

**City Council**  
**2021 June Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, June 8, 2021**

1. **Pickleball Informational Meeting from 6-6:30 pm**
2. **Public Hearing - 100 S Railway Ave Tax Abatement**
3. **Call to Order**
4. **Citizens' Concerns**
5. **Agenda Additions and Deletions**
6. **Approval of Consent Agenda**
  - a. Council Minutes of the May 11, 2021
  - b. Board of Review Minutes
  - c. Bills paid between Council meetings and Council bills
  - d. Liquor Store bills for May 2021
  - e. Late water/sewer bills
7. **Committee Reports**
  - a. Personnel Committee
  - b. EDA/HRA Commission
  - c. Event Center Advisory Board
  - d. Park Advisory Board
  - e. Planning Commission
  - f. Yard Waste Committee
  - g. Mayor's Update
8. **Construction Permits**
  - a. 275 S Railway Ave - chain link fence and 12x12 gazebo
  - b. 230 East Frazee Ave - Pickleball Courts
9. **City Attorney**
10. **Staff Reports**
  - a. Utilities Superintendent Report
  - b. Liquor Store Manager Report
11. **Information & Announcements**
  - a. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
  - b. League of MN Cities Annual Conference June 22-25 (Fischer, Albright & Lammers) online
  - c. Board of Review Training Opens July 1, 2021 (All Council Members)
  - d. Household Hazardous Waster Mobile Collection July 9, 2021 10 am -2 pm (Volunteers needed)
  - e. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
  - f. Clerks Advanced Academy-September 23-24, 2021 (Lammers)
  - g. Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood
12. **Adjournment**



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**City Council**  
**2021 June Council Meeting & Public Hearing**  
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**2. Public Hearing - 100 S Railway Ave Tax Abatement**

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**Files Attached**

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- Public Hearing Notice SF abatement-commercial.docx

VERGAS CITY COUNCIL

PUBLIC HEARING NOTICE

NOTICE OF PUBLIC HEARING REGARDING  
PROPOSED PROPERTY TAX ABATEMENTS

NOTICE IS HEREBY GIVEN that the Vergas City Council will hold public hearing on Tuesday, June 8, 2021, at 6:30 p.m. to be held in the Council Chambers at the Vergas Event Center, 140 W Linden, Vergas, Minnesota, and on zoom id number 267-094-2170 to consider a tax abatement within the City of Vergas pursuant to Minnesota Statute 469.1813 and 116J.993 through 116J.995. The requests are to abate 100% of the increase to the City of Vergas portion of real estate taxes related to the commercial located at 100 S Railway Avenue building improvements on the subject properties for a period of up to 5 years.

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

Julie Lammers  
City Clerk-Treasurer

Please Publish    Frazee-Vergas Forum                      May 25 and June 1

AFFIDAVIT REQUIRED: Please send to – City of Vergas  
Attn: Julie Lammers  
City Clerk-Treasurer  
P O Box 32  
Vergas MN 56587

**City Council**  
**2021 June Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, June 8, 2021**

**6. Approval of Consent Agenda**

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- a. Council Minutes of the May 11, 2021
- b. Board of Review Minutes
- c. Bills paid between Council meetings and Council bills
- d. Liquor Store bills for May 2021
- e. Late water/sewer bills

**Files Attached**

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- 5-25-21 Board of Review.pdf
- Council bills between meetings.pdf
- City Claims list for Approval.pdf
- 2021 Liquor Store Bill Listing -May.pdf
- Utility Bills AgedBalance\_06072021.pdf
- 05-11-2021 Council Minutes.pdf

**CITY OF VERGAS**  
**Board of Review**  
**Wednesday, May 25, 2021 11:00 am**

The City Council of Vergas met for the Board of Review meeting to review 16 parcels that were not given proper notification for our regularly scheduled meeting held on April 7 at 1:00 p.m., on Tuesday, May 25, 2021 in the Smart Room at 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 and Otter Tail County Assessor Brandi Hanson.

Mayor Julie Bruhn called the meeting to order.

County Assessor's reviewed reason for the meeting.

No citizens were present or had called the assessor regarding property values.

The business for which the meeting was called having been completed, the meeting was adjourned at 11:07 p.m.

Clerk-Treasurer Julie Lammers, CMC

## CITY OF VERGAS

Bill Listing for May 13 to June 7, 2021

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	5,157.37
Internal Revenue Services	2021 Withholding Tax	1,623.81
Lake Region Electric	Sign, electricity	12.67
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	78.00
MN Dept. Revenue	2021 Withholding Tax	268.84
Public Employees Retirement Assoc.	Payroll	980.30
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<hr/> \$8,159.57



Date Range : 6/8/2021 To 6/8/2021

<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>
06/08/2021	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, June 2021	54146	\$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
06/08/2021	Carlson Timber Products	Playground Material	54147	\$1,932.75			
					100-45210-210-	Parks	\$1,932.75
06/08/2021	Colonial Life	Employee, insurance employee reimbursed	54148	\$217.98			
					100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$159.86
06/08/2021	Driveway Service	St, blade road	54149	\$472.50			
					100-43110-400-	Highways, Streets & Roadways	\$472.50
06/08/2021	Michael DuFrane	St, Park, Wtr, Swr, reimbursement for cell phone	54150	\$75.00			
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					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
06/08/2021	Matthew Engebretson	Park, St, Phone reimbursement	54151	\$25.00			
					100-45210-321-	Parks	\$12.50
					100-43110-321-	Highways, Streets & Roadways	\$12.50
06/08/2021	Fergus Falls Daily Journal	Event, LS, advertising	54152	\$499.00			
					100-45110-340-	EVENT CENTER	\$249.50
					609-49751-340-	Liquor Store - Manager - Off-Sale	\$249.50

Date Range : 6/8/2021 To 6/8/2021

<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>
06/08/2021	Frazee-Vergas Forum	EDA, ad for annual meeting	54153	\$126.00	290-41010-340-	GENERAL GOVERNMENT	\$126.00
06/08/2021	Gopher State One Call	Wtr, Swr, Locates	54154	\$17.55	602-49490-210-	Sewer Utilities - Administration and General	\$8.78
					601-49440-210-	Water Utilities - Administration and General	\$8.77
06/08/2021	Great Plains Natural Gas Company	Event, Shop, 2021 utility	54155	\$100.13	100-45110-380- 100-43010-380-	EVENT CENTER City Shop	\$41.84 \$58.29
06/08/2021	Hansons Plumbing & Heating, Inc.	WW, clamp	54156	\$1.25	602-49450-210-	Sewer Utilities - Sanitary Sewer Maintenance	\$1.25
06/08/2021	Jeff's Muffler Shop	ST, hitch	54157	\$380.00	100-43110-220-	Highways, Streets & Roadways	\$380.00
06/08/2021	KLJ Engineering LLC	Engineering services-gravel pit	54158	\$5,000.00	100-41010-303-	GENERAL GOVERNMENT	\$5,000.00
06/08/2021	Best Western Plus Kelly Inn	Wtr, Conference DuFrane	54159	\$334.50	601-49440-331-	Water Utilities - Administration and General	\$334.50
06/08/2021	Julie Lammers	All Departments, cell phone reimbursement	54160	\$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
06/08/2021	L & M Supply, Inc.	Wtr, WW, Pk, St, shirts	54161	\$111.93	100-43110-245- 100-45210-245-	Highways, Streets & Roadways Parks	\$27.98 \$27.98

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<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					602-49450-245-	Sewer Utilities - Sanitary Sewer Maintenance	\$27.98
					601-49440-245-	Water Utilities - Administration and General	\$27.99
06/08/2021	Lakes Area Co-operative	Pks, operating fuel	54162	\$324.66			
					100-45210-210-	Parks	\$324.66
06/08/2021	Leighton Broadcasting	Event, LS, advertising	54163	\$600.00			
					609-49751-340-	Liquor Store - Manager - Off-Sale	\$300.00
					100-45110-340-	EVENT CENTER	\$300.00
06/08/2021	Locators & Supplies	WW, Wtr, paint and wire	54164	\$327.57			
					601-49440-220-	Water Utilities - Administration and General	\$163.79
					602-49490-220-	Sewer Utilities - Administration and General	\$163.78
06/08/2021	M-R Sign Co., Inc.	Street Signs	54165	\$136.25			
					100-43110-210-	Highways, Streets & Roadways	\$136.25
06/08/2021	Marco Inc	Copier, contract	54166	\$159.74			
					100-41010-200-	GENERAL GOVERNMENT	\$53.24
					601-49440-200-	Water Utilities - Administration and General	\$53.24
					602-49490-200-	Sewer Utilities - Administration and General	\$53.26
06/08/2021	MINNESOTA DEPARTMENT OF HEALTH	Wtr, Service Fee	54167	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
06/08/2021	MN Association of Small Cities	Membership Dues	54168	\$283.80			
					100-41010-345-	GENERAL GOVERNMENT	\$283.80
06/08/2021	Morris Hauling	Yard Waste, cement blocks	54169	\$450.00			
					100-43128-220-	YARD WASTE	\$450.00

Date Range : 6/8/2021 To 6/8/2021

<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>
06/08/2021	Newling Asphalt Services	LS, Event, stripping	54170	\$500.00			
					100-45110-220-	EVENT CENTER	\$250.00
					609-49751-220-	Liquor Store - Manager - Off-Sale	\$250.00
06/08/2021	Otter Tail Power Company	All depts, utility	54171	\$1,766.32			
					100-43160-380-	Street Lighting	\$644.44
					100-45110-380-	EVENT CENTER	\$257.99
					601-49440-380-	Water Utilities - Administration and General	\$524.28
					602-49490-380-	Sewer Utilities - Administration and General	\$154.46
					100-43010-380-	City Shop	\$78.24
					100-45210-380-	Parks	\$106.91
06/08/2021	Olson Oil Co.	All Depts, operating supplies	54172	\$171.72			
					100-43110-210-	Highways, Streets & Roadways	\$171.72
06/08/2021	Peloquin, Jenson PLLC	Legal Fees	54173	\$1,055.00			
					100-41610-304-	City/Town Attorney	\$1,055.00
06/08/2021	Productive Alternatives	Event Center, Cleaning	54174	\$189.30			
					100-45110-300-	EVENT CENTER	\$189.30
06/08/2021	RMB Environmental Laboratories, Inc	WW, Chemicals	54175	\$231.00			
					609-49490-218-	Sewer Utilities - Administration and General	\$231.00
06/08/2021	Steve's Sanitation, Inc.	Park, Event, garbage pick up	54176	\$305.35			
					100-45210-384-	Parks	\$198.99
					100-45110-384-	EVENT CENTER	\$106.36
06/08/2021	Swansons Repair	St, brush cutter	54177	\$98.82			
					100-43110-210-	Highways, Streets & Roadways	\$98.82
06/08/2021	Victor Lundeen Company	All Depts, receipt books	54178	\$94.10			
					100-43128-200-	YARD WASTE	\$94.10

Date Range : 6/8/2021 To 6/8/2021

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06/08/2021	Zayic Concrete Inc	Trail, Cast Iron ADA Pads, sand blasting and concrete	54179	\$4,540.00			
					407-45210-535-	Parks	\$4,540.00
Total For Selected Claims				\$22,460.84			\$22,460.84

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 May 2021

Vendor	Description	Total
Alexandria Freight Services		\$40.00
American Bottling Company, Inc.		
Arctic Glacier USA Inc	Ice	\$450.80
Artisan Beer Company		\$792.30
Arvig Communications	Security, tv	\$245.03
Bergseth Bros		16,223.82
Beverage Wholesalers		4,409.03
Breakthru Beverage MN Wine and Spirits		4,476.96
Carlos Creek Winery		654.00
Cash	Supplies, reimburse Burkett	1.07
City of Vergas	Water/Sewer	59.24
City of Vergas	Payroll	2,920.93
Colonial Life	Employee reimbursed Insurance	159.86
Datamann, Inc	Computer Support	51.70
DCR Brewing Company		320.25
D-S Beverage		12,918.99
Franklin Fence	Capital Outlay, supplies for side wall	1,194.94
Great Plains Nat Gas	Utility	175.39
Henry's Foods Inc		1,073.37
Internal Revenue Service	2021 Withholding Tax	742.96
Jack Pine Brewery		69.00
Johnson Brothers Liquor Co		9,946.95
Leighton Broadcasting	Advertising	300.00
MN Dept. of Revenue	Sales Tax	4,187.00
MN Dept. Revenue	2021 Withholding Tax	70.66
Otter Tail County Treasurer	LS, property taxes	484.54
Otter Tail Power Company	Utility	352.53
Phillips Wine & Spirits		4,351.47
Public Employees Retirement Assoc.	Payroll	\$482.81
Southern Wine & Spirits of MN		11,030.70
Steve's Sanitation	Utility	431.59
Tammy Kinsella	Advertising	137.50
Viking Coca-Cola Bottling Co		431.75
Vinocopia		132.00
	Total	<hr/> 79,319.14
	May Receipts	80,074.06
<b>May Balance</b>		<hr/> <hr/> \$754.92
	January-April Operating Income (Loss)	\$12,413.39
<b>2020 Total Operating Income (Loss)</b>		<hr/> <hr/> \$13,168.31

# AGED BALANCES

CITY OF VERGAS

DATE: 06/07/2021 AUTHOR: VERJL22

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

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

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
21	N	BENJAMIN KRIEG	\$82.11	\$79.01	\$74.55	\$0.00	\$235.67
470	N	TRISTYN LEWIS	\$116.55	\$87.41	\$80.55	\$0.00	\$284.51
501	N	PHILLIP KERN	\$79.39	\$101.09	\$37.35	\$0.00	\$217.83
530	N	DANIEL HOARD	\$78.51	\$100.28	\$35.34	\$0.00	\$214.13
550	N	HOWE, JEREMIAH	\$91.62	\$78.38	\$66.35	\$61.95	\$298.30
570	N	TONY LICENSE	\$100.12	\$145.56	\$26.09	\$0.00	\$271.77
660	N	BOYD, ANTHONY	\$74.72	\$68.47	\$53.24	\$0.00	\$196.43
711	N	OLSON, SHELBY	\$183.26	\$180.23	\$108.82	\$0.00	\$472.31
1190	N	SKAL INC	\$157.65	\$137.62	\$101.74	\$0.00	\$397.01
1361	N	LONGTIN, TRISHA	\$92.63	\$102.21	\$30.55	\$0.00	\$225.39
2000	N	LENDE, BRIAN	\$134.89	\$141.17	\$66.22	\$0.00	\$342.28
3020	N	NELSON, SHAWN	\$88.13	\$106.85	\$40.95	\$0.00	\$235.93
7701	N	BRACKEN, JOSEPH &	\$95.75	\$93.05	\$82.95	\$0.00	\$271.75
Totals(13):			\$1,375.33	\$1,421.33	\$804.70	\$61.95	\$3,663.31

CITY OF VERGAS  
COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday May 11, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, May 11, 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, Amy Jenson, Josh Haugen, Carol Albright, Austin Tegtmeier, Connie Breitzman, Dennis Breitzman, John Lotzer, Henry Dietrick, Doug Sofar, Lyle Krieg, Pam Krieg, Roger Jacoby, Frank Vana, Jill Shipman and Scott Kolbinger.

Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were discussed.

Motion by Pinke, seconded by Dahlgren to accept agenda with the deletion of 105 Main Street Small Cities Development Program and the additions of Gravel Pit Compliance Report and assessment application. Motion passed unanimously.

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

- 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. Water Fund
  2. 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

Motion passed unanimously.

Discussed the General Fund budget. Discussed event center transfer from the savings account for the remodeling project. Motion by Albright, seconded by Pinke to approve general fund budget report. Motion passed unanimously.

Bruhn reviewed the information from the County of Otter Tail regarding the need for another Board of Review due to a mailing error and 16 residents in Vergas did not receive their notices. Motion by Albright, seconded by Pinke to have Board of Review on Tuesday, May 25, 2021, at 11:00 am. Motion passed unanimously.

Bruhn reviewed the proposals involving permanent structure(s) and/or activity on city property policy. Discussed adding the following item City Engineer will be involved for projects of a substantial nature to ensure construction specifications are met and quality. This is at the expense of the project team. Proof of liability insurance will be required for projects of substantial nature on City property during construction. Motion by Dahlgren, seconded by Pinke to approve policy with the additions discussed. Motion passed unanimously. Council discussed date the policy would be effective. Motion by Dahlgren, seconded by Pinke for policy to become effective immediately. Motion passed unanimously.

Albright reviewed how Dent handles their Veterans Memorial. Bruhn visited 6 veterans and 9 families with members in the service. Many of the families stated they already have their names on memorials in Detroit Lakes. The 2 main areas they are concerned with the location and the fact that everyone must pay to have their name on the memorial. There is a centennial time capsule buried to the left of the flower garden. Bruhn explained our city engineer will need to be paid to make sure specification and quality is meet. Questioned who would be covering insurance and what the cost would be to the City. Albright stated no one is opposed to Veteran's and we truly appreciate everything they have done, there is concern about having a memorial of people from the lakes area and missing Vergas citizens. A month ago Council sent everyone home to



work together, the cemetery board, the concerned citizen group and the veteran's committee but Council does not feel that has happened. Questioned who will be taking care of this memorial when the 5 people putting this together are gone, will the Lion's take care of this or is there a group willing to take this on. Dennis Breitzman stated the citizen's group canceled the meeting they set up and they did not feel it would work to be in the cemetery. Bruhn stated how important it is to have citizens working together and asked if there are any thoughts regarding an alternate location. Krieg stated they have not looked at other sites. Frank Vana questioned committee regarding the homework of the baseball field. The baseball field was donated to the city by a World War 2 Veteran whose brother enjoyed baseball and committed suicide. Austin Tegtmeier stated the Concerned Group agrees with the comments made and has shared their concerns.

Motion by Albright, seconded by Dahlgren to not act on the permits at 230 East Frazee Avenue until projects are following the proposals involving City property policy, permits can be brought to the planning commission meeting on May 24, 2021. Motion passed unanimously. Connie Breitzman questioned when they could use West Central Initiative to start raising money. Currently checks are being sent back to people due the Council deciding to not allow fundraising. If people donate to the Cities fund and project does not get completed the money will go to the City and not returned to donors.

Motion by Dahlgren, seconded by Fischer to approve construction permit for 360 South Pelican Ave - 4 insert windows. Motion passed unanimously.

Engineer Scott Kolbinger reviewed Gravel Pit Compliance Report (minutes available at the Vergas City Office). Motion by Fisher, seconded by Pinke to accept Gravel Pit Compliance Report. Motion passed unanimously.

City Attorney Steve Peloquin announced his retirement and introduced Josh Haugen and Amy Jenson who will be replacing him with his firm. Haugen and Jenson have expressed interest in continuing with the City of Vergas. Bruhn questioned if Jenson or Haugen has any government experience. Haugen primary does family law, bankruptcies, probate and estate work and has not represented a city or government entity. Jenson does not have government experience. Motion by Albright, seconded by Pinke to go thru the proposal process. Motion passed unanimously. Peloquin stated he would be at the June meeting and maybe the July meeting.

Dahlgren left meeting for fire call.

Albright reviewed EDA/HRA meetings held on May 5, 2021 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to approve the commercial tax abatement policy provided in the packet. Voting yes: Albright, Pinke and Fisher. Voting No: none. Absent: Dahlgren.

Lammers reviewed the Vergas Event Center meeting held on April 14, 2021 (minutes available at the Vergas City Office). Security cameras have received a donation from the Vergas Community Club to pay the \$3,490 for the camera's and they will be put in the first week of June.

Dahlgren returned to Council meeting.

Carol Albright reviewed the Park Board meeting held on April 22, 2021 (minutes available at the Vergas City Office). Motion by Pinke, seconded by Fischer to have a platform made by the boardwalk if the cost is less than \$1,000.00. Motion passed unanimously. Motion by Albright, seconded by Pinke to set the rates at \$40.00 per student and hire Nancy Jacobson at \$35.00 per student and Edyn Fosse at \$15.00 an hour with the condition the City will get a report stating names of each child and what level they are attending. Motion passed unanimously.

Bruhn stated we have not moved forward with any candidates for the liquor store management position.

Albright reviewed Planning Commission meeting minutes of April 26, 2021 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to bring all non-conforming construction permits must be brought to planning commission. Motion passed unanimously. Motion by Albright, seconded by Pinke to allow temporary sheds for 2 years if under 150 square feet and building with living quarters is built with 2 years. Motion passed unanimously. Motion by Albright, seconded by Pinke to being the process of dedicating the undedicated part of Townline Road. Motion passed unanimously. Kolbinger and Peloquin will discuss what is needed for accomplishment of dedication of Townline Road. Type two 4-wheelers are allowed on County Roads will be brought back to Council with a resolution drawn up by Peloquin.

Discussed application for commercial assessment rebate and the need for a public hearing before Council can decide regarding the assessment rebate. Motion by Albright, seconded by Pinke to have a public hearing regarding assessment rebate on June 8, 2021, at 6:30 pm. Motion passed unanimously.

Utilities Superintendent Mike DuFrane provided the following:

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. Well 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.

Discussed purchasing mulch and computer issues. DuFrane stated he has had email issues for years and has Arvig looking into it. Today his email worked, and he does not know why. DuFrane stated he needs credentials from Paulnet to work with other computer programmers. Albright stated he would speak with Paul Haarstick regarding this email issue.

DuFrane asked for schedule to the Loon's as he did not know baseball was starting and Dahlgren stated he would get contact information for baseball to DuFrane. Albright asked Bruhn to add phosphorus information to her next newsletter article. Discussed the amount of yard waste and the fact there is a burning ban on.

Lammers reviewed Liquor Store activities.

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 sworn 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.

Albright stated he missed the item in the planning commission regarding 88 Park View Drive. Discussed the three easements for the property and the need to know where the easements are. Motion by Albright, seconded by Pinke to authorize KLJ to stake the easements at 88 Park View Drive as soon as possible. Motion passed unanimously.

The following City meetings were mentioned:

MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud  
Board of Review Training Opens July 1, 2021 (All Council Members)  
Household Hazardous Waste Mobile Collection July 9, 2021, 10 am -2 pm (Volunteers needed)  
MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud  
Clerks Advanced Academy-September 23-24, 2021 (Lammers)  
Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood  
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

**City Council**  
**2021 June Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, June 8, 2021**

**7. Committee Reports**

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

**Files Attached**

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- 5-25-21 Personnel Meeting.pdf
- 2021 Proposed-Pay-Step Structures presented at 6--8-21 Council meeting.pdf
- Proposed Job Description City Clerk-Treasurer.pdf
- 06-02-21 EDA Minutes.pdf
- 5.27.2021 Minutes\_DRAFT\_.pdf.pdf
- Park- estimate for Platform.pdf
- 05-24-2021 Planning Commission Meeting minutes.pdf
- SSW 05.26.21 minutes pdf.pdf
- Council Mayor Update June.pdf
- 2021-004 Resolution-to-Accept-ARPA (3).pdf
- 2021-05-12 Event Center Meeting Agenda & Minutes.docx
- proposals-involving-permanent-structure-s-and-or-activity-on-city-property (approved 5-11-2021).pdf
- COVID-19 Business Plan v.5 (002) updated.pdf
- TaskOrder14-TownlineRdEsmt-rev.pdf
- TaskOrder17-ELakeStreet-rev.pdf

Personnel committee members Julie Bruhn, Natalie Fischer and Julie Lammers met on May 2, 2021, at 11:30 am. at the Vergas Event Center Council Chambers.

1. Cities employees mask mandate and other Covid related policies were discussed. Recommend to council to change the Covid 19 Business Plan to allow vaccinated employees to no longer wear masks during working hours. Recommended all protocol's regarding park equipment and picnic tables return to non-covid rules after Memorial Day.
2. Lammers personnel time off (PTO) has reached 200 hours and committee recommends to Council to allow her until July 31, 2021, to use PTO.
3. Pay structure was discussed, committee recommends a step structure be implemented and a cost-of-living increases given to all employees January 1 of each year. Reviewed City Pay Table and structure. Based on information from LMC and other communities there is a classification and compensation plan framework that is based on performance and cost of living adjustments. Prior to finalizing a pay structure would like information on liquor store clerk pay. Had recently looked at pay for LS manager, City Clerk and utility positions.
4. Lammers was asked to update Clerk-Treasurer Job Description, so ready when LS Manager position filled.

Recorder/ Clerk-Treasurer Julie Lammers, CMC

# 2021 STEP STRUCTURE - Regular Employees

(with STEP Adjusting + cola %)

Effective:

		MINIMUM				MIDPOINT						MAXIMUM			
Grade	Points		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9		Job Title	Currently Paid	Supervision
100	153	\$11.00	\$11.22	\$11.44	\$11.67	\$12.02	\$12.20	\$12.39	\$12.57	\$12.76	\$12.95	\$13.15	Liquor Store Clerks	10.60-13.77	0
110	163	\$11.25	\$11.48	\$11.82	\$12.53	\$12.90	\$13.10	\$13.29	\$13.49	\$13.70	\$13.90	\$14.11	Receptionist	11.75	0
140	188	\$16.80	\$17.14	\$17.65	\$18.18	\$18.72	\$19.10	\$19.48	\$20.46	\$20.86	\$21.28	\$21.71	Maintenance Worker	18.90	0
160	301	\$18.00	\$18.36	\$18.91	\$19.48	\$20.06	\$20.46	\$20.87	\$21.29	\$21.72	\$22.15	\$22.59	Street Utilities Supervisor	25.37	0
200	323	\$18.50	\$18.87	\$19.44	\$20.02	\$20.62	\$21.03	\$21.45	\$21.88	\$22.32	\$22.77	\$23.22	Liquor Store Manager	5.00	5-7 PT
260	598	\$23.34	\$23.81	\$24.52	\$25.26	\$26.01	\$26.53	\$27.07	\$27.61	\$28.16	\$28.72	\$29.30	Clerk-Treasurer	27.84	1 FT, 1 PT
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9		Clerk-Treasurer-Liquor Store Manager	32.84	5-8 PT
		MINIMUM				MIDPOINT						MAXIMUM			

## Notes:

Increase all positions with minimum wage increase amount.

Change PayScale with cost of living increases effective after 1st Council meeting in January.

Step increases and structural (cost-of-living) adjustments are granted based on the Council's discretion

Uniform Years-to-Maximum (Number of Steps) for all pay grades

Automatic step increase every 3 years if performing at a satisfactory manner

No set Years-to-Maximum

**City of Vergas****Job Description**

<b>POSITION TITLE:</b>	City Clerk-Treasurer
<b>DEPARTMENT:</b>	General Government/Water/ Sewer/Liquor
<b>SUPERVISION RECEIVED:</b>	City Council
<b>SUPERVISION EXERCISED:</b>	Liquor Store Manager, Event Center Maintenance and Receptionist
<b>FLSA STATUS:</b>	Full Time, Non-exempt
Date of Latest Revision:	Revised June 2021

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**Position Summary:**

The City Clerk is the appointed representative for the administrative oversight and coordination of city operations and municipal affairs; record keeping, budget, policies, utilities, zoning, and grant writing. Assists and supports the City Council, City Departments and city appointed Board Officials and serves as the custodian of the City's seal and records.

**Essential Functions for the Position City Clerk:****1. Leadership and Supervision:**

Organizes and directs the operations of municipality by researching policies, ordinances and laws and has the primary responsibility for ensuring adherence to the same in matters of council actions, human resources, and administrative practices. Acts as employee supervisor and resource by participating in the hiring process and ensuring mandatory and development training requirements are met and maintaining personnel records. Monitor's payroll, tracks work hours, compensatory and leave time. Provides support to city officials and city departments by informing, prioritizing, assigning, monitoring, and assisting with associated work needs. Is committed to continued development of own knowledge and skills to perform the duties of the position and make improvements through ongoing training and education.

**2. Administration:**

Represents the City with agencies including the Office of the State Auditor, MN Revenue, IRS, PERA, DEED, MDH, MPCA, OSHA, etc. monitoring and reporting to ensure city compliance. Signs official papers, posts and publishes notices and ordinances. Attends council and other meetings as needed and represents the City in a courteous and professional manner in person, phone or correspondence.

**3. Office Operations:**

Serves as the point of contact and information resource to the municipality, the city council, and other councils and boards. Acts as the recorder and record keeper for the city council and other councils and boards; preparing meeting notifications and agendas, compiling informational materials and providing action and document follow-up. Responsible for special project assignments for the various department and councils/boards and assists with research and correspondence. Monitor's phone, fax, mail, and email for critical information and compliance issues. Develops and approves city radio and print advertising. Serves as the custodian for city central files, personnel files, ordinances, policies, resolutions, minutes, and all other municipal documents.

**4. Municipal Affairs:**

Receives requests, complaints and information inquiries from the public and processes through city staff and/or the City Council. Reviews, renews, and reports on property, liability, liquor liability, bonding, work compensation, and unemployment insurance. Preparation/follow-up of all city business and dog and liquor licenses. Assists in bidding, contracting, bonding, and auditing procedures. Administers local

election activities. Active in city events including fundraisers and celebrations and hearings and updates addresses, licensures, business and mailing lists. Prepares assessment materials and certifies to the county.

#### 5. Financial Duties:

Develops and monitors the city budget for all municipal departments and prepares fiscal performance reports; monitors statements, claims and disbursements; and is the signatory on city checks. Assists the city council in monitoring and adjusting the budget or expenditures. Certifies levy information to the county auditor and budget information to the state auditor and prepares monthly budget reports for the liquor store and Event Center. Monitors and assists in managing city investments, savings accounts, and bond accounts/payments. Reviews invoices, statements, and claims, and signs checks.

#### 6. Zoning:

Receives requests for construction permits, prepares information for the City Council regarding permits. Monitors and assists in managing the construction permits for zoning regulations. Prepares permits for both Council and Planning Commission meetings. Takes minutes at Planning Commission meetings and provides Council with their recommendations.

#### 7. Grant Writing:

Research grant opportunities supportive of City goals, growth and improvement needs and writes or delegates the writing of grants on behalf of the City of Vergas.

#### 8. Utility Billing:

Plans, manages, supervises and implements all utility billing functions, including billing, collections and customer service. Coordinates with meter readers to insure accounts are read in a timely manner and ensures accuracy of the meter readings and directs rereading of meters when inconsistencies identified between the readings for present and previous months. Coordinates with other Electrical personnel to process work orders for utility disconnections, reconnections, new orders, owner/tenant changes and other public service requests. Develops and implements the goals, policies, procedures and controls for all utility billing functions, billing, collections and customer service. Reviews billings for accuracy and re-calculates bills which have been issued to customers improperly. Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishment and monitoring payment schedules, adjusting errors and processing complaints. Reviews and verifies all utility activities at each month's end. Prepares delinquent account data for preparation of assessment rolls for tax certification.

#### 9. Coordination with Other City Departments:

*(Areas of coordination includes: city/community events, common budgeting/purchasing issues, store security and workplace safety, and emergencies)*

Question how security/safety & emergencies is addressed.

- Coordinates work with other city department's by sharing information, actively seeking input/feedback, and informing elected/appointed officials of important issues, concerns and needs.
- Receives requests, complaints and information from the public and transmits to staff and/or the City Council; providing follow-up as requested and needed.

#### 10. Supervision of Employees

- Conducts the full complement of supervisory functions for assigned positions; staffing/hiring, training & staff development, assigning and prioritizing work, reviewing work and work results, coaching and evaluating performance, compensation/rewards, and discipline/ discharge per City policy.
- Manages payroll, reviewing & submitting bi-weekly time sheets.
- Provides oversight and participates in mandatory and other job-related training for department employees to ensure and improve safety, emergency response and work-related procedures.

- Demonstrates by example the desired standards of conduct and work habits and promotes teamwork through communication, motivation and cooperation.

**Performance Criteria:**

- Effectively executes the operations of the City.
- Courteous and cooperative with public officials and the public.
- Effectively communicates in person, phone, or correspondence.
- Demonstrates effective time management in the completion of duties.
- Completed work is professionally complete, accurate and timely.
- Maintains confidentiality and privacy according to rules and regulations.
- Promotes teamwork, safety, professionalism with staff and the overall City.
- Demonstrates ability to effectively execute change and improvements.
- Demonstrates accountability in attending meetings and providing the support needs.

**Minimum Requirements:**

- Preferred minimum Associate Degree in Business Management or Accounting
- One to three years of accounting and/or bookkeeping experience
- Knowledge of laws, rules, and regulations of local, state, and federal requirements
- Demonstrated proficiency in reading, interpreting, and communicating policy and procedures.

**Desirable Qualifications:**

- Additional ability, training, and/or experience in bookkeeping or accounting
- Experience in the coordination and financing of varied municipal activities
- Advanced knowledge of local government and public administration
- Additional experience and ability in computer office automations; word processing, spreadsheets, diagrams, and record management.

**Special Working Conditions:**

Work is light to moderate, requiring sitting for extended periods, and variably frequent rising, walking, standing and bending. This position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is usually low to moderate. Flexibility to work consistent business hours and be available for office nights for meetings.

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

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



CITY OF VERGAS EDA/HRA  
Wednesday, June 2, 2021  
11:00 am  
Council Chambers & Zoom Meeting

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, June 2, 2021, at 11:00 am on Zoom and at the Vergas Event Center with the following members present, Bruce Albright, Austin Tegtmeier, Vanessa Perry, Paul Pinke, and Clerk/Treasurer Julie Lammers. Absent: Kevin Zitzow. Also present: Barbie Porter of Vergas-Frazee Forum.

Meeting was called to order by Vice President Bruce Albright at 11:10 am.

**Approval of Agenda**

Approve agenda with additions of income and expenses.

**Income/Expenses**

Lammers reviewed income and expense worksheet regarding the EDA/HRA.

**Approval of Minutes**

Motion by Tegtmeier, seconded by Albright to approve May 5, 2021, minutes. Motion passed unanimously.

**Old Business**

Discussed land ownership and properties available for homes and commercial businesses. Lammers provided zoning map and land use map for discussion.

Paul Pinke joined the meeting.

Discussed different property owners who have land available for property development and Albright stated he would speak with them regarding their plans.

**New Business**

None.

Meeting adjourned at 11:55 a.m.

Julie Lammers  
City Clerk-Treasurer  
City of Vergas

**Council Recommendations**

None.

**Follow up Actions.**

Albright will speak with area property owners about possibility of land development.

**5.27.2021 Minutes from Vergas Parks & Rec Advisory Board Meeting/DRAFT  
3:30 p.m. Vergas Event Center and ZOOM**

**1. Attendance/Members Present:** Sherri Hanson, Steph Hogan, Mike DuFrane, and Carol Albright. Citizens present: Tony Sailer.

**Attendance/Absent:** Julie Lammers and Paul Pinke

**2. April Minutes** were approved with a motion by DuFrane and second by Hogan.

**3. Additions/Corrections to Agenda:**

Report from DuFrane

Cheryl Glawe Garden

Brick Planter on the Trail

Placement of memorial benches and tables in the parks.

**4. DuFrane's Report**

**a. Parking Blocks** for Long Lake Park beach area are needed to replace the old ones; which will hopefully alleviate drainage problems. Cost will be about \$550, so DuFrane can order without Council approval. Sailer suggested painting them yellow for better visibility.

**b. Sealcoat Trail:** Motion by Albright, second by Hogan approved to hire Newling Asphalt Services, LLC from Frazee to sealcoat the Trail. Cost is \$2250 compared to \$2400 bid from Howard's Asphalt, Menasha. **Hanson will take it to the Council for final approval.**

**c. Mulch** has been laid down at playgrounds and flower beds in the parks. There's about three yards left. It was agreed that Hanson could buy that for \$10. Next time mulch is needed a full load (100 yards) could possibly be split with another town.

**d. Tin Can Planter:** Hanson reported Dent Monument will be engraving ten more bricks on the existing planter. The donations received from the sale of the bricks will cover the engraving cost. No more bricks or engraving will be added.

Albright expressed a citizen's concern about the unfinished appearance of the planter and surrounding landscape. Hanson noted the Trail Committee had run out of funds to finish the planter with cultured stone. No further plan for finishing it exists now. **Albright will get landscaping estimates from area landscapers.**

Hanson noted the parking lot site next to the planter is being considered as a location for the Vets Memorial. There are mixed opinions about that location.

**e. Vanna Property:** Frank Vanna expressed concern at the Planning Commission meeting about the need to expand park areas for the city; for example into his property abutting the Ball Diamond. Vanna asked why the City, then, would close off access to his property by building pickleball courts in the Ball Diamond parking lot.

**f. What is the regular schedule for installing the dock?** Depends on water temperature and when the spraying is done. Those present were about evenly split regarding whether or not the dock should be installed by Memorial Day weekend.

**g. Lawnmower** broke down this week. Trade in value is \$5000. Add \$6000 to purchase a new one. DuFrane will ask Council to approve.

**h. Sumac will be sprayed where it was cut earlier in the year; and poison ivy will also be sprayed.**

(DuFrane had to leave after this report for other commitments.)

**5. Planting at Long Lake:** Hogan and Albright will do some planting of prairie plants purchased with a Thrivent grant for the Earth Day Event.

**6. Swimming Beach: Buoys** are needed at the beach again for safety reasons. Three can be purchased for approximately \$1100. **Hanson will make the request to the Council.**

**7. Duane Strand Memorial Tree:** DuFrane is in charge of buying and planting the tree, as decided at the last meeting. **Hanson will look into markers for memorial plants.**

**8. Waterski Lessons:** will be held at Long Lake Beach July 9 and 10 (time to be announced) by the Northern Stars Team. Lessons will be free. All publicity will be handled by the Team. Certificate of insurance will be presented to the City. **Hanson will check with the Mayor to find out if the event requires Council approval.**

The Northern Stars Team will be performing two shows during Looney Daze, as well. They are promoting the theme of “Get on the Water” to celebrate the 100 plus years of waterskiing which started in Minnesota.

Sailer suggested we “pass the hat” during the lessons to help fundraise for the Parks Board.

**9. Park Dedication Fund:** Sailer agreed to help present the idea to the Council at their next meeting.

**10. Vets Park:** Their group is still searching for an agreeable site. Albright feels the Parks Board has done their job and no longer need to be involved with the vets’ proposal. The Board seemed to agree.

**11. Pickleball Courts:** Same situation as the Vets Park—The Parks Board has no further need to be involved with the planning.

**12. Budget:** upcoming expenses include:

\$6000/lawnmower

1500/buoys

1800/mulch

2200/sealcoat

550/parking blocks

Because Lammers was not at this meeting, we did not have the updated budget.

Board would like to start planning what will be needed for the Budget next year and to be able to have input into the process with the Council.

**13. Albright’s Report from the Council:** They approved hiring Nancy Jacobson and her assistant as City employees to teach swimming lessons. They approved the construction of the platform for the Wei by property.

**14. Sculpture Trail:** Albright will post the link for the Park Rapids art group’s ZOOM meeting in June. We will be able to ask questions about how they developed their trail with sculpture.

**15. Placement of Smilie’s Bench in Tin Can Alley:** A group of people have applied for a building permit to install a picnic table on Ehlke Beach in Tin Can Alley. It is in memory of Kevin “Smilie” Glawe. The City will have to forward the permit to the County because Tin Can Alley is leased land from the County. It is not City property. Sailer recommended the cement slab be flush with sod so no weed whipping has to be done.

Hanson will be meeting with another family next week who wants two benches placed on the Trail.

**16. Cheryl Glawe's Garden:** Hanson received an email from the Glawe Family stating they no longer want responsibility for the Garden. They will remove the stone with Cheryl's name. With Smilie's passing, there is no longer an interest or the ability to keep the garden going. Discussion of what to do with it next; possibly find a group to "Adopt A Planter" such as Master Gardener Clubs.

**Meeting adjourned at approximately 5:15.**

Summers Construction  
300 N Old Detroit Rd  
MN 56587  
License # BC694784

Estimate

Date	Estimate #
6/3/2021	5

Name / Address
City of Vergas.

Project

Description	Qty	Rate	Total
Platform			
Labor		3,000.00	3,000.00
Materials		1,500.00	1,500.00
PLUS PERMIT			
No stairs down the hill			
		<b>Total</b>	\$4,500.00

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, May 25, 2021

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, May 25, 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, Alex Johnson, Sherri Hanson, Maria Sontag, Jill Shipman, Shannon Charpentier, Tyler Sazama, Frank Vana, Lyle Krieg, Jon Lotzer, Barry Strelow, Adam Dressen, Justin Lammle, Jaron Lammle and Emily Reno.

Bruce Albright opened the meeting at 6:00 pm.

Addition of 88 Park View Drive and Veterans Memorial were added to agenda.

Motion by Fischer, seconded by Pinke to approve the minutes of the April 26, 2021, meeting. Motion passed unanimously.

### **Status of Recommendation to City Council**

Council approved having all non-conforming construction permits must be brought to Planning Commission. Council approved allowing temporary sheds for 2 years if under 150 square feet and building with living quarters is built within 2 years.

Council approved beginning the process of dedicating the undedicated part of Townline Road.

Council requested a resolution for the truck routes to be used for 4-wheelers.

### **Construction Permits**

Albright reviewed the pickleball plan provided by the committee for pickle ball courts to be located at 230 East Frazee Ave. Jill Shipman reviewed the plans and stated they have their contractors lined up. Fischer questioned maintenance of the pickleball courts. Shipman stated all maintenance will be from the pickleball association. Frank Vana questioned why pickleball committee did not purchase 5-10 acres so they could provide parking. Sherri Hanson asked if Vana would like to donate some land and he responded with "you may buy the whole lot". Albright questioned if pickleball committee should have an informational meeting like the veteran's memorial committee did. Discussed the need for proof of finances before City allows projects to move forward. If the project gets started and they run out of funds, the City will be forced to either pay for removal or pay for the rest of the project. Questioned maintenance of the pickleball courts, who is going to take care of them when the current group is gone. Discussed the tennis courts and the fact they were raised by JC's and when they no longer existed the courts became an expense of the city. Discussed moving the pickleball courts back to the original placement adding more parking spots and giving more room for Vana to get to his property. Motion by Fischer, seconded by Bruhn to add to the City of Vergas proposals involving permanent structure(s) and/or activity on city property to state no construction can begin without 50% of funding in hand, pickleball committee providing measurements to sidelines, and informational meeting held on June 8, 2021, at 6 pm. Voting yes: Bruhn, Fisher, Pinke. Voting no: Jacoby. Motion passed.

Motion by Pinke, seconded by Bruhn to approve construction permit along Long Lake Trail with County approval for a cement pad for picnic table. Motion passed unanimously.

Veterans Memorial Park was discussed with different locations proposed for committee to review such as the corner of County Road 4 and 35, by Long Lake Trail planter, in the beach park by Lion's shelter, behind the event center. Lyle Krieg stated they needed an area with 62 feet width, that is visible and handicapped accessible.

Motion by Pinke, seconded by Bruhn to approve construction permit at 130 Main St for 2 windows, a steel roof on garage and overhand with the requirement of a gutter system installed on the roof as water currently runs on to neighbor's property. Voting yes: Bruhn, Jacoby and Pinke. Voting no: none. Abstain: Fisher. Motion passed.

Motion by Pinke, seconded by Jacoby to approve construction permit at 1156 E Frazee Ave for a parking pad as stated in construction permit application. Motion passed unanimously.

Motion by Pinke, seconded by Fischer to approve construction permit at 1210 E Frazee Ave for landscaping on side of house as stated in construction permit application. Motion passed unanimously.

### **Variance**

Reviewed ordinance request regarding 806 Scharf Ave E. Motion by Pinke, seconded by Fischer to have public hearing on Wednesday, June 8, 2021, at 6:00 pm. and to hold a planning commission meeting following public hearing. Motion passed unanimously.

### **Old Business:**

Albright reviewed comprehensive plan information. Alex Johnson presented the proposal from West Central Initiative (WCI). Motion by Jacoby, seconded by Fischer to recommend to Council to approve a comprehensive plan with West Central Initiative. Motion passed unanimously.

Discussed nuisance properties within the City. Reviewed spreadsheet with information on properties that were sent letters. Utilities Superintendent stated all properties have cleaned up their nuisances. Discussed other properties we have received complaints about 441 Pelican Avenue and parcel 82000500034000. Commissioners will review and discuss again during next meeting.

Albright reviewed Townline Road and East Lake Street. Current City attorney is retiring in July and would like to complete these two street dedications before he retires. Discussed acquiring a 33-foot right-of-way and getting easement from property owners.

The easement lines are on the property located at 88 Park View Drive. Adam Dressen questioned who maintains the rock in the easement. Questioned if KLJ is done locating the three easements and did they stake it correctly. Are the rock formations out of the easement area? City Council did ask for trail easement to also marked and Albright has not seen that easement has been staked. Without being able to answer these questions, Commissioners were unable to act. Discussed water flow from both the City and 88 Park View Drive property. This item will be put on the agenda for the special planning commission meeting on June 9, 2021.

### **New Business**

Discussed complaint that came in from a citizen regarding the conditional use permit for Tyler Sazama located at 401 S Pelican Avenue. Commissioners reviewed pictures and discussed items in pictures with Sazama and could not find any violations for the conditional use permit. Commissioners stated Sazama is in compliance with the conditional use permit. Sazama stated he was bothered with the fact someone would take pictures of his backyard. DuFrane stated he did not see a nuisance issue with this property.

There are 12 properties on Eva Street and Diane Avenue which have assessments on due to sewer, water and road being built. 11 of them are owned by Jarod Lammle and Tony Hersch. Barry Strelow, Edina Realty has asked if planning commission would consider abating the assessments of these 11 properties. Owners were looking at the interest of the lots. Lammers will provide interest amounts to the property owners.

Natalie Fischer stated she would like to resign from the planning commission due to there being three Council members being on the planning commission and Neil Grothe has expressed interest in being on the planning commission. Motion by Bruhn, seconded by Pinke to recommend to Council to accept Fischer's resignation and

add Neil Wothe to the planning commission. Motion passed unanimously.

Meeting adjourned at 8:30 pm.

Secretary,

Julie Lammers, CMC Clerk-Treasurer  
City of Vergas

**Follow Up Actions:**

Ness Backhoe to build berm at 88 Park View Drive.

Attorneys prepare resolution to allow type two 4-wheelers are allowed on County Roads (the city truck routes).

Lammers contact County regarding cement slab along trail.

Public Informational meeting June 8 at 6 pm for pickleball court.

Public Hearing June 9 at 6:00 for variance with meeting to follow.

Lammers to provide interest amounts to Jaron Lammle. (Lammers has called (no answer) and emailed (no response) to provide.

**Actions Completed and Removed from Follow up:**

**Council recommendations:**

Council to add to the City of Vergas proposals involving permanent structure(s) and/or activity on city property to state no construction can begin without 50% of funding in hand.

Council to approve permit for pickleball courts with 50% of funding raised, pickleball committee providing measurements to sidelines and an informational meeting held on June 8, 2021, at 6 pm.

Council to hire West Central Initiative to write comprehensive plan.



**Street/Sidewalks/Yard Waste Committee Meeting Minutes  
Vergas Event Center  
May 26, 2021**

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Wednesday, May 26, 2021 at 10:00 AM at the Vergas Event Center. Present was Bruce Albright and Paul Pinke, Vergas City Council, and Mike DuFrane, Utilities Superintendent.

Albright called the meeting to order at 10:10 AM. Easement staking at 88 Park View Drive was added to the agenda.

2.) For 88 Park View Drive, the drainage easement (and extension) were staked by KLJ Engineering on May 21, 2021. Per a drawing furnished by their office and stakes left in the field, it appears that part of our rock drop structures may not be located in our easement area (assuming staking is correct). KLJ did not stake the trail easement, as they thought the added stakes might be confusing, for now. The homeowner requested that the rock drop structures could be removed. DuFrane thought they were part of the overall Minnesota Pollution Control Agency (MPCA) storm water permitting for the entire subdivision. He has calls into the MPCA to discuss further.

3.) The next order of business was Yard Waste at the recycling site. Last week, the Hardware store decided to no longer sell the yard waste permits (\$40) to users not located within the city limits. Pinke said his staff was taking questions as to why a permit is needed, if their address is Vergas? Without the Hardware Store, permits are now available from the Liquor Store or the City Office. DuFrane questioned if one of the gas stations might consider selling the permits, or if a selling fee might entice local business participation? Pinke felt if the selling fee was \$4-\$5 each, they might reconsider.

Problems with yard waste continue, with illegal dumping, contractors, no permits, and not following the rules. Based on the number of permits we sell, the fees do add to the City's income. However, is it worth all of the hassle? The site would be much easier to manage and control, if only Vergas residents were allowed to use. Discussion also took place about doubling the permit fee, if someone was caught without a permit. This would be similar to other permits needed in the City. DuFrane doesn't have access to the camera footage, however, it would be very time consuming to sit and watch, trying to catch violators. Pinke said when the idea of a yard waste recycling site was first discussed, he contacted the neighboring Townships to seek their support and maybe financial assistance, they said "their residents wouldn't use the site".

The "blue" recycling receptacles are operated by Otter Tail County, and are open to the public. Plus, Dean Haarstick has a cardboard receptacle behind the City Offices/Liquor Store on his property for public use.

Albright questioned if problems would be less if the City had yard waste and spring cleanup weeks? DuFrane said the City of Frazee tried this, and it cost them roughly \$27,000 annually, and they stopped the program. The other problem they had were people from outside the City were bringing in items to be disposed of.

There was discussion of moving the yard waste collection site to the former Todd Bunkowski property, but landowners along West Lake Street have already expressed concerns about the added traffic. DuFrane said there already is illegal dumping at this site, with used tires,

appliances, etc. He felt there was a need for the City to have a dump trailer, where they could haul things to the County landfill. The City currently has a car hauler flatbed, but that's not real conducive for hauling smaller items.

4.) Regarding East Lake Street, we now have a drawing/survey conducted by the landowner, Tyler Schmid and Franklin Fence. East Lake Street is mostly on his property. Earlier this year, he wanted to install gates into his property. Albright has talked with some of the neighboring landowners, and they are opposed to abandoning this street. There was discussion that this street to needed for rescue personnel, etc., during events such as Loony Days, as other streets to get to the east of Vergas are blocked with traffic. DuFrane questioned if the approach/East Lake Street could be widened where it meets County Road (C.R.) No. 17. This might allow Schmid to fence and gate his property. Albright will meet with Schmid to discuss his concerns and willingness to work with the City to rededicate the road in its current location.

5.) The City is working with their attorney on the dedication of Townline Road. He is in need of an exhibit showing the section line and right-of-way (R/W) needed for said dedication. The Committee will recommend to the Council that they approve a work order for KLJ to prepare said exhibit.

DuFrane said he has "general" road graveling scheduled for next week.

Meeting adjourned at 11:50 AM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council

#### Council Recommendations

- For the remainder of 2021, sell Yard Waste Permits at Liquor Store and City Hall (people wanting a permit will have to adjust their schedule accordingly).
- For 2022, consider doubling the permit fee for anyone caught dumping without a permit.
- If problems continue to persist at the Yard Waste site, the City should consider use for only Vergas residents.
- Council should authorize a work order for KLJ to prepare an exhibit needed by the Attorney for dedicating Townline Road.

#### Follow up Actions

- Albright to meet with Tyler Schmid concerning East Lake Street.

## Mayor's Update:

1. **Emergency Management Summit** was held on April 15th; Disasters Don't Plan Ahead-YOU CAN. The session on Roles & Responsibilities of Elected Officials further highlighted for me the need to have the Council trained in ICS (Incident Command Center) standardized approach, assigned roles & responsibilities, and use of NIMS (National Incident Management System). The City Emergency Management Policy is outdated and will review current Emergency Management materials kept at the Fire Hall. Would recommend Council members take the FEMA ICS-100 online course, Introduction to the Incident Command System. The course can be found at [training.fema.com](https://training.fema.com).  
I had served on Incident Command Centers during the floods in Fargo and see the importance of understanding ICS and NIMS to be effective. Will plan to schedule a training with Patrick Waletzko Emergency Management Director, OTC
2. On May 14<sup>th</sup> I did a **ride along with the Otter Tail County Sheriff**. It was very informative and provided an opportunity to experience firsthand how law enforcement is performed. The opportunity is available to others. Let me know if interested and will get you connected.
3. **American Rescue Plan Act (ARPA) Funding Update** was held on May 18<sup>th</sup>. Though many components, the below summary focuses on non-entitlement units of local government- cities with population less than 50,000.

Major take away talking points:

- Overall more flexibility, far reaching, and longer window of time to use than the CARES funding.
- Early June anticipate the certification process to begin in distributing funds for non-entitlement local governments by the Minnesota Management and Budget. The state has up to 30 days to distribute 50% of the funds and 50% one year later. Can request extension for 60 days, which Minnesota was looking at doing.
  - Minnesota has the most local units of government in the nation with over 2,000. Non-entitlement Units of Local Government in Minnesota has an allocated amount of \$376,932,399.00
- Estimated distribution to Vergas would be \$105 per resident. Based on 2019 population of 363, anticipate \$38,115. (One caveat is the distributed funds can't exceed 75% of city budget established for 2020- not issue for Vergas).
- General Categories of Eligible Uses include (not all inclusive):
  - Support urgent COVID-19 response efforts
  - Address Negative Economic Impacts- replace revenue losses. (very broad) \* more information coming on how to calculate. There is no requirement to prove. Is assumed to be COVID related.
  - Serving the Hardest Hit- i.e. housing & neighborhoods, childcare, health, education
  - Improving Access to Infrastructure- necessary investments water, sewer & broadband
- The spending timeline is 3/3/2021-12/31/2024. Cost incurred means obligated and not necessarily spent, i.e. could have contract in place for 2 years thru 2026.
- Non-entitlement units of local government will receive funds and certify through the State of Minnesota. Larger cities and counties are with the US Treasury.
- If local government does not want or is unable to spend the money, it goes back to the US Treasury. There are transfer opportunities between entities.
- There are other funding initiatives that are state and federally administered that would be available to consider that includes capital projects, housing, small business assistance, individual assistance, unemployment, tax change and more.
- Approaching- Assess community needs, identify partners and collaborate, plan short & long term needs, think creatively. Don't spend all immediately or wait until end of funding.
- City needs- SWIFT ID, provide 2020 budget to confirm funds do not exceed 75% of budget, 2 points of contact with phone and email, city resolution to accept funds, and annual reports Oct 31 each year.

\*Recorded Webinar is available on the LMC site.

\*Excellent guide and FAQ's on US Department of Treasury website: Coronavirus State and Local Fiscal Recovery Funds, under Policy tab.

**CITY OF VERGAS  
COUNTY OF OTTER TAIL  
STATE OF MINNESOTA  
RESOLUTION NO. 2021-004**

**A RESOLUTION TO ACCEPT THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

**WHEREAS**, since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans (“Pandemic”). The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs;

**WHEREAS**, as a result of the Pandemic cities have been called on to respond to the needs of their communities through the prevention, treatment, and vaccination of COVID-19.

**WHEREAS**, city revenues, businesses and nonprofits in the city have faced economic impacts due to the Pandemic.

**WHEREAS**, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

**WHEREAS**, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

**WHEREAS**, Approximately \$36,960.00 has been allocated to the City of Vergas (“City”) pursuant to the ARPA (“Allocation”).

**WHEREAS**, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

**WHEREAS**, the City, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance.

**WHEREAS**, the State of Minnesota will distribute ARPA funds to the City because its population is less than 50,000.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VERGAS, MINNESOTA AS FOLLOWS:**

1. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.

2. City staff, together with the Mayor and the City Attorney are hereby authorized to take any actions necessary to receive the City's share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.
3. City staff, together with the Mayor and the City Attorney are hereby authorized to make recommendations to the City Council for future expenditures that may be reimbursed with ARPA funds.

Adopted by the City Council of Vergas, Minnesota this 8th day of June, 2021.

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Julie A. Bruhn, Mayor

Attested:

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Julie Lammers, City Clerk-Treasurer

CITY OF VERGAS  
Event Center Advisory Minutes  
ZOOM Teleconference / Vergas Event Center Smart Room  
6:30 P.M. on Wednesday, May 12, 2021

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, May 12, 2021 at 6:37 pm with the following members present: Logan Dahlgren, Paul Haarstick, Julie Lammers, and Vanessa Perry. Absent: Paul Pinke, Jay Norby, and Mary Ditterich. Guests included: None.

**Approval of the Agenda**

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

**Approval of Minutes from April 14, 2021**

Motion by Perry, seconded by Lammers to approve the minutes from April 14, 2021. The priorities of projects in the Kitchen Project Update section were discussed. Motion failed. Motion by Perry, seconded by Lammers to approve the minutes with a change to re-order the priorities to read "The Committee is prioritizing the projects in this order: camera system, kitchen doors, and keyless door entry." Motion carried unanimously.

**Kitchen Project Update**

Kitchen doors have been reinstalled. No additional updates.

**Remodeling Project Update**

Contractor is finishing last remaining projects. Vergas Community Club will donate money to help fund the purchase of security cameras for the Event Center. The Committee expressed its thanks for the generosity of the Vergas Community Club. Discussed keyless door access to the Event Center. Lammers explained that it is becoming an issue with some key holders refusing to return their keys to the building.

**Smart Room**

The smart room is finished and has been used for several meetings. The group discusses some small hiccups discovered while using the technology in the room.

**Event Center Usage**

Lammers updated the committee with bookings for the Event Center. So far, there are several events that are scheduled to use the facility. This is a dramatic change from last year when the facility was not usable due to the pandemic.

**Council Recommendations**

- None

**Follow up Actions**

- None

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 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 sub-council, city employee or city council member. This is who the proposed project team will work with during the course of the project development. The assigned council, city employee or council member is to 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. City Engineer will be involved for projects of a substantial nature to ensure construction specifications are met and quality. This is at the expense of the project team.
  - e. Proof of insurance will be required for projects of a substantial nature to protect the city from liability during the course of construction.
  - f. A final proposal plan will need to be present to the City Council, as outlined in number 2. of this policy.
  - g. 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**.
  - h. No construction is to begin until at least 50% of the funding is in hand.
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? To include 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 at conclusion the project?
  - h. How will the city property be specifically used?
  - i. Map of project on city property or, as indicated, the proposed activity that will occur on the property.
  - j. City responsibility(s) at conclusion of the project?
3. The project team to submit final project plan and construction permit for final review and approval through the Planning Commission to the City Council.
4. Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City Council.

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

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Julie Bruhn  
Mayor

ATTEST:

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Julie Lammers  
City Clerk-Treasurer

# City of Vergas

## COVID-19 Preparedness Plan

The City of Vergas is committed to providing a safe and healthy workplace for our staff and employees. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, which requires full cooperation among our workers, management, and membership. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. City of Vergas managers and supervisors are empowered to enforce the provisions of this policy.

Our employees are our most important assets. We are serious about safety, health and keeping our staff working at the City of Vergas. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, Federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- special considerations for off-site personnel;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

### **Screening and policies for employees exhibiting signs and symptoms of COVID-19**

All employees will be informed of common signs and symptoms of COVID-19 and are encouraged to self-monitor for those symptoms. The following policies and procedures are established to assess employee's health status prior to entering the workplace, and to establish a reporting protocol for when they are sick or experiencing symptoms.



**Communicating the Need to Stay Home.** If employees have a temperature of 100.4 or higher or experiencing symptoms while they are at home, they should call, email, or text the Clerk-Treasurer. Employees should not come to work if they or a family member is feeling sick or if they have been exposed to COVID-19. If employees are sick or experiencing symptoms while at work, they should inform the Clerk-Treasurer-Liquor Store Manager and leave for home as soon as possible.

**Leave Policy.** City of Vergas has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be implemented. Individuals with underlying health conditions will be permitted to telework or maintain strict isolation within the office to the extent possible.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. City of Vergas personnel records are maintained and stored in a secure area that is accessible only through a lock when it is unoccupied. .

## **Handwashing**

Basic infection prevention measures have been implemented in our workplaces and shall be utilized at all times. Employees shall be instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All visitors to the facility will be required to wash their hands or use hand sanitizer of greater than 60% alcohol prior to or immediately upon entering the city-owned facility. City of Vergas will have both hand soap and hand sanitizer available.

Employees will be asked to wash their hands at the sink or use sanitizer when they enter the office and after handling packages or materials brought in from outside the office.

## **Respiratory etiquette: Cover your cough or sneeze**

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

Employees will be reminded of the need to practice respiratory etiquette during all employee meetings.

Unvaccinated employees will be required to wear a mask when within 6 feet of with others.

## **Social distancing and Personal Protection**

Social distancing and personal protection have been implemented in the workplace through the following engineering and administrative controls:

Approved by City Council on June 25, 2020. Updated June 8, 2021

**Work from Home.** Workers will have the opportunity to work from home after covid-19 exposure or covid-19 illness., as able or as type work allows.

**Social Distancing.** Workers will be instructed to maintain six feet of distance between them and other persons at all times.

**Vehicles.** Employees will not be allowed to carpool or ride together in vehicles, unless both vaccinated.

**Residential Property.** Non-vaccinated employees entering residential property must wear mask when interacting with residents.

**Protective Supplies.** Masks are to be worn anytime a non-vaccinated employee is within 6 feet of other individuals without a barrier between them. Disposable latex-free gloves will be available for handling packages and other similar tasks. Gloves should be disposed of properly after use and hands washed after removing gloves.

**Deliveries.** Delivery workers will be instructed to leave mail and packages at the reception desk or they can be delivered to the back door of the liquor store and doorbell used to inform clerk of delivery. Materials received will be distributed by employees from there.

**Gathering.** Employees, visitors, and customers are prohibited from gathering in groups without maintaining social distancing. Employees and visitors shall maintain six feet of distance between each other while conducting business.

## **Housekeeping**

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, tills, delivery equipment, etc. The Event Center's cleaning service will provide limited cleaning and disinfecting of tables, countertops and other surfaces after hours, but it will be virtually impossible to know whether a surface is virus-free prior to using it. Employees should clean a work area in the common areas of the Event Center prior to using it and when they are done using it. Overall cleaning at a minimum should be done prior to start of work and at the end of each day.

## **Preparedness Plan communication and training**

This Preparedness Plan will be provided electronically or in paper form to all employees on June 25, 2020 and necessary training will be provided. Additional communication and training will be ongoing as conditions change and provided to all employees who did not receive the initial training. Instructions will be communicated to delivery personnel about how drop-off, pick-up and delivery services will be conducted to ensure social distancing practices are followed and about the recommendation that

Approved by City Council on June 25, 2020. Updated June 8, 2021

delivery workers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by sharing their observations and discussing potential modifications during weekly staff meetings. Management and workers are to work through this new program together and update the employee training as necessary. This COVID-19 Preparedness Plan has been certified by the City of Vergas Safety Committee and approved by the City of Vergas City Council and will be posted throughout the workplace on June 25, 2020. The COVID-19 Preparedness Plan was updated on June 8, 2021 and will continue to be updated as necessary.

Certified by: \_\_\_\_\_ {print Name}

\_\_\_\_\_ {Signature}

**Immunization are readily available for COVID-19, it is recommended all employees be immunized utilizing funds available through their personal insurance carrier.**

## TASK ORDER

This is Task Order No. 2004-01633-14, consisting of 3 pages.

### Task Order

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

1. **Specific Project Data**

- A. Title: Townline Road Easement
- B. Description: Engineer will assist City in obtaining a roadway easement along Townline Road.

2. **Services of Engineer**

I. Townline Road

- i. Research, search and locate section corner monuments along the roadway.
- ii. Locate road edge at 500' intervals to approximate roadway surface (excluding ditches) based on the section line. Provide wood lath at 33' from section line on both side of the section line within City Limits at an interval of approximately 300'-400' or line of sight, whichever is less.
- iii. Prepare legal description and an exhibit for up to two (2) properties affected by the right-of-way purchase, one for each property east of Townline Road. Easement area will approximately be 33' from section line less the roadway top width.
  - 1. Prepare legal description and an exhibit for up to five (5) properties affected by the right-of-way purchase, one for each property west of Townline Road.
- iv. Upon completion of the documents above, the Engineer shall submit the documents to the Owner's attorney to draft the right-of-way documents and for review and approval of the purchase areas.

II. Meetings: Engineer assumes up to two (2) virtual meetings with City.

III. Items Excluded: Setting property corners, preparing utility easement documents, topographic survey, landowner meetings & negotiations, obtaining signatures, staking proposed right of way line.

3.

## TASK ORDER

### Owner's Responsibilities

- A. Owner to provide deeds from the adjoining landowners.
- B. Owner shall have those responsibilities set forth in Article 2 and in Exhibit B.

#### 4. Payments to Engineer

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

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Estimate of Compensation for Services</i>
<i>Entitlements</i>	<i>Standard Hourly Rates</i>	<i>\$4,000.00</i>
	<i>Standard Hourly Rates</i>	<i>Add \$1,550.00 for item 2.I.iii.1</i>

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

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

The Effective Date of this Task Order is June 8<sup>th</sup>, 2021.

OWNER: City of Vergas

ENGINEER:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Julie Bruin

Name: Mark Anderson

Title: Mayor

Title: Vice President - EPW

## TASK ORDER

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

Name: Julie Lammers

Title: City Clerk/Treasurer

Address: 111 Main Street  
Vergas, MN 56587

E-Mail cityofvergas@arvig.net  
Address: \_\_\_\_\_

Phone: 218-342-2091

DESIGNATED REPRESENTATIVE FOR TASK  
ORDER:

Name: Scott Kolbinger, PE

Title: City Engineer

Address: 300 23<sup>rd</sup> Avenue E, Suite 100  
West Fargo, ND 58078

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

Phone: 701-271-4846

## TASK ORDER

This is Task Order No. 2104-00529-17, consisting of 3 pages.

### Task Order

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

#### 1. Specific Project Data

- A. Title: East Lake Street
- B. Description: Engineer will assist City in vacating and reestablishing East Lake Street Right of Way.

#### 2. Services of Engineer

##### I. Survey

- i. Research, search for and locate existing property monuments to determine current platted property corner locations. Provide wood lath along the platted roadway location.
- ii. Collect topographic survey of the area to assist Owner in determining the revised location of the right of way.
- iii. Prepare a plat of the area depicting the new lot lines of the affected parcels. Provide wood lath at edge of proposed right of way for review.
- iv. Upon completion of the documents above, the Engineer shall submit the documents to the Owner's attorney for review and approval.

- II. Meetings: Engineer assumes up to two (2) virtual meetings and one (1) in person meeting with City and/or adjacent land owners.

- III. Items Excluded: Obtaining plat signatures, coordinating with utility companies, relocating private utility easements.

#### 3. Owner's Responsibilities

- A. Provide title opinion for the three (3) parcels affected.
- B. Contacting landowners for survey access.
- C. Determining new Right-of-Way roadway width.
- D. Owner shall have those responsibilities set forth in Article 2 and in Exhibit B.

## TASK ORDER

E. Obtain property owner's signatures.

4. **Payments to Engineer**

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

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Estimate of Compensation for Services</i>
<i>Entitlements</i>	<i>Standard Hourly Rates</i>	<i>\$9,000.00</i>

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



## TASK ORDER

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

The Effective Date of this Task Order is June 8<sup>th</sup>, 2021.

OWNER: City of Vergas

ENGINEER:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Julie Bruin

Name: Mark Anderson

Title: Mayor

Title: Vice President - EPW

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK  
ORDER:

Name: Julie Lammers

Name: Scott Kolbinger, PE

Title: City Clerk/Treasurer

Title: City Engineer

Address: 111 Main Street  
Vergas, MN 56587

Address: 300 23<sup>rd</sup> Avenue E, Suite 100  
West Fargo, ND 58078

E-Mail Address: cityofvergas@arvig.net

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

Phone: 218-342-2091

Phone: 701-271-4846

**City Council**  
**2021 June Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, June 8, 2021**

**9. Construction Permits**

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- a. 275 S Railway Ave - chain link fence and 12x12 gazebo
- b. 230 East Frazee Ave - Pickleball Courts

**Files Attached**

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- Construction Permit - 275 S Railway Ave.pdf

Permit Number: \_\_\_\_\_ Date Received: 6/1/21 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.
- \_\_\_\_\_, 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.

\_\_\_\_\_ 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: Kyle Theisen

Address of Construction Project: 275 S. Railway Ave.

Mailing Address: same Phone: 605-265-0494

\_\_\_\_\_: \_\_\_\_\_

\_\_\_\_\_: \_\_\_\_\_

1. Permit to (CIRCLE ONE)

Build Install Addition Alter  
Move Demolish Repair Remodel

Description of work to be done:

Build a gazebo (12x12)  
Move a chain link fence

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

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

Building Contractor:

Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumber: (must have MN License)

Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrician:

Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Mark Leavie @ C.S. Page 51 of 67 6/9/21

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: 6-1-21

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\$ \_\_\_\_\_ Water Hook-up

\$ \_\_\_\_\_ Sewer Hook-up

\$ \_\_\_\_\_ Permit Fee

\$ \_\_\_\_\_ Tar Break Up Deposit

\$ 2500 Total Fees

Receipt # 129166 Date Paid 6/1, 2021

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_  
(Permitting Authority)

Date Approved by Council: \_\_\_\_\_, 20\_\_

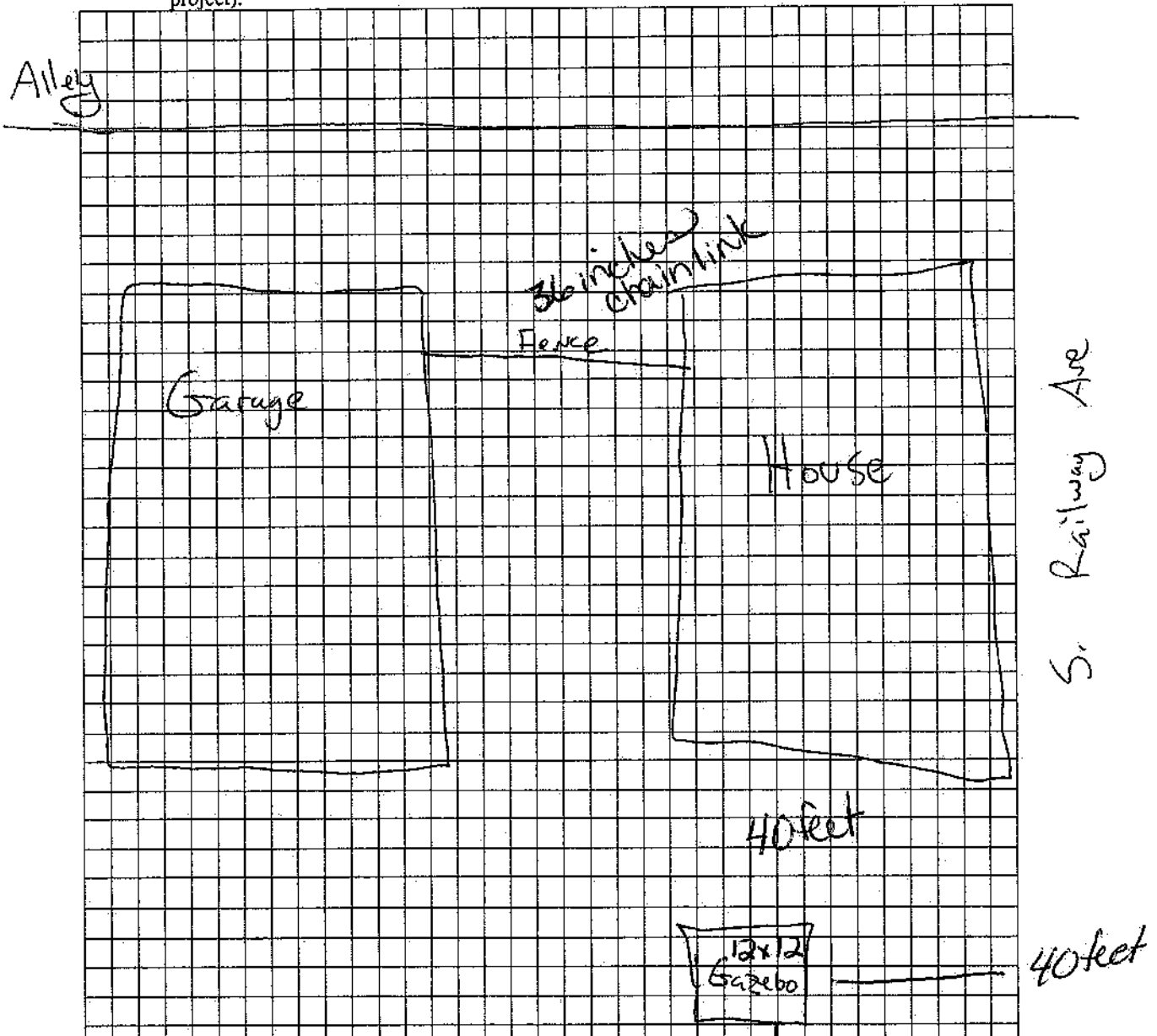
Permit expires in one year if project is not complete please reapply for permit.

## CONSTRUCTION APPLICATION SITE PLAN DESIGN

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

New Gazebo 12x12  
Relocate fence - chainlink

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



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

[Signature] 6-1-21  
Signature of Applicant Date

[Signature]           
Zoning Official Date  
Form approved by City of Vergas Council 11/07/2011

**City Council**  
**2021 June Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, June 8, 2021**

**10. City Attorney**

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**Files Attached**

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- 06-08-2021 RFP for new attorney .pdf

The City of Vergas is requesting proposals from experienced law firms for general municipal legal services rendered to the City. Experience in municipal law preferred. The applicant shall have sufficient resources to ensure that all the demands of the City's legal needs will be met on a timely basis.

The City Council will review all applicants, with work to begin as soon as possible. The term of appointment will be subject to ongoing review and evaluation by the City Council.

#### INSTRUCTIONS TO PROPOSERS

- A. All proposals must be sent as a PDF document via email to:  
Julie Lammers, Clerk/Treasurer, [jlammers@cityofvergas.com](mailto:jlammers@cityofvergas.com)

The City is requesting all proposals be submitted via e-mail; thus, no paper copies of the proposal(s) need to be printed or mailed to the City. The City requests that proposals are limited to 25 pages.

- B. All proposals must be received no later than 3:00 p.m. on June 30, 2021.

- C. In order to ensure a fair review and selection process, firms submitting proposals should contact only Julie Lammers, Clerk/Treasurer and are specifically requested not to make other contacts to City staff or councilmembers. Phone 218-342-2091

#### REQUIRED CONTENTS FOR PROPOSALS

- A. Firm background
1. Brief history
    - a. Areas of expertise and general services available.
    - b. The general qualifications of the firm to perform municipal legal services.
    - c. Knowledge of the following:
      1. Zoning Laws
      2. Platting, Land Development, Annexation
      3. Economic Development
      4. General Municipal Financing
      5. Structuring Special Assessments/Public Improvements
    - d. Employment Law – dealing with public sector employment practices.
  2. Office location(s)
  3. Statement of any malpractice claims and/or ethics complaints against your firm or the firm's attorney(s) over the last five years and the status or outcomes of such action. Indicate whether any action is pending or is currently under review by the State Ethics Board.
- B. Attorney Qualifications
1. Identify each attorney and support personnel who will be supplying services for which the City will be billed.
    - a. The name, experience, and qualifications of the person who will be responsible for fulfilling the obligations as City Attorney.
    - b. The qualifications and resumes of other professional staff that will be responsible for providing legal services.
  2. For each person identified, please state:

- a. Relevant academic training and degrees
  - b. A description of their prior municipal experience in the areas covered by your proposal.
  - c. Other background or experience that might be helpful in evaluating your proposal. Land use regulations, planning/zoning, general and public contracting, eminent domain, annexation, TIF and finance will be of special interest in evaluating proposals.
  - d. The availability of the City Attorney and professional staff.
- C. Firm Qualifications
  - 1. The names and telephone numbers of three client references that the City may contact. Municipal references are preferred.
  - 2. List and describe any previous or current experience in municipal legal services, specify activities performed, and the name of the person who may be contacted at the municipality.
  - 3. Describe your legal library and research capabilities with specific emphasis on municipal law publications, computer links, and the firm's capability to maintain a proper response time for legal reports and memos.
- D. Fees
  - 1. Provide a detailed description and explanation of all fees and/or charges that may arise for legal services.
  - 2. Identify the minimum increment of time billed for each service, e.g. phone calls, correspondence, personal conference. Also state separately the rate for any firm cost items to be billed such as photocopying, researching the law, etc....
  - 3. Please state the rate for Council Meeting attendance, whether hourly or otherwise.
  - 4. The City requests monthly billing statements which:
    - a. Itemize the date of services.
    - b. Identify the attorney and/or support personnel providing the services.
    - c. List time spent.
    - d. Provides a detail description of the services performed.
    - e. States the fees for those services.
    - f. Billing must list separately any fees which the City shall recoup from other sources. It is expected that the City Attorney will build in reimbursements whenever possible so the City may recoup Attorney fees, especially for projects such as TIF or development projects.

SCOPE of WORK: GENERAL MUNICIPAL LEGAL SERVICES DESCRIPTION

- A. Attendance at City Council meetings and other meetings as requested by the City Council or City Clerk/Treasurer.
- B. Drafting of ordinances, resolutions, and correspondence as requested.
- C. Review of agenda items and minutes for City Council, Planning Commission, etc....
- D. Interpret and advise on City Code of Ordinances.
- E. Meetings and/or telephone conversations with City Clerk/Treasurer, Mayor, and Council members on general legal matters.
- F. Prepare of review municipal contracts, including contracts for public improvements, joint powers agreements, construction, purchase of equipment, and the like.



- G. Representation of the City in the acquisition of properties for development, public improvements, easements, parks, etc. Including condemnation proceedings for public improvement project.
- H. Representation of the City in matters related to the enforcement of all city codes: city building, housing, zoning codes, etc.
- I. Representation of the City in employment related issues, arbitration, administrative hearings, and in litigation involving the same.
- J. Representation and advice with respect to municipal employment matters including, but not limited to: PERA, labor agreements, personnel policy, FLSA, veteran's preference, workers compensation, and unemployment compensation.
- K. Review of documents submitted by bond counsel involving the issuance of debt related instruments and provide opinions as required.
- L. Research and submission of legal opinions on municipal or other legal matters requested by City Council.
- M. Provide, on a periodic basis, a legal briefing as requested to the City staff and Council regarding new or proposed legislation affecting municipal operations and activities.
- N. Interpret and advise on new state or federal legislation or judicial holding impacting upon the City, and suggested action or changes in operations or procedures to assure compliance.
- O. Defend the City in all litigation, except in those cases where insurance companies are required to exclusively provide defense.
- P. Review bonds and insurance requirements required by or for City contracts or activities.
- Q. Initial response to City staff inquiries and return telephone calls within the same day of inquiry.
- R. Provide advice on open meeting law, data practices, records retention, and Council powers.
- S. Provide prosecution of petty misdemeanors, misdemeanors, and gross misdemeanors as well as providing related legal advice. This includes the ability to cite codes as necessary and assist in development of City policies and guidelines for managing different existing and potential future situations.

#### PROPOSAL EVALUATION AND APPOINTMENTS

- A. The City intends to retain the legal services of the proposer evaluated to be the best qualified to perform the work for the City, cost and other factors considered.
- B. Based upon the evaluation, the City Council will review and pick three finalists who are judged to be the most responsive and responsible proposer for each service requested. Oral interviews will be conducted by the Council. The top firm will be chosen by the City Council for final approval.
- C. The City will not reimburse the proposer for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, and attendance at interviews.
- D. The City reserves the right to reject any and all proposals or to request additional information from any and all proposers.
- E. Notwithstanding a contract award, the City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and the proposer(s), to whom the contract(s) is recommended to be awarded, be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another proposer or reject all the proposals. Upon completion of negotiations agreeable to the City and proposer, a contract shall be executed.

### CONFLICT OF INTEREST

- A. Indicate whether you or your law firm represent or have represented any client which representation may conflict with your ability to service as City Attorney.
- B. Do you currently represent any real estate developers?
- C. What procedures does your firm utilize to identify and resolve conflicts of interest?
- D. The firm shall not approach Council members or staff on an individual basis regarding this proposal. Any contact shall be officially made through the City Clerk who will in turn make all information available to all Council members for their final selection session.
- E. The City requires affirmative action, and therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state, or local regulation, and shall certify such in their proposal.
- F. If appointed, the Attorney shall not accept any client or project which would knowingly place it in a conflict of interest with the services to be provided to the City. If a conflict of interest should develop, the Attorney shall be responsible for taking the necessary steps to comport its representation of the City with the Lawyers Code of Professional Responsibility.

### RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the CITY OF VERGAS and the firm selected.

The CITY OF VERGAS reserves the right without prejudice to reject any and all proposals.

**City Council**  
**2021 June Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, June 8, 2021**

**11. Staff Reports**

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

**Files Attached**

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- 6-8-21Liquor Store Manager Report.pdf
- 20210607\_Retail Purchase Order.pdf

Liquor Store Manager Report:

**Financial:**

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

May 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:**

Currently at 5 part-time employees.

**Building:**

The outside wall has been replaced and no leaks have been detected (no substantial rain ).

Designated area for manager office has been established and will begin with Arvig getting internet to the area.



**JOHN DEERE**

# Retail Purchase Order

RDO EQUIPMENT CO.

110 Michael St. S.

Hawley MN, 56549

Phone: (218) 483-3353 - Fax: (218) 483-3355

**Bill To:**  
CITY OF VERGAS  
PO BOX 32  
VERGAS, MN, 565870032  
OTTER TAIL ()  
(218) 342-2091

**Purchase Order Date:** 6/7/2021  
**Purchase Order #:** 1453724  
**Purchaser Account #:** 2651041  
**Customer Sales Tax Exempt #:** Exempt

**Customer Purchaser Type:** Governmental - City/Town/Village  
**Customer Market Use:** Agriculture - General Utility  
**Location of First Working Use:** VERGAS, MN, 565870032  
**Dealer Account Number:** 080036  
**Transactional Account Manager:** Roger Altstadt  
**Phone:** (218) 483-3353  
**Fax:** (218) 483-3355  
**Email:** RAltstadt@rdoequipment.com

## Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	1TC930MCEMT094108 X979071	1	New 2021 JOHN DEERE Z930M	\$10,128.96

**Equipment Subtotal:** \$10,128.96

## Trade Information

Serial Number	Year / Make / Model	Payoff Information	Trade In Hours	Trade In Value
1TC930MCCDT011939	2013 JOHN DEERE Z930M	\$0.00	745	(\$4,400.00)
<b>Total Trade in Value:</b>				(\$4,400.00)
<b>Trade Balance Owed:</b>				\$0.00
<b>Net Difference:</b>				(\$4,400.00)

## Purchase Order Totals

**Balance:** \$5,728.96  
**MN STATE TAX:** ~~600.00~~  
**MN COUNTY TAX:** ~~600.00~~  
**Sales Tax Total:** ~~\$1,200.00~~  
**Sub Total:** ~~\$6,154.43~~  
**Cash with Order:** \$0.00  
**Balance Due:** ~~\$6,154.43~~



## Legal Information

### For the AG Equipment

**Purchase Agreement** - I (We), the undersigned, hereby order from you the Equipment described above, to be delivered as shown above. This order is subject to your ability to obtain such Equipment from the manufacturer and you shall be under no liability if delivery of the Equipment is delayed or prevented due to labor disturbances, transportation difficulties, or for any reason beyond your control. The price shown above is subject to your receipt of the Equipment prior to any change in price by the manufacturer. It is also subject to any new or increased taxes imposed upon the sale of the Equipment after the date of this order.

**For Deals with Trades** - I (We) offer to sell, transfer, and convey the following item(s) at or prior to the time of delivery of the above Equipment, as a "trade-in" to be applied against the cash price. Such item(s) shall be free and clear of all security agreements, liens, and encumbrances at the time of transfer to you. The following is a description and the price to be allowed for each item.

**Warranty- IMPORTANT WARRANTY NOTICE:** The John Deere warranty applicable to new John Deere Equipment is printed and included with this document. The new equipment warranty is part of this contract. Please read it carefully. YOUR RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS SET FORTH IN THE WARRANTY AND THIS CONTRACT. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS ARE NOT MADE AND ARE EXCLUDED UNLESS SPECIFICALLY PROVIDED IN THE JOHN DEERE WARRANTY.

**ACKNOWLEDGEMENTS** - I (We) promise to pay the balance due shown above in cash, or to execute a Time Sale Agreement (Retail Installment Contract), or a Loan Agreement, for the purchase price of the Equipment, plus additional charges shown thereon or execute a Lease Agreement, on or before delivery of the Equipment ordered herein. Despite physical delivery of the Equipment, title shall remain in the seller until one of the foregoing is accomplished. I (We) hereby grant a security interest to RDO Equipment Co in the Equipment.

**SIC Information** - Please be advised that RDO has assigned its rights to sell agriculture rental equipment (as defined under SIC code #3523 and as described in this document) and the rights to sales proceeds (including "trade-in assets" related thereto) to North Star Deferred Exchange LLC, as part of IRC Sec. 1031 exchange.

**Disclosure of Regulation Applicability - (CARB Disclaimer)** California Only: When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants' CA Air Resource Board Regulation 2449(d)(3) As of June 15th, 2008 idling rental equipment must be limited to 5 minutes.

**NOTICE:** Use of John Deere Services, if applicable, and all rights and obligations of John Deere and the Customer (as identified in the applicable agreement), are governed by the terms and conditions outlined in the applicable Services and Software agreements available at [www.JohnDeere.com/Agreements](http://www.JohnDeere.com/Agreements). If these terms and conditions are not agreeable do not use the Services. ± **NOTICE:** Equipment may be equipped with telematics hardware and software ("Telematics") that transmit data to John Deere. Purchaser may deactivate Telematics by contacting the JDLINK Global Support group at 1-800-251-9928 or via email at [jdlinksupport@johndeere.com](mailto:jdlinksupport@johndeere.com).

Upon signature of delivery acknowledgment, customer is accepting the equipment, including attachments, in "AS IS" condition, agreeing to notify RDO Equipment Co. within 24 hours of any damages or discrepancies found upon receipt of equipment.

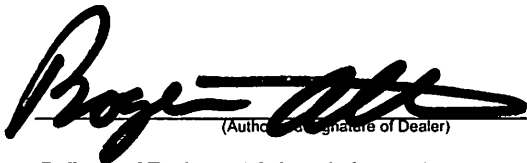
## Signature Area

Purchase Order Accepted By:



(Customer's Signature)

(Date Accepted)



(Authorized Signature of Dealer)

6-7-21

(Date Accepted)

Delivery of Equipment Acknowledgement:

(Customer's Signature)

(Date Accepted)

Standard Warranty Acknowledgement:

(Delivered On)

(Warranty Begins)

## Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	1TC930MCEMT094108	2021 JOHN DEERE Z930M	None

15-5-76

John R. [unclear]



**WARRANTY FOR NEW JOHN DEERE AGRICULTURAL EQUIPMENT AND  
LIMITED WARRANTY FOR NEW TURF & UTILITY EQUIPMENT (US & CANADA ONLY)**

**A. GENERAL PROVISIONS** – With respect to purchasers in the United States, "John Deere" means Deere & Company, 1 John Deere Place, Moline, IL 61265, and with respect to purchasers in Canada, "John Deere" means John Deere Canada ULC, 295 Hunter Road, P. O. Box 1000, Grimsby, Ontario L3M 4H5. The warranties described below are provided by John Deere to the original purchasers of new Agricultural, Turf and Utility Equipment ("Equipment") purchased from John Deere or authorized John Deere dealers (the "Selling Dealer"). These warranties apply only to Equipment intended for sale in Canada and the US. Under these warranties, John Deere will repair or replace, at its option, any part covered under these warranties which is found to be defective in material or workmanship during the applicable warranty term. Warranty service must be performed by a dealer or service center located in Canada or the US, and authorized by John Deere to sell and/or service the type of Equipment involved (the "Authorized Dealer"). The Authorized Dealer will use only new or remanufactured parts or components furnished or approved by John Deere. Warranty service will be performed without charge to the purchaser for parts and/or labor. However, the purchaser will be responsible for any service call and/or transportation of Equipment to and from the Authorized Dealer's place of business (except where prohibited by law), for any premium charged for overtime labor requested by the purchaser and for any service and/or maintenance not directly related to any defect covered under these warranties. These warranties are transferable, provided an authorized John Deere dealer is notified of the ownership change, and John Deere approves the warranty transfer.

**B. WHAT IS WARRANTED** – Subject to paragraph C, all parts of any new Equipment are warranted for the number of months or operating hours specified below. Each warranty term begins on the date of delivery of the Equipment to the original purchaser, (except for certain agricultural tillage, planting, cultivating, harvesting, and application Equipment which may have a delayed warranty start date, but only if established by John Deere and noted by Selling Dealer on the Purchase Order). **Included In 5E Series Tractor and Compact Utility Tractor Powertrain Warranty - Engine:** cylinder block, cylinder head, valve covers, oil pan, emissions control components, timing gear covers, flywheel housing, and all parts contained therein. **Powertrain:** transmission, transmission case, differential and axle housings, clutch housings, MFWD front axle assembly, and all parts contained therein (does not include external drivelines, dry clutch parts, or steering cylinders). **SWEEPS, SHOVELS, PLOWSHARES, AND DISK BLADES:** A replacement part will be furnished without charge if breakage occurs and the amount of wear is less than the wear limits established by John Deere.

AGRICULTURAL EQUIPMENT	WARRANTY TERM
Tractors	24 Months or 2000 Hours, Whichever Comes First
Tractors used in Heavy Duty Land Leveling applications exceeding 150 hours per year	90 Days
9R Series Tractors factory equipped with Option 0574 used in Heavy Duty Land Leveling applications less than half of the annual usage	24 Months or 2000 Hours, Whichever Comes First
9R Series Tractors factory equipped with Option 0574 used in Heavy Duty Land Leveling applications exceeding half of the annual usage	90 Days
Scraper Special Tractors	24 Months or 2000 Hours, Whichever Comes First
5E Series Tractors	24 Months or 2000 Hours, Whichever Comes First
a) Powertrain on 5E Series Tractors (components as per B above)	60 Months or 2000 Hours, Whichever Comes First
Scrapers	6 Months for MY14 and earlier 12 Months for D Series and MY15 and later
Frontier™ Equipment	12 months
Sugar Cane Harvesters and Loaders	12 months or 1500 hours, Whichever Comes First
All other Equipment (includes Ag Management Solutions (AMS) products)	12 Months
Premium Balers	24 Months or 12,000 bales, Whichever Comes First; First 12 Months, No Bale Limitation
Large Square Balers	12 Months, No Bale Limitation
a) Powertrain on Large Square Balers	24 Months or 20,000 bales, Whichever Comes First
Hagie Manufacturing Company LLC Sprayers and Detasslers	24 Months or 1000 Hours, Whichever Comes First
Engines in Self-Propelled Equipment except Tractors*	24 Months or 2000 Hours, Whichever Comes First
*Engine Items Covered in months 13 through 24 – Engine block, cylinder head, rocker arm cover, timing gear cover, crankcase pan and all parts enclosed within these units. Also included are the fuel injection pump, turbocharger, water pump, torsion damper, manifolds, and engine oil cooler. All other engine related items are not covered in months 13 through 24.	
TURF & UTILITY EQUIPMENT	WARRANTY TERM
1) Z200 Series and Z425 EZtrak™ Mowers, Z300 Series and Z525E ZTrak™ Mowers, and 100 Series Tractors**	24 Months or 120 Hours, Whichever Comes First
2) S200 Series Tractors**	36 Months or 200 Hours, Whichever Comes First
3) X300 Series Tractors; Z400 Series EZtrak™ Mowers and Z500M Series ZTrak™ Mowers (Except Z425 and Z525E)**	48 Months or 300 Hours, Whichever Comes First
4) X500 Series Tractors; Z700E and Z500R Series ZTrak™ Mowers, and Z600 Series EZtrak™ Mowers**	48 Months or 500 Hours, Whichever Comes First
5) X700 Series Tractors**	48 Months or 700 Hours, Whichever Comes First
6) Z700M Series ZTrak™ Mowers**	48 Months or 750 Hours, Whichever Comes First
7) Z700R Series ZTrak™ Mowers**	48 Months or 1000 Hours, Whichever Comes First
8) JS Series Residential Walk-Behind Mowers	24 Months in Private Residential – Personal Use or 90 Days in Any Other Application
9) Wide Area Mowers, Front Mower Traction Units and Mower Decks, QuikTrak™ Mowers, Commercial Walk Behind Mowers	24 Months
10) Z900B, Z900E, and Z900M Series ZTrak™ Mowers	36 Months or 1200 Hours, Whichever Comes First; First 24 Months, No Hour Limitation
11) Z997, Z900A Series and Z900R Series ZTrak™ Mowers	36 Months or 1500 Hours, Whichever Comes First; First 24 Months, No Hour Limitation
12) Compact Utility Tractors	24 months or 2000 hours, Whichever Comes First
a) Powertrain on Compact Utility Tractors (components as per B above)	72 months or 2000 hours, Whichever Comes First
b) Compact Utility Tractor Loaders D120, 120R, 220R, 300E, 300R, 320R, 400E, 440R	24 Months
13) GATOR™ Utility Vehicles (except CX)	12 Months or 1000 Hours, Whichever Comes First
14) Except as provided above, all other Implements/Attachments sold separately or purchased on the same Purchase Order as Equipment listed in 9 through 13	12 Months
15) CX GATOR™**, All other Turf & Utility Equipment	24 Months in Private Residential - Personal Use or 12 Months in Any Other Application

\*\*Implements/Attachments purchased on the same Purchase Order as the Equipment listed will be covered by the Equipment's warranty terms. Implements/Attachments purchased separately will be covered by the warranty term on line 14.

**C. (I) ITEMS COVERED SEPARATELY** – (1) Tires, rubber tracks and batteries; (2) John Deere Hand Held-Portable products; (3) John Deere Walk Behind Snowthrowers; (4) When applicable, a separate emissions warranty statement will be provided by Selling Dealer.

(II) **WHAT IS NOT WARRANTED** – Pursuant to the terms of these warranties, JOHN DEERE IS NOT RESPONSIBLE FOR THE FOLLOWING: (1) Used Equipment; (2) Any Equipment that has been altered or modified in ways not approved by John Deere, including, but not limited to, setting injection pump fuel delivery above John Deere specifications, modifying combine grain tanks, and modifying self-propelled sprayers with unapproved wheels, tracks, tanks or booms; (3) Depreciation or damage caused by normal wear, lack of reasonable and proper maintenance, failure to follow operating instructions/recommendations; misuse, lack of proper protection during storage, vandalism, the elements or collision or accident; (4) Normal maintenance parts and/or service, including but not limited to, oil, filters, coolants and conditioners, cutting parts, belts, brake and clutch linings; (5) Any Utility Vehicle used for racing or other competitive purpose; (6) Chains on Premium Balers.

**D. SECURING WARRANTY SERVICE** – To secure warranty service the purchaser must, (1) Report the Equipment defect to an Authorized Dealer and request warranty service within the applicable warranty term; (2) Present evidence of the warranty start date with valid proof of purchase; and (3) Make the Equipment available to an Authorized Dealer within a reasonable time.

**E. NO IMPLIED WARRANTY, REPRESENTATION OR CONDITION** – To the extent permitted by law, neither John Deere nor any company affiliated with it makes any warranties, representations, conditions or promises express or implied as to the quality, performance or freedom from defect of the Equipment covered by these warranties other than those set forth above, AND NO STATUTORY OR IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY OR FITNESS ARE MADE. TO THE EXTENT LEGALLY REQUIRED, ANY IMPLIED WARRANTIES OR CONDITIONS SHALL BE LIMITED IN DURATION TO THE APPLICABLE PERIOD OF WARRANTY SET FORTH ON THIS PAGE. THE PURCHASER'S ONLY REMEDIES IN CONNECTION WITH THE BREACH OR PERFORMANCE OF ANY WARRANTY ON JOHN DEERE EQUIPMENT ARE THOSE SET FORTH ON THIS PAGE. IN NO EVENT WILL THE DEALER, JOHN DEERE OR ANY COMPANY AFFILIATED WITH JOHN DEERE BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. (Note: Some jurisdictions do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages so the above limitations and exclusions may not apply to you.) In the event the above warranty fails to correct purchaser's performance problems caused by defects in workmanship and/or materials, purchaser's exclusive remedy shall be limited to payment by John Deere of actual damages in an amount not to exceed the amount paid for the Equipment. This warranty gives you specific legal rights, and you may also have other rights which vary from jurisdiction to jurisdiction.

**F. NO DEALER WARRANTY** THE DEALER HAS NO AUTHORITY TO MAKE ANY WARRANTY, REPRESENTATION, CONDITION OR PROMISE ON BEHALF OF JOHN DEERE, OR TO MODIFY THE TERMS OR LIMITATIONS OF THIS WARRANTY IN ANY WAY.

**G.** If further information is desired, contact Selling Dealer or John Deere at 1-866-993-3373 (Agricultural) or 1-800-537-8233 (Turf & Utility Equipment).

**City Council**  
**2021 June Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, June 8, 2021**

**12. Information & Announcements**

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- a. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
- b. League of MN Cities Annual Conference June 22-25 (Fischer, Albright & Lammers) online
- c. Board of Review Training Opens July 1, 2021 (All Council Members)
- d. Household Hazardous Waste Mobile Collection July 9, 2021 10 am -2 pm (Volunteers needed)
- e. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- f. Clerks Advanced Academy-September 23-24, 2021 (Lammers)
- g. Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood