

Address: 525 Kennedy Park Rd, Fergus Falls, MN 56537

Phone: 218-736-7523

Applicant: Mark Sand & Gravel Co.

Address: 525 Kennedy Park Rd, Fergus Falls, MN 56537

Phone: 218-736-7523

The following information is submitted in support of this application.

- ☒ 1) Completed application for Interim Use Permit.
- ☒ 2) Cash fee \$300.00
- ☒ 3) Legal description of the property. See affirmation of sufficient interest form.
- ☒ 4) Acknowledgement of Responsibility form completed. See attachment
- ☒ 5) Affirmation of Sufficient Interest form completed. See attachment
- ☒ 6) A narrative explaining the purpose of the request, the exact nature of the Interim use, and the justification for the request. See attachment
- ☒ 7) Copies of all MPCA permits. See attachments
- ☒ 8) Other See attachments as required by the Sand & Gravel ordinance

APPLICATION FOR INTERIM USE PERMIT

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.


Name of Applicant: Mark Sand & Gravel Co.

Phone: 218-736-7523

Street address/legal description of subject project: _____

560 Pelican Ave S, Vergas, MN 56587

N1/2 SE1/4 EX 5 AC TR IN NE COR & NELY 1/2 SE1/4 SW1/4 & NE1/4 SW1/4


Signature

02/22/2021
Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

APPLICATION FOR INTERIM USE PERMIT

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am **responsible for complying with all City requirements** with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplies for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

If this is an application for **underground tank installation**, I understand that I must notify the Fire Marshall immediately in writing upon any change in required resident agent information.

I further understand that additional information, such as a traffic analysis or expert testimony, may be required for analysis of this request, and that upon my authorization the fees for such will be my responsibility.

I agree to allow access by City authorized persons in, on, or to the property for purposes of review of this application and any necessary inspections.


Applicant's Signature

2/22/2021

Date

Name of Applicant: Mark Sand & Gravel Co.

Address: 525 Kennedy Park Rd., Fergus Falls, MN 56537

Phone: 218-736-7523

Name and Address of Additional Contract(s): Jeff Hatlewick, Vice President of Administration

PO Box 458, Fergus Falls, MN 56538

Phone: 218-766-6977

APPLICATION FOR INTERIM USE PERMIT

I fully understand that all of the above required information must be submitted at least 28 days prior to a Planning Commission meeting to ensure review by that date.

Jeff Hollowick
Applicant's Signature

2/22/2021
Date

Comments/Revisions _____

Received by:

Julie Sammons
City Clerk's Signature

02/22/2021
Date

Application for Interim Use Permit

Date: February 22, 2021

Application Fee: \$300.00

1. Applicant's Name: Mark Sand & Gravel Co. Phone: 218-736-7523
525 Kennedy Park Road
Fergus Falls, MN 56537 Fax: 218-736-2647
2. Owner of premises on which Mining and Reclamation is to take place:
Mark Sand & Gravel Co. Phone: 218-736-7523
525 Kennedy Park Rd
Fergus Falls, MN 56537 Fax: 218-736-2647
3. Legal description or other description of land:
 - Bunkowski Pit
 - - **N1/2 SE1/4 Ex 5 AC TR in NE corner & NELY1/2 SE1/4 SW1/4 & NE1/4 SW1/4**



OTTER TAIL COUNTY - MINNESOTA

Friday February 19th, 2021

PLEASE NOTE: When land is valued by frontage, the amount of feet shown is based on the widest dimension on the front or the back of the lot.

Any questions regarding the information on the Appraisal Information section should be directed to the [County Assessor](#).

[Parcel Map](#)

[Parcel Summary](#)

[Parcel Detailed Results](#)

[Sales Data](#)

Parcel Summary

Parcel Number: 82000500022000			
Town / City:	VERGAS CITY	HRA District:	OTTER TAIL COUNTY HRA
School District:	FRAZEE/VERGAS ISD 23 (BECKER)	Lake Improvement District:	
Watershed District:		Tax Increment District:	TAX INCREMENT
Hospital District:		Site Address / Site Zip:	560 S PELICAN AVE 56587
Plat / Legal Description:			
Section-25 Township-137 Range-041			
132.34 AC			
N1/2 SE1/4 EX 5 AC TR IN NE COR & NELY 1/2 SE1/4 SW1/4 & NE1/4 SW1/4 EX TRS			
Primary Taxpayer:	Alternate Taxpayer:		
MARK SAND & GRAVEL COMPANY	N/A		
PO BOX 458			
FERGUS FALLS, MN 56538-0458			

Summary Data

Parcel Number: 82000500022000				
Summary of Land Value				
Record	Description	Hmstd Status	Land Value	Land Program Acre Value
1	AGRICULTURAL	Non-Homestead	207006	0
2	INDS LAND & BLDGS	Non-Homestead	80000	0
3		Non-Homestead	20000	0
Total Land Value:			307006	0
Summary of Building Value				
Record	Description	Hmstd Status	Building Value	
1	AGRICULTURAL	Non-Homestead	19498	
2	INDS LAND & BLDGS	Non-Homestead	0	
3		Non-Homestead	154508	
Total Building Value:			174006	
Total of Land Value & Building Value				
Total Parcel Value:			481012	0

[NEW SIMPLE SEARCH](#)

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Appendix I

Plan of Operation

Purpose

To continue the extraction of non-metallic minerals from this existing non-conforming use mine that was established in the late 1960's during the installation of the sewer system in the City of Vergas. Mark Sand & Gravel Co., under current ownership, has actively leased, mined aggregate materials and operated portable hot mix plants at this location since 1998. The aggregates from this mine are used for various road construction projects throughout the region. This particular mine has an extremely large aggregate deposit with hundreds of thousands of tons of aggregate materials still remaining to be mined. The rate of mining will depend on the local road construction projects offered for bid letting and the number of those projects awarded to Mark Sand & Gravel Co. At the current rate of mining there may be up to 20 years or more of aggregate materials remaining in this deposit.

Plan of Operation

Mining will continue in the southern area of the existing pit until resources are exhausted. Approximate depth of material to be mined is 25 to 40 feet. All entrances and exits will occur off of Otter Tail County Highway 35 from the existing approach. All materials will be transported by trucks on Otter Tail County Highway 35, Otter Tail County Highway 4 and/or Otter Tail County Highway 17. Any material that is hauled by Mark Sand & Gravel Co. authorized trucks and is spilled on these roadways will be removed as soon as reasonably possible.

The open portion of this aggregate resource has had the topsoil stripped and piled in berms at the edge of the excavation. This top soil will be spread over the areas that have been completely mined as they are reclaimed. If there is not sufficient top soil to cover the entire mined area to the desired depth it may be feasible to borrow topsoil from the eastern most lowland pasture area during the final reclamation process.

We will move in portable crushing/screening machines with several conveyors to stockpile the materials. These machines will be located in the area necessary to complete the mining of each phase. Stockpiles of aggregate materials will be located in each area of the mining phase. These stockpiles will be hauled to the end user as needed or used in the reclamation process. Our primary source of power will be a self-contained generator. Water during heavy rainfalls may be pooled in an approximate 1 acre area located at the lowest elevation. We will utilize front-end loaders, track excavators, skid steers, and dozers on this site to mine the land. Dump trucks and semi-trucks will be used to haul the equipment in as well as truck the finished product to the end-users. Dust control will be applied to ensure minimal disturbance for the neighbors near the pit.

Water resources are used for dust control as needed. In the past the water has been acquired through purchasing from the City of Vergas or by an approved Department of Natural Resources water appropriation permit for the pumping of water from Lawrence Lake. All of the water that is used for the mining operation, including dust control is allowed to pool and absorb into the soil at the lowest elevation of the pit. Dust control at the crusher is mainly attained by spraying water at the point of rock crushing. Dust control for the gravel roads within the pit area is attained by spraying a mixture of

calcium chloride and water onto the roadway. The pit entrance driveway has been paved to reduce the amount of fugitive dust created by vehicles entering and exiting.

The trees on this property are considered a valuable resource. It is our intention to avoid removing any trees if possible and especially those that are located near the property boundaries. Please see the phase maps for additional information on tree locations. The proposed phasing map impacts an extremely limited number of trees.

The on-site buildings will remain intact and are currently used for storage of personal belongings as related to the farming operation of Thomas Bunkowski. The family has agreed to rent the current farmstead. The hobby farm has great potential value and will remain as it is now and into the future as a rental property. Adjacent properties consist of seasonal storage garages, residential homes, vacant lots and agricultural land.

Phasing Plan – Currently there are 26 acres that have been mined or have been stripped to prepare for mining or stockpiling. While it is not feasible to reclaim land that has not been completely mined there can be a phasing plan implemented to eventually work towards the goal of having only 10 acres being openly mined at one time. The included phase map will outline the areas to be mined and the estimated time frames involved with each area. Once the sections of these phase areas are completely mined the sloping and backfilling will begin as the mining continues in that area. The sloped area will be leveled again to fix any possible area of erosion before the land is seeded into grassland. It is important that this sloped area be brought to finish grade before spreading the topsoil.

Hot Mix Asphalt Plant – This existing site includes approximately 7 acres of level ground. Included in this 7 acre area will be at least two stockpiles of aggregate materials. The hot mix plant is portable and temporary. It will be placed only as long as is needed to complete the local road construction projects and removed promptly when completed. The existing paved approach will be the entrance and exit to the hot mix asphalt production area. Semi-trucks will be utilized to haul the equipment into the pit area and to truck the finished product to the construction sites.

Reclamation

Sloping of the boundaries of the mined area will occur at a ratio of four to one as the mining progresses. Reclamation of the mined site will continue to occur during the mining process. Sloped areas are considered to be reclaimed. Topsoil will be spread at a depth of up to 6 inches and it will be seeded with MNDOT 330, Dry Prairie General 35-221. This mix is a general dry prairie mix for native roadsides, ecological restoration, or conservation program plantings. Our goal will be to leave the land mostly level with gently rolling hills and sloped borders near the mine boundaries. Any on-site water will be minimized into a temporary pond. 250 trees will be maintained and/or replaced as needed along the County Highway 35 property border for privacy and security until future development occurs.

Hot Mix Asphalt Plant – A seven-acre level stockpile area may be utilized throughout the permit period. The Hot Mix Asphalt Plant will be set upon the current stock pile site. This area may be mined in the phasing plan to help limit the line of sight and sound exposure to the Hot Mix Asphalt Plant. The Plant would then be placed at the pit bottom. Reclamation of this hot mix site will be completed last after all other pit materials have been depleted.

Appendix II

151.72 PERMIT APPLICATION REQUIREMENTS.

An application for a permit required by this article shall contain the following:

- A. The legal description of the lands from which it is proposed to excavate, remove, process, store or handle minerals. **See affirmation of sufficient interest form.**
- B. The name and address of the applicant and the name and address of the owner of the land. **See application for interim use permit**
- C. Names and addresses of all adjacent landowners within one-half mile radius. **See attached list of property owners.**
- D. Copies of any agreements pertaining to the operation including the duration of any lease, if applicable. **Not applicable**
- E. The purpose of the removal. **See attachment Appendix I**
- F. The estimated time required to complete removal. **See attachment Appendix I**
- G. The highways, streets or other public ways within the city upon and along which the material removed shall be transported. **See attachment Appendix I**
- H. The plan of operation, including, but not limited to:
 - 1. Soil processing (any operation other than direct mining and removal),
 - 2. Nature of the processing and equipment, **See attachment Appendix I**
 - 3. The area to be included in the operation, **See attached Phase maps**
 - 4. Depth of topsoil and soil type, **See attached Soils Map and legend**
 - 5. The depth and grade of excavation, **See attachment Appendix I**
 - 6. The estimated quantity of material to be added to or removed from the premises, **See attachment Appendix I**
 - 7. Location of the plant, **all plants are portable, See attached Phase maps**
 - 8. Location of stock piles, **See attached Phase maps**
 - 9. Source of water, disposal of water and reuse of water. In the event that water is used in the operation of a pit, approval from the state department of natural resources and other appropriate state or federal agencies shall be obtained as to the type, location and depth of such well and contained with such application. **See attachment Appendix I**
 - 10. The number and location of trees prior to excavation, **See attachment Appendix I and several maps**
 - 11. Adjacent and on-site buildings and land uses **See attachment Appendix I**

12. Map or plat of the proposed pit or excavation showing the confines or limits thereof, together with the proposed finished elevations based on sea level readings. See attached maps
13. Elevations and percent slope within 100 feet beyond the perimeter of the excavation and other such information necessary to analyze the site shall be provided by the applicant. United States Geological Survey datum shall be used for all topographic mapping where feasible. See attached maps
14. Phasing plan which provides no more than ten (10) acres of the site to be open to active mining at any one time. Before any additional land may be mined, the applicant must reclaim the site to the condition that is indicated on the approved reclamation plan. See attached maps
- I. The operation plan must also identify actions to be taken during operation to mitigate adverse environmental impacts, particularly erosion and rising dust out of any sand or gravel pit. See attachment Appendix I
- J. A reclamation plan including, but not limited to:
 1. Final grade of the property; See attachment Appendix I
 2. Depth of topsoil reclaimed; See attachment Appendix I
 3. Type of vegetation replanted; See attachment Appendix I
 4. Number of trees to be replanted, replacing the trees removed during excavation. See attachment Appendix I and attached maps

151.73 Bond

A. A cost bond of \$10,000.00 as determined by the city council will be placed in escrow once this permit application is approved.

B. A performance bond of \$50,000.00 will be provided for upon approval of this permit. This property is owned by Mark Sand & Gravel Co. and will be maintained at a high level during the future of this operation. We want this property to maintain the high value that it has for future sales and development once the area has been completely mined.

151.74 Agreement to hold city harmless

Mark Sand & Gravel Co. will provide the city with a certificate of current insurance upon approval of this permit which will name the city as an additional insured. We will hold the city harmless as required.

151.75.002 Inspection and Review Permit Fee

Upon approval of this permit application Mark Sand & Gravel Co. agrees to provide the City of Vergas with the established inspection and review permit fee. This fee is to be held in escrow account and used strictly for the engineering fees that are required due to the ordinance. An accounting for all expenses charged to the escrow account will be provided to the applicant annually by February 15th of each year.

151.76 Inspections

Mark Sand & Gravel Co. wishes to be notified of each inspection by the city engineer so that we may accompany him on site during the inspection.

151.77.03 Screening

Mark Sand & Gravel Co. will continue to maintain and or upgrade the trees as necessary during the 2021 season.



MINNESOTA POLLUTION CONTROL AGENCY

Nonmetallic Mining Permit NOC

National Pollutant Discharge Elimination System/State Disposal System

MNG490125

Permittee: Mark Sand & Gravel Co
Facility name: Mark Sand & Gravel Acquisition Co
City or Township: Fergus Falls, **County:** Otter Tail
Issuance date: November 1, 2017
Expiration date: May 31, 2022

The state of Minnesota, on behalf of its citizens through the Minnesota Pollution Control Agency (MPCA), authorizes the Permittee to operate a disposal system at the facility named above and in accordance with the requirements of this permit.

The goal of this permit is to reduce pollutant levels in point source discharges and protect water quality in accordance with the U.S. Clean Water Act, Minnesota statutes and rules, and federal laws and regulations.

This permit is effective on the issuance date identified above. This permit expires at midnight on the expiration date identified above.

Signature: *Jeff Udd*

This document has been electronically signed.

for the Minnesota Pollution Control Agency

Jeff Udd, P.E.
Supervisor, Water Quality Permits Unit
Water Section
Industrial Division

Submit eDMRs

Submit via the MPCA Online Services Portal at
<https://netweb.pca.state.mn.us/private/>

Submit other WQ reports to:

Attention: WQ Submittals Center
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Questions on this permit?

For eDMR and other permit reporting issues, contact:
Sheri Woitalewicz, (507) 476-4271

For specific permit requirements please refer to:

Joe Braun, (218) 846-8126

Wastewater Permit Program general questions, contact:
MPCA, 651-282-6143 or 1-800-657-3938.



Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, MN 55155-4194 | 651-296-6300 | 800-657-3864 | 651-282-5332 TTY | www.pca.state.mn.us

June 9, 2009

Mr. Jeff Hatlewick
Director of Safety and Compliance
525 Kennedy Park Road
Fergus Falls, MN 56537

RE: Air Emission Permit No. 11100082-001 and Voiding Air Emission Registration Permit
Nos. 99000305-001, 99000234-002, 99000264-001, 99000263-001, and 99000306-001

Dear Mr. Hatlewick:

The enclosed permit, Air Emission Permit No. 11100082-001, authorizes operation of your nonmetallic mineral processing facilities.

Please read through the permit and review its conditions and requirements. Distribute the permit to staff members responsible for ensuring compliance with the conditions and limitations in the permit.

Minn. R. 7007.1110, subp. 2b requires facilities that hold a registration permit and are eligible for a nonmetallic mineral processing general permit to apply for the general permit. This letter also serves as your notice that the MPCA has voided, effective the date of this letter, the following Air Emission Permits in accordance with Minn. R. 7007.1110, subp. 17 (see below):

<u>Permit No.</u>	<u>Name of Facility</u>	<u>Date Permit Issued</u>
99000305-001	Mark Sand & Gravel Acquisition – Plant 2	April 25, 2002
99000234-002	Mark Sand & Gravel Acquisition – Plant 3	January 17, 2003
99000264-001	Mark Sand & Gravel Acquisition – Plant 4	August 8, 1997
99000263-001	Mark Sand & Gravel Acquisition – Plant 5	August 8, 1997
99000306-001	Mark Sand & Gravel Acquisition – Plant 6	April 25, 2002

Minn. R. 7007.1110

Subp. 17. Voiding an existing permit. The commissioner shall void a part 70, capped, or state permit for a stationary source which is issued a registration permit. A stationary source which is covered under the terms of a general permit is no longer covered by the general permit when it is issued a registration permit. The commissioner shall void a registration permit issued under one registration permit option for a stationary source that is issued a registration permit for a different registration permit option. The commissioner shall void a registration permit for a stationary source that is issued a part 70, state, capped, or general permit.

The reason to void the registration permits is the issuance of Air Emission Permit No. 11100082-001.



AIR EMISSION PERMIT NO. 11100082- 001

IS ISSUED TO

Mark Sand & Gravel Co – Multiple Sites

MARK SAND & GRAVEL CO - NONMETALLIC

525 Kennedy Park Road

Fergus Falls, Otter Tail County, MN 56537

The emission units, control equipment and emission stacks at the stationary source authorized in this general permit are as described in the Permit Applications Table.

This general permit supersedes Air Emission Registration Permit Nos. 99000305-001, 99000234-002, 99000264-001, 99000263-001, and 99000306-001, and authorizes the Permittee to construct, modify, and operate nonmetallic mineral processing stationary sources at multiple locations in Minnesota under the conditions set forth herein as long as all conditions of this general permit are always met at each stationary source covered by the Permittee's general permit. (Portable crushing spreads or aggregate processing plants in some situations may be stationary sources themselves, or in other situations parts of another stationary source). If the construction, modification, or operation of a nonmetallic mineral processing stationary source by the Permittee would not comply with all conditions of this general permit, the Permittee must apply for and obtain an individual Part 70, state, or registration permit before beginning actual construction of the modification or change. Terms used in this general permit are as defined in the state air quality rules unless the term is explicitly defined in this general permit.

Unless otherwise indicated, all the Minnesota rules cited as the origin of the permit terms are incorporated into the State Implementation Plan under 40 CFR § 52.1220 and as such are enforceable by the U.S. Environmental Protection Agency (EPA) Administrator or citizens under the Clean Air Act.

Permit Type: State General, Limits to Avoid Pt 70/Limits to Avoid NSR

Issue Date: June 9, 2009

Expiration: Nonexpiring
Title I Conditions do not expire

Marilyn Wegwert
for Don Smith, P.E., Manager
Air Quality Permits Section
Industrial Division

for Paul Eger
Commissioner
Minnesota Pollution Control Agency



AIR EMISSION PERMIT NO. 99000150 - 002

'OPTION D' REGISTRATION PERMIT

FOR A

HOT MIX ASPHALT FACILITY

According to Minnesota Statutes Chapter 115 and 116, Minnesota Rules Chapters 7001 and 7007, and 40 CFR part 52, subp. Y:

Mark Sand & Gravel Acquisition Co
PO Box 458
Fergus Falls, MN 565380458

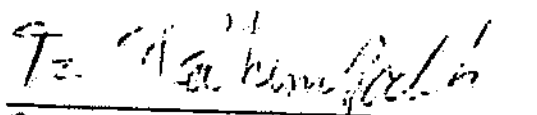
(hereinafter Permittee) is issued an Air Emission Registration Permit by the Minnesota Pollution Control Agency for its Mark Sand & Gravel Acquisition - Plant 9 facility located at various locations throughout the state of Minnesota.

The permit authorizes modification, construction, reconstruction, and operation of the stationary source under the conditions set forth below.

Issue Date: 09/26/2002

Expiration: Pursuant to Minn. Rules pt. 7007.1050, subp. 3a, the permit shall be considered not to expire until a new permit is issued.

Compliance Requirements: The Permittee shall comply with Minn. Rules pts. 7007.1110 (Registration Permit General Requirements) and 7007.1130 (Option D Requirements) and all applicable requirements.


for Karen A. Studders
Commissioner
Minnesota Pollution Control Agency

LICENSE AND PERMIT BOND**KNOW ALL MEN BY THESE PRESENTS:**

THAT WE, Mark Sand & Gravel Co., PO Box 458, Fergus Falls, MN 56538 as Principal, and Liberty Mutual Insurance Company, a Massachusetts Corporation, as Surety, are held and firmly bound unto City of Vergas, PO Box 32, 111 Main St., Vergas, MN 56587 in the sum of Fifty Thousand and 00/100 DOLLARS (\$50,000.00) for the payment of which sum, well and truly to be made, we bind ourselves, our personal representatives, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of this bond is such that the Principal has applied for an Interim Use Permit for Reclamation of Aggregate Mining at 560 Pelican Ave S, Vergas, MN 56587, Vergas, Minnesota; Plat or Addition 82000500022000 in accordance with the requirements of ordinances of said Obligee, and has agreed to hold said Obligee harmless from suffering and loss or damage occasioned by said Principal's failing to comply with any provisions of any ordinances applicable to the work performed by said Principal.

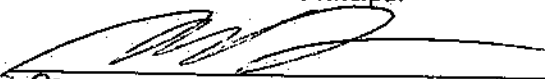
NOW, THEREFORE, if the Principal shall, during the period commencing on the aforesaid date, faithfully perform all the duties according to the requirement of the Ordinances regulating said license, and protect said Obligee from and damage as hereinbefore stated, then this obligation shall become void and of no effect, otherwise to be and remain in full force and virtue.

This bond may be terminated as to future acts of the Principal upon thirty (30) days written notice by the Surety. Otherwise, this bond expires at midnight May 19, 2021. All claims must be made before the expiration date.

Dated this 4th day of May, 2020.

Mark Sand & Gravel Co.

Principal


Mark Thorson, Pres.

Liberty Mutual Insurance Company

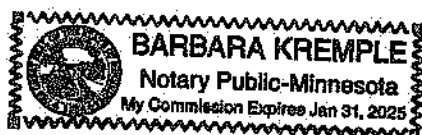
Surety


Joshua R. Loftis, Attorney-in-Fact

CORPORATE ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Otter Tail)

On this 4 day of May 2020, before me appeared Mark Thorson,
to me personally known, who, being by me duly sworn, did say that he/she is the President
of Mark Sand & Gravel Co., a corporation, that the seal affixed to the
foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in
behalf of said corporation by authority of its Board of Directors, and that said Mark Thorson
acknowledged said instrument to be the free act and deed of said corporation.

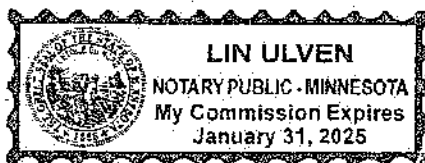


Barbara Krempfle
Notary Public Otter Tail County, MN
My commission expires 1-31-2025

SURETY ACKNOWLEDGMENT

State of Minnesota)
) ss
County of Hennepin)

On this 4th day of May 2020, before me appeared Joshua R. Loftis,
to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of
Liberty Mutual Insurance Company, a corporation, that the seal
affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was
executed in behalf of said corporation by authority of its Board of Directors; and that said
Joshua R. Loftis acknowledged said instrument to be the free act and deed of said corporation.



[Signature]
Notary Public Ramsey County, MN
My commission expires 1/31/2025



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8200451-190054

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Colby D. White, Melinda C. Blodgett, R. C. Bowman, Tina L. Domask, R. Scott Egginton, Sandra M. Engstrom, R. W. Frank, Ted Jorgensen, Joshua R. Loftis, Kurt C. Lundblad, Brian J. Oestreich, Jerome T. Ouimet, Ross S. Squires, Nicole Stillings, John E. Tauer, Rachel Thomas, Lin Ulven, Emily White

all of the city of Minneapolis state of Minnesota each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 4th day of February, 2019.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 4th day of February, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 4th day of May, 2020.

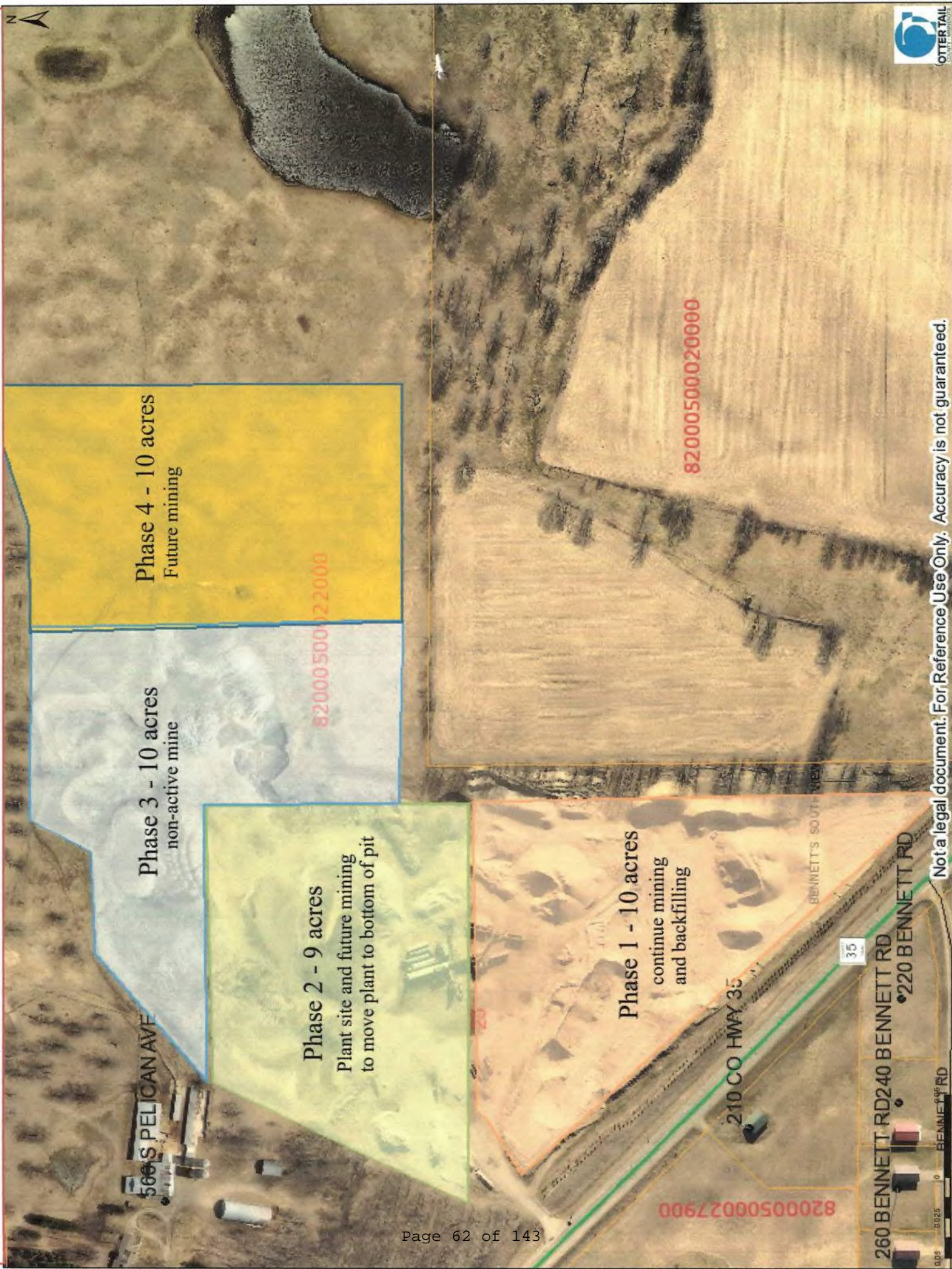


By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-813-855-8821





Otter Tail County, Minnesota

Bunkowski Pit



Bunkowski Pit Topographical Map

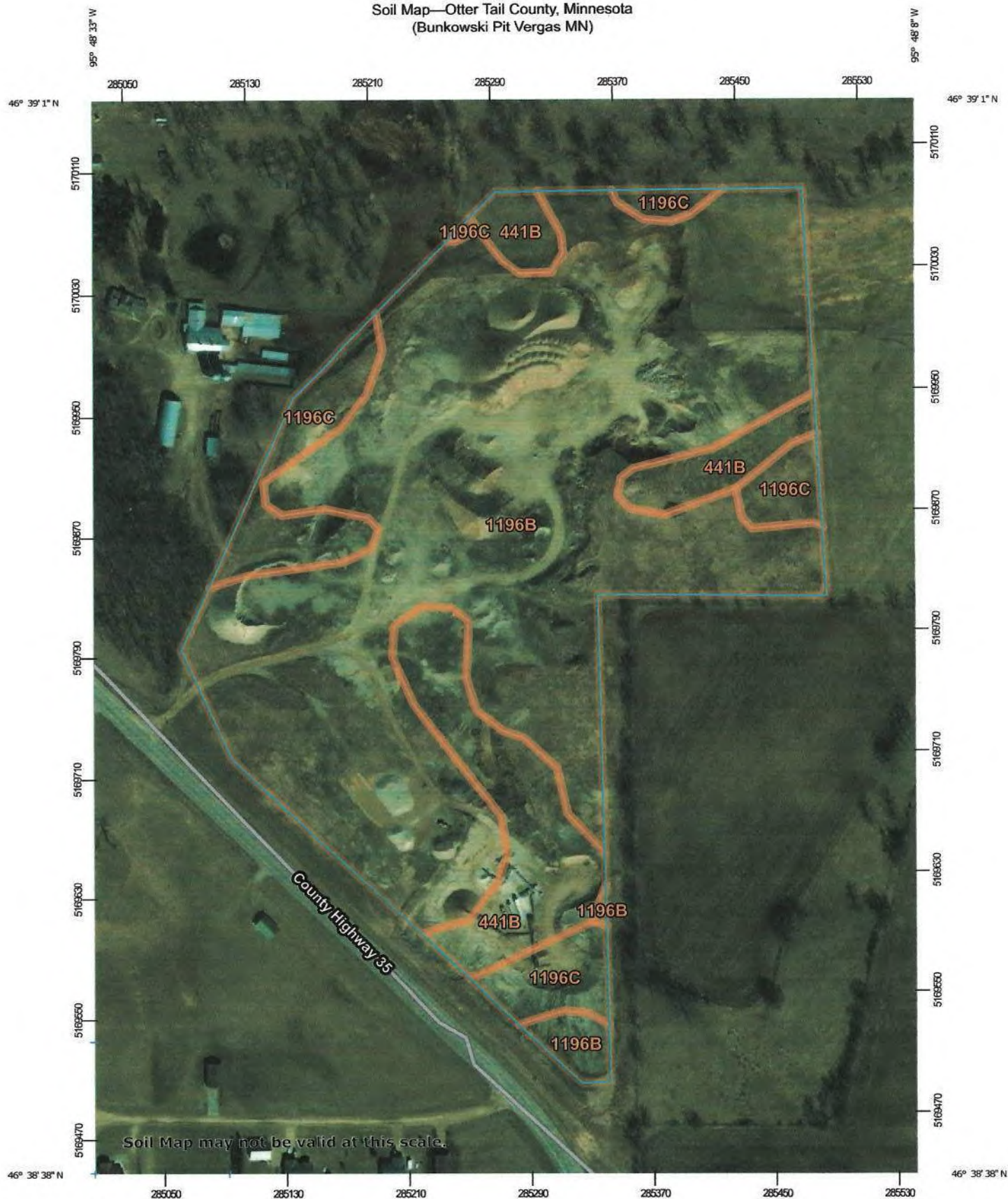
This area historically consisted of gently rolling hills with a maximum elevation of 1400 feet above sea-level to a low of 1360 feet near a slough on the east side of the property.

The proposed finished topography will include 4 to 1 sloped edges at the mined boundaries with a level to gently rolling floor.

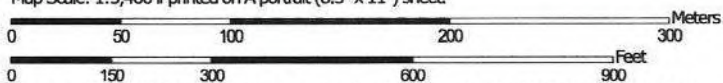
The finished elevations will range from 1360 to 1370 feet above sea-level across the mined area.

Elevations within 100 feet beyond the perimeter of the mine boundaries will remain as they are currently and will not be affected by this operation.

Soil Map—Otter Tail County, Minnesota
(Bunkowski Pit Vergas MN)



Map Scale: 1:3,460 if printed on A portrait (8.5" x 11") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge ticks: UTM Zone 15N WGS84





















































Natural Resources
Conservation Service

Page 64 of 143
Web Soil Survey
National Cooperative Soil Survey

2/19/2021
Page 1 of 3

MAP LEGEND

	Area of Interest (AOI)		Spill Area
	Area of Interest (AOI)		Stony Spot
	Soil Map Unit Polygons		Very Stony Spot
	Soil Map Unit Lines		Wet Spot
	Soil Map Unit Points		Other
	Special Point Features		Special Line Features
	Blowout		Streams and Canals
	Borrow Pit		Interstate Highways
	Clay Spot		US Routes
	Closed Depression		Major Roads
	Gravel Pit		Local Roads
	Gravelly Spot		Aerial Photography
	Landfill		
	Lava Flow		
	Marsh or swamp		
	Mine or Quarry		
	Miscellaneous Water		
	Perennial Water		
	Rock Outcrop		
	Saline Spot		
	Sandy Spot		
	Severely Eroded Spot		
	Sinkhole		
	Slide or Slip		
	Sodic Spot		

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Otter Tail County, Minnesota
Survey Area Data: Version 16, Jun 10, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 25, 2014—Oct 23, 2016

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
441B	Almora loam, 2 to 6 percent slopes	4.9	13.8%
1196B	Lida-Two Inlets complex, 1 to 8 percent slopes	26.8	76.2%
1196C	Lida-Two Inlets complex, 8 to 15 percent slopes	3.5	10.0%
Totals for Area of Interest		35.2	100.0%



Appendix E Interim Use Permit - Marks Sand & Gravel

\$300.00

Owner Mark Sand & Gravel Co.
Applicant Jeff Hatlewick

No. 2021-001

Interim Use Permit

City of Vergas

IN CONSIDERATION OF The statements and representations made by, Jeff Hatlewick Applicant for Interim Use Permit for address 560 Pelican Ave S, Vergas MN 56587 in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED to Mark Sand and Gravel with the following conditions:

The \$7,000.00 annual fee is paid to the City for gravel pit.

A \$50,000 performance bond is posted to the City, naming City as party to be indemnified.

A certificate of general liability insurance is provided to the City, naming the City as an additional insured.

Mark Sand & Gravel gives approval to KLI, Engineering to inspect property. (Engineers will contact Mark Sand & Gravel and allow them to accompany them while doing inspection)

Gravel must be swept off road regularly to protect cyclists that also use the highway.

Applicant shall control dust emission impacts from the site by employing best management practices and meeting all MPCA Dust Limitations, at a minimum.

Mining and plant operations shall be limited to day time hours between 7:00 a.m. and 7:00 pm.

Applicant shall control noise emissions from the site by employing best practice management practices and shall meet all applicable MPCA noise limit at a minimum.

Use of all production equipment will be designed to meet the federal and MPCA noise standards at the nearest receptor.

Operator shall construct screening berms where such a berm is necessary to screen the mining activities from public view and to limit noise emissions.

In any exposed areas that have not been covered by permanent vegetation, operator shall water these exposed areas within the permitted area during those periods when weather conditions are generating fugitive dust.

Haul roads within mine permit area boundaries shall be sprayed with water or other permitted dust suppressants as needed to control fugitive dust.

Reclamation of completely mined areas shall follow active mining operations as detailed in the application.

The applicant agrees to the terms and conditions of this IUP and such agreement is hereby entered the official proceedings of the Planning Commission and City Council.

plat or addition 82009500022000 which tracts is of the size and area specified in said application.

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 22 day of March 2021.

Attest:

Julie Sammers
Clerk

Permit Expires in one year

Timothy Smith
Mayor



Appendix F Bunkowski Gravel Pit - Field Inspection Report



GRAVEL PIT INSPECTION – FIELD REPORT

SHEET 1 OF 2

LOCATION: Vergas MN Gravel Pit

DATE: 04/20/21

DAY: Tuesday

OWNER: Marks Sand & Gravel

Contact: Jeff Hatlewick

O: 1-218-736-7523

C: 1-218-766-6977

KLJ Project #: 2104-00530

KLJ Personnel: D. Tell

WEATHER REPORT

Weather Conditions:	Partly Cloudy, Overcast
Temp. (high/Low):	36°F, 23°F
Wind: (low, moderate, high)	Moderate
Soil (dry, wet, saturated)	Dry

OWNERS CONSTRUCTION ACTIVITY

Mining Operations:	N/A
Mining Personnel:	N/A
Mining Equipment/Class:	N/A



MINING ACTIVITY OBSERVED: (truck traffic, active mining, crushing, hauling, etc..)

Equipment loading aggregate onto trucks, trucks hauling through yard.

NOISE LEVELS: (high, mod, low, no noise)

Low

DUST LEVELS: (high, mod, low, no dust)

Low

SITE CONDITIONS: (open cut/disturbed areas, stockpile locations, perimeter boundary, new trees/fence, screening berms, use of water to control dust, steep slopes)

Piles had been formed/moved since visiting 1 year prior. Large, deep open cut remains on West edge of Property.

SURROUNDING PROPERTY CONDITIONS: (Ex. Roadways, haul roads)

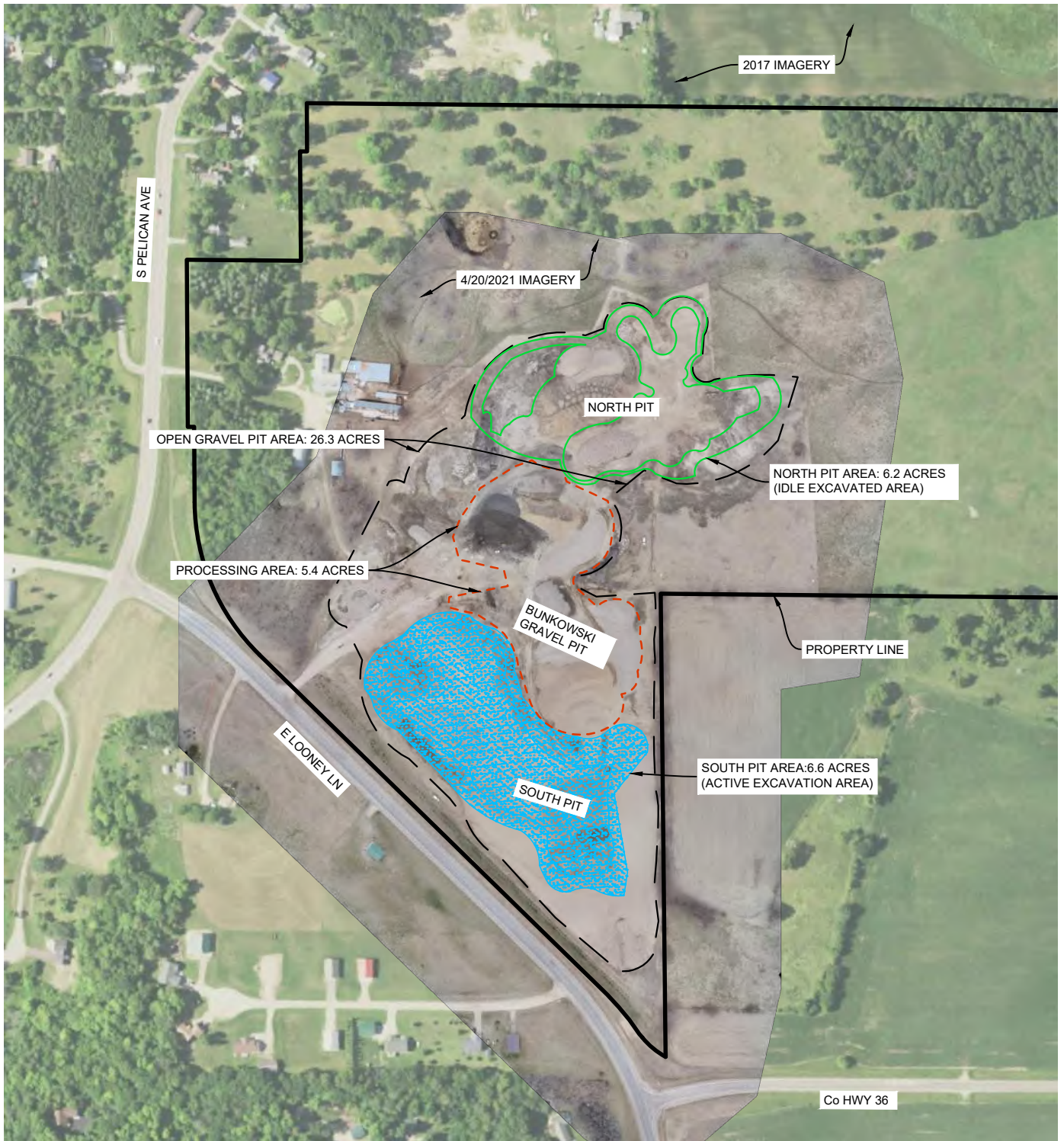
Trucks hauling on road and moderate civilian traffic.

VISITORS:


INSPECTOR: D. Tell



Appendix G Current Conditions Map



LEGEND

- — — — — TOTAL OPEN GRAVEL PIT: 26.3 ACRES
- - - - - PROCESSING AREA: 5.4 ACRES
-  ACTIVE EXCAVATION AREA (SOUTH PIT): 6.6 ACRES

200 0 200 400
SCALE FEET



GRAVEL PIT COMPLIANCE REPORT

CITY OF VERGAS
VERGAS, MINNESOTA

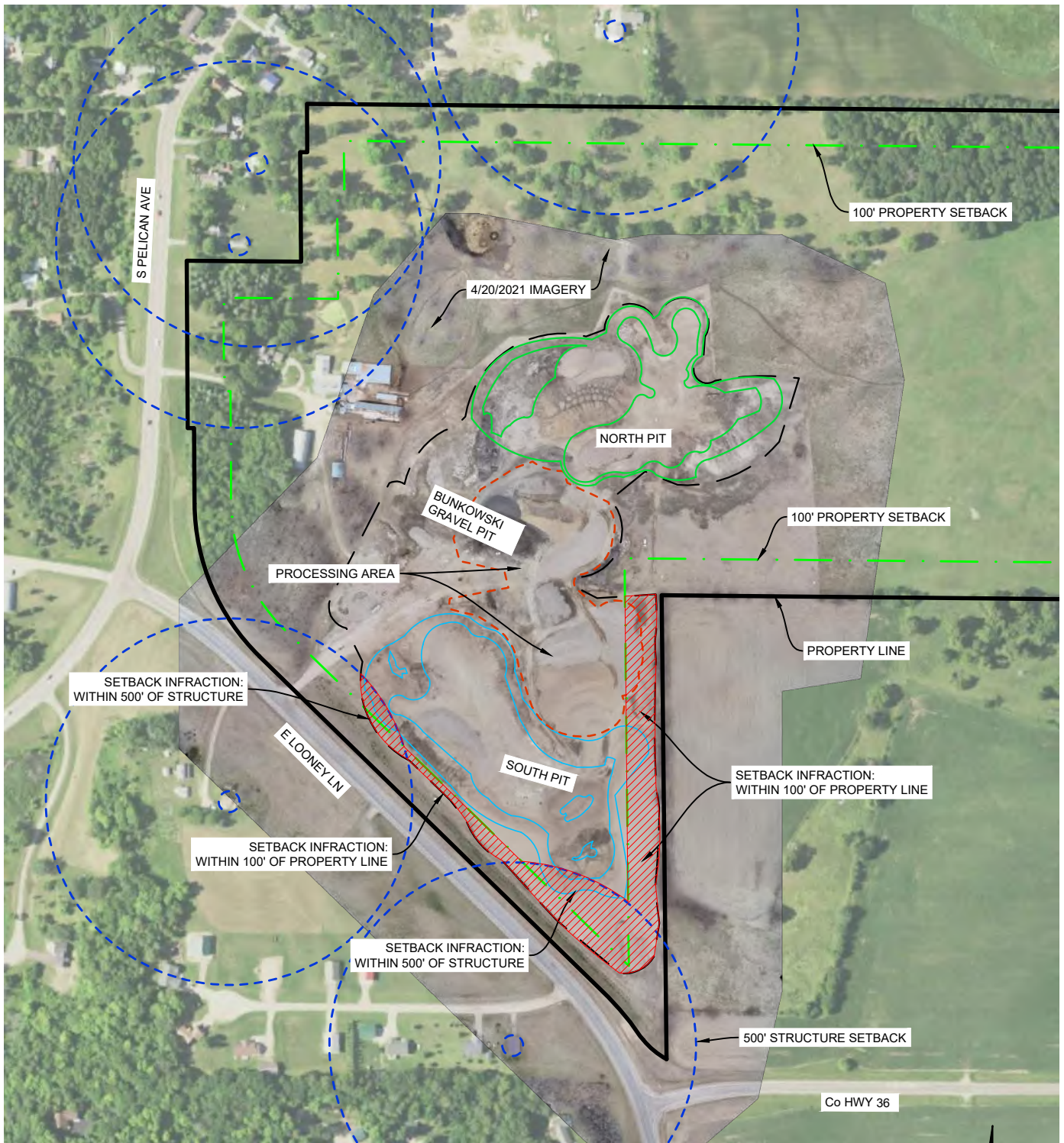
APPENDIX G - CURRENT CONDITIONS MAP

DRAFTED	EAS
REVIEWED	SK
PROJECT NUMBER	2104_00530
ISSUE DATE	05/06/2021





Appendix H Setbacks Map



LEGEND

- OPEN GRAVEL PIT AREA
- ACTIVE MINING PIT AREA
- . - 100' PROPERTY SETBACK
- - - 500' STRUCTURE SETBACK
- ▨ SETBACK INFRACTION



GRAVEL PIT COMPLIANCE REPORT

CITY OF VERGAS
VERGAS, MINNESOTA

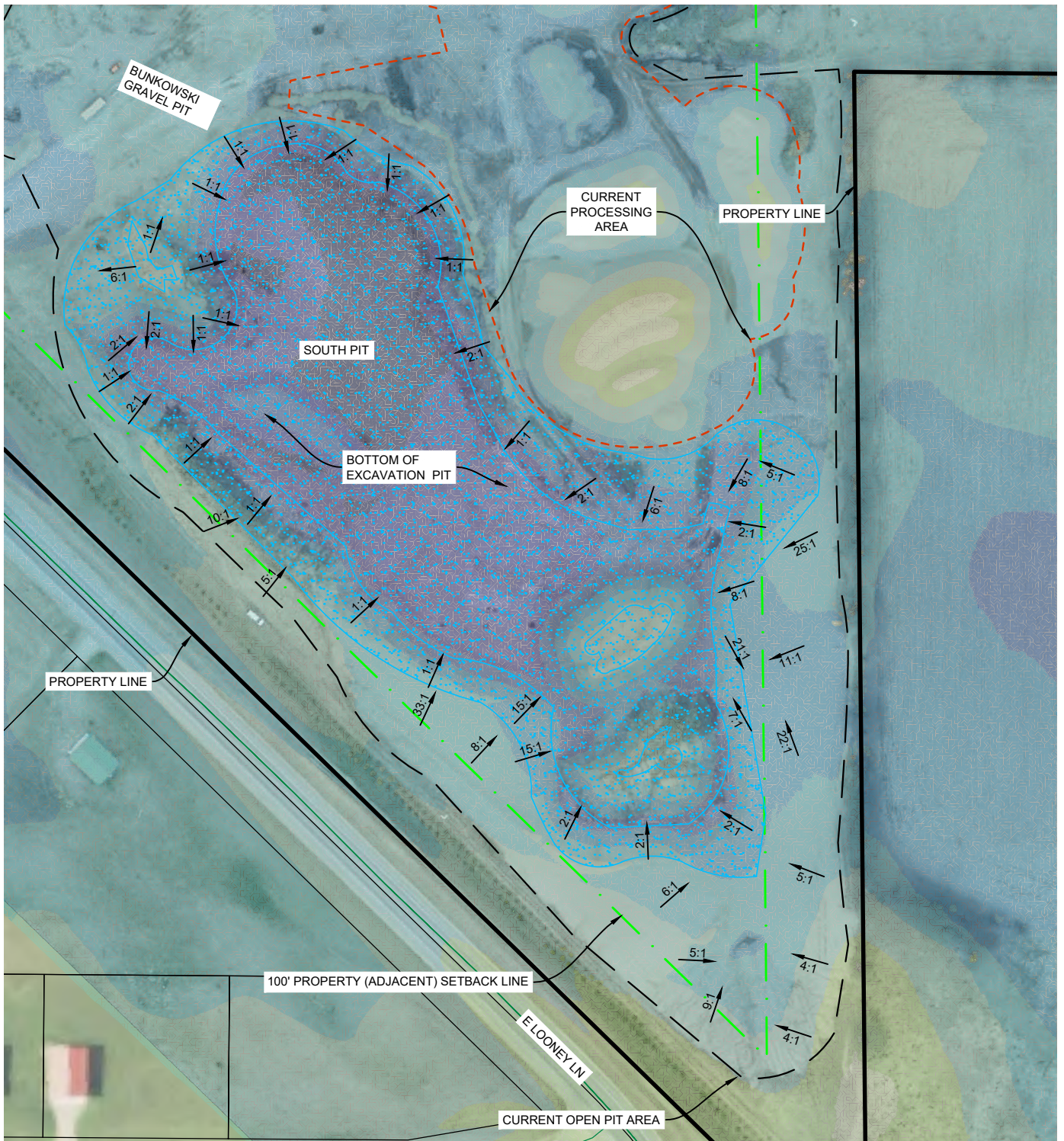
APPENDIX H - SETBACKS MAP 143

DRAFTED	EAS
REVIEWED	SK
PROJECT NUMBER	2104_00530
ISSUE DATE	05/06/2021



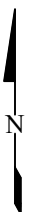


Appendix I Slope and Grade Map (South Pit, North Pit)



LEGEND

- CURRENT OPEN GRAVEL PIT AREA
- SOUTH PIT AREA
- - - - 100' PROPERTY (ADJACENT) SETBACK
- MAX SLOPE INFRACTION



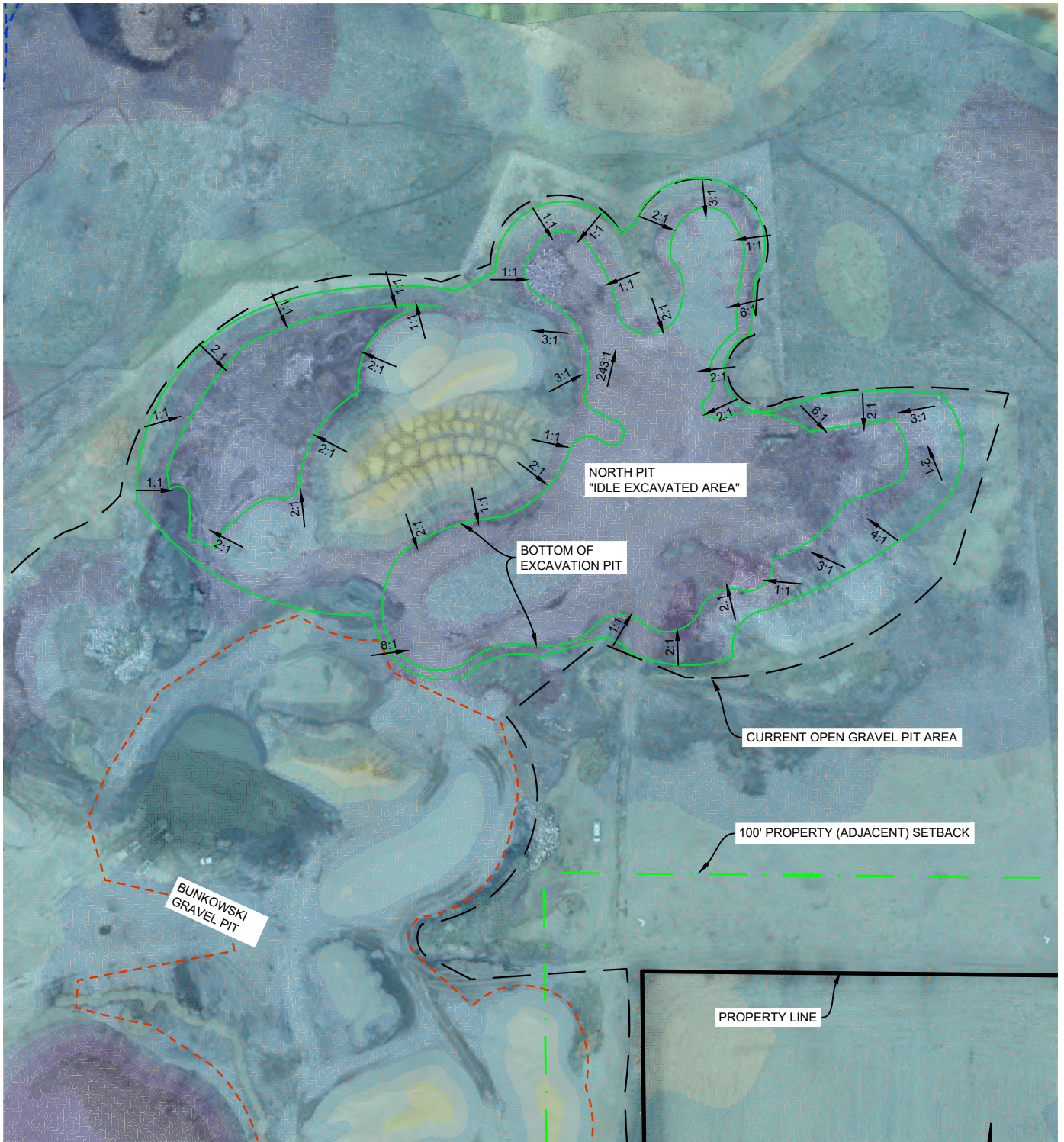
GRAVEL PIT COMPLIANCE REPORT

CITY OF VERGAS
VERGAS, MINNESOTA

APPENDIX I - SLOPE & GRADES MAP OF SOUTH PIT

DRAFTED	EAS
REVIEWED	SK
PROJECT NUMBER	2104_00530
ISSUE DATE	05/06/2021





LEGEND

- — — — — CURRENT OPEN GRAVEL PIT AREA
- — — — — NORTH PIT AREA
- . — . — . 100' PROPERTY (ADJACENT) SETBACK
- MAX SLOPE INFRACTION



GRAVEL PIT COMPLIANCE REPORT

CITY OF VERGAS
VERGAS, MINNESOTA

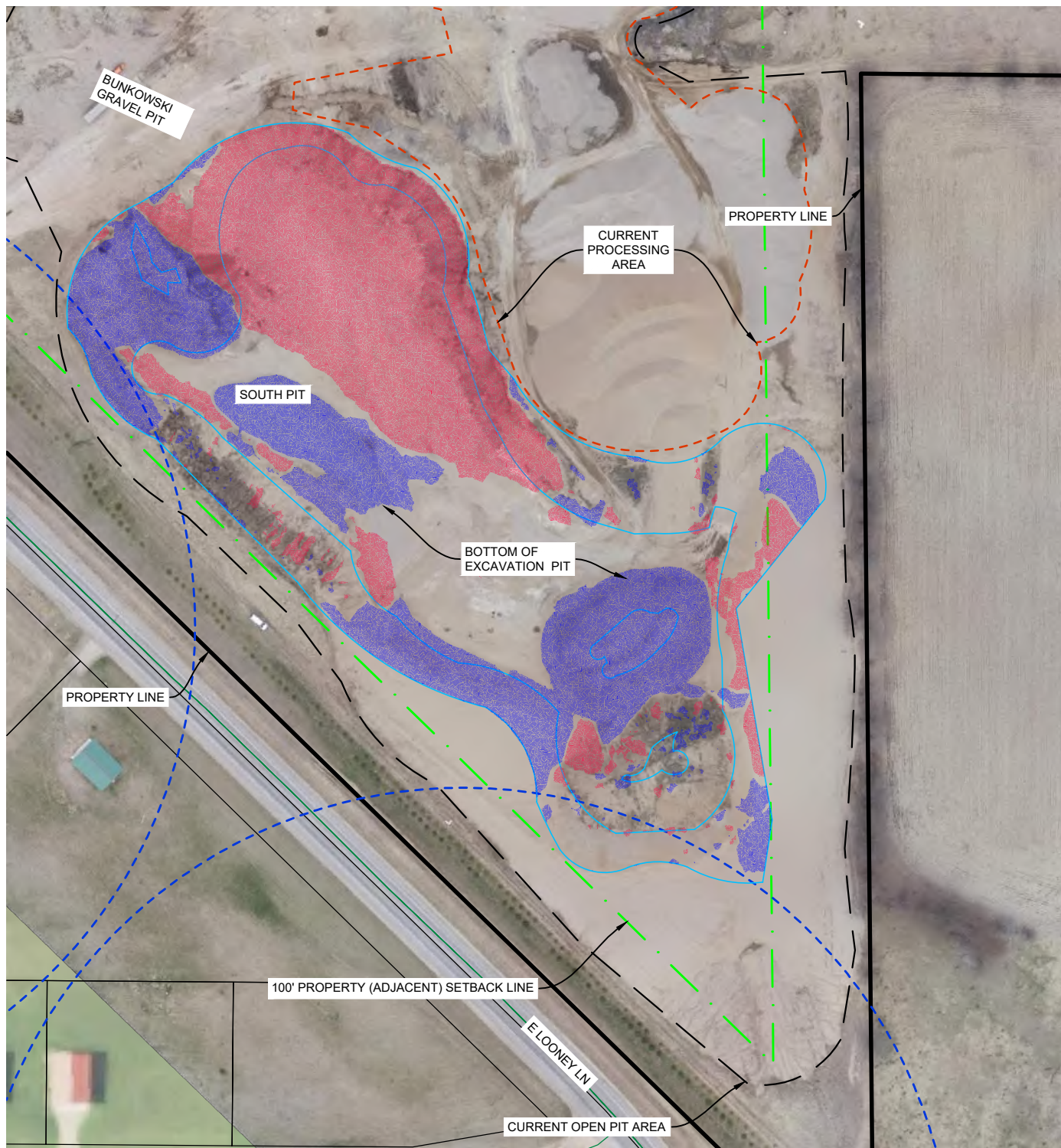
APPENDIX I - SLOPE & GRADES MAP OF NORTH PIT

DRAFTED	EAS
REVIEWED	SK
PROJECT NUMBER	2104_00530
ISSUE DATE	05/06/2021





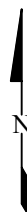
Appendix J Fill & Excavation Areas - South Pit



LEGEND

- --- CURRENT OPEN GRAVEL PIT AREA
- SOUTH PIT AREA
- 100' PROPERTY (ADJACENT) SETBACK
- AREAS FILLED FROM SPRING 2020
- AREAS EXCAVATED FROM SPRING 2020

AREAS OF ELEVATION CHANGE LESS THAN 1' (+/-) HAVE BEEN OMITTED FROM THE EXHIBIT TO REMOVE MINOR CHANGES AND POTENTIAL ERRORS IN SURVEY METHOD.



GRAVEL PIT COMPLIANCE REPORT

CITY OF VERGAS
VERGAS, MINNESOTA

APPENDIX J - FILLED & EXCAVATED AREAS SOUTH PIT

DRAFTED	EAS
REVIEWED	SK
PROJECT NUMBER	2104_00530
ISSUE DATE	05/06/2021



City Council
2021 May Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, May 11, 2021

4. Approval of Consent Agenda

- a. Council Minutes of the April 13, 2021
- b. Board of Review Minutes
- c. Bills paid between Council meetings and Council bills
- d. Liquor Store bills for April 2021
- e. General Fund/Special Revenue Money Market Account Report
- f. 2021 Investment Schedule/Bond Schedule
- g. Budget Reports
 - 1. General Fund
 - 2. Water Fund
 - 3. Sewer Fund
- h. Late water/sewer bills
- i. Elimination of Development Policy Form
- j. Citizen Concern Form
- k. Vergas Lion's LG220 MN Lawful Gambling Permit

Files Attached

- 4-7-19 Board of Review.pdf
- 2021 Council Bill Listing .pdf
- 5-11-2021 Claims List for Approval.pdf
- 2021 Liquor Store Bill Listing-April.pdf
- General Fund Special Revenue Money Market Account Report.pdf
- 2021 Investment Schdule Bond Schedule.pdf
- 2021 General Fund Budget.pdf
- 04-13-2021 Council Minutes.pdf
- Utility Billing AgedBalance_05042021 (1).pdf
- developement-policy-form (5).pdf
- Citizen Concern Form.pdf
- Lion's LG220 Permit.pdf
- 2021 Water Budget.pdf
- 2021 Sewer Budget.pdf

CITY OF VERGAS
Board of Review
Wednesday, April 07, 2021 1:00 P.M.

The City Council of Vergas met for the annual board of review at 1:00 p.m., Tuesday, April 7, 2021 in the Smart Room in the Vergas Event Center and on zoom with the following members present: Mayor Julie Bruhn, Council Members, Logan Dahlgren, Paul Pinke, Bruce Albright and Natalie Fischer. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Otter Tail County Assessor Joel Dulski, Appraiser Assessor Dawn Swisher, Chuck Boehm, Maynard Johnson, Shawn Day and Myles Flateland.

Mayor Julie Bruhn called the meeting to order.

County Assessor's reviewed rate changes for the City of Vergas and Otter Tail County.

General Assessment Information: 1. 2021 market values are based upon sales activity from 10-1-19 to 9-30-20. 2. The Minnesota Department of Revenue requires a sales ratio of 90% to 105%. 3. Lake rate changes (see 2021 Lakeshore Rates in shared folder). 4. Green Acres/Rural Preserve applied to land that exceeded \$1400 per acre (classification affected are High/Low Woods \$2,600/\$1,600 per acre and High Pasture \$1600). 5. Rural Building Sites were increased (Gravel Site- \$18,000 to \$23,000, Tar Site- \$20,000 to \$25,000). 6. For taxes payable in 2021, the first tier-value limit for ag went from \$1,900,000 to \$1,890,000.

Frontage on Long Lake starting rate from \$1,300.00 a foot to \$1,700.00 a foot based on sales. Off water in the City rate did not change.

The following properties contacted the County Assessor Joel Dulski prior to the meeting:

Parcel	Address	Notes	Recommendations
82000990258000	1020 Scharf Ave	2 lots but only 1ft	Give standard size adjustments to 95 of saleable as structure is on both lots
8200500039000 82000990207000	818 Scharf Rail Car	Concern over increase	Land qualities. Similar to neighboring properties. Rail car is valued as cabin grade. No change.
82000990173000	116 Park View	Value bare lot	Quantity -10% \$140,000 from \$160,500
82000990179000	104 Park View	Value bare lot	Quantity -15% \$156,800 from \$188,200
82000990178000	106 Park View	Value bare lot	Quantity -15% \$156,800 from \$188,200
82000990226000	92 Park View	Value bare lot	Quantity -15% \$140,900 from \$168,600
82000500036001 82000990201000	Maynard Johnson Lake Resort	Value	Not viewed prior to meeting.

Charles Boehm, 116 Park View Dr, stated he just purchased property and does not feel the property value has increase since his purchase of the lot. Motion by Fischer, seconded by Pinke to approve a -15% adjustment for 1020 Scharf Ave. Motion passed unanimously.

Maynard Johnson, 802 Scharf, reviewed his property and the amount the value has risen over the past years. Assessor Dulski stated he has not been able to view prior to meeting. Council decided they would reconvene the meeting after Dulski reviewed the parcel. Motion by Albright, seconded by Fischer to reconvene meeting on Tuesday, April 27, 2021 at 1:00 pm. Motion passed unanimously.

Shawn Day property owner of 251 1st Avenue questioned the solid waste special assessment. Everyone in Otter Tail County pays for solid waste. Questioned parcel 82000990100000 valued at \$121,300 and he did not question value just questioned why it stated not available for 2020. Due to road vacation 2020 value was not available.

Motion by Albright, seconded by Pinke to approve a -15% adjustment for 104 Park View Drive, 92 Park View, and 106 Park View Drive. Motion passed unanimously.

Motion by Pinke, seconded by Fisher to approve a standard size adjustment to 95 feet of saleable as structure the for 1020 Scharf Ave. Motion passed unanimously.

Reviewed 818 Scharf and Dulski recommended no change. Motion by Albright, seconded by Pinke to have no change at 818 Scharf. Motion passed unanimously.

The meeting was recessed for continuation on Tuesday, April 27, 2001 at 1:00 pm.

**CITY OF VERGAS
Board of Review
Tuesday, April 27, 2021 1:00 P.M.**

The City Council of Vergas met for the annual board of review at 1:00 p.m., Tuesday, April 7, 2021 in the Smart Room in the Vergas Event Center and on zoom with the following members present: Mayor Julie Bruhn, Council Members, Paul Pinke, Bruce Albright and Natalie Fischer. Absent: Logan Dahlgren. Also present: Clerk-Treasurer Julie Lammers, Otter Tail County Assessor Joel Dulski, Dawn Schwisser, Maynard Johnson and John Thiessen.

Mayor Julie Bruhn reconvened the meeting to order.

The following properties contacted the County Assessor Joel Dulski prior to the meeting:

Parcel	Address	Notes	Recommendations
82000500036001 82000990201000	Maynard Johnson Lake Resort	Value	Adjust depth, reduce quality -5%, give shape adjustment on entire parcel adjust cabins, add for new tar in 2020. Proposed from \$662,900 to \$560,100.
82000500038000 82000990211000	860 Scharf Ave John & Thomas Thiessen		2 parcels in this appeal, currently both parcel valued as 1 and sharing value (95% on front 5% on back lot)
8200500038000	John & Thomas Thiessen		Reworked land to size and shape of this parcel only adjusted value change from \$442,200 to \$432,500.00
82000990211000	Thomas Thiessen Connie Thiessen Jackie Glines		Back lot not owned by same owners as front t. Value as site at .38 acres and change class to 20AO proposed value change from \$17,700 to \$6,000.00

Motion by Albright, seconded by Fischer to accept the deduction proposed for parcel 82000500036001 and 82000990201000. Motion passed unanimously.

Discussed the amount of value for lots along the lake. Reviewed 860 Scharf Avenue regarding both lots. Motion by Albright, seconded by Pinke to accept proposal of 860 Scharf Avenue back lot. Motion passed unanimously. Motion by Fischer, seconded by Pinke to accept proposal of 860 Scharf Avenue front lot. Motion passed unanimously.

The business for which the meeting was called having been completed, the meeting was adjourned at 2:06 p.m.

Clerk-Treasurer Julie Lammers, CMC

CITY OF VERGAS
Bill Listing for April 16 to May 11, 2021

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	4,654.37
Internal Revenue Services	2021 Withholding Tax	1,575.38
Lake Region Electric	Sign, electricity	12.67
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	86.00
MN Dept. Revenue	2021 Withholding Tax	254.40
Public Employees Retirement Assoc.	Payroll	1,138.50
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<hr/> \$7,759.90

Date Range : 4/11/2021 To 5/11/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/11/2021	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, May 2021	54076	\$1,448.62			
					100-41405-131-	Clerk	\$180.07
					601-49440-131-	Water Utilities - Administration and General	\$317.14
					602-49490-131-	Sewer Utilities - Administration and General	\$317.14
					100-43110-131-	Highways, Streets & Roadways	\$317.14
					100-45210-131-	Parks	\$317.13
05/11/2021	Cash	Gen, LS, Postage and petty cash	54077	\$41.43			
					100-41010-200-	GENERAL GOVERNMENT	\$40.36
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$1.07
05/11/2021	Colonial Life	Employee, insurance employee reimbursed	54078	\$217.98			
					100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$159.86
05/11/2021	Core & Main LP	Water & Sewer, meters and operating parts 0169	54079	\$20.49			
					601-49440-530-	Water Utilities - Administration and General	\$10.24
					602-49490-530-	Sewer Utilities - Administration and General	\$10.25
05/11/2021	Frazee-Vergas Forum	Gg, legal ads Event, ad	54080	\$111.00			
					100-41010-350-	GENERAL GOVERNMENT	\$56.00
					100-45110-340-	EVENT CENTER	\$55.00
05/11/2021	Dacotah Paper Company	Parks, supplies	54081	\$135.58			
					609-49751-211-	Liquor Store - Manager - Off-Sale	\$135.58
05/11/2021	Michael DuFrane	St, Park, Wtr, Swr, reimbursement for cell phone	54082	\$75.00			
					100-43110-321-	Highways, Streets & Roadways	\$18.75

Date Range : 4/11/2021 To 5/11/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-45210-321-	Parks	\$18.75
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
05/11/2021	Matthew Engebretson	Park, St, Phone reimbursement	54083	\$25.00			
					100-45210-321-	Parks	\$12.50
					100-43110-321-	Highways, Streets & Roadways	\$12.50
05/11/2021	Gopher State One Call	Wtr, Swr, Locates	54084	\$14.85			
					602-49490-210-	Sewer Utilities - Administration and General	\$7.42
					601-49440-210-	Water Utilities - Administration and General	\$7.43
05/11/2021	Great Plains Natural Gas Company	Event, 2021 utility	54085	\$159.41			
					100-45110-380-	EVENT CENTER	\$159.41
05/11/2021	Hawkins, Inc	Wtr, chemicals	54086	\$877.09			
					601-49440-218-	Water Utilities - Administration and General	\$877.09
05/11/2021	KLJ Engineering LLC	Engineering services-	54087	\$212.00			
					100-41010-303-	GENERAL GOVERNMENT	\$212.00
05/11/2021	Kost Materials	Yard Waste, concrete block	54088	\$675.00			
					100-43128-210-	YARD WASTE	\$675.00
05/11/2021	L & M Supply, Inc.	St, operating supplies	54089	\$100.93			
					100-43110-211-	Highways, Streets & Roadways	\$100.93
05/11/2021	Lakes Area Co-operative	Street, operating fuel	54090	\$151.81			
					100-43110-210-	Highways, Streets & Roadways	\$151.81
05/11/2021	Lake Region Electric Cooperative	Yard Waste, lighting & power for camera	54091	\$31.40			
					100-43128-380-	YARD WASTE	\$31.40

Date Range : 4/11/2021 To 5/11/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/11/2021	Napa Auto Parts	Str, supplies	54092	\$295.72	100-43110-210-	Highways, Streets & Roadways	\$295.72
05/11/2021	Nardini Fire Equipment Co.,Inc.	Event, 2021 service Inspection	54093	\$301.15	100-45110-400-	EVENT CENTER	\$301.15
05/11/2021	Julie Lammers	All Departments, cell phone reimbursement	54094	\$75.00	100-41405-321- 601-49440-321- 602-49490-321-	Clerk Water Utilities - Administration and General Sewer Utilities - Administration and General	\$25.00 \$25.00 \$25.00
05/11/2021	Monica Hennessy Mohan, MCFOA Treasu	MCFOA Dues	54095	\$45.00	100-41405-345-	Clerk	\$45.00
05/11/2021	St Cloud State University	Clerk, 2021 Confernce	54096	\$275.00	100-41405-330- 601-49440-330- 602-49490-330-	Clerk Water Utilities - Administration and General Sewer Utilities - Administration and General	\$91.66 \$91.67 \$91.67
05/11/2021	Madison National Life Ins Co, Inc	Employee short term Insurance	54097	\$69.06	100-45210-130- 601-49440-130- 602-49490-130- 100-41405-130-	Parks Water Utilities - Administration and General Sewer Utilities - Administration and General Clerk	\$11.50 \$23.03 \$23.03 \$11.50
05/11/2021	Olson Oil Co.	All Depts, operating supplies	54098	\$93.69	100-43110-210-	Highways, Streets & Roadways	\$93.69
05/11/2021	Otter Tail Power Company	All depts, utility	54099	\$1,903.07	100-43160-380- 100-45110-380-	Street Lighting EVENT CENTER	\$690.59 \$308.92

Date Range : 4/11/2021 To 5/11/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					601-49440-380-	Water Utilities - Administration and General	\$501.39
					602-49490-380-	Sewer Utilities - Administration and General	\$172.19
					100-43010-380-	City Shop	\$107.96
					100-45210-380-	Parks	\$122.02
05/11/2021	Peloquin, Jenson PLLC	Legal Fees	54100	\$445.00			
					100-41610-304-	City/Town Attorney	\$445.00
05/11/2021	Productive Alternatives	Event Center, Cleaning	54101	\$19.00			
					100-45110-300-	EVENT CENTER	\$19.00
05/11/2021	Quill Corporation	All depts, Office Supplies Inv149754141	54102	\$148.25			
					100-41010-200-	GENERAL GOVERNMENT	\$148.25
05/11/2021	RMB Environmental Laboratories, Inc	Water & WW, Chemicals	54103	\$113.00			
					601-49440-218-	Water Utilities - Administration and General	\$113.00
05/11/2021	RDO Equipment Company	Parks, parts supplies	54104	\$19.88			
					100-45210-210-	Parks	\$19.88
05/11/2021	Steve's Sanitation, Inc.	Shop & Event, garbage pick up	54105	\$305.35			
					100-45110-384-	EVENT CENTER	\$106.36
					100-43010-384-	City Shop	\$198.99
05/11/2021	Softline Data, Inc	Wtr, Swr, support	54106	\$175.00			
					601-49440-400-	Water Utilities - Administration and General	\$87.50
					602-49490-400-	Sewer Utilities - Administration and General	\$87.50
05/11/2021	TEAM LAB	WWTF, Parks, supplies	54107	\$1,545.00			
					602-49490-210-	Sewer Utilities - Administration and General	\$420.00
					100-45210-210-	Parks	\$1,125.00

Date Range : 4/11/2021 To 5/11/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
05/11/2021	Thein Well	Water, annual inspection of pumps & wells	54108	\$275.00			
					601-49440-210-	Water Utilities - Administration and General	\$275.00
05/11/2021	Vergas Hardware	All Depts, supplies	54109	\$192.13			
					100-43110-210-	Highways, Streets & Roadways	\$68.17
					100-45210-210-	Parks	\$86.34
					601-49440-210-	Water Utilities - Administration and General	\$23.43
					602-49490-210-	Sewer Utilities - Administration and General	\$14.19
Total For Selected Claims				\$10,592.89			\$10,592.89

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

City of Vergas Liquor Store Checks Paid in April 2021

Vendor	Description	Total
Alexandria Freight	Freight	\$36.75
American Bottling Company		\$239.50
Artic Glacier		\$165.85
Artisan Beer Company		\$946.80
Arvig Communications	Phone, Tv, Security	\$264.32
Bellboy Corp		\$373.43
Bergseth Bros		10,772.22
Beverage Wholesalers		3,639.95
Breakthru Beverage MN Wine and Spirits		2,833.87
City of Vergas	Payroll	2,817.58
City of Vergas	Water/Sewer	59.87
Colonial Life	Employee reimbursed Insurance	239.79
Dacotah Paper Company		255.24
Datamann, Inc	Computer Support	24.80
D-S Beverage		7,528.02
Henry's Food's Foods Inc		1,030.77
Internal Revenue Service	2021 Withholding Tax	765.03
Johnson Brothers Liquor Co		1,313.75
Menards	supplies	22.99
MN Dept. of Revenue	Sales Tax	3,852.00
MN Dept. Revenue	2021 Withholding Tax	94.17
Otter Tail Power Company	Utility	406.78
Paustic Wine Company		983.00
Phillips Wine & Spirits		310.36
Public Employees Retirement Assoc.	Payroll	\$492.80
Tweeton Refrigeration	Cooler Maintenance	135.50
Vinocopia		78.00
Wine Merchants		209.59
Total		<u>\$39,892.73</u>
April Receipts		<u>47,599.46</u>
	April Operating Income (Loss)	<u>\$7,706.73</u>
2021 March Balance		<u>4,706.66</u>
	2021 Total Operating Income (Loss)	<u>\$12,413.39</u>

General Fund/Special Revenue Money Market Account

	2020 Balance	Interest	2021 Interest	2021 Purchased	2021 sold
City Shop	3,040.27	2.94%	1.00		
Easements	5,210.95	5.04%	1.71		
Event Center	27,422.08	26.50%	9.02		
General	10,453.80	10.10%	3.44		
Park	13,206.83	12.76%	4.34		
Sand Seal (Seal Coating)	23,844.83	23.04%	7.84		
Sidewalk	11,851.35	11.45%	3.90		
Street Improvements/Equipment	8,457.64	8.17%	2.78		
Balance	\$103,487.75	100.00%	\$34.03 34.03	\$0.00	\$0.00

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

West Central Initiative Account

	1/1/2021	Interest	Donations	Purchases	04/30/2021 Balance
Veterans Memorial	0.00	0.00	2,510.00	0.25	2,509.75
Event Center	8,649.35	0.22	0.00	8,000.00	649.57
Trails, Parks & Recreation*	53.54	0.00	1,040.82	0.00	1,094.36
Economic Development	15,312.96	0.41	0.00	0.00	15,313.37
	24,015.85	0.63	3,550.82	8,000.25	19,567.05

*this includes pickleball funds

	04/30/2021	
2021 Sold	Balance	
	3,041.27	
	5,212.66	
	27,431.10	
	10,457.24	
	13,211.17	
	23,852.67	
	11,855.25	
	8,460.42	
<hr/>		
\$0.00	\$103,521.78	***

City of Vergas
Investment Schedule
2021

	<u>Account Number</u>	<u>12/31/20</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>04/30/21</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	103,487.75	0.00	0.00	16.73	103,504.48	0.10	MMDA
Street Debt Service 2006	19919	9,921.23	0.00	0.00	0.00	9,921.23	1.40	2/24/2022
Sewer Reserve	19753	26,656.77	0.00	0.00	0.00	26,656.77	0.50	6/27/2022
Sewer and Water Debt Service	19759	37,060.94	0.00	0.00	102.76	37,163.70	0.55	7/17/2021
Liquor Fund	20097	71,077.30	0.00	0.00	0.00	71,077.30	0.35	6/11/2021
Totals		248,203.99	0.00	0.00	119.49	248,323.48		

City of Vergas
Bond Schedule
2021

<u>Title</u>	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Sold Date</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2020</u>	<u>Interest Due 12/31/2021</u>	<u>Total Due 12/31/2021</u>
General Obligation Improvement Refunding Bonds, Series 2015A	42353	299000		0.02425	Vergas State Bank	2/1/27	245,052.75	33,263.00	278,315.75
2009 Gen. Obligation Water/Sewer Refunding Bonds	39973	475000		0.04086	US Bank N.A.	1/1/23	187,150.00	83,352.50	270,502.50

General Obligation Improvement			Northland					
Refunding Bonds, Series 2019A	43627	985000	Trust					
Total		\$1,759,000.00	0.03096 Services, Inc	2/1/40	985,000.00	366,645.72	1,351,645.72	
					1,417,202.75		1,900,463.97	

		<u>2021</u>	
		<u>Approved</u>	
		<u>9/8/2020</u>	<u>Year to Date</u>
		<u>Budget</u>	<u>4/30/2021</u>
	General Property Taxes (31000)	229,149.00	887.15
	Penalties & Deling Taxes (31900)	0.00	0.00
	10% Gaming Fee (31311)	3,000.00	0.00
	Gravel Permit	7,000.00	0.00
	Intoxicating On-Sale Liquor (32110)	6,900.00	0.00
	Non-Intoxicating Malt Liquor (32115)	150.00	0.00
	Set-Up License (32116)	500.00	0.00
	Cigarette Licenses (32117)	175.00	0.00
	Conditional Use/Variance Permit (32205)	0.00	300.00
	Construction Permit (32210)	2,000.00	1,150.00
	Golf Cart Permit (32213)	140.00	100.00
	Recycling Center (32215)	8,500.00	4,513.00
	Dog Licenses (32240)	575.00	120.00
	Intergovernmental Aid (33404)	131.00	0.00
	Federal Grants and Aids (33101)	2,000.00	0.00
	State Aids/Fire Relief (33390)	10,000.00	0.00
	Local Government and Aids (33401)	37,431.00	0.00
	County Grants & Aids for Hwys (33610)	0.00	0.00
	Charges of Services (34005)	300.00	405.86
	General Government (34100)	0.00	0.00
	Fire, Reimbursed (34210)	24,000.00	25,217.95
	Recreation (36217)	3,500.00	0.00
	Miscellaneous Revenues (36200)	0.00	0.00
	Interest Earnings (36210)	100.00	0.00
	Rent/Municipal Building (36217)	6,000.00	2,500.00
	Rent/Event Center (36225)	5,000.00	1,740.00
	Event Center other related charges (36227)	0.00	8,000.00
	Contributions & Donations (36230)	2,000.00	375.00
	Refunds & Reimbursements (36233)	5,000.00	31.06
	LMCit/Dividends (36235)	3,000.00	0.00
	Liquor Store Transfer (39201)	25,000.00	0.00
	Total Receipts	\$381,551.00	\$45,340.02
GENERAL GOVERNMENT	Workers Compensation	0.00	0.00
	(41000) Office Supplies (200)	1,678.00	0.00
	Operating Supplies (210)	150.00	75.85
	Repair & Maint. Supplies (220)	400.00	87.73
	Auditor (301)	2,900.00	0.00
	Postage (322)	300.00	0.00
	Telephone	4,000.00	0.00
	Dues (345)	900.00	0.00
	Printing & Publishing (350)	3,000.00	0.00

	Insurance (360)	2,500.00	1,029.60
	Repair & Maintenance (400)	250.00	0.00
	Improvements (530)	1,000.00	0.00
	Office Equip & Furnishing & IT.(570)	1,000.00	0.00
	Refund & Reimbursements	0.00	0.00
	Total General Government	\$18,078.00	\$1,193.18
Legislative (Council/Board)	Wages and Salaries (100)	4,200.00	2,104.51
	(41100) Employer Cont./Soc.Sec. (122)	1,000.00	444.26
	Workers Compensation	0.00	0.00
	Office Supplies (200)	0.00	0.00
	Travel, Mtgs & Schools	750.00	350.00
	Operating Supplies (210)	0.00	0.00
	Insurance (360)	200.00	100.00
	Total Legislative	\$6,150.00	\$2,998.77
Executive (Mayor/Manager)	Wages and Salaries (100)	1,200.00	255.28
	(41300) Employer Cont./Soc.Sec. (122)	350.00	73.94
	Workers Compensation	0.00	0.00
	Volunteer Appreciation	300.00	0.00
	Dues (345)	30.00	0.00
	Travel, Mtgs & Schools	1,500.00	0.00
	Total Executive	\$3,380.00	\$329.22
Total General Government		27,608.00	4,521.17
Clerk (41400)	Wages and Salaries (100)	17,000.00	5,548.09
	Employer Cont./Soc.Sec. (122)	12,000.00	3,191.52
	Health/Life Insurance (131)	2,700.00	723.60
	Telephone	300.00	100.00
	Workers Compensation	400.00	0.00
	Travel, Mtgs & Schools	1,200.00	0.00
Legal Services (41600)	Attorney (304)	7,500.00	4,797.50
Elections (41410)	Wages and Salaries (100)	0.00	0.00
	Office Supplies (200)	0.00	0.00
	Travel, Mtgs. & Schools (211)	0.00	0.00
Total Clerk, Legal services and Elections		41,100.00	14,360.71
Public Safety (42000)	Part-Time Employees (103)	0.00	0.00
Fire (42200)	Pensions-Relief Assoc. (120)	0.00	0.00
	Workers Compensation	4,000.00	0.00
	Insurance (360)	6,000.00	0.00
	V-CDH Budgeted amount	12,500.00	5,809.26
	Miscellaneous (430)	0.00	0.00
	Reimbursed Expenses (810)	0.00	25,767.95
Total for Public Safety, Traffic, Fire		22,500.00	31,577.21
City Shop (43000)	Operating Supplies (210)	200.00	19.48
	Repair & Maint. Supplies (220)	200.00	0.00
	Small Tools & Minor Equip (240)	1,000.00	0.00
	Internet (321)	804.00	0.00
	Insurance (360)	500.00	0.00
	Utility Services (380)	3,000.00	720.00
	Repair & Maintenance Service (400)	500.00	1,362.98

	City Share/Assessments	1,000.00	0.00
	Improvements (530)	1,000.00	0.00
Total For City Shop		8,204.00	2,102.46
Highways, Streets & Roadways	Wages and Salaries (100)	13,959.00	9,603.80
	(43100) Part-Time Employees (103)	13,365.00	0.00
	Employer Cont./Soc.Sec. (122)	10,500.00	5,608.15
	Health Insurance (131)	3,500.00	1,279.13
	Workers Compensation (150)	200.00	0.00
	Office Supplies (200)	200.00	0.00
	Operating Supplies (210)	7,000.00	2,715.97
	Travel, Mtgs, & Schools	300.00	0.00
	Repair & Maint. Supplies (220)	1,500.00	1,178.72
	Small Tools & Minor Equip (240)	500.00	0.00
	Employee Clothing Allowance (245)	300.00	49.95
	Engineer (303)	10,000.00	776.50
	Telephone	375.00	125.00
	Insurance (360)	3,000.00	200.00
	Repair & Maintenance Service (400)	3,500.00	153.76
	Seal Coating (410)	7,500.00	0.00
	Improvements (530)	17,000.00	15,016.98
	Other Equipment (580)	25,000.00	0.00
Sidewalk	Repair & Maintenance (400)	3,000.00	0.00
Ice and Snow Removal (43125)	Part-Time Employees (103)	0.00	0.00
	Employer Cont./Soc.Sec. (122)	0.00	0.00
	Operating Supplies (210)	0.00	0.00
	Fuel/Lubricants (212)	0.00	0.00
	Sand & Salt	1,000.00	0.00
	Repair & Maintenance (400)	0.00	0.00
	Snow Removal (415)	0.00	0.00
	Capital Outlay	5,000.00	0.00
Total for Ice Control, Sidewalks, Ice Control		126,699.00	36,707.96
Recycling Center (43218)	Wages and Salaries (100)	6,000.00	2,050.68
	Pensions/PERA (121)	4,000.00	1,141.26
	Repair & Maintenance (220)	25.00	454.72
	Office Supplies (200)	300.00	0.00
	Printing & Publishing (350)	40.00	0.00
	Street Lighting (380)	650.00	0.00
	City Share/Assessments	500.00	0.00
	Improvements (530)	10,000.00	5,941.98
Total for Recycling Center		21,515.00	9,588.64
Street Lighting (43160)	Utility Services (380)	10,000.00	3,159.31
Event Center (45100)	Part-Time Employees (103)	500.00	0.00
	Employer Cont./Soc.Sec. (122)	100.00	0.00
	Professional Services	2,000.00	359.80
	Workers Compensation	0.00	0.00
	Office Supplies (200)	150.00	0.00
	Operating Supplies (210)	2,500.00	98.51
	Travel, Mtgs, & Schools	0.00	0.00
	Repair & Maint. Supplies (220)	1,500.00	0.00
	Clothing Allowance	0.00	0.00
	Telephone	0.00	0.00
	Security Services (300)	2,000.00	0.00
	Advertising	1,500.00	262.25

	Insurance (360)	2,000.00	0.00
	Rug Rental (370)	1,000.00	478.87
	Utility Services (380)	6,000.00	2,138.17
	Rubbish Service (384)	1,500.00	422.34
	Repair & Maintenance (400)	2,000.00	103.10
	City Share/Assessments (440)	700.00	0.00
	Improvements (530)	20,000.00	6,847.61
	Refunds & Reimbursements	0.00	1,728.40
Total for Event Center		43,450.00	12,439.05
Parks (45200)	Wages and Salaries (100)	17,000.00	4,226.59
	Employer Cont./Soc.Sec. (122)	11,500.00	2,233.23
	Health Insurance (131)	3,500.00	1,288.22
	Workers Compensation	450.00	0.00
	Engineering	0.00	0.00
	Office Supplies (200)	100.00	0.00
	Operating Supplies (210)	7,000.00	914.06
	Telephone	375.00	125.00
	Travel, Mtgs, & Schools	400.00	0.00
	Repair & Maint. Supplies (220)	1,500.00	0.00
	Employee Clothing Allowance(245)	200.00	49.95
	Printing & Publishing (350)	50.00	0.00
	Licenses/Permits	350.00	35.00
	Insurance (360)	5,000.00	322.00
	Utility Services (380)	2,500.00	425.11
	Rubbish Service (384)	1,500.00	988.37
	Repair & Maintenance Service(400)	2,600.00	0.00
	City Share/Assessments (440)	1,200.00	0.00
	Improvements (530)	18,000.00	5,941.98
	Refunds & Reimbursements	0.00	0.00
Total for Parks		73,225.00	16,549.51
Cemetery (49010)	Insurance (362)	250.00	0.00
Non-Expenditures	Economic Development (46510)	7,000.00	7,000.00
	Total Disbursements	\$381,551.00	\$138,006.02
	Difference	\$0.00	-\$92,666.00

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday April 13, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, April 13, 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, Paul Pinke and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, ~~Vanessa Perry~~, Carol Albright, Sherri Hanson, ~~Sydney Dahlgren~~, Austin Tegtmeier, Denny Anderson, Dennis Breitzman, John Lotzer, Henry Dietrick, Doug Sofar, Lyle Krieg, Pat Shannon, Jeff Laney, Sheila Laney, Scott Kolbinger, Emily Schauer, and Barbie Porter of the Frazee-Vergas Forum.

Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were discussed.

Motion by Albright, seconded by Fischer to accept agenda with the additions of construction permit for 136 N Broadway. Motion passed unanimously.

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

- a. Council Minutes of the March 9, 2021
- b. Bills paid between Council meetings and Council bills totaling \$54,042.28.
- c. Liquor Store bills for March 2021 totaling \$41,676.39.
- g. Late water/sewer bills

Motion passed unanimously.

Veterans Memorial Committee Members Dennis Breitzman, John Moltrzer, Henry Dietrick, Lyle Krieg, Doug Sofar. They spoke in support of the memorial. The project was started during a pandemic they have made up brochures and they have already raised \$30,000.00. They need between \$85,000 and \$100,000 for the project. They feel the land is very visible by the ball field and they would like people to come in and enjoy the area. They feel this is a different type of memorial than what is at the cemetery. Veteran Dennis Anderson stated the proposed cost of this memorial is extremely high and if you have money for veterans, it should be given to help veterans that are committing suicide. For one tenth of the cost you could fix up the memorial we already have in this town. Veteran Pat Shannon also stated he was opposed to the memorial by the ballfield as well. There is no parking, and we are encouraging people to cross the busy street. There is no reason you cannot update the one at the cemetery. This location is right next to the railroad and highway and there is nothing peaceful about this space. \$100,000 is a lot of money and it can be spent in better ways – many Veterans are homeless; it could be spent there. Austin Tegtmeier stated with the \$30,000, you could use to update the memorial we already have. Bruhn reviewed the phone calls from citizens she has received regarding noisy railroad, traffic, and parking would be used by Skel not the memorial. Sherri Hanson stated citizens would like to see a memorial for the veterans. It is the location they feel is the issue. Breitzman responded with the comment that most people did not know we had a memorial in Vergas and this location would be very visible. Shannon questioned how people could get to the memorial. Breitzman stated they would be putting in parking spots. Proposed to regroup and talk with the citizens concerned. Bruhn stated final approval from the City will come when a construction permit is issued. Council has given support of the project, but the project has not been approved. Breitzman stated they would be willing to talk with all groups. Bruhn asked Lammers to arrange a meeting for groups. Shannon requested two plans so people could see a choice. Both Bruhn and Dahlgren asked groups to bring suggestions to an informational meeting. Lammers will set up an informational meeting for the Cemetery Board, Veteran's Memorial and the Veteran's concerned citizens.

Motion by Dahlgren, seconded by Pinke to approve Vergas Community Club – Looney Days Committee for Parade Route, Street Closings - Aug. 13-15 and an On-sale Liquor License - Beer Garden - located on Railway Avenue for August 14, 2021. Motion passed unanimously.

Motion by Dahlgren, seconded by Fischer to approve construction permit for 421 W Lake Street for a 40x60 shed and 200 yards of Class 5. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve construction permit for 116 Park View Drive to build a new home, Motion passed unanimously.

Motion by Albright, seconded by Fischer to approve construction permit for 1060 E Scharf Ave for shoreline work. Motion passed unanimously.

Discussed the request for a 10x12 shed to be put on the empty lot located at 92 Park View Drive. Owner Jeff Laney stated they plan on building a home within the next two years. Motion by Dahlgren, seconded by Fisher to make an exception to the ordinance and allow the shed on 92 Park View Drive. Attorney Peloquin stated that we do need to be careful, and Council is setting a precedence. Motion passed unanimously.

Construction permit for 88 Park View for the following: 550 sq ft paver patio, boulder wall, fireplace was discussed and sent to planning commission for further review.

Motion by Albright, seconded by Pinke to approve construction permit for 114 Park View Drive for rip rap. Motion passed unanimously.

Motion by Dahlgren, seconded by Pinke to approve construction permit for 136 Main St for a sign. Motion passed unanimously.

Engineer Scott Kolbinger reviewed contract with KLJ Engineering Company and introduced Emily Schauer who will be helping with the work in Vergas. Motion by Pinke, seconded by Albright to continue contract with KLJ Engineering for one year. Motion passed unanimously.

Bruhn attended the LMC Webinar: The New Normal: Economic Recovery and Resilience in your Community and reviewed information. Details are not yet available for funds, but we will have until 2024 to capitalize on the funding.

Albright reviewed EDA/HRA meetings held on March 12, 2021 and April 7, 2021 (minutes available at the Vergas City Office). Albright encouraged all Council Members and citizens to attend the Annual meeting on April 21, 2021 at Billy's Corner Bar. EDA is requested waiving the construction permit fee for 5 years when they add jobs and/or square footage. They would like commercial store owners to be able to apply to the EDA to waive the permit fees. Motion by Albright, seconded by Pinke to approve EDA to waive construction permits. Motion passed unanimously.

Albright reviewed Planning Commission meeting minutes of March 22, 2021 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to approve the Interim Use permit for Mark Sand and Gravel, raise the bond to \$100,000 and approve the task order for \$5,000 for KLJ to provide gravel pit survey. Motion passed unanimously. Motion by Albright, seconded by Pinke to approve Resolution 2021-003 (A complete text of the resolution is part of permanent public record in the City Clerk's office) regarding Otter Tail County Community Development Agency community Growth Partnership Grant Program. Motion passed unanimously. Questioned if we should wait for a month before moving forward with the comprehensive plan. Fischer and Bruhn stated the City has been working on comprehensive plan for 3 years and we do want to move forward with this. This will be discussed again next month. Townline Road has been being discussed and the City has not dedicated the road. We have contacted Meadowland to find the center line of the road. Albright has located one of the survey pins. will continue to look for the pins and we can table the spending of \$950.00 for Meadowland to locate. Discussed ATV's, type 1 cannot be driven on the roads legally and type 2 can if City allows it and planning commission will continue to modify this to be consistent with the state and county laws.

Lammers reviewed the Vergas Event Center meeting held on March 10, 2021 (minutes available at the Vergas City Office). Discussed approving the change in exercise fee from \$20.00 to \$10.00 when exercising at the Event Center. Motion by Pinke, seconded by Dahlgren to change the exercise fee to \$10.00 a session. Motion passed unanimously. Lammers provided Smart Room policy. Motion by Dahlgren, seconded by Fischer to accept the smart room policy with format updating. Motion approved unanimously.

Bruhn reviewed personnel committee meeting held on April 7, 2021 (minutes available at the Vergas City Office) Motion by Pinke, seconded by Fischer to approve hiring policy, Liquor Store Manager Job description, additional hours for part-time employee with 5-day coverage from utilities department. DuFrane questioned 5-day coverage and it was explained with two employees, employees will not be able to take the same day off and there would be employee coverage 5 days a week. Motion passed unanimously.

Sherri Hanson reviewed the Park Board meeting held on March 25, 2021 (minutes available at the Vergas City Office). Hanson invited everyone to the April 22 Earth Day celebration. Discussed swimming lessons and asked for Council to decide if we should be getting an independent contractor or having a City employee. Current instructor is paid \$35.00 per student and her helper is paid \$15.00 an hour. Park Advisory Board is going to review this again for next month. Have a request regarding renting paddle boards, kayaks, etc... There is no ordinance regarding business at the park. Council stated we would need to put it out for bid and limit it to one business which must provide liability insurance. Hanson asked if Veteran's Memorial can advertise and use City to fundraise money. Council stated they will need to wait until conflict is resolved.

Pinke reviewed Yard Waste meeting, no minutes were taken during the meeting. Pinke, Albright and DuFrane attended the meeting. Currently there is a mudding problem at the yard waste and Torey Sonnenberg has removed sand and leveled off the area, he proposed 3 inches of class 5 be placed on top of sand. Albright does not feel this will help the issue. Purchasing 10 barriers to direct traffic and will discuss looking into moving site to City Farm.

Utilities Superintendent Mike DuFrane provided the following:

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. Had arrangements with Tory Sonnenberg to pick up concrete barricades from Kost concrete. He said would be here last week but never showed up. We put out wood barricades for temporary barrier.

Lammers reviewed Liquor Store activities. One Liquor Store employee has given notice but will not be replaced as we will be hiring a manager. Received 2 quotes for boards on the side of building Schepper Custom Builders for \$2,600.00 and Summer Construction for \$5,600.00. Awarded bid to Schepper Custom Builders.

The following City meetings were mentioned:

- 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 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)

The business for which the meeting was called having been completed, the meeting was adjourned at 8:10 p.m.

Clerk-Treasurer Julie Lammers, CMC

AGED BALANCES

CITY OF VERGAS

DATE: 05/04/2021 AUTHOR: VERJL22

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

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

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
80	N	PENNEY, JOYCE	\$97.40*	\$9.38	\$0.00	\$0.00	\$106.78
230	N	WELDON, BEN &	\$170.45*	\$56.61	\$0.00	\$0.00	\$227.06
361	N	RHONDA UEKE	\$109.89*	\$79.35	\$0.00	\$0.00	\$189.24
550	N	HOWE, JEREMIAH	\$79.18*	\$61.95	\$0.00	\$0.00	\$141.13
621	N	WOODS, CASSANDRA	\$105.80*	\$100.73	\$0.00	\$0.00	\$206.53
Totals(5):			\$562.72	\$308.02	\$0.00	\$0.00	\$870.74

CITY OF VERGAS DEVELOPMENT POLICY FORM

I/we would like to be on the agenda for:

☐ Council Meeting ☐ Planning Commission ☐ other _____

Please select the area in which this concern involves:

- | | |
|--|---|
| <input type="checkbox"/> City Parks | <input type="checkbox"/> Liquor Store |
| <input type="checkbox"/> Public Utilities (Water, Sewer) | <input type="checkbox"/> Sanitary Sewer, Storm Sewer, Streets |
| <input type="checkbox"/> Zoning/Land Use | |
| <input type="checkbox"/> Nuisance (please specify) _____ | |
| <input type="checkbox"/> Other (please specify) _____ | |

Name _____ Phone _____

Address _____

Please give brief description of topic:

Signature _____

Please return completed form to the City Clerk's Office

CITY OF VERGAS CITIZEN CONCERN FORM

Please select the area in which this concern involves:

- | | |
|--|---|
| <input type="checkbox"/> City Staff | <input type="checkbox"/> City Parks |
| <input type="checkbox"/> Property Owner | <input type="checkbox"/> Public Utilities (Water, Sewer) |
| <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Sanitary Sewer, Storm Sewer, Streets |
| <input type="checkbox"/> Zoning/Land Use | |
| <input type="checkbox"/> Nuisance (please specify) _____ | |
| <input type="checkbox"/> Other (please specify) _____ | |

All personal information will be kept strictly confidential pursuant to MN Stat 13.44

(If no follow up is required – name/phone/address may be omitted)

Name _____ Phone _____

Address _____

Please indicate below the concern:

Signature of Citizen _____

.....

Office Use Only

Concern # _____

Employee Handling the Concern _____ Date Received _____

Action Taken _____

Please return completed form to the City Clerk's Office

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Vergas MN Lions Club

Previous Gambling Permit Number: X-07445

Minnesota Tax ID Number, if any: 1362082

Federal Employer ID Number (FEIN), if any: 41-6090464

Mailing Address: P.O. Box 12

City: Vergas State: MN Zip: 56587 County: Otter Tail

Name of Chief Executive Officer (CEO): Linda Krabbenhoft, President

CEO Daytime Phone: (c) 218-790-2829 CEO Email: lkk_29@yahoo.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Vergas Event Center

Physical Address (do not use P.O. box): 140 W. Linden Street

Check one:

☒ City: Vergas Zip: 56587 County: Otter Tail

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): June 8, 2021

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to

LG220 Application for Exempt Permit

Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Julie Hammers

Signature of City Personnel:

Julie Hammers

Title: Clerk - Treasurer Date: 03/10/2021

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Linda Krabbenhoft Date: March 10, 2021

(Signature must be CEO's signature; designee may not sign)

Print Name: Linda Krabbenhoft, President

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

City of Vergas

Water Fund

4/30/2021 2021 Budget

	Refunds and Reimbursements	0.00	
	Water User Charges	32,092.97	111,789.00
	Water Connection Fee	412.00	2,250.00
	Water Late Fees	333.33	1,500.00
	Letter Delivery Charge	0.00	0.00
	Sale of Water	100.00	300.00
	Replaced Parts	0.00	0.00
	Total Revenues	\$32,938.30	\$115,839.00
Disbursements:	Legislative (Council/Board)		
	Wages and Salaries	1,705.27	3,600.00
	Employer Cont./Soc.Sec./PERA	375.46	800.00
	Total Acct 411	2,080.73	4,400.00
	Executive (Mayor/Manager)		
	Wages and Salaries	254.52	1,300.00
	Employer Cont./Soc.Sec./PERA	73.74	600.00
	Travel, Mtgs. & Schools	0.00	300.00
	Total Acct 413	328.26	2,200.00
	Water Administration & General		
	Wages and Salaries	10,469.12	28,990.00
	Part-Time Employees	0.00	2,400.00
	Pensions/PERA	5,976.79	8,000.00
	Employer Cont./Soc.Sec.	0.00	10,494.00
	Health/Life Insurance	2,964.44	5,200.00
	Office Supplies	891.05	2,000.00
	Operating Supplies	95.38	2,000.00
	Chemicals & Chem Products	1,666.71	6,000.00
	Professional Services	105.00	0.00
	Engineer/Water Tower	2,763.00	0.00
	Repair & Maint. Supplies	0.00	1,000.00
	Auditor	0.00	850.00
	Telephone	175.00	525.00
	Travel, Mtgs. & Schools	0.00	1,500.00
	Dues	320.00	400.00
	Annual Fees	1,400.16	160.00
	Printing & Publishing	0.00	0.00
	Insurance	0.00	1,500.00
	Utility Services	1,683.22	6,000.00
	Repair & Maintenance Service	420.00	1,530.00
	Water Connection Fees	410.00	1,500.00
	Water Use Fees	0.00	200.00
	Capital Outlay	18,957.00	28,990.00
	Refunds & Reimbursements		0.00
	Total Acct 494	48,296.87	109,239.00
	Total Disbursements	50,705.86	115,839.00
	Difference	(17,767.56)	0.00
	Audit (including depreciation)		
2019	Page 108 of 143	2018	2016
			2,015.00
			2014

(6,307.00)

(7,379.00) (18,385.00)

(8,189.00) (11,828.00)

City of Vergas Sewer Fund

04-30-21 Year

	<u>to Date</u>	<u>2021 Budget</u>
Receiv		
Refunds and Reimbursements	\$50.31	\$0.00
Sewer User Charges	\$31,464.65	\$119,331.16
Sewer Connection Fee	\$750.00	\$2,250.00
Sewer Late Fees	\$1,378.89	\$3,400.00
Miscellaneous Revenue	\$0.00	\$0.00
Total Revenues	\$33,643.85	\$124,981.16
Disbursements:		
Legislative (Council/Board)		
Wages and Salaries	\$1,716.58	\$3,500.00
Pensions/PERA	\$377.34	\$650.00
Employer Cont./Soc.Sec.	\$0.00	\$0.00
<i>Total Acct 411</i>	<i>\$2,093.92</i>	<i>\$4,150.00</i>
Executive (Mayor/Manager)		
Wages and Salaries	\$254.52	\$1,300.00
Pensions/PERA	\$70.74	\$300.00
Employer Cont./Soc.Sec.	\$0.00	\$100.00
Training Expense	\$0.00	\$0.00
<i>Total Acct 413</i>	<i>\$325.26</i>	<i>\$1,700.00</i>
Sewer Administration & General		
Wages and Salaries	\$10,762.55	\$28,990.16
Part-Time Employees	\$0.00	\$2,500.00
Employer Cont./Soc.Sec./PERA	\$6,252.23	\$11,596.00
Health/Life Insurance	\$1,297.79	\$5,200.00
Workers Compensation	\$0.00	\$450.00
Office Supplies	\$891.09	\$2,000.00
Operating Supplies	\$31.07	\$5,000.00
Repair & Maint. Supplies	\$50.50	\$1,500.00
Auditor	\$0.00	\$850.00
Telephone	\$500.00	\$525.00
Travel, Mtgs. & Schools	\$0.00	\$1,500.00
Dues	\$0.00	\$175.00
Printing & Publishing	\$0.00	\$0.00
Licenses/Permits	\$175.00	\$850.00
Insurance	\$0.00	\$1,375.00
Utility Services	\$850.00	\$2,250.00
Repair & Maintenance Services	\$907.70	\$7,000.00
City Share/Assessments	\$0.00	\$550.00
Small Tools	\$0.00	\$300.00
Refunds and Reimbursements	\$0.00	\$0.00
Improvements	\$988.00	\$46,520.00
<i>Total Acct 494</i>	<i>\$22,705.93</i>	<i>\$119,131.16</i>
Total Disbursements	\$25,125.11	\$124,981.16
Difference	\$8,518.74	\$0.00

City Council
2021 May Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, May 11, 2021

5. Board of Review

Files Attached

- Board of Review Meeting.pdf

Good morning Julie,

We just got notified that the printing company that the counties used to print and mail out value notices failed to send out 255 notices in the time frame required by state statute. We contacted the Department of Revenue and asked for their guidance on how to handle the situation since this, not only affected us but a few other counties as well in the state as well. (Their response email is included below for your review.) Vergas has 16 parcels that the owners did not receive their 2022 Valuation Notice in the timeframe required. Due to this, the State is requiring us to hold another Local Board of Appeal and Equalization Meeting for those affected so they have an opportunity to appeal. If I don't receive any phone calls this could be a short meeting, however, if any of the 16 appeals we will have to address it. We need to hold the meetings the week of May 24th -28th. I'll leave it up to you to pick a day and time that's convenient for you. I am hopeful that we can just have a Zoom Meeting with one trained member/quorum and make it as seamless as possible. Please let me know your thoughts!

Joel Dulski, AMA

Appraiser

Assessor's Department

Government Services Center

505 Fir Avenue West

Fergus Falls, MN 56537

(218) 998-8016 Direct

jdulski@co.ottertail.mn.us<mailto:jdulski@co.ottertail.mn.us>

www.ottertailcountymn.us<http://www.ottertailcountymn.us/>

City Council
2021 May Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, May 11, 2021

6. Proposals Involving City Property

Files Attached

- City Property Proposal.pdf

City of Vergas
Proposals involving permanent structure(s) and/or activity on city property

INTRODUCTION: This policy outlines the procedure for project proposals to utilize city property for installation of permanent structures and/or permanent activity involving city property. This will prevent issues arising late into the project and ensure success.

POLICY:

1. The following procedural steps are to be followed for proposals.
 - a. Present general concept and plan to the City Council to garner initial support for the project.
 - b. When supported, the City Council will assign the project to a specific city subcommittee, city employee or city council member. This is who the proposed project team will work with during the course of the project development-and will keep the City Council apprised of project progress and any issues.
 - c. Planning Commission will review plan to ensure compliance with zoning and ordinances. Project map on the proposed city property should be prepared for the Planning Commission to review.
 - d. A final proposal plan will need to be presented to the City Council, as outlined in number 2. of this policy.
 - e. A construction permit is a required final step. The project does not have final approval to proceed until the construction permit has received City Council approval.
2. Proposals need to contain the following information to allow for a thorough review by the City Council. This plan is initiated at the time of proposal and updated as the project progresses.
 - a. Who is conducting the project?
Points of contact by name and contact information.
 - b. Summary of proposed project to include purpose, plan, and overall goals.
 - c. How has the project been vetted with other stakeholders to ensure community support?
 - d. Which city property is proposed for the project?
 - e. Anticipated cost for the project?
 - f. How will the project be funded?
 - g. Are there any ongoing anticipated city costs?
 - h. How will the city property be specifically used?
Map of project on city property
Activity that will occur on the property
 - i. City responsibility at conclusion of the project?
3. The project team to submit final project plan and construction permit for final review and approval by the City Council.
4. Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City of Council.

Adopted this 11th day of May 2021 by the City Council of the City of Vergas

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

City Council
2021 May Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, May 11, 2021

7. Veterans Memorial

Vergas Veterans Memorial Committee.
Vergas Veterans/Concerned Citizens

City Council
2021 May Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, May 11, 2021

8. Construction Permits

- a. 230 East Frazee Ave - Veterans Memorial Park
- b. 230 East Frazee Ave - Pickleball Courts
- c. 360 South Pelican Ave - 4 insert windows

Files Attached

- 230 East Frazee Ave-Vergas Memorial Park.pdf
- 230 East Frazee Ave-Pickleball Courts.pdf
- 360 S Pelican Ave.pdf

Permit Number: _____ Date Received: 4/19/21 Parcel Number: 82000990164000

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. Parcel # 82000990164000 - Section 24 - Township 13

Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____ Footage 299 x 50
Property: Width _____ feet, Length _____ feet depth 250

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.

Footage 119
depth 250

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: VERGAS VETERANS MEMORIAL PARK.

Address of Construction Project: 230 East FRAZER Ave - Vergas, MN

Mailing Address: 35123 Adams Point LN Phone: 701-238-1575
FRAZER, MN 56544

Name of Owner (If not the Applicant): City of Vergas

Address of Owner (If not the Applicant): Vergas, MN

1. Permit to (CIRCLE ONE)

<u>Build</u>	Install	Addition	Alter
Move	Demolish	Repair	Remodel

Description of work to be done:

BUILD VETERANS MEMORIAL PARK EAST
OF BASEBALL FIELD, Parking spots - 6

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

3. VALUATION (not just your cost) of work being completed: \$ 100,000

Building Contractor:

Name: SCHWENBERG EXCAVATING License Number: 2315 Phone: 218-342-2167

Plumber: (must have MN License)

Name: NONE License Number: _____ Phone: _____

Electrician:

Name: ZITZOW ELECTRIC License Number: EA005259 Phone: 218-841-8643

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: 4-14-2021
Vergas Veterans Memorial Park

FOR OFFICE USE ONLY

\$ Ø Water Hook-up \$ Ø Sewer Hook-up
\$ 250 Permit Fee \$ 250 Tar Break Up Deposit
\$ 250.00 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__

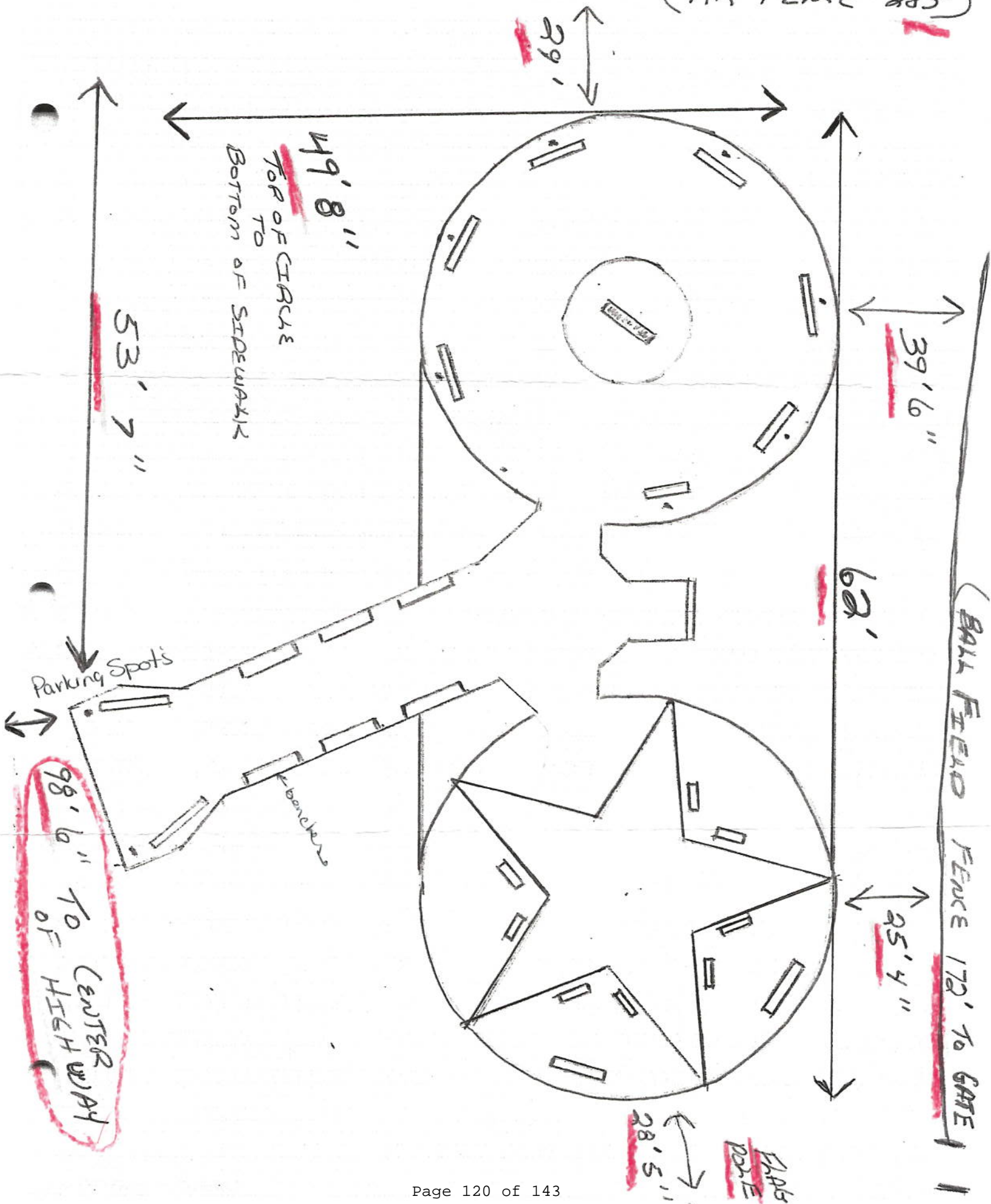
Permit expires in one year if project is not complete please reapply for permit.

The Vergas Veteran's Memorial Park Committee ask that the City of Vergas to wave the cost of the building permit fee. As this is considered to a be city park.

Thank you for your consideration.

The Vergas Veterans Memorial Park Committee

(RR FENCE 283' 1)



This is the documentation that was submitted to Lake Regions for a grant they provide for community projects – The Vergas Veterans Memorial Park Project was awarded \$ 5,000.00 in support of the Park project-Vergas Veterans Park.

LREC Operation Round-Up Application Form submitted by Vergas Veteran Memorial

State project purpose:

The Vergas Veterans Memorial will provide a point of interest that promotes awareness of the sacrifices our service men and women have made to protect our freedom.

The Veterans Memorial will be a place where legacy of the American military veterans can be recognized and honored.

When completed, the Memorial will represent the active-duty United States Uniformed Services and their respective Guard and Reserve Units.

What are the benefits to the community or area?

The Vergas Veterans Memorial will be promoted as a “destination” for local residents and tourists. This will enhance community spirit and economic benefits to local business.

The Veterans Memorial Park will provide an outdoor gathering place for veterans, military members, their families and friends to celebrate, recognize, remember, and honor the lives of those who are serving or have served.

The vision of the Vergas Memorial Park came about when 4 Vergas Lions members, who are also Veterans that served during the Vietnam War, were discussing the Veterans Memorial Parks that they had visited in area and they determined that it would be an assist to the area and a honor to have a Veterans Park in our community of Vergas. They started working with the city of Vergas to determine a location and an area next to the softball field along Country Road 4 was determined to be the future home of Vergas’s Veteran Memorial Park. The location will be very visible to all residents of the area as well as those visiting the area.

Other Revenue Sources:

Grants, Individual, Businesses and In-Kind Donations – There will be a fee to have a Veteran’s name engraved on the pillars. There is also an opportunity to purchase bench to honor a Veteran and multiple Veterans.

Plans for a fundraising event this spring/summer will be done and the Smoke Wagon will be providing lunch, with some of the proceeds going towards the Veterans Memorial.

Currently, the Vergas Lions has a trailer that residents can drop off their aluminum cans, and the money that is received is going towards the Veterans Memorial.

What other information would you like to share?

We are currently planning a ground breaking ceremony in the spring of 2021 and hoping to have a ribbon cutting ceremony in the fall of 2022.

The Memorial will have flags and granite monuments to represent each branch of the Armed Forces, granite pillars that will display names of service men and women, and a specific granite pillar for those service men and women that have received a Purple Heart, or have been identified as POWs, MIAs, or KIA.

We are also hoping to be able to participate in "Wreaths across America" at the Vergas Veterans Park, which we will place wreaths at the Memorial. This is a National Remembrance Ceremony, which occurs in December to honor all servicemen and women for their self-less sacrifice.

Permit Number: _____ Date Received: 5/6/11 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: Vergas Pickleball Association

Address of Construction Project: 230 E. Frazee

Mailing Address: _____ Phone: 218-841-8026

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:

4 Pickleball Courts (concrete) 120x64

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

3. VALUATION (not just your cost) of work being completed: \$ 130,000.00

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: J Shipman DATE: 4/26/2021

FOR OFFICE USE ONLY

\$ Water Hook-up

\$ Sewer Hook-up

\$ 325⁰⁰ Permit Fee

\$ Tar Break Up Deposit

\$ 325⁰⁰ Total Fees

Receipt # _____ Date Paid 5/6, 20 21 check 10431

____ 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.

Permit Number: _____ Date Received: 5/6/21 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: Window World of Fargo (Amberly Bushaw)

Address of Construction Project: 360 s Pelican Ave

Mailing Address: 4331 12th Ave Fargo ND 58102 Phone: 701-526-4545

Name of Owner (If not the Applicant): Seth Hanson

Address of Owner (If not the Applicant): _____

1. Permit to (CIRCLE ONE)

Build	<u>Install</u>	Addition	Alter
Move	Demolish	Repair	Remodel

Description of work to be done:

installing 4 insert windows, will not change size or structure of home

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

3. VALUATION (not just your cost) of work being completed: \$ 3121.30

Building Contractor:

Name: Window World License Number: CR746228 Phone: 701-526-4545

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
Office admin of Window World

7. APPLICANT'S SIGNATURE: Anthony P. Baker DATE: 5-5-21

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 May Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, May 11, 2021

9. 105 Main Street-Small Cities Development Program

Files Attached

- Goodman Request.pdf

To the council,

We would like to transfer the HRA loan for the Goodman's Super Market from us to the new owners of the store

Respectfully,

The Goodman Family

City Council
2021 May Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, May 11, 2021

11. Committee Reports

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

Files Attached

- 05-05-21 EDA Minutes.pdf
- 4.22.2021 Minutes_Parks & Rec_DRAFT_.pdf
- 04-26-2021 Planning Commission Meeting minutes.pdf
- 2021-04-14 Event Center Meeting Agenda & Minutes.docx

CITY OF VERGAS EDA/HRA
Friday, May 5, 2021
11:00 am
Zoom Meeting

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, May 05, 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, and Clerk/Treasurer Julie Lammers. Absent: Austin Tegtmeier. Also present: Mike Summers and Barbie Porter of Vergas-Frazee Forum.

Meeting was called to order by President Kevin Zitzow.

Approval of Agenda

Approve agenda with additions of land ownership.

Approval of Minutes

Motion by Pinke, seconded by Perry to approve April 7, 2021 minutes. Motion passed unanimously.

Old Business

The annual meeting held on April 21, 2021 was reviewed. 42 people attended the event. Discussed the following considerations for next years meeting: length of presentations and using power point presentations. Zitzow will investigate making power point available for next year's meeting.

Discussed the Otter Tail County Policy on Economic Development Tax Abatements. Motion by Albright, seconded by Pinke to recommend to Council to approve policy on Economic Development Tax Abatements. Motion passed unanimously. Discussed using the same form as the County with no fee associated with policy and documents made available to the County only.

New Business

Discussed the approval of waiving construction permit fees for 100 S Railway Avenue as approved by Council. Motion by Albright, seconded by to approve the removal of construction fee for 100 S Railway Ave. Motion passed unanimously.

Discussed Land ownership and properties available for homes. During next months meeting we will discuss the areas available in Vergas to build on. Lammers will bring maps for members and have County map available on the smart tv for discussion.

Meeting adjourned at 11:55 a.m.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

Approval of Economic Development Tax Abatements policy.

Follow up Actions.

Lammers will provide maps at next months meeting to plan for development.

**4.22.2021 Minutes from Vergas Parks & Rec Advisory Board Meeting
3:30 p.m. Vergas Event Center and ZOOM**

1. Attendance/Present: Sherri Hanson, Steph Hogan, Maggie Puetz, Carol Albright, Matt Erickson, Mike DuFrane. Citizens present: Bruce Albright, Lyle and Pam Krieg, and Darin Trites.

Attendance/Absent: Julie Lammers and Paul Pinke.

2. April Minutes were approved with a motion by Steph and a second by C. Albright.

3. Additions to the Agenda:

- a. Budget**
- b. Brick Planter**
- c. Tree Planting/Peterson Park**
- d. Art Walk**
- e. Mulch at Playgrounds**
- f. Park Dedication Fund**

4. Weiby Property Update: Ryan Weiby has agreed to the platform plan designed by the City and county engineers. It will be placed next to the Boardwalk at the base of the road ditch. The railing that has to be removed will be added to the platform. The Council had approved the plan for Goettels but will need to approve it again for the new property owner, Ryan Weiby. Lammers has contacted Summers Construction to build the platform. A second bid is not required because the cost is \$1000.

The Board does not object to Weiby driving on the Trail when he needs to install and remove his docks each season.

5. Beach Drainage Update: DuFrane reported several of the blocks in the parking lot at the beach had been moved today to decrease erosion. Some blocks cannot be moved because they are attached to the asphalt. A new parking lot would solve the problem, in DuFrane's words. When asphalt is available he will fill in holes along the curb.

Councilman Bruce Albright added these repairs are also needed to stem erosion:

- a. Move more of the berm and patch/fill with asphalt
- b. Clean the drain by the shelter
- c. Change direction of roof drainage on the shelter

Eventually, a more permanent solution will be needed for the drainage issue.

Another beach question arose: When will the sand be put down? Two loads will be added to the beach sometime in May after the road restrictions are lifted.

6. Pickle Ball/Basketball Courts Update: The Committee continues to fundraise. They have a 4' x 8' sign to display at the entrance to the ball diamond which Justin Helmeke has agreed to install. DuFrane asked if the sign is too big according to the sign ordinance in Vergas. **Hanson will check with Lammers about the ordinance.** Meanwhile, a motion by Hanson with a second by Hogan to install the sign if it meets City ordinance sign requirements was passed.

Bruce Albright asked if the court could be moved 80'-90' north to open up more parking.

Carol Albright asked if there should be a form or contract with a checklist for projects like this. Sailer will try to get a copy of the one used by the Brainerd Parks & Rec Department for whom he worked.

8. Swimming Instructor: Hanson will recommend to the Council that City Administrators be in charge of collecting fees for Swimming Lessons and that the Lions be asked to pay the Red Cross fee as they have in the past.

The Swimming Lessons program needs to be evaluated regarding fees and whether or not the instructor should be a contract or city employee. No direction was given by the Council at their last meeting.

9. Vets Memorial Park Update: Opposition to the location of the Park was expressed at the last City Council meeting. The vets group, members of the Cemetery Association, and citizens who oppose the location will meet May 6 at 4:00 p.m. in the Event Center.

As a point of clarification, the Cemetery is not owned by the City.

Krieg noted that the Vets Committee has looked at the Cemetery location for their memorial but decided their project will be very different than the vets memorial at the cemetery; the memorials are two distinct kinds. Pam Krieg also mentioned she felt that people who signed the petition opposing the location were misled.

10. SOTA by Darin Trites: This company proposed renting water toys from a location in Long Lake Park. A fee to the City could be a possibility but area resorts offer their location without a fee. After discussion, Hanson noted we would prefer that Trites do business from a location uptown. Sailer noted the Brainerd parks did the same, preferring not to mix private business on public property except for special events.

11. Citizens Group Update: Earth Day event went well. Puetz has decided to take a break from the group this summer. She handed out shoreline restoration information as a possible next project.

12. Summary of Earth Day Event/Spring Fest: Approximately 30 children attended. Ironical that while Tom Franklin was planting a tree, the group in the background was cutting down trees. Motion by Albright with a second by Hogan to use the remaining \$150 Thrivent Funds to purchase plants for the shoreline restoration project. **Albright will contact Aimee DuChene at SWCD to attend our next meeting and discuss a restoration project.**

13. Trimming/Park Clean Up Day: There was an excellent turn out of volunteers on two separate days to clean out brush and small trees, which had been marked by Jeff Norby, former SWCD employee.

14. Long Range Planning/Budget: Bruce Albright reported the Council has not yet received a second grant for the Comprehensive Plan.

DuFrane has no concerns about the Budget at this time. He noted he will buy the lawnmower through the State, with Council approval.

15. Brick Planter in Tin Can Alley: After May 1 there will not be any more memorial brick orders accepted.

16. Location for Tree in Peterson Park: DuFrane should go ahead with the purchase and planting of the memorial tree for D. Strand.

17. Art Walk on the Trail: Albright has not moved forward on this project except to think about a possible community art work of some kind and a rain proof display case for children's art.

18. Mulch for Playground: DuFrane can get 100 yards delivered from Sandstone for \$1872. A Princeton company would charge \$2363. The local provider, CrossRoads, has not responded to DuFrane's call and in the past has not been willing to charge to the City. **Albright will contact her.** DuFrane needs the information before the May 11 Council meeting.

19. Park Dedication Fund: Hanson is starting a conversation about a fee to be charged to new businesses and new home construction which would be dedicated to the Parks fund. Sailer explained the Brainerd Parks used their dedicated funds for new projects, not salary or repair. Hanson will bring the idea to the Council

Next meeting will be Thursday, May 27, 2021 at 3:30 p.m. in the Event Center and via ZOOM.

CITY OF VERGAS
PLANNING COMMISSION MINUTES
Monday, April 26, 2021
6:00 pm
Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, April 26, 2021 at 6:00 pm at the Vergas Event Center and on Zoom with the following members present: Bruce Albright, Van Bruhn, Robert Jacoby, Natalie Fischer and Paul Pinke. Absent: None. Also, present: Clerk- Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, and Barbie Porter of the Frazee-Vergas Forum.

Bruce Albright opened the meeting at 6:00 pm.

Addition of 330 S Pelican Avenue construction permit added to agenda.

Motion by Fischer, seconded by Pinke to approve the minutes of the March 22, 2021 meeting. Motion passed unanimously.

Status of Recommendation to City Council

Interim Use Permit has been approved for Mark Sand and Gravel. The performance bond has been changed to \$100,000 for 2022.

Approved resolution for grant from Otter Tail County.

Construction Permits

Council approved a variance for a residence to put a shed on a property without hearing or having resident file for a permit. City Attorney has advised the Planning Commission to do one of the following things: recommend to Council to allow sheds of a certain size to be allowed, add to the ordinance to allow a certain size shed with a yearly variance until a home is build on the lot or change the ordinance to state sheds of a certain size can be placed on a lot for a time period. Currently the Planning Commission and the Council can approve construction permits but planning commission is responsible for planning and zoning. Discussed conforming and nonconforming construction permits. Motion by Fischer, seconded by Pinke to recommend to Council to have Council or Planning Commission to approve conforming permits but all nonconforming construction permits must be approved by Planning Commission. Motion passed unanimously. Motion by Pinke, seconded by Bruhn to recommend to Council allow movable sheds less than 150 square feet be placed on lots without living quarters for a maximum of 2 years. Motion passed unanimously.

Moved permit for 88 Park View Drive to later in the meeting to wait for owners to attend meeting.

Reviewed construction permit for 100 S Railway Avenue for a commercial building. Motion by Fischer, seconded by Pinke to approve permit contingent on the correct amount of parking spaces is confirmed. Motion passed unanimously.

Reviewed 840 E Scharf Ave for a construction permit for a shed. Motion by Pinke, seconded by Bruhn to approve permit. Motion passed unanimously.

Reviewed 330 S Pelican Avenue construction permit for concrete deck. Motion by Pinke, seconded by Bruhn to approve permit once impervious surface ratio is confirmed. Motion passed unanimously.

Old Business:

Discussed nuisance properties within the City. Spreadsheet with pictures of properties were given to the Planning Commission by the Utilities Superintendent. 350 S Pelican Avenue is in a process to have cleaned up thru the court order and the City will be having a licensed inspector inspect the building. Discussed other properties (spreadsheet

attached). Discussed banner flying at 131 E Mill St which cannot be addressed due to freedom of speech. Motion by Pinke, seconded by Fisher for City to send letters to all properties except 411 W Lake Street and 431 Lake St W unless DuFrane can get proof of non-compliance. Motion passed unanimously.

Discussed comprehensive plan and costs of providing the plan. Lammers explained she has spoken with West Central Initiative regarding the comprehensive plan, and they have hired two temporary employees to write comprehensive plans. Planning Commission asked Lammers to investigate West Central Initiative to write comprehensive plan and invite them to next month's meeting.

Albright reviewed Townline Road and the City has not certified the road. Albright has found the pins for the road. Discussed acquiring a 33-foot right-of-way and getting easement from property owners. Discussed needing to pay for the easement and if we really need the easement. City is unable to trim brushes without easement. Need to confirm with Attorney the process to dedicate south half of Townline Road. Motion by Pinke, seconded by Bruhn to recommend to Council to begin the process of dedicating the undedicated part of Townline Road. Motion passed unanimously.

Type one 4-Wheelers cannot legally be driven in town as they can only be driven in the ditch and we do not have ditches. Type two may be driven in town if City designates roads they can drive in town.

73.07 DESIGNATION OF PUBLIC AREAS FOR USE.

(A) The Council may designate areas and exclusive city streets for use of recreational motor vehicles by approval of a resolution by a majority of the members of the City Council. The areas designated may be changed from time to time by the City Council. Any area designated shall be published in the official newspaper of the city in a conspicuous place after the approval. If an area is changed, the change shall be published in like manner in the official newspaper of the city. An up-to-date map of any designated park areas open for recreational motor vehicle use shall be kept on file in the office of the City Clerk, who shall provide on request a copy of the map together with the applicable rules, regulations and this chapter to each person requesting the information from the city.

(B) Unless designated by the City Council as an area for recreational motor vehicles, the use on city park property and city streets shall be unlawful. Further, the use of city parks designated by the City Council shall be in accordance with all of the applicable provisions of this chapter.

Penalty, see ' 10.99

Motion by Bruhn, seconded by Pinke to recommend to Council the type two 4-wheelers are allowed on County Roads (the City truck routes).

New Business

Property owners of 11 lots on Eva and Diane Avenue were not present but they are asking for Assessments to be lowered on their property. They were not present, so no decision was made.

Lammers read our current Grass ordinance. Ordinance §92.38 states "All property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds, grasses and rank vegetation or other uncontrolled plant growth on their property, which at the time of notice, is in excess of 12 inches in height." Discussed if we should enforce the grass ordinance for landowners are stating it is for farmland. Commissioners will consider for next month's meeting.

Discussed 88 Park View Drive construction permit for paver patio, boulder wall, step, fireplace and beach sand. Motion by Pinke, seconded by Fischer to approve construction permit for 88 Park View Drive subject to easements. Motion passed unanimously. Discussed the need for City employees to clean out the easement area. Discussed having easement staked for us to be able to see exactly where easement is. Albright has asked Ulteig for a quote and asked Lammers to get an updated quote from KLJ.

The next meeting will be May 24, 2021 at 6:00 pm. at the event center and on zoom.

Meeting adjourned at 7:45 pm.

Secretary,

Julie Lammers, CMC Clerk-Treasurer
City of Vergas

Follow Up Actions:

Ness Backhoe to build berm at 88 Park View Drive.

Actions Completed and Removed from Follow up:

4-wheeler laws and regulations.

Lammers will find grants for comprehensive plan.

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

Contact Meadowland Surveying for a better drawing of Town Line Road.

Council recommendations:

All non-conforming construction permits must be brought to Planning Commission.

Allow temporary sheds for 2 years if under 150 square feet and building with living quarters is built within 2 years.

Begin the process of dedicating the undedicated part of Townline Road.

Type two 4-wheelers are allowed on County Roads (the City truck routs).

CITY OF VERGAS
Event Center Advisory Minutes
ZOOM Teleconference
6:30 P.M. on Wednesday, April 14, 2021

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, April 14, 2021 at 6:33 pm with the following members present: Logan Dahlgren, Paul Haarstick, Julie Lammers, Jay Norby and Paul Pinke. Absent: Vanessa Perry, Jay Norby, and Mary Ditterich. Guests included: None.

Approval of the Agenda

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

Approval of Minutes from March 10, 2021

Motion by Haarstick, seconded by Lammers to approve the minutes from March 10, 2021. Motion carried unanimously.

Kitchen Project Update

Discussed the need for updating the pass-thru doors in the kitchen. There are limited funds available for capital improvements so the committee may need to decide between the doors and camera system. There is a possibility of support from other organizations. The Committee is prioritizing the projects in this order: kitchen doors, camera system, and keyless door entry.

Requesting City personnel to reinstall the existing doors back in the kitchen.

Remodeling Project Update

Further progress depends on warmer weather.

Smart Room

Discussed the security system quotes and saw value in having a security company install and manage the camera system instead of doing a do-it-yourself approach. Motion by Haarstick, seconded by Pinke to request Council approval to purchase system from S&S Security Services, LLC, for \$4,490 contingent upon receiving at least \$2,245 in donations. Also discussed the need for having an additional speaker in the Smart Room.

Fundraiser

Tabling until May meeting to set date for fundraiser due to low ticket sales.

Council Recommendations

- Purchase system from S&S Security Services, LLC, for \$4,490 contingent upon receiving at least \$2,245 in donations.

Follow up Actions

- Haarstick – Smart Lock proposal

The business for which the meeting was called having been completed, the meeting was adjourned at 7:01 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

City Council
2021 May Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, May 11, 2021

12. Staff Reports

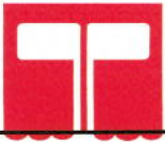
- a. Utilities Superintendent Report
- b. Liquor Store Manager Report

Files Attached

- May 2021 council report -Mike DuFrane.pdf
- Thein Well - Well Inspction Report.pdf
- Liquor Store Manager Report for May 2021 Meeting.pdf

May 2021 Public Utilities Report

1. Parks
 - a. Pier was fixed on 5-6-2021.
 - b. Boat dock will be put in the lake this week.
 - c. Bath house will be opened when chance freezing is not in the forecast.
2. Water
 - a. Wel Inspection Report attachment enclosed.
3. Wastewater
 - a. Discharge is going on schedule.
 - b. Phosphorus discharge level 4.21 mg/l. This is high. Discharge limits should be 1mg/l. We do not have phosphorus limit on discharge yet as we are discharging into the infiltration basins. If we were to discharge in the wetlands this is not acceptable.
4. Recycle center.
 - a. blocks have been placed. We only got 9 of them we will be adding as they are available.
5. Roads
 - a. Roads have been graded, by Driveway Service.



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WELL INSPECTION REPORT

Customer: City of Vergas

Well Number: 1 West of Plant

Unique #: 520970

Inspection Date: 4-12-2021

Both an early awareness of a reduction in the efficiency of your Well and a good preventive maintenance program are a necessity for you to avoid extensive down time, extreme rehabilitation expenses and a shortened life span for your well. The following three areas and seventeen items pertaining to your Well have been checked and are reported, where possible, as shown below.

Area and Item Inspected

I. Well Efficiency

		Condition	
		Good	Caution
A) Gallons Per Minute	145	X	
B) Static Water Level (water level when not pumping)	69.08	X	
C) Pumping Water Level	76.08	X	
D) Drawdown (P.W.L. - S.W.L.)	7.00	X	
E) Specific Capacity (G.P.M. / D.D.)	20.71	X	
F) Discharge pressure guage reading	53	X	

II. Submersible Pump Operation

A) Meg / OHMS							
B) Voltage	L1 to L2	242.00	L2 to L3	245.00	L1 to L3	245.00	X
C) Amperage	L1	35.00	L2	34.00	L3	37.00	X
D) Winding Resistance				0-0-0			X
E) Insulation Resistance				00-00-00			X
F) Pump bowl / TDH Condition							X

III. General Operation

A) Production Rate of Well	X	
B) Effect From Other Wells		
C) History of Well	X	
D) Operating Hours of Well		X
E) Other		X

Comments

Due to be pulled for service.

Inspected By: Arnon B.

Licensed, Bonded and Insured

MEMBER
NGWA

CERTIFIED MASTER WATER WELL CONTRACTOR
Page 140 of 143
Equal Opportunity Employer

MEMBER
AWWA



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WELL INSPECTION REPORT

Customer: City of Vergas Well Number: 2 East of Plant Unique #: 520969 Inspection Date: 4-12-2021

Both an early awareness of a reduction in the efficiency of your Well and a good preventive maintenance program are a necessity for you to avoid extensive down time, extreme rehabilitation expenses and a shortened life span for your well. The following three areas and seventeen items pertaining to your Well have been checked and are reported, where possible, as shown below.

Area and Item Inspected

I. Well Efficiency

		Condition	
		Good	Caution
A) Gallons Per Minute	134	X	
B) Static Water Level (water level when not pumping)	71.67	X	
C) Pumping Water Level	77.83	X	
D) Drawdown (P.W.L. - S.W.L.)	6.16	X	
E) Specific Capacity (G.P.M. / D.D.)	21.75	X	
F) Discharge pressure guage reading	53	X	

II. Submersible Pump Operation

A) Meg / OHMS					
B) Voltage	L1 to L2 242.00	L2 to L3 244.00	L1 to L3 243.00	X	
C) Amperage	L1 36.00	L2 35.00	L3 38.00	X	
D) Winding Resistance		0-0-0		X	
E) Insulation Resistance		00-00-00		X	
F) Pump bowl / TDH Condition					

III. General Operation

A) Production Rate of Well	X	
B) Effect From Other Wells		
C) History of Well	X	
D) Operating Hours of Well		X
E) Other		X

Comments

Well is due to be pulled for service.

Inspected By: Aaron B.

Licensed, Bonded and Insured

CERTIFIED MASTER WATERWELL CONTRACTOR
 Equal Opportunity Employer

MEMBER
 NGWA

MEMBER
 AWWA

Liquor Store Manager Report:

Financial:

April Sales \$5,444.46 below April 2020, \$4,209.15 above 2019

April Expenses \$6,915.11 below April 2020, \$11,363.70 below 2019

Annual Balance of \$16,010.22 above of 2020 and \$13,138.02 above 2019

Profit for 2021 is currently \$11,573.87.

Employees:

One employee has left employment –currently at 5 part-time employees.

Employees are being swore at and harassed regarding masks (especially on weekends).

After speaking with other liquor store managers, I have changed policy for employees to give masks to customers who request a mask. We have signs up regarding executive order on both of doors and on the electronic sign. All employees are required to wear masks when more than 1 person is in the store.

Building:

The outside wall is being replaced and will continue to watch for leaks. Started clearing out an area for a manager's office and hope to have liquor store committee meeting soon to being assembly of office.

City Council
2021 May Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, May 11, 2021

13. Information & Announcements

- a. Board of Review, May 25, 2021 11:00, (Mayor, Council & Lammers) Event Center and on zoom
- b. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
- c. League of MN Cities Annual Conference June 22-25 (Mayor, Council & Lammers) online
- d. Board of Review Training Opens July 1, 2021 (All Council Members)
- e. Household Hazardous Waster 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. Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood