

**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

- 1. Public Hearing - 105 Main Street - Tax Abatement**
- 2. Call to Order**
- 3. Citizens' Concerns**
- 4. Agenda Additions and Deletions**
- 5. Approval of Consent Agenda**
  - a. Council Minutes of the July 13 and 22, 2021 and Aug. 10, 2021
  - b. Liquor Store bills for August 2021
  - c. Bills paid between Council meetings and Council bills
  - d. Late water/sewer bills
  - e. General Fund/Special Revenue Money Market Account Report
  - f. 2021 Investment Schedule/Bond Schedule
  - h. Certified bills to property taxes
- 6. 1156 Frazee Ave**
- 7. 105 Main Street**  
Tax Abatement
- 8. Townline Road**
- 9. Mayor's Update**
- 10. Committee Reports**
  - a. 2022 Budget Committee
  - b. EDA/HRA
  - c. Event Center
  - d. Park Advisory Board
  - e. Planning Commission
  - f. Personnel Committee
  - g. Street Committee
  - h. Water/Sewer Committee
- 11. 88 Park View Drive - Berm**
- 12. Corporate Technologies**
- 13. Vergas Dog Licenses**
- 14. Staff Reports**  
Utilities Superintendent Report
- 15. Hanson Development**
- 16. Information & Announcements**
  - a. Comprehensive Planning Public Meeting, Oct. 19, 2021, 7:00 pm Billy's
  - b. League of MN Cities Fall Forums - Nov. 4, 2021, 1:30 pm - 7:00 pm Vergas Event Center
  - c. Council Thank you from Dave Beety
- 17. Adjournment**

# Table of Contents

1. Public Hearing - 105 Main Street - Tax Abatement	3
4. Agenda Additions and Deletions	5
5. Approval of Consent Agenda	11
7. 105 Main Street	34
10. Committee Reports	36
Albright reviewed the following Council action: Council has proceeded with Townline Road dedication by holding a public hearing on Tuesday, August 10, 2021, at 6:30 pm. Council did not act on the dedication of Townline Road. Commissioners requested La...	42
Construction Permits	42
Motion by Pinke, seconded by Wothe to approve construction permit for 1120 E Scharf Ave to remove large rocks, stumps and shoreline with the conditions of section 5.3 of Shoreline Ordinance and the high waterline marked by DNR. Motion passed unanimou...	42
Motion by Pinke, seconded by Wothe to approve construction permit for 401 W Lake Street for 5 windows and 2 storm doors. Motion passed unanimously...	42
Motion by Bruhn, seconded by Jacoby to approve construction permit for 108 Park View Ave for siding, windows, shingles and a 121x12 shed with the conditions of section 5.3 of Shoreline Ordinance , the high waterline marked by DNR and the conditions of...	42
Motion by Pinke, seconded by Jacoby to approve construction permit for 121 Linden Street for cement pad. Motion passed unanimously.	42
Old Business:	42
Comprehensive Plan Steering Committee was discussed. Motion by Pinke, seconded by Wothe for the following members to proceed as the Steering Committee for the Comprehensive Plan: Julie Lammers, Julie Bruhn, Mike DuFrane, Robert Jacoby, Neil Wothe and...	42
Nuisance property located at parcel 82000500034000 of an old trailer house was discussed and letter has been sent with no response from property owner. Lammers will update planning commissioners regarding property at 350 Pelican Avenue. An inspection...	42
Follow Up Actions:	43
Albright to prepare a draft grass ordinance.	43
Actions Completed and Removed from Follow up:	43
Council recommendations:	43
Council to dedicate Townline Road and discuss the road plans with Hobart Township. (Albright emailed after meeting requested Hobart Township come to planning commission on September 27, 2021.)	43
Sheet1	51
11. 88 Park View Drive - Berm	103
12. Corporate Technologies	106
13. Vergas Dog Licenses	113
14. Staff Reports	121
16. Information & Announcements	123

**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

**1. Public Hearing - 105 Main Street - Tax Abatement**

---

**Files Attached**

---

- Public Hearing Notice SF abatement-commercial- 105 East Main Street.pdf

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, September 14, 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 105 East Main Street 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

---



**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

**4. Agenda Additions and Deletions**

---

**Files Attached**

---

- Construction Permit - 105 E Main St.pdf
- Construction Permit - 830 E Scharf Ave.pdf

Permit Number: \_\_\_\_\_ Date Received: 9/13/21 Parcel Number: \_\_\_\_\_

## Construction Permit Application

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

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

Property Description: (NEW CONSTRUCTION ONLY)

Lot \_\_\_\_\_, Block \_\_\_\_\_, Addition \_\_\_\_\_

Property: Width \_\_\_\_\_ feet, Length \_\_\_\_\_ feet

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

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

Name of Applicant: John M. Sieling

Address of Construction Project: 830 E. Scharf Av.

Mailing Address: 830 E. Scharf Av. Phone: 218-849-8088

Name of Owner (If not the Applicant): John & Julie Sieling

Address of Owner (If not the Applicant): Same

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Description of work to be done:

HAULING IN CRUSHED ASPHALT TO DRIVEWAY - WAS  
10 YARDS, REMOVED 10 YARDS OF GRAVEL 1ST

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

3. VALUATION (not just your cost) of work being completed: \$ 854.00 total

Building Contractor:

Name: PRO GRADE EXCAVATING License Number: \_\_\_\_\_ Phone: 218-849-4078

Plumber: (must have MN License)

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

Electrician:

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

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

Permit Number: \_\_\_\_\_

Date Received: 8/25/21 Parcel Number: 82-000990068 000

## Construction Permit Application

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

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

Property Description: (NEW CONSTRUCTION ONLY)

Lot 10, 11, 12, 13, Block \_\_\_\_\_, Addition \_\_\_\_\_  
Property: Width 75 feet, Length 140 feet

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

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

Name of Applicant: Siz PropertiesAddress of Construction Project: 105 E Main St. Vergas, MN 56587

Mailing Address: 49605 Co Hwy 17 Vergas, MN Phone: 218-841-8643

Name of Owner (If not the Applicant): Jeff Zitzow : Tyler SchmittAddress of Owner (If not the Applicant): 49605 Co Hwy 17 Vergas, MN

1. Permit to (CIRCLE ONE)

Build  
Move

Install  
Demolish

Addition  
Repair

Alter  
Remodel

Description of work to be done:

Build New Mixed Use Building with  
Commercial and Residential Space

2. Proposed use of building: (CIRCLE ONE)

ResidentialCommercial3. **VALUATION** (not just your cost) of work being completed: \$2,000,000.00

Building Contractor:

Name: Andy Petrow Const. License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumber: (must have MN License)

Name: Hanson's Plumbing License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrician:

Name: Zitzow Electric License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

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

7. APPLICANT'S SIGNATURE: [Signature] DATE: 8/20/21

\*\*\*\*\*

**FOR OFFICE USE ONLY**

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

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

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

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

\$ \_\_\_\_\_ Total Fees

*Waived / EDA*

Receipt # \_\_\_\_\_ Date Paid \_\_\_\_\_, 20\_\_

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

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

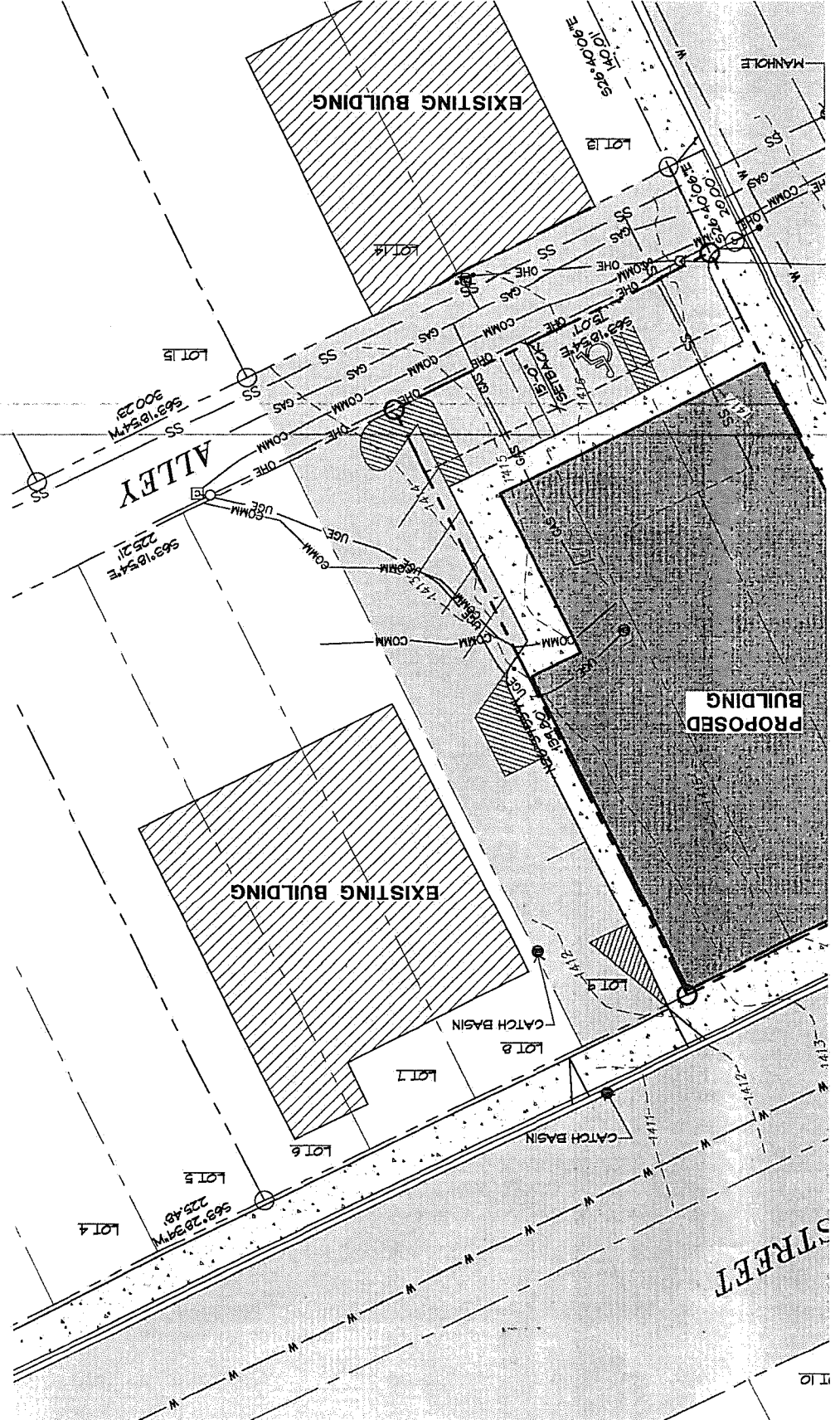
Date Approved by Council: \_\_\_\_\_, 20\_\_

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



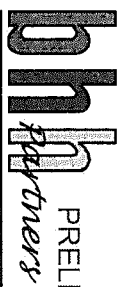


DUMPSTER



A-1.1

SHEET NUMBER:



PRELIMINARY NOT FOR CONSTRUCTION

PLANNERS / ARCHITECTS

P.O. BOX 185, 650 3RD AVE SE, SUITE #10, PERHAM, MN 55773 (218) 346-4505



**S & Z BUILDING**  
VERGAS, MINNESOTA

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS OR RECORD HAS BEEN PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ARCHITECT/ENGINEER IN THE STATE OF MINNESOTA. THE DATE OF THIS CERTIFICATION IS THE DATE OF THE LAST REVISION OF THE PLAN.  
ANTHONY J. STOLL  
DATE: 08/12/21  
DATE OF CERTIFICATION: 08/12/21

FILE NAME: 2143\_A11DMS  
JOB NO: 42145  
DATE: 08/12/21  
DRAWN BY: ALS  
CHECKED BY: ALS  
REVISIONS:  
© 2021 THIS DRAWING IS COPYRIGHTED AND SHALL NOT BE REPRODUCED WITHOUT ARCHITECT'S WRITTEN PERMISSION

**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

**5. Approval of Consent Agenda**

---

- a. Council Minutes of the July 13 and 22, 2021 and Aug. 10, 2021
- b. Liquor Store bills for August 2021
- c. Bills paid between Council meetings and Council bills
- d. Late water/sewer bills
- e. General Fund/Special Revenue Money Market Account Report
- f. 2021 Investment Schedule/Bond Schedule
- h. Certified bills to property taxes

**Files Attached**

---

- 07-22-2021 Special Council Meeting.pdf
- Liquor Store Bill Listing.pdf
- City Bill Listing.pdf
- 07-13-2021 Council Minutes.pdf
- Aug Council Claims List.pdf
- Utility Billing AgedBalance\_09132021.pdf
- General Fund Special Revenue Money Market Account.pdf
- Investment Schedule & Bond Schedule.pdf
- Utility bill for taxes - Howe.pdf
- 08-10-2021 Council Minutes.pdf

CITY OF VERGAS  
SPECIAL COUNCIL MEETING  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, July 22, 2021

The City Council of Vergas met in special session at 11:00 am, on Thursday, July 22, 2021, at the Vergas Event Center and on a Zoom hybrid meeting for a special meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke, Logan Dahlgren and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers.

Mayor Julie Bruhn called the meeting to order.

Council interviewed Pemberton Law Office and Ramstad Skoyles Winters in response to the city RFP 2021.

Motion by Fischer, seconded by Pinke to hire Ramstad, Skoyles, Winters as the Vergas City Attorney firm. Motion passed unanimously.

Meeting adjourned at 12:05 pm.

Clerk-Treasurer  
Julie Lammers, CMC



City of Vergas Liquor Store Checks Paid in August 2021

<b>Vendor</b>	<b>Description</b>	<b>Total</b>
Alexandria Freight		40.00
American Bottling Company		153.80
Arctic Glacier USA Inc		642.95
Artisan Beer Company		1,294.00
Arvig Communication System	Telephone/fax/TV/internet	132.16
Bellboy Corp		729.00
Bench craft	Advertising	395.00
Bergseth Bros		12,226.07
Beverage Wholesalers		5,031.10
Breakthru Beverage MN Wine and Spirits		3,762.37
City of Vergas	Payroll	3,738.85
City of Vergas	Utility	60.49
Colonial Life	Reimbursed employee insurance	159.86
Dacotah Paper	Supplies	229.60
Datamann, Inc	Computer Service Plan and Backup	28.30
DCR Brewing Company		188.00
Dewey's Septic Service	Clean out sewer line	225.00
D-S Beverage		11,843.98
DuFrane, Mike	Supplies	61.88
Great Plains Natural Gas	Utility	24.70
Henry's Food		1,009.62
Internal Revenue Service	2021 Withholding Tax	979.87
Jack Pine Brewery		99.00
Johnson Brothers Liquor Co		8,145.89
Lagmitz Paper	Bags	499.80
Lammers, Julie	Mileage	83.54
Leighton Broadcasting	Advertising	300.00
Menards	Supplies	32.96
MN Dept. of Revenue	Sales Tax	11,737.10
MN Dept. of Revenue	2021 Withholding Tax	88.30
MN Municipal Beverage Assn	Conference, Lammers	695.00
NCR	Credit Card Fees	172.50
OCTA	Advertising	150.00
Otter Tail Power Company	Utility	707.08
Paustis Wine Company		122.00
PERA	Payroll	662.19
Phillips Wine & Spirits		4,110.04
Southern Glazer's Wine & Spirits		6,138.03
The Wine Company		279.00
True Brands		12.56
Vergas Community Club	Advertising, Looney Daze Shirts	126.00
Vergas Hardware	supplies	18.98
Viking Coca-Cola		591.85
Vinocopia, Inc		559.23
	Total	78,287.65
	August Receipts	89,375.55
<b>August Balance</b>		<b>\$11,087.90</b>
Jan- July Operating Income (Loss)		\$48,060.05
<b>2021 Total Operating Income (Loss)</b>		<b>\$59,147.95</b>

CITY OF VERGAS  
 Bill Listing for Aug. 13 to September 13, 2021

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	11,616.15
DuFrane, Michael	Street, supplies	130.30
Internal Revenue Services	2021 Withholding Tax	4,139.29
Lake Region Electric	Sign, electricity	12.67
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	129.90
MN Dept. Revenue	2021 Withholding Tax	563.50
MN Rural Water	Water, DuFrane Conference	550.00
Public Employees Retirement Assoc.	Payroll	2,021.61
St Cloud State University	Advanced Academy, Lammers	115.00
Vergas State Bank	GO Improvement Bond Interest	2,168.25
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<hr/> \$21,485.25

CITY OF VERGAS  
PUBLIC HEARING  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, July 13, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, July 13, 2021, at the Vergas Event Center and on a Zoom hybrid meeting for a public hearing on commercial tax abatement with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke, Logan Dahlgren and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Amy Baldwin, Karin Hill, Sherri Hanson and Engineer Scott Kolbinger.

Bruhn opened public hearing regarding updating the ordinance regarding sheds, truck routs and 4-wheelers. Discussed the need to add County Highway 60 to the truck route and 4-wheeler ordinances. Discussed the need to change the shed ordinance to allow 2 years instead of 1 for a home to be built on the property.

Bruhn closed the public hearing at 6:35 pm.

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

The City Council of Vergas met at 6:35 pm, on Tuesday, July 13, 2021, at the Vergas Event Center and on a Zoom hybrid meeting for a regular council meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke, Logan Dahlgren and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Chuck Boehn, Vanessa Boehn, Sherri Hanson, Shane Poss, Doug Helverson, Jill Shipman, Lyle Krieg, Henry Ditterick, John Loyzer, Bryan Giese, Doug Sofar, Dennis Breitzman, Denise Laymon, Bryan Buhr and Engineer Scott Kolbinger.

Mayor Julie Bruhn called the meeting to order.

Citizens' concerns were addressed. Karen Hill, donator of benches in front of Liquor Store requested they be moved to the Veterans memorial when it is completed. Questioned sidewalk and wall by her property in need of repairs and would like to know if City is going to repair. Questioned sirens as use of a clock.

Motion by Pinke, seconded by Albright to add construction permits to the agenda. Motion passed unanimously.

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

- a. Council Minutes of the June 8, 2021
- b. Liquor Store bills for June 2021 for a total of \$80,474.18.
- c. Bills paid between Council meetings and Council bills for a total of \$50,477.80.
- d. Late water/sewer bills
- e. General Fund/Special Revenue Money Market Account Report
- f. 2021 Investment Schedule/Bond Schedule
- g. Budget Reports
  1. General Fund
  2. Water Fund
  3. Sewer Fund
- h. LG220 Application for Exempt Permit-Vergas Fire Relief Assn (10/16/21)

Motion passed unanimously.

Sherri Hanson reviewed the Park Board meeting held on June 24, 2021 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to approve bid for \$2,475.00 for repairs by Tin Can Alley to help with mowing and aesthetics of the planter. Motion passed unanimously. Discussed starting park dedication fund and asked to have council consider at the next council meeting.

Albright reviewed Planning Commission meeting minutes of June 9 and 28, 2021 (minutes available at the Vergas City Office). Discussed Town Line Road dedication and requiring easements needed with adjoining property owners, potentially acquiring the rest of the road from Hobart Township. Peloquin stated we need to legally describe where the roadway currently exists. Motion by Dahlgren, seconded by Pinke to hold public hearing on August 10, 2021, at 6:30 pm. Motion passed unanimously.

Bruhn reviewed personnel committee recommendations. Motion by Albright, seconded by Pinke to approve the hiring of Gail Kaplin at step 3 for liquor store manager beginning Aug. 9, 2021. Motion passed unanimously. Motion by Pinke, seconded by Fischer to approve the updated COVID-19 preparedness plan. Motion passed unanimously.

Lammers reviewed the Vergas Event Center meeting held on May 12, 2021 (minutes available at the Vergas City Office).

Looney Days permits were discussed. Motion by Albright, seconded by Pinke to approve Vergas Community Club and Outstate 1-4 day permits for on-sale liquor form August 13-15, 2021. Motion passed unanimously.

Council has reviewed city attorney applications and scheduled a special Council meeting on Thursday, July 22 at 11:00 am to do interviews for the top 2 of the 4 applications.

Amy Baldwin discussed the Ottertail County property located at 140 E Linden St asking if City is interested in property when the County moves to Pelican Rapids. Motion by Albright, seconded by Fischer to send memo of expressed interest by the City to take ownership of property located at 140 E Linden Street. Motion passed unanimously.

Lammers reviewed small cities development program and the funds the City has had returned to them which are available for blight businesses and homes.

Colleen Hoffman, Hoffman, Phillip & Knutson, PLLC presented the 2020 audit.

Motion by Albright, seconded by Pinke to approve Ordinance establishing truck routes (complete copy of ordinance located at the City office) with the addition of County Hwy 60. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve Ordinance restricting the operation of ATVs to certain streets and public Roads within the city limits of Vergas (complete copy of ordinance located at the city office). Motion approved unanimously.

Motion by Albright, seconded by Fischer to approve the resolution regarding sheds (complete copy of resolution located at the City office) on properties with the change from 1 year to 2 years for a home to be built. Motion passed unanimously.

Shane Poss questioned grass ordinance and stated he does not feel ordinance is being followed. Bruhn explained the ordinance is being reviewed and will be updated in the near future.

Denise Layman asked Council for permission to use city streets for horse drawn wagon/carriage rides. The benefits to these rides include tour information sharing history of Vergas, tourist attraction for Vergas and a

magical experience for individuals of all ages. Council asked Layman to provide City liability insurance and a transit merchant application.

Brian Buhr represented owners of property at 1156 Frazee Ave discussed the steps which were approved by the city council but have not been installed by the boardwalk. He also questioned the retaining wall and the trail easement and why the current property owners are unable to store their dock and lift on city property when the Council allowed the past owners to store theirs on city property. Council tabled the issue and stated it would be discussed at the August council meeting. Buhr asked if it could be discussed before the August meeting and was told if we have a special meeting and new information is available it will be put on the agenda.

Motion by Albright, seconded by Pinke to approve construction permit for 150 E Herman St for repairs. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve construction permit for 1011 East Scharf Ave for new home. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve construction permit to remove building at 105 Main Street. Motion passed unanimously.

Motion by Albright, seconded by Fischer to approve construction permit for install and repair damage on house, re-shingle and side garage and repair deck. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve 90 Park View Dr blacktop driveway with doubling fee as work began before permitting approved. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve 88 Park View Drive to install asphalt driveway with removal of load of dirt which has been dumped in City easement area within 24 hours and removal of lawn mower sitting in City easement area. Items need to be removed for the following reasons: water flow is for protection in emergency situations, shoreline impact zone and impeding in city drainage easement. Peloquin questioned the removal of pins placed by KLJ Engineering as this is a criminal offense. Motion passed unanimously.

Pickleball Committee asked if they could have permission to begin phase 1 of the courts. Both Detroit Lakes and Perham have over 500 people use their courts in the summer. The committee has raised over \$70,000 and would like to begin the dirt and concrete of the courts. Motion by Pinke to allow pickleball to begin phase 1 of the pickleball courts. Motion died for lack of second. Council asked the pickleball committee to provide proposal in writing and to include proof of funding for the project (need to see copy of bids).

Veteran Memorial provided phase 1 of the plan which included engineering, concrete parking lot and walkway. Committee members stated the city obligation would include insurance, electricity and care of parking lot. Motion by Fischer, seconded by Pinke to approve phase 1 of the Veteran's Memorial with approval of engineer and proof of funding. Motion passed unanimously.

The city of Vergas has been asked to host the League of MN Cities Fall Forum meeting at the Vergas Event Center on November 4 at 1:30 pm.-7 pm. Motion by Pinke, seconded by Fischer to allow free use of the event center and to host the League of MN Cities Fall Forum on November 4, 2021. Motion passed unanimously.

Utilities Superintendent Mike DuFrane provided the following:

1. Parks.
  - a. Culvert by the picnic shelter was cleaned out by Dewey's septic.

- b. Park blocks were pulled out and replaced. New ones have not had the rebar pounded in them yet.
- c. Rope buoys for swimming area are on back order.

2. City farm.

- a. See attachment. Mackner excavating. It is less expensive than Sonnenberg excavating estimate.

Motion by Albright, seconded by Pinke to approve bid for Mackner Excavating, Inc. for demo cleanup of 310 W Lake Street with completion in 2021. Motion passed unanimously.

3. Wastewater

- a. No discharge in the month of June.

4. Water

- a. Still working on dehumidifier. Zitzow electric confirmed motor was bad. KLJ was looking into dehumidifier.

5. Streets

- a. Driveway service will be doing some patch work, next week.

DuFrane requested permission for he and Matt Engebretson to attend 1 day training on September 23, 2021, for \$150 each. Motion by Albright, seconded by Pinke to allow DuFrane and Engebretson to attend MN Rural Water training on September 23, 2021. Motion passed unanimously.

Lammers, Albright and Fischer reviewed MN Cities Conference.

Lammers reviewed the MN Municipal Clerks and Finance Officers Conference.

Lammers reviewed Liquor Store activities. Motion by Fischer, seconded by Dahlgren to approve pay increases for the following employees to coincide with city current pay-step structure Jezmae Burkett for \$10.60 to \$11.22, Paul Haarstick from \$10.60 to \$11.00, Isabella Hiltner from \$11.00 to \$11.22 and Tammy Shields from \$12.50 to \$12.90 an hour. Motion passed unanimously. Motion by Dahlgren, seconded by Pinke to transfer \$15,000 from the liquor store to the general fund. Motion passed unanimously.

The following City meetings were mentioned:

- 1. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- 2. Clerks Advanced Academy-September 23-24, 2021 (Lammers) Waite Park
- 3. Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood

The business for which the meeting was called having been completed, the meeting was adjourned at 9:10 p.m.

Clerk-Treasurer Julie Lammers, CMC

Date Range : 8/14/2021 To 9/14/2021

<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>
09/14/2021	Arvig Communication Systems	LS, Gg, Ev, Shop, phone, fax, internet, security	54376	\$1,668.36			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$264.32
					100-43010-321-	City Shop	\$128.00
					100-45110-321-	EVENT CENTER	\$419.82
					100-41010-321-	GENERAL GOVERNMENT	\$748.72
					100-41010-300-	GENERAL GOVERNMENT	\$107.50
09/14/2021	A.S.P. of Moorhead, Inc	Event, Gaurds 8/21/2021, 8/28/2021	54377	\$334.88			
					100-45110-300-	EVENT CENTER	\$334.88
09/14/2021	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, September 2021	54378	\$1,448.62			
					100-41405-131-	Clerk	\$180.07
					601-49440-131-	Water Utilities - Administration and General	\$317.13
					602-49490-131-	Sewer Utilities - Administration and General	\$317.14
					100-43110-131-	Highways, Streets & Roadways	\$317.14
					100-45210-131-	Parks	\$317.14
09/14/2021	Core & Main LP	Water & Sewer, operating parts	54379	\$744.68			
					601-49440-210-	Water Utilities - Administration and General	\$372.34
					602-49490-530-	Sewer Utilities - Administration and General	\$372.34
09/14/2021	Michael DuFrane	St, Pk, Wtr, Swer, cell phone reimbursement	54380	\$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
09/14/2021	Matthew Engebretson	Park, St, Phone reimbursement	54381	\$25.00			
					100-45210-321-	Parks	\$12.50

Date Range : 8/14/2021 To 9/14/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-43110-321-	Highways, Streets & Roadways	\$12.50
09/14/2021	Franklin Fence Company, Inc.	Parks, supply	54382	\$5.34			
					100-45210-210-	Parks	\$5.34
09/14/2021	Forum Communications Company	EVENT, Ads	54383	\$69.00			
					100-45110-340-	EVENT CENTER	\$69.00
09/14/2021	Frazee-Vegas Forum	GG, event, legal ads	54384	\$262.00			
					100-41010-350-	GENERAL GOVERNMENT	\$186.00
					100-45110-340-	EVENT CENTER	\$55.00
					609-49751-340-	Liquor Store - Manager - Off-Sale	\$21.00
09/14/2021	Dacotah Paper Company	Event, supplies	54385	\$61.46			
					100-45110-211-	EVENT CENTER	\$61.46
09/14/2021	Dewey's Septic Service	Lagoon, sewer jetted line	54386	\$325.00			
					602-49490-300-	Sewer Utilities - Administration and General	\$325.00
09/14/2021	Driveway Service	St, Patching & reimbursed patching	54387	\$2,351.00			
					100-43110-400-	Highways, Streets & Roadways	\$1,200.00
					100-43110-999-	Highways, Streets & Roadways	\$1,151.00
09/14/2021	Joel Gigstead	Event, return deposti 8/20-22, 2021	54388	\$300.00			
					100-45110-810-	EVENT CENTER	\$300.00
09/14/2021	Gopher State One Call	Wtr, Swr, Locates	54389	\$16.20			
					602-49490-210-	Sewer Utilities - Administration and General	\$8.10
					601-49440-210-	Water Utilities - Administration and General	\$8.10
09/14/2021	Great Plains Natural Gas Company	Event, Shop, 2021 utility	54390	\$23.79			
					100-45110-380-	EVENT CENTER	\$23.79



Date Range : 8/14/2021 To 9/14/2021

<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>
09/14/2021	Hansons Plumbing & Heating, Inc.	Event, service air conditioning	54391	\$474.10			
					100-45110-400-	EVENT CENTER	\$474.10
09/14/2021	Hawkins, Inc	Wtr, chemicals	54392	\$640.51			
					601-49440-218-	Water Utilities - Administration and General	\$640.51
09/14/2021	Julie Lammers	Cell phone Reimbursed	54393	\$75.00			
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
					100-41405-321-	Clerk	\$25.00
09/14/2021	JH Signs & Designs, Inc	St, decal	54394	\$75.00			
					100-41010-200-	GENERAL GOVERNMENT	\$75.00
09/14/2021	Leighton Broadcasting	LS, Event, advertising	54395	\$600.00			
					609-49751-340-	Liquor Store - Manager - Off-Sale	\$300.00
					100-45110-340-	EVENT CENTER	\$300.00
09/14/2021	Swansons Repair	Park, mower head	54396	\$42.23			
					100-45210-210-	Parks	\$42.23
09/14/2021	L & M Supply, Inc.	City Shop, handgun pistol grip, leatherman, sprayer	54397	\$134.96			
					100-43010-240-	City Shop	\$134.96
09/14/2021	Lakes Area Co-operative	Pks, operating fuel	54398	\$163.53			
					100-45210-210-	Parks	\$163.53
09/14/2021	League of Minnesota Cities	City Dues	54399	\$532.00			
					100-41010-345-	GENERAL GOVERNMENT	\$532.00
09/14/2021	Lake Region Electric Cooperative	Yard Waste, lighting & power for camera	54400	\$32.26			
					100-43128-380-	YARD WASTE	\$32.26

Date Range : 8/14/2021 To 9/14/2021

<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>
09/14/2021	Marco Inc	Copier, contract	54401	\$180.22			
					100-41010-200-	GENERAL GOVERNMENT	\$60.08
					601-49440-200-	Water Utilities - Administration and General	\$60.07
					602-49490-200-	Sewer Utilities - Administration and General	\$60.07
09/14/2021	Mike's Lock & Key Service	Mike's, repair door & lock	54402	\$177.00			
					100-45110-220-	EVENT CENTER	\$177.00
09/14/2021	MN DEPT OF HEALTH/DRINKING WATER	Wtr, 3rd Quarter connection fee	54403	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
09/14/2021	League of Minnesota Cities	Mayors Dues	54404	\$30.00			
					100-41310-345-	Mayor	\$30.00
09/14/2021	Napa Auto Parts	Str, supplies	54405	\$117.99			
					100-43110-210-	Highways, Streets & Roadways	\$117.99
09/14/2021	Marisol Nava	Event, return deposit	54406	\$300.00			
					100-45110-999-	EVENT CENTER	\$300.00
09/14/2021	Newling Asphalt Services	PK, sealcoat and crack fill bike trail	54407	\$2,250.00			
					100-45210-220-	Parks	\$2,250.00
09/14/2021	Madison National Life Ins Co, Inc	Employee short term Insurance	54408	\$69.06			
					100-45210-130-	Parks	\$11.50
					601-49440-130-	Water Utilities - Administration and General	\$23.03
					602-49490-130-	Sewer Utilities - Administration and General	\$23.03
					100-41405-130-	Clerk	\$11.50
09/14/2021	Olson Oil Co.	All Depts, operating supplies	54409	\$203.24			
					100-43110-210-	Highways, Streets & Roadways	\$203.24

Date Range : 8/14/2021 To 9/14/2021

<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>
09/14/2021	Otter Tail Power Company	All depts, utility	54410	\$2,127.54			
					100-43160-380-	Street Lighting	\$730.24
					100-45110-380-	EVENT CENTER	\$618.14
					601-49440-380-	Water Utilities - Administration and General	\$265.89
					602-49490-380-	Sewer Utilities - Administration and General	\$192.46
					100-43010-380-	City Shop	\$78.30
					100-45210-380-	Parks	\$242.51
09/14/2021	Productive Alternatives	Event Center, Cleaning	54411	\$126.20			
					100-45110-300-	EVENT CENTER	\$126.20
09/14/2021	RMB Environmental Laboratories, Inc	Water, Chemicals	54412	\$113.00			
					601-49440-218-	Water Utilities - Administration and General	\$113.00
09/14/2021	Steve's Sanitation, Inc.	Park, Event, garbage pick up	54413	\$305.35			
					100-45210-384-	Parks	\$198.99
					100-45110-384-	EVENT CENTER	\$106.36
09/14/2021	Jessica Tallarico	Event, return deposit	54414	\$75.00			
					100-45110-999-	EVENT CENTER	\$75.00
09/14/2021	United States Postmaster	All Depts, stamps	54415	\$348.00			
					100-41010-200-	GENERAL GOVERNMENT	\$58.00
					601-49440-200-	Water Utilities - Administration and General	\$145.00
					602-49490-200-	Sewer Utilities - Administration and General	\$145.00
09/14/2021	United States Postmaster	GG, box rent	54416	\$62.00			
					100-41010-200-	GENERAL GOVERNMENT	\$62.00
09/14/2021	Vergas Hardware	All Depts, supplies	54417	\$181.37			
					100-45210-210-	Parks	\$19.96
					100-45110-210-	EVENT CENTER	\$64.99

Date Range : 8/14/2021 To 9/14/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					609-49751-210-	Liquor Store - Manager -	\$73.94
					100-43110-210-	Off-Sale	
						Highways, Streets & Roadways	\$22.48
Total For Selected Claims				\$17,555.89			\$17,555.89

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

# AGED BALANCES

CITY OF VERGAS

DATE: 09/13/2021 AUTHOR: VERJL22

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

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

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
80	N	PENNEY, JOYCE	\$87.64	\$78.03	\$0.82	\$0.00	\$166.49
110	N	DAY, SHAWN	\$405.24	\$56.55	\$33.88	\$0.00	\$495.67
361	N	RHONDA UEKE	\$147.58*	\$103.08	\$94.80	\$76.45	\$421.91
405	N	HODNEFIELD, PATRICK	\$87.91	\$78.83	\$72.75	\$0.00	\$239.49
550	N	HOWE, JEREMIAH	\$112.12	\$142.84	\$114.58	\$298.30	\$667.84
711	N	OLSON, SHELBY	\$228.67	\$216.06	\$155.09	\$0.00	\$599.82
1371	N	DARYL PIXLEY	\$69.81	\$63.47	\$57.15	\$0.00	\$190.43
2000	N	LENDE, BRIAN	\$165.85	\$158.96	\$64.06	\$0.00	\$388.87
Totals(8):			\$1,304.82	\$897.82	\$593.13	\$374.75	\$3,170.52

General Fund/Special Revenue Money Market Account

	2020 Balance	Interest	2021 Interest	2021 Purchased	2021 sold
City Shop	3,040.27	2.94%	2.03		
Easements	5,210.95	5.04%	3.47		
Event Center	27,422.08	26.50%	18.27		
General	10,453.80	10.10%	6.96		
Park	13,206.83	12.76%	8.80	891.00	
Sand Seal (Seal Coating)	23,844.83	23.04%	15.89		
Sidewalk	11,851.35	11.45%	7.90		
Street Improvements/Equipment	8,457.64	8.17%	5.64		
Balance	<u>\$103,487.75</u>	<u>100.00%</u>	<u>\$68.95</u>	<u>\$891.00</u>	<u>\$0.00</u>
			68.95		

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

West Central Initiative Account

	1/1/2021	Interest	Donations	Purchases	08/31/2021 Balance
Veterans Memorial	0.00	0.10	22,120.00	0.25	22,119.85
Event Center	8,649.35	0.32	0.00	8,000.00	649.67
Trails, Parks & Recreation	53.54	0.00	0.00	0.00	53.54
Pickleball	0.00	0.00	9,040.82	1.05	9,039.77
Economic Development	15,312.96	0.92	0.00	0.00	15,313.88
	<u>24,015.85</u>	<u>1.34</u>	<u>31,160.82</u>	<u>8,001.30</u>	<u>47,176.71</u>

08/31/2021

Balance

3,042.30

5,214.42

27,440.35

10,460.76

14,106.63

23,860.71

11,859.25

8,463.28

---

---

\$0.00	\$104,447.70	***
--------	--------------	-----

City of Vergas  
Investment Schedule  
2021

	<u>Account Number</u>	<u>12/31/20</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>06/30/21</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	103,487.75	891.00	0.00	68.95	104,447.70	0.10	MMDA
Street Debt Service 2006	19919	9,921.23	0.00	0.00	92.32	10,013.55	1.40	2/24/2022
Sewer Reserve	19753	26,656.77	0.00	0.00	66.46	26,723.23	0.50	6/27/2022
Sewer and Water Debt Service	19759	37,060.94	0.00	0.00	204.12	37,265.06	0.55	7/17/2022
Liquor Fund	20097	71,077.30	0.00	0.00	124.04	71,201.34	0.35	12/11/2021
Totals		248,203.99	891.00	0.00	555.89	249,650.88		

City of Vergas  
Bond Schedule  
2021

Title	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Sold Date</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2020</u>	<u>Interest Due 12/31/2021</u>	<u>Total Due 12/31/2021</u>
General Obligation Improvement Refunding Bonds, Series 2015A	42353	299000		0.02425	Vergas State Bank	2/1/27	245,052.75	33,263.00	278,315.75
2009 Gen. Obligation Water/Sewer Refunding Bonds	39973	475000		0.04086	US Bank N.A.	1/1/23	187,150.00	83,352.50	270,502.50
General Obligation Improvement Refunding Bonds, Series 2019A	43627	985000		0.03096	Northland Trust Services, Inc	2/1/40	985,000.00	366,645.72	1,351,645.72
Total		\$1,759,000.00					1,417,202.75		1,900,463.97



**CITY OF VERGAS**  
 PO BOX 32  
 VERGAS, MN 56587  
 (218) 342-2091

**PLEASE REMIT THIS STUB  
 WITH PAYMENT**

**JEREMIAH HOWE**  
 370 S.PELICAN AVENUE  
 P.O. BOX 191  
 VERGAS, MN 56587

DUE DATE	ACCT NUMBER
09/07/2021	550
BY DUE DATE	AFTER DUE DATE
\$611.29	

AMOUNT DUE

SERVICE ADDRESS > **370 S PELICAN AVE Residential**

KEEP THIS PORTION FOR YOUR RECORDS  
**CITY OF VERGAS** PO BOX 32  
 (218) 342-2091 VERGAS, MN 56587

ACCOUNT NUMBER		BILLING DATE
550		08/24/2021
CURRENT	PREVIOUS	USAGE
None	None	None
FROM	TO	DAYS

SERVICE ADDRESS	DUE DATE
370 S PELICAN AVE	09/07/2021
DESCRIPTION	AMOUNT DUE
Prior Balance	555.72
Payment(s)	-0.00
Late Fee	55.57
Total:	611.29

*Put on  
 taxes*

AMOUNT DUE

BY DUE DATE	AFTER DUE DATE
\$611.29	

**LATE NOTICE**

Account: 550  
**JEREMIAH HOWE**  
 370 S.PELICAN AVENUE  
 P.O. BOX 191  
 VERGAS, MN 56587

CITY OF VERGAS  
PUBLIC HEARING  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, August 10, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, August 10, 2021, at the Vergas Event Center and in a Zoom hybrid meeting for a public hearing on Townline Road Dedication with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke, Logan Dahlgren and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Chuck Boehn, Vanessa Boehn, Sherri Hanson, Maria Sontag, Carol Albright, Keith Bunkowske, Shelley Bunkowske, Samuel Brown, Marie Schultz, Shari K Brown, Christen A Brown, Larry Golkowski, Terry Engel, James Sandau, Rosemary Sandau, Jessica Sonnenberg, David Schultz, Jill Shipman, Bryan Buhr and Patrick Bakken.

Bruhn opened public hearing regarding Townline Road.

Albright reviewed the need for dedication of Townline Road. Property owners asked the following questions: What is the next step? What does the city want to do with Townline Road? Is the City going to maintain the road as it is not currently maintaining Scharf Avenue?

Attorney Steve Peloquin reviewed information on dedication of the road.

Keith Bunkowske asked about maintenance of road as in the past the city has pushed brush over to the side of the road and never cleaned it up. They have even broken fence line and not repaired.

Rosemary Sandau questioned if road would have dust control if City maintained the road.

Bruhn closed the public hearing at 7:15 pm.

CITY OF VERGAS  
COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, August 10, 2021

The City Council of Vergas met at 7:15 pm, on Tuesday, June 8, 2021, at the Vergas Event Center and in a Zoom hybrid meeting for a council meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke, Logan Dahlgren and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Chuck Boehn, Vanessa Boehn, Sherri Hanson, Maria Sontag, Carol Albright, Keith Bunkowske, Shelley Bunkowske, Samuel Brown, Marie Schultz, Shari K Brown, Christen A Brown, Larry Golkowski, Terry Engel, James Sandau, Rosemary Sandau, Jessica Sonnenberg, David Schultz, Jill Shipman, Bryan Buhr, Nathan Kunde and Patrick Bakken.

Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were discussed.

Motion by Pinke, seconded by Fischer to accept agenda with the addition of construction permit, Otter Tail Power Franchise agreement and personnel committee report. Motion passed unanimously.

Motion by Albright, seconded by Fischer to approve the following consent agenda items with the removal of the council minutes of July 13 and 22, 2021, General Fund/Special Revenue Money Market Account Report, 2021 Investment Schedule/Bond Schedule and certified bills to property taxes.

a. Liquor Store bills for July 2021 for \$119,385.94.

b. Bills paid between Council meetings and Council bills for \$70,157.76.

c. Late water/sewer bills

Motion passed unanimously.

Pickleball phase 1 will consist of dirt work, concrete and movable nets. Committee has decided to only build 4 courts and they have 100% of funding for phase 1. Motion by Dahlgren, seconded by Pinke to approve pickleball to move forward with phase 1. Motion passed unanimously.

Nathan Kunde of Otter Tail Power Company presented Franchise Agreement to the Council, a 20-year renewable agreement to use public right-of-ways, once it is updated the city may add a franchise fee. Otter Tail Power would administer the fee to our residents and provide payment to the city. Currently Otter Tail Power has 6 communities collecting these fees. The steps in completing this include: approval of ordinance, public notification and final approval. The franchise fee can be activated at any time during the next 20 years. Motion by Albright, seconded by Pinke to approve Otter Tail Power Franchise Agreement. Motion passed unanimously.

Mayor Bruhn thanked retiring Attorney Steve Peloquin for serving Vergas these past 20+ years. Council welcomed new attorney firm Ramstad, Skoyles & Winters, PA. Motion by Albright, seconded by Pinke to approve the resolution approving State of Minnesota Joint powers agreement with the city of Vergas on behalf of its City Attorney (complete copy of resolution located at the city office). Motion passed unanimously. Motion by Dahlgren, seconded by Fischer to approve contract for Legal Services with Ramstad, Skoyles & Winters with update of hourly and monthly amounts. Motion passed unanimously.

Bryan Buhr representing property owners of 1156 Frazee Avenue questioned the direction of his requests from last month. Attorney Steve Peloquin advised Council and employees to have all communication in writing. Letter from Steve Peloquin to Ryan Weibye (property owner) was presented to the Council. Peloquin stated with the current threat of litigation the city needs to find out what the intentions of Buhr's and residents he represents are. Peloquin advised Council to have a closed session to give responses. The city will wait for questions in written form and then the city will respond. Buhr requested a special meeting and Peloquin advised to arrange a closed meeting by both parties.

Mayor Bruhn reviewed the roles of individual versus Council Authority.

Albright reviewed EDA/HRA meeting held on August 4, 2021 (minutes available at the Vergas City Office). Council discussed tax abatement of \$5,000 per housing unit and/or per commercial building or 5 years whichever is less per parcel. Council requested EDA give a more detailed explanation of reasons for abatement amounts.

Carol Albright reviewed the Park Board meeting held on July 22 and August 3, 2021 (minutes available at the Vergas City Office).

Albright reviewed Planning Commission meeting minutes of July 26, 2021 (minutes available at the Vergas City Office).

Lammers reviewed the Vergas Event Center meeting held on July 14, 2021 (minutes available at the Vergas City Office).

Personnel committee discussed Lammers PTO hours. Motion by Albright, seconded by Pinke to allow Julie Lammers to go above 200 hours of PTO until September 30, 2021. Motion passed unanimously.

Discussed the berm put in at 88 Park View Drive. City has received invoice for the berm, but work has not been reviewed by Engineer. Motion by Albright, seconded by Pinke to not pay invoice until berm is inspected by KLJ Engineer. Motion passed unanimously.

Discussed 105 Main Avenue project. Motion by Albright, seconded by Dahlgren to approve Resolution stating the development within the City of Vergas meets the Otter Tail County Community Development Agenda Community Growth Partnership Grant program's purpose and criteria (complete copy of resolution located at the city office). Motion passed unanimously. Council asked EDA/HRA to review and bring back recommendation to Council. Motion by Dahlgren, seconded by Pinke to allow Albright to contact other cities regarding there procedure on tax abatement. Motion passed unanimously.

Motion by Pinke, seconded by Fischer to approve construction permits: 151 1<sup>st</sup> Ave N for siding and signs, 401 W Lake Street for fence, rock moving, planting trees and gate, 100 Townline Road for shed, 375 Railway Ave for shed and 520 S Pelican Avenue for deck, stone wall and siding. Motion passed unanimously.

Motion by Albright, seconded by Pinke for the City of Vergas to waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.06 accepting liability coverage limits of \$1,000,000 on a single occurrence from the League of Minnesota Cities Insurance Trust. Motion passed unanimously.

Motion by Albright, seconded by Pinke to send memo of interest to Otter Tail County regarding their property at 140 E Linden in Vergas Mn. Motion passed unanimously.

Jessica Sonnenberg representing Billy's and Ole's Ride requested Main Street by closed from 2 pm to 2 am on Aug. 21-22, 221 and Railway Avenue closed Friday, August 20 from 4 pm to 9 pm and Saturday, August 21 from 7 am to 12 pm. Motion by Pinke, seconded by Dahlgren to allow street closings for Ole's Ride. Motion passed unanimously.

Lammers questioned Council regarding the continuation of the Attic Shoppe Lease. Owner Bonnie Anderson has requested a month-to-month lease until business is sold and would like to know if rent will be the same when sold. Attic Shoppe will still be required to give 30 days' notice to end the current lease. Motion by Albright, seconded by Pinke to approve a 1-year lease on the space above liquor store allowing Anderson to not hold an annual lease but a month-to-month lease. Motion passed unanimously. Motion by Albright, seconded by Pinke to amend the motion to make valid for one year (until July 2022). Motion passed unanimously.

Dean Haarstick, Vergas Representative for Otter Tail Lakes Country Association provided agenda and notes from their meeting on August 2, 2021. They will have their next meeting on November 22, 2021, in the Vergas Event Center Smart Room.

Both Pickleball and Veteran's Memorial have asked the city to be their Fiscal Agent. Lammers spoke with auditor Colleen Hoffman who stated the city cannot legally be the fiscal agent for private fundraising groups as stated in MN State Statute 469.25, but the Vergas EDA/HRA could. Council stated topic should be put on next EDA/HRA meeting agenda.

Veteran's Memorial provided plans for phase 1 of project. Motion by Albright, seconded by Pinke to assigned Julie Bruhn as representative of the Veteran's Memorial project. Motion passed unanimously. Motion by Dahlgren, seconded by Pinke to approve phase 1 of Veteran's Memorial with quotes and proof of matching funds and Engineer Scott Kolbinger signing off on project. Motion passed unanimously.

Utilities Superintendent Mike DuFrane provided the following:

#### Parks

1. Isaac Ratz has finished landscaping around planter on tin can alley.
2. Picnic table on doobie beach was installed by Loren and Diane Menz. Matt and I put black dirt down and

planted grass. Bench was moved to a more appealing spot.

#### Water

1. Inspection was done on the inside of water tower. I will report findings to the water sewercommittee at a meeting on a later date.

#### Wastewater

2. No discharge in July.

#### Streets

1. Patching was done on Railway, Alley behind Liquor store, Scharf Ave and Franklin Fence. City farm
2. Mackner excavating is waiting on part for Backhoe to clean burn pile up.

Lammers reviewed Liquor Store activities.

The following City meetings were mentioned:

- a. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- b. Clerks Advanced Academy-September 23-24, 2021 (Lammers)
- c. Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood

The business for which the meeting was called having been completed, the meeting was adjourned at 9:32 p.m.

Clerk-Treasurer Julie Lammers, CMC

**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

**7. 105 Main Street**

---

Tax Abatement

**Files Attached**

---

- Estimated taxes on Commercial Building with apartments valued at 1.5 Million.pdf

Pay 2021 Commercial	NTC Rate - State
Apartments	35.978%
	0.000%

Total	
EMV	Taxes -
750,000	County
750,000	5,810.15
1,500,000	4,586.96
	10,397.12

TMV	
750,000	City
750,000	10,881.30
1,500,000	8,590.50
	19,471.80

RMV	
750,000	School
750,000	2,381.75
1,500,000	2,068.76
	4,450.52

NTC - Local	
14,250	HRA/CDA
11,250	219.59
25,500	173.36
	392.96

NTC - State	
12,750	Total Local
0	19,292.80
12,750	15,419.59
	34,712.39
	Total State

NTC Rates - Local	
County	
40.773%	4,587.20
40.773%	0.00
City	4,587.20
76.360%	
76.360%	
School	Grand Total
10.433%	23,879.99
10.433%	15,419.59
	39,299.58
	23,880
HRA/CDA	15,420
1.541%	39,300
1.541%	
Total	
129.107%	
129.107%	

RMV Rates
School
0.11934%
0.11934%

**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

**10. Committee Reports**

---

- a. 2022 Budget Committee
- b. EDA/HRA
- c. Event Center
- d. Park Advisory Board
- e. Planning Commission
- f. Personnel Committee
- g. Street Committee
- h. Water/Sewer Committee

**Files Attached**

---

- 09-01-21 EDA-HRA Minutes.pdf
- 2021-08-11 Event Center Meeting Agenda & Minutes.pdf
- 8.26.2021 Park Board Draft Minutes\_pdf.pdf
- 08-23-2021 Planning Commission Meeting minutes.pdf
- Personnel Meeting 8\_16\_2021.pdf
- SSYW 09.07-8.2021 minutes pdf.pdf
- Alden Pool bid.pdf
- Robert Gibb bid.pdf
- 2022 Proposed Sewer Budget.pdf
- 2022 Proposed Water Budget.pdf
- Water-Sewer Committee meeting 09\_08\_21.pdf
- Water Tower Inspection Report.pdf
- Personnel Committee meeting 8\_31\_21.pdf
- Job Description LS Manager .pdf
- 2022 Proposed General Fund Budget.pdf
- American Rescue Plan Funding 2021 (1).pdf



CITY OF VERGAS EDA/HRA  
Wednesday, September 1, 2021  
11:00 am  
Billy's Corner Bar

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, June 2, 2021, at 11:00 am at Billy's Corner Bar with the following members present, Kevin Zitzow, Bruce Albright, Austin Tegtmeier, Vanessa Perry, Paul Pinke, and Clerk/Treasurer Julie Lammers. Absent: none. Also present: Doug Sofar.

Meeting was called to order by President Kevin Zitzow at 11:00 am.

**Approval of Agenda**

Approve agenda with no additions or deletions.

**Income/Expenses**

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

**Approval of Minutes**

Motion by Albright, seconded by Tegtmeier to approve August 4, 2021, minutes with corrections. Motion passed unanimously.

**Old Business**

No updates regarding development properties.

Albright reviewed the Council decision to table the commercial abatement regarding multi-unit properties. Members of the EDA/HRA have tried to keep this simple and consistent. Applying the \$5000 or 5 years to each residential unit on a property and \$5,000 or 5 years on all commercial property whichever is first to keep the amount equal for all property owners and simple for administration of the funds.

Lammers reviewed 2022 budget request of \$8,000 to keep amount in line with the past transfers adding \$1,000 every year. 2021 amount was \$7,000 and \$8,000 has been requested for 2022.

EDA and HRA goals will be discussed at a later meeting, with Lammers providing members with copies of 2021 goals and community development plan.

**New Business**

Lammers reviewed request made by the Veteran's Memorial and Pickleball committees for the EDA to be their fiscal agent. Discussed amount of work the City Treasurer would be doing for the projects and how payment for administration should be done. Discussed the following ideas for fee: a lump some amount for projects, a percentage of the project costs or a scale based on cost of project. Motion by Albright, seconded by Pinke to approve the EDA as fiscal agents for the following projects: Pickleball and Veteran's Memorial for the flat fee of \$250.00. Motion passed unanimously. Zitzow asked Lammers to add City project fiscal agent scale to the October meeting agenda.

Lawrence Lake Development property has been purchased and they are requesting information regarding grants for water, sewer and road improvements. Lammers stated she would email owners information she becomes aware of, and the planning commission will need to deal with infrastructure improvements.

City property at 311 W Lake Street was discussed. Lammers was asked to find out if the EDA/HRA had to have an appraisal to sell property and if they can add covenants to the property. Motion by Perry, seconded by Tegtmeier to request the Council allow control of 311 W Lake Street be given to the EDA/HRA. Motion passed unanimously. The following items

were discussed regarding the 311 W Lake Street property: profit from the sale of the property (City receiving purchase price of \$33,290.00 and EDA/HRA receiving additional funds), housing potential, increase tax revenue to the City, better use than a junk storage, reduce City labor costs of maintaining the property, possible recreation area and fiscal help for EDA/HRA future projects. The EDA/HRA would like to be able to reserve the right to accept or reject all bids for the betterment of the community.

Lammers invited the EDA/HRA members to the first public hearing for the comprehensive plan on Tuesday, October 19 at 7 pm at Billy's. The steering committee has asked if the EDA/HRA would purchase food for the event. Motion by Albright to pay for ½ of the food and request the Vergas Community Club to pay for the remaining half. Motion died for lack of second. Perry stated she would ask Vergas Community Club if they would provide funding for the food at the event.

Meeting adjourned at 12:01 p.m. Our next meeting will be held on October 6, 2021, at 11:00 a.m. at Billy's

Julie Lammers  
City Clerk-Treasurer  
City of Vergas

#### **Council Recommendations**

Approval of tax abatement plan for multi-use buildings of \$5,000 or 5 years for residential units and \$5000 or 5 years whichever is first for commercial building (not dependent on quantity of businesses).

City Council allow EDA/HRA the control of the property located at 310 W Lake St.

#### **Follow up Actions.**

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

Lammers provide 2021 EDA/HRA goals and the community development plan for Vergas to members.

Perry to ask Vergas Community Club to fund food at the comprehensive planning event on October 19, 2021.

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center  
6:30 P.M. on Wednesday, August 11, 2021

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, August 11, 2021 at 6:37 pm with the following members present: Julie Lammers, Paul Haarstick, and Logan Dahlgren. Absent: Vanessa Perry, Mary Ditterich, Jay Norby and Paul Pinke. Guests included: None.

**Approval of the Agenda**

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

**Approval of Minutes from June 9, 2021 and July 14, 2021**

Motion by Lammers, seconded by Dahlgren to approve the meeting minutes from June 9, 2021, and July 14, 2021. Motion carried unanimously.

**Kitchen Project Update**

No reported progress. Discussion among members about moving the coffee maker into the kitchen. Lammers will follow up with the Bunn Coffee representative on technical requirements. Consensus of the committee members was to wait until the City has received the final bill from the outdoor remodeling project before deciding on any further capital improvements.

**Remodeling Project Update**

Only very minor painting projects remain. The door by the Lion's bar has been repaired and a keyless lock system was installed. Committee asks that Mike and/or Matt stain the pergola on the front of the Event Center when they have capacity to do so.

**2022 Budget**

Committee members reviewed the budget presented by Lammers. Motion by Haarstick, seconded by Lammers to submit the budget to the Budget Committee. Motion carried unanimously.

**Security Cameras**

All security cameras have been installed in the Event Center. Lammers has an app to view the cameras. Consensus of committee members was that it was not necessary to purchase an HDMI cable to connect the camera server to the Smart Room TV.

**Keyless Entry**

A keyless entry handset was installed on the Lion's Bar door. City staff will use the keycode system to manage access to the Event Center instead of issuing keys. Lammers will get estimate to re-key the Event Center. Draft policies for Key Management and Security Camera System to be presented at next meeting.

**Council Recommendations**

- None

**Follow up Actions**

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 7:07 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

**8.26.2021 DRAFT Minutes Vergas Parks and Rec Advisory Board**  
**3:30 p.m. Vergas Event Center**

**1. Members Present:** Steph Hogan, Sherri Hanson, Paul Pinke, and Carol Albright.

**Members Absent:** Maggie Puetz and Mike DuFrane

**Others Present:** Tony Sailer, Barbie Porter

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

Weeds on Trail

Hairy Man Gathering October 2, 2021

**3. Approve July Minutes:** The minutes were approved with a motion by Hanson/Second by Hogan after this correction was made: The motion to approve the cutting of the tree in front of the loon was amended because the request by Pam Kirsch to have it cut down was unclear. Her request stated she was president of the Long Lake Association but the Association never voted to have the tree removed. The Council did not approve of cutting down the tree either because according to the SWCD Plan, ash trees should not be cut. They are slow growing.

**4. Donation for Swing Set:** Hanson received a \$160 cash donation during Looney Days from Greg Olson, a Lake Seven resident, for a swing set in Long Lake Park. She will deposit it in the Parks Board's savings account. **She will also recommend the Commercial Club donate Looney Days' profits for the swing set. She will check with DuFrane about which swing set to order. Hanson will also send a thank you to Olson.**

**5. Donation of a Doggie Waste Station:** A rural Vergas resident, Kelsey P. Varty, who uses the Trail allot wants to donate up to \$200 for a doggie waste station on the trail extension. The donation should be made to the Parks Board, then DuFrane can help order the station. **Albright will notify Varty and meet with DuFrane.**

**6. Looney Days:** The Parks Board collected \$871 during the events at the park on Friday night by passing the hat. It will be deposited in the Parks Board's savings account. Parking issues will be addressed by the Community Club at their upcoming meeting.

**7. Wish List:** No idea when the COVID funds will arrive for the City to disperse.

**8. DuFrane Update:** DuFrane was absent. Hanson talked to Otter Tail County about curbside recycling. The County is only doing it in two communities at this time. They are looking into making it available for more communities in the future. The twenty recycling units provided for Looney Days were emptied twice during the event by City workers.

Hanson noted DuFrane offered to donate his boat to the City. She is not in favor of it because of insurance needed for it, plus there is no storage available for the boat, and it needs a new motor. She feels there are plenty of residents who would donate their time and boats to help install buoys.

**9. Other:**

Hanson reported the engraving on the Trail planter will be done the first week of September.

Motion by Hanson/second by Hogan to allow the Hairy Man event (October 2) to use the baseball fields for children's activities like old fashioned games. A suggestion was made to possibly hold a farmer's market venue, as well.

Albright asked about the weeds along the Trail. DuFrane had reported to Hanson, the ditch was too steep to cut them. Hanson will talk to DuFrane.

Albright reported the Budget Committee of the Council will look at the Park Dedication Fund information more closely. The Council asked if the Parks Board had any numbers in mind to charge for the Fund.

Pinke noted there are quite a number of small trees growing by the playground equipment in the park space behind the Event Center that need to be cut.

**Next meeting will be Thursday, September 23, 2021 at 3:30 p.m. in the Event Center.**

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, August 23, 2021

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, August 23, 2021, at 6:00 pm at the Vergas Event Center and on Zoom with the following members present Bruce Albright, Van Bruhn, Robert Jacoby, Neil Wothe and Paul Pinke. Absent: None. Also, present: Clerk- Treasurer Julie Lammers and Emily Reno.

Bruce Albright opened the meeting at 6:00 pm.

Construction permit for 121 East Linden was added to the agenda.

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

### **Status of Council Recommendations**

Albright reviewed the following Council action: Council has proceeded with Townline Road dedication by holding a public hearing on Tuesday, August 10, 2021, at 6:30 pm. Council did not act on the dedication of Townline Road. Commissioners requested Lammers invite a Hobart Township representative to come to a City Council meeting to discuss the road. Motion by Pinke, seconded by Jacoby for the Council to dedicate Townline Road. Motion passed unanimously.

### **Construction Permits**

Motion by Pinke, seconded by Wothe to approve construction permit for 1120 E Scharf Ave to remove large rocks, stumps and shoreline with the conditions of section 5.3 of Shoreline Ordinance and the high waterline marked by DNR. Motion passed unanimously.

Motion by Pinke, seconded by Wothe to approve construction permit for 401 W Lake Street for 5 windows and 2 storm doors. Motion passed unanimously.

Motion by Bruhn, seconded by Jacoby to approve construction permit for 108 Park View Ave for siding, windows, shingles and a 121x12 shed with the conditions of section 5.3 of Shoreline Ordinance, the high waterline marked by DNR and the conditions of the water-oriented accessory structure ordinance. Motion passed unanimously.

Motion by Pinke, seconded by Jacoby to approve construction permit for 121 Linden Street for cement pad. Motion passed unanimously.

### **Old Business:**

Comprehensive Plan Steering Committee was discussed. Motion by Pinke, seconded by Wothe for the following members to proceed as the Steering Committee for the Comprehensive Plan: Julie Lammers, Julie Bruhn, Mike DuFrane, Robert Jacoby, Neil Wothe and Paul Pinke. Motion passed unanimously.

Nuisance property located at parcel 82000500034000 of an old trailer house was discussed and letter has been sent with no response from property owner. Lammers will update planning commissioners regarding property at 350 Pelican Avenue. An inspection will be done by the September meeting. No new nuisance properties were discussed.

Albright is reviewing grass ordinances from other communities and questions from the Weed Inspector Mayor Julie Bruhn.

Albright stated he has done quite a bit of research (maybe looked at 4-6 other towns). There's everything out there from a 1/2 page to 10 pages, some with 20 some different definitions, varying grass lengths, etc. Albright will meet with Mayor Bruhn to discuss Vergas ordinance and provide information at the September meeting.

### **New Business**

None.

Meeting adjourned at 6:50 pm.

Secretary,

Julie Lammers, CMC  
Clerk-Treasurer  
City of Vergas

**Follow Up Actions:**

Albright to prepare a draft grass ordinance.

Lammers contacts the county regarding building by the lake.

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

Lammers send letter to parcel 82000500034000 regarding nuisance mobile home.

**Council recommendations:**

Council to dedicate Townline Road and discuss the road plans with Hobart Township. (Albright emailed after meeting requested Hobart Township come to planning commission on September 27, 2021.)

City of Vergas  
Personnel Committee Meeting

The Personnel Committee was called to order on Monday, August 16, 2021 at 8am at the City Hall Office. Present were Julie Bruhn, Natalie Fischer, and Julie Lammers.

Agenda: Resignation of Liquor Store Manager

Recently hired Liquor Store Manager, Gail Kaplan, put in her resignation on August 12, 2021. Will finish off the month in an employee status at an adjusted pay rate for a Liquor Store Clerk at step 1 (\$11.00/hour). Is leaving for personal reasons, not city, and leaving in good standing.

Will contact other qualified candidate who interviewed for the position to see if still interested. If interested will hold special council meeting to hire. Recommend starting salary at step 2 due to years of sales experience and management experience. If no longer interested will immediately initiate advertisement.

/s/Julie Bruhn  
Recorder



**Street/Sidewalks/Yard Waste Committee Meeting Minutes  
Vergas Event Center  
September 7-8, 2021**

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Tuesday, September 7, 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. The meeting was continued on Wednesday, September 8, 2021 at 10:00 AM, which started as a field meeting with DuFrane, Pinke and Albright, meeting with Cristi Field, Otter Tail County Highway Department, which was later moved to the Event Center (DuFrane, Lammers, Pinke, and Albright attending), to continue discussion of the SSYW budget. Albright called the Tuesday meeting to order at 10:00 AM.

2.) Parking was added to the agenda.

3.) DuFrane is working with Lammers to get a copy of the 2021 highways, streets, roadways and sidewalk budget (includes both summer and winter maintenance). For now, this item will be skipped until the information arrives.

4.) DuFrane is working with Dennis at Driveway Service (DS) on the fall blading and graveling of city streets. DuFrane estimated the billing for grading all the roads will be about \$800. He graded the roads, earlier this spring. Need is based on rainfall, and with spring/summer being extremely dry, he has not bladed since. Use of local contractors (Sonnenberg/Soland), has just not worked out. DuFrane also said gravel is needed on East Lake Street (ST).

Hobart Township takes care of the gravel and blading of Townline Road. The City handles the snow removal. Discussions went to the recent road dedication, and the need for right-of-way (R/W) acquisition. Since the south half mile was already dedicated by Hobart Township, where they showed the 33' of R/W on each side of the section line, the City should only have to deal with R/W acquisition on the north half mile (one acre of R/W per 40 acre parcel, for a total of 4 acres). DuFrane felt it was very important to get the R/W work done as soon as possible, so the City can get the brushing done before snow removal is needed. At the road dedication hearing, landowners felt that Townline Road should have magnesium chloride placed on the road surface for dust control from gravel trucks. Trucks using the road end up on Scharf Avenue (AVE), which is not a designated truck route, and said traffic is causing damage to that road. At the dedication hearing, the Council felt we needed to meet with Hobart Township regarding this road. The Township has now been invited to the next Planning and Zoning Committee meeting (September 27th), where these issues can be more thoroughly discussed. DuFrane said "Truck Route" signs have been posted, enforcement is another matter. Farmers have exemptions. 4 ton limit signs were also installed, but later removed due to complaints.

There was discussion about possible gravel being removed from the ball diamond parking lot for the pickleball courts. DuFrane felt the material would be unsuitable for salvage. The contractor intends to use the removed material for Memorial Park.

5.) DuFrane is getting bids from DS for pavement patching 2-3 spots on Scharff AVE. Long-range funding for all roads in the City was discussed, including a manual (could be on the computer), showing maintenance records for the various roads under our jurisdiction. A map also showing the "city owned" sidewalks would be beneficial for maintenance budgeting. Example, the City is not currently budgeting for a future possible mill and overlay project on Scharf AVE. The City's "Special Assessment and Trunk Area Policies and Procedures for

Public Improvements and Maintenance Costs” was discussed. This document is dated 10/03/11. Committee members should familiarize themselves with the document.

6.) DuFrane said at 10:00 AM tomorrow morning, there is a meeting with Cristi Field, Highway Maintenance Supervisor, Otter Tail County Highway Department. They will meet by Cheryl Lynn’s. Discussion will be about 2021-2022 winter snow removal. When Summers builds on his railroad property, the City will lose a spot to pile snow. Other snow disposal spots include the parking lot at the ball diamond (depending on pickleball court status), the recycling center along County Road (C.R.) No.17, and the former Todd Bunkowski property referred to as the “farm”. DuFrane doesn’t like to haul to the farm, as the road is hazardous. Carl Hoffman, used to allow snow piling by his shed behind the Fellowship Church, but has asked the City to stop. In the past, DuFrane was able to just move the snow with the loader to the Summer’s site, no trucking involved, and only one person required. When Summers utilizes the site, snow from East Main AVE will need to be hauled to one of the aforementioned locations. This is going to take much longer, involving manpower and time. Right now, one of the delays for the Summer’s building is where the water and sewer lines are for this lot. They are not shown on the as-built drawings, and the old elevator on the property may have gotten their water from a connection with the service for Cheryl Lynn’s building. The old elevator didn’t have a sewer line.

The Committee suggested that DuFrane prep the recycling site this fall (cleanup brush and grass) to make room for snow. When C.R. No. 60 was under the State’s jurisdiction (T.H. No. 228), they would allow the City to pile the snow from East Main AVE in the center of the street, to be removed as time and manpower allowed. The County didn’t want the snow piled there, so they push it to the curb, which then requires the business owners to shovel it off the sidewalks, back onto the roadway. The City tries to clean snow from East Main AVE before the County arrives. The City sometimes starts at 2:00 AM. The City of Vergas has no “emergency” snow removal routes, nor do they have a wintertime parking policy. The city workers get paid time and a half for “night hours”, between 10:00 PM - 6:00 AM.

The City has two dump trucks. Last winter, the old truck had the sander, and was just used for that purpose. DuFrane would like to recommend the purchase of a new 9” stainless steel sander for the newer truck, at a cost of about \$5,300. He thought that they could install the sander themselves (otherwise, it would need to be driven to Little Falls). The price doesn’t include the necessary hoses, which could be purchased locally at NAPA. The old truck when then be used for snow removal, as it has a plastic liner in the box, making it easier to dump.

DuFrane said with the new fence along Franklin Fence (East Lake ST), he will have to very careful there to not damage the fence, probably having to plow this road with the loader, hopefully being able to pile the snow to the east on the railroad property.

7.) Parking was discussed. Pinke was approached by Pat Shannon this morning, expressing concerns about the City’s lack of parking in general. The Mayor has also noted that we have no handicapped spots in the downtown area. The Committee discussed if diagonal parking could be added along First ST, especially if Franklin Fence were to move their shingles. DuFrane felt we might be able to work with Tyler Schmid, as they will also need parking for their apartments at the new building at the former Goodman site.

Tuesday’s meeting adjourned at 12:00 noon.

The SSW Committee resumed their meeting on Wednesday, with the attendees as noted. Field said the County would permit the snow on East Main ST to be piled in the center of the street. If it is still there later in the day, before dark, cones or barricades should be placed on each end of the pile, with hopes that it can be removed that night before the next business day.

The Committee thanked the County for their willingness to work with the City in this regard. Diagonal parking would have to be discussed with the County Engineer, Chuck Grotte.

At approximately 10:30 AM, the meeting was moved to the Event Center, with Lammers joining to help explain the Streets and Roadways budget, and the various line items.

The 2020 budget was \$123,424. For 2021, it is \$126,699, and for 2022 it's proposed to be \$125,190 (needs to be adopted by the Council). For reference, the City Shop budget includes expenditures at the farm. Expenditures to date (08/26/21) were reviewed in relation to their budgeted amounts. Money left over at the end of the year, does not carry over, but the SSWW Committee could recommend to the Council that they place leftover funds in the General Fund/ Special Revenue Money Market Account ("the Revenue account"). This account already includes funds, \$5,210.95, for Easements (Townline Road?); Seal Coating (\$23,844.83); Sidewalks, \$11,851.35; and Street Improvements/Equipment, \$8,457.64. Lammers explained how at the end of the year, after all accounts are balanced, extra revenues can be placed in these accounts, or new accounts can be added, for future expenses.

A part of the 2021 budget, under Other Equipment, includes \$25,000, as the City needs a new pickup. Plans are to sell the older pickup. Funding for the sand spreader could come out of this fund or Capital Outlay, which has \$5,000 budgeted in 2021, with nothing spent to date.

The "Capital Improvement Plan" dated August 2019 as prepared by KLJ, included line items for West Lake ST, East Scharf AVE, and Bennett Road, as well as a mention of Townline Road for "future" work. Sidewalks was not referenced in the plan. None of the plan recommendations including funding options.

The Small Cities Assistance Program (SCAP) was reviewed. In 2021, Vergas received \$15,385. These funds can be used for the construction and maintenance of roads located within the city. The Legislature for 2021, appropriated \$18M statewide for 705 cities eligible for the program. Annual funding is Legislative dependent. These funds have not been appropriated at this time, but the budget already includes items that qualify. If doesn't appear the funding can be used for road equipment.

The City's assessment policy was discussed. For example, if the property owners along Bennett Road wanted their road paved, this would be "new" construction, with the abutting owners assuming 80% of the costs, the City assumes the remaining 20%. Section 9 of the policy includes statements about the "service life" of utilities, such as sidewalks - 20 years. Street Improvements are also 20 years.

The Committee felt that they should meet again before the end of the month to more thoroughly examine and discuss budgets, and also to discuss budgeting needs for "future" SSWW projects.

If DuFrane has an opportunity to meet with DS, it might be good to get estimates from them for future road work, such as mill and overlay, seal coating, graveling, and grading.

Wednesday's meeting was also adjourned at 12:00 noon.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations

- Seek Council approval for the sanding equipment, estimated total costs \$5,600 (installed by City staff).
- Have Council address parking needs in Comprehensive Plan, including possible locations, and costs to acquire said locations, budget accordingly,
- Look into diagonal parking, maybe along First ST. Contact County Engineer regarding their thoughts and requirements.
- Get easement work started ASAP for Townline Road, so hopefully, easements can be acquired and brush removed before winter.
- Authorize Clerk to work on "records" manual for roads, documenting major projects, and estimating annual costs for "future" maintenance (as time allows).

Follow up Actions

- SSYW Committee to meet again in September to work on budgets, and future SSYW Committee funding needs.
- Look at brush and grass recycling program before 2022 permits are needed.

Alden Pool  
268 South Broadway  
Wells MN 56097-1630

# Estimate

Date	Estimate #
8/30/2021	E2021272

Name / Address
<b>City of Vergas</b> <b>PO Box 32</b> <b>111 Main St</b> <b>Vergas, MN 56587-0032</b>



Description	Qty	Total
Quest 120 / Up Graded Hi-E Dry 100		<b>2,570.00</b>
MERV 11 filter NEW 2570		
FILTER 4027424 CASE OF 12		<b>150.00</b>
1.75 x15.5 x 19.5		
FOR HI E DRY 100 / NEW 120 &195		
MERV 11		
FILTER REBATE 1 CASE OF FILTERS FREE WITH PuRCHASE OF		<b>-150.00</b>
HI-E DRY		
HI-E DRY WRWA SPECIAL Coupon		<b>-100.00</b>
\$100 OFF ONE PER CUSTOMER		
GOOD TILL SEPT 30 2021		
HI - E DRY SHIPPING NO CHARGE		<b>0.00</b>
delivery 3-4 weeks		

**800-253-7235**

**cell 507-383-1063**

johnszymanski99@hotmail.com

Sales Tax (6.88%)	\$0.00
<b>Total</b>	<b>\$2,470.00</b>



2011 Great Northern Dr  
 Fargo, ND 58102  
 Phone: (701) 282-4400  
 Fax: (701) 281-7060  
 www.robertgibb.com

<b>Proposal Submitted To</b> Scott Kolbinger klj	<b>Phone</b> 701-271-4846	<b>Date</b> 7/9/2021
<b>Street</b>	<b>Job Name</b> City of Vergas MN De-Humidification Project	
<b>City, State, and Zip Code</b>	<b>Job Locationb</b>	
<b>Attention:</b> Scott	<b>e-mail</b> scott.kolbinger@kljeng.com	<b>Alt e-mail / Phone</b>

We hereby submit specifications and estimates for:

**Hi Scott, Here is the breakdown for this quote.**

Munters HC-300	\$	15,927.00
Labor and Misc Materials	\$	3,620.00
<b>TOTAL</b>	<b>\$</b>	<b>19,547.00</b>

Aspects of this job are subject to inspection by the city inspector for compliance with applicable codes. Any items noted by the inspector that must be completed prior to final approval shall be quoted and submitted to the owner. Applicable sales tax not included in quote.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. **100% Satisfaction Guaranteed.**

Authorized Signature

*Kevin Riley*

Kevin Riley  
 Commercial Accounts

### Acceptance of Proposal --

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of acceptance: \_\_\_\_\_

Quote is only good for 30 days

## City of Vergas

				2022
				Proposed
		8/30/2021	2021 Budget	Budget
Sewer Fund	Refunds and Reimbursements	0.00	0.00	0.00
	Sewer User Charges	57,960.29	119,331.16	122,141.00
	Sewer Connection Fee	1,500.00	2,250.00	2,250.00
	Sewer Late Fees	1,922.47	3,400.00	3,400.00
	Miscellaneous Revenue	50.31	0.00	0.00
	Total Revenues	\$61,433.07	\$124,981.16	\$127,791.00
Disbursements:	Legislative (Council/Board)			
	Wages and Salaries	2,316.41	3,500.00	3,500.00
	Employer Cont./Soc.Sec./PERA	805.42	650.00	650.00
	Total Acct 411	3,121.83	4,150.00	4,150.00
	Executive (Mayor/Manager)			
	Wages and Salaries	787.79	1,300.00	1,300.00
	Employer Cont./Soc.Sec./PERA	115.34	300.00	300.00
	Travel, Mtgs. & Schools	0.00	100.00	100.00
	Total Acct 413	903.13	1,700.00	1,700.00
	Water Administration & General			
	Wages and Salaries	22,187.20	31,490.16	32,500.00
	Pensions/PERA/Em cont/Soc. Sec	12,235.45	11,596.00	11,596.00
	Health/Life Insurance	2,618.17	5,200.00	5,200.00
	Workers Compensation	0.00	450.00	450.00
	Office Supplies	1,397.53	2,000.00	2,000.00
	Operating Supplies	551.46	5,000.00	3,000.00
	Chemicals & Chem Products	534.50	0.00	800.00
	Clothing Allowance	0.00	0.00	0.00
	Repair & Maint. Supplies	163.78	1,500.00	1,500.00
	Professional Service	6,267.50	0.00	6,000.00
	Auditor	1,000.00	850.00	1,000.00
	Telephone	350.00	525.00	525.00
	Travel, Mtgs. & Schools	208.80	1,500.00	1,500.00
	Dues	58.34	175.00	175.00
	Printing & Publishing	0.00	0.00	0.00
	License/Permits	850.00	850.00	850.00
	Insurance	0.00	1,375.00	1,375.00
	Utility Services	1,436.28	2,250.00	2,250.00
	Repair & Maintenance Services	427.50	7,000.00	3,000.00
	City Share/Assessments	703.28	550.00	1,400.00
	Small Tools	14.99	300.00	300.00
	Refunds & Reimbursements	0.00	0.00	0.00
	Improvements	2,239.98	46,520.00	46,520.00
	Total Acct 494	53,244.76	119,131.16	121,941.00
	Total Disbursements	57,269.72	124,981.16	127,791.00
	Difference	4,163.35	0.00	0.00

City of Vergas

		<b>Proposed</b>	
		<b>8/30/2021</b>	<b>2021 Budget</b>
			<b>2022 Budget</b>
Water Fund	Refunds and Reimbursements	169.38	0.00
	Water User Charges	63,052.74	111,789.00
	Water Connection Fee	705.92	2,250.00
	Water Late Fees	2,419.51	1,500.00
	Sale of Water	720.00	300.00
	Replaced Parts	64.00	0.00
	Total Revenues	\$67,131.55	\$115,839.00
Disbursements:	Legislative (Council/Board)		
	Wages and Salaries	2,832.60	3,600.00
	Employer Cont./Soc.Sec./PERA	801.74	800.00
	Total Acct 411	3,634.34	4,400.00
	Executive (Mayor/Manager)		
	Wages and Salaries	254.52	1,300.00
	Employer Cont./Soc.Sec./PERA	118.34	6,001.00
	Travel, Mtgs. & Schools	0.00	300.00
	Total Acct 413	372.86	2,200.00
	Water Administration & General		
	Wages and Salaries	21,545.47	31,390.00
	PERA/Em Cont./Soc. Sec	12,150.86	18,494.00
	Health/Life Insurance	2,532.70	5,200.00
	Office Supplies	1,369.96	2,000.00
	Operating Supplies	1,909.91	2,000.00
	Chemicals & Chem Products	3,489.34	6,000.00
	Clothing Allowance	27.99	0.00
	Repair & Maint. Supplies	163.79	1,000.00
	Auditor	1,000.00	850.00
	Professional Services	105.00	0.00
	Engineer/Water Tower	4,633.00	0.00
	Telephone	350.00	525.00
	Travel, Mtgs. & Schools	1,093.30	1,500.00
	Dues	378.33	400.00
	Annual Fees	1,400.16	160.00
	Printing & Publishing	0.00	0.00
	Insurance	0.00	1,500.00
	Utility Services	3,568.09	6,000.00
	Repair & Maintenance	507.50	1,530.00
	Water Connection Fees	820.00	1,500.00
	Water Use Fees	0.00	200.00
	Improvements	18,967.24	28,990.00
	Refunds & Reimbursements	0.00	0.00
	Total Acct 494	76,012.64	109,239.00
	Total Disbursements	80,019.84	115,839.00
	Difference	(12,888.29)	0.00



City of Vergas  
Water Sewer  
Committee

The Water Sewer Committee met on September 8, 2021, 6:30 pm, at the Vergas City Office and on Zoom. In attendance were Logan Dahlgren, Natalie Fischer, Mike DuFrane, Mike Novitzki, Engineer for KLM Engineering and Julie Lammers.

1. Elevated Water Tank Inspection Report

Reviewed Report with information stating interior of water tower will need to be done in 3-5 years for approximately \$125,000.00 and the exterior painting will need to be done in 6-11 years for approximately \$176,000.00 or city can paint both interior and exterior for approximately \$300,000.00. There are a few items on the tower that are not approved by the MN Health Department or OSHA that will need to be corrected if any work is done on the tower.

2. Dehumidifier for Water Plant

KLJ Engineering recommends purchasing a Munter HC-300 dehumidifier for \$19,547.00 and DuFrane recommends purchasing a Quest 120/Up graded HI-E Dry 100 dehumidifier from Alden Pool for \$2,470.00.

After meeting, DuFrane confirmed Quest 120 has a life span of 10-15 years, with a 5-year warranty on computer and a 1-year total warranty.

3. 2022 Water Budget

Committee reviewed water budget and 2021 financials and would like to see \$25,000 a year put into a savings account for future projects.

4. 2022 Sewer Budget

Committee reviewed sewer budget and 221 financials.

5. Heaters in water plant

Heaters at the water plant need to be replaced and DuFrane will bring proposal to the October Council meeting. Committee asked DuFrane to look at both electric and gas heaters and provide cost of each for the October council meeting.

**Recommendations for Action:**

1. Recommend purchasing Quest 120/UP Graded Hi-E Dry 100 dehumidifier for water plant for \$2,470.00.
2. Recommended approving water budget and increasing the water rates from \$3.50 to \$3.75 per 1,000 gallons of water used. Recommend leaving the water base rate at \$28.00 a month on January 1, 2022.
3. Recommended approving sewer budget and increasing the sewer rates from \$2.50 to \$2.75 per 1,000 gallons of water used on January 1, 2022. Recommend leaving the water base rate at \$28.00 a month as of January 1, 2022.

# CITY OF VERGAS, MINNESOTA



July 2021

100,000 Gallon Capacity  
Tower Number One



## Elevated Water Tank Inspection Report

KLM Project  
4300-21

1976 Wooddale Drive, Suite 4 | Woodbury, MN 55125  
(651) 773-5111 | Fax (651) 773-5222

## Table of Contents

<b>1.0  PROJECT INFORMATION .....</b>	<b>2</b>
<b>2.0  REFERENCES .....</b>	<b>3</b>
<b>3.0  COATINGS EVALUATION .....</b>	<b>3</b>
3.1  Lead and Chromium Content Analysis .....	3
3.2  Interior Wet Coating .....	3
3.3  Interior Dry Coating .....	3
3.4  Exterior Coating .....	4
3.5  Replacement Coating Systems .....	4
<b>4.0  STRUCTURE MODIFICATIONS.....</b>	<b>5</b>
4.1  Interior Wet Modifications .....	5
4.2  Cathodic Protection (CP) System.....	5
4.3  Interior Dry Modifications .....	5
4.4  Exterior Modifications .....	6
<b>5.0  PROPERTY CONSIDERATIONS .....</b>	<b>7</b>
5.1  Site and Environmental Considerations .....	7
5.2  Telecommunications Considerations.....	7
<b>6.0  RECONDITIONING SUMMARY .....</b>	<b>7</b>
6.1  Reconditioning Cost Estimate .....	7
6.2  Next Reconditioning .....	7

APPENDIX A: Photographs

APPENDIX B: Inspection and Evaluation Methods

## 1.0| PROJECT INFORMATION

**KLM Project No.:** 4300-21 **Customer P. O. Number:** N/A  
**Tank Owner:** City of Vergas, Minnesota **Phone:** 218-234-5110  
**Street/City/State/Zip:** 111 E Main St. Vergas, MN 56587  
**Tank Owner Contact:** Mike Dufrane, Utility Supervisor  
**Owner's Tank Designation:** Tower Number One  
**Tank Description:** Hydrocone  
**Tank Street Location:** East Linden St., Vergas, MN 56587  
**Purpose of Inspection:** Condition Assessment  
**Date of Inspection:** July 13, 2021  
**Inspected By:** Tim Lindsay and Aaron Hageman  
**Type of Inspection:** KLM Standard ROV Evaluation  
**Manufacturer:** Caldwell Tank **Construction Date:** 1993  
**Serial No.:** E-3536 **Design Code:** AWWA D100-84  
**Capacity:** 100,000-gallons  
**Tank Diameter:** ~35-feet  
**Height to:** Overall ~132-feet  
**Height to:** HWL 129-feet LWL 105'-6"  
**Tank Construction Drawings:** Available at Owner  
**Previous Inspection Records:** None available to KLM

**EXISTING COATING INFORMATION**

	<b><u>Interior Wet</u></b>	<b><u>Interior Dry</u></b>	<b><u>Exterior</u></b>
<b>Date Last Coated</b>	2007	2010	2010
<b>Full or Spot Repair</b>	Full	Spot	Spot/overcoat
<b>Coating Contractor</b>	Maguire Iron	DeLoughery Painting Co.	DeLoughery Painting Co.
<b>Surface Preparation</b>	Unknown	Unknown	Unknown
<b>Paint System</b>	Epoxy	Series N140	Series 73/700
<b>Paint Manufacturer</b>	Tnemec	Tnemec	Tnemec
<b>Paint Chip Samples</b>	No	No	No

# City of Vergas, Minnesota

100,000 GALLON CAPACITY  
TOWER NUMBER ONE

## 2.0| REFERENCES

The tank interior and exterior areas were evaluated in conformance with the following:

- a. KLM Engineering, Inc. Proposal.
- b. General guidelines of AWWA Manual M42 Appendix C "Inspecting and Repairing Steel Water Tanks, and Elevated Tanks for Water Storage."
- c. KLM "Procedures and Guidelines for Inspecting Existing Steel and Concrete Water Storage Tanks."
- d. Appendix B Inspection and Evaluation Methods.

## 3.0| COATINGS EVALUATION

### 3.1| Lead and Chromium Content Analysis

The total lead and chromium content of the interior and exterior coatings was not analyzed. Based on the 1993 construction date of the tank, and subsequent coating repairs within the last ten to thirteen years, and regulations in effect at that time limiting the use of lead or chromium-based coatings, KLM anticipates that neither the interior nor exterior coatings are lead or chromium-based paints and will not generate hazardous waste during reconditioning.

### 3.2| Interior Wet Coating

The tower was constructed, and the interior wet area originally coated, in 1993 by Caldwell Tank. According to Owner provided information, Maguire Iron fully reconditioned the interior wet area in 2007. The interior wet coating is in poor overall condition, with approximately five percent coating failures above the High-Water Line (HWL) and approximately 10 percent coating failures below the HWL. Failures above the HWL consist of corrosion along unwelded roof plate weld joints and rust nodules at random locations. Failures below the HWL consist of more widespread corrosion nodules on weld joints and random locations. Due to age and condition, the coating is not a candidate for repairs and should be replaced in its entirety within three years to maximize the life expectancy of the structure. See photos in Appendix A.

### 3.3| Interior Dry Coating

Most of the interior dry area has coating original to the 1993 construction. According to Owner and Tnemec provided information, the sweating areas of the interior dry area were reconditioned in 2010 by DeLoughery Painting Co., a subcontractor at the time to Maguire Iron. Overall, the coating on the interior dry area is in fair condition with failures limited to areas susceptible to condensation, such as the drywell tube, bowl, and landings (sweating areas). The sweating areas have approximately 20 percent visible failures. Despite these failures, the substrate does not appear to be in danger of damage through corrosion and will continue to provide service until the next scheduled coating replacement, which should be anticipated to be performed at the same time as the interior wet coating replacement, within three years. See photos in Appendix A.

### 3.4| Exterior Coating

The exterior was spot repaired and overcoated at the same time the interior dry spot repairs were performed, in 2010. DeLoughery Painting Co. performed the work. The exterior is currently in good condition with the overcoat maintaining integrity. Overcoats have a typical life expectancy of 8 to 10 but can vary dramatically. The high-quality coating, Tnemec Series 700 Hydroflon, was used as final topcoat and is likely a contributing factor to the exterior overcoat having performed well. Corrosion is minimal on the exterior, consisting primarily of mechanical damage on the base cone. Understanding the typical life expectancy of an overcoat, while the exterior coating remains in fair condition now, the City of Vergas should consider replacing it in conjunction with the interior wet and interior dry coatings to lower overall project costs, maintain a uniform lifecycle, and provide superior coatings systems in all areas of the tower. See photos in Appendix A.

### 3.5| Replacement Coating Systems

On January 1, 2023, NSF International will implement a new public health standard called NSF 600 for any coating in contact with potable water. This new standard significantly reduces allowable concentrations of solvents commonly used in coating formulations. Manufacturers serving the water industry have already developed new product offerings that comply with NSF 600. However, these products require more training/experience and expensive equipment to apply and are resulting in increased reconditioning costs when specified. It is important to note that currently applied products meeting NSF 61 standards do not need to be removed after the January 1, 2023 transition to NSF 600. However, coatings used to repair existing coatings after the date must comply with the new standards.

When the next full reconditioning is required, KLM recommends preparing surfaces in accordance with NACE guidance and applying a coating system for each area according to the following.

#### 3.5.1| Interior Wet Coating

Surface preparation should be performed according to SSPC-SP10 Near White Metal Blast criteria.

Apply a three-coat system:

1. moisture cured zinc-rich
2. polyamidoamine epoxy
3. 100% solids, high-build epoxy

#### 3.5.2| Interior Dry Coating

Surface preparation should be performed according to SSPC-SP6 Commercial Blast Clean criteria.

Apply a three-coat system:

1. moisture cured zinc-rich
2. polyamidoamine epoxy
3. polyamidoamine epoxy

#### 3.5.3| Exterior Coating

Surface preparation should be performed according to SSPC-SP6 Commercial Blast Clean criteria.

Apply a four-coat system:

1. moisture cured zinc-rich
2. polyamidoamine epoxy

3. aliphatic acrylic urethane
4. fluoropolymer

## 4.0| STRUCTURE MODIFICATIONS

Based on the inspection data, it appears that some structure modifications and repairs are required. These modifications and repairs serve to bring the tank into compliance with OSHA regulations, AWWA standards, and Department of Health regulations. They also improve areas of the tank that are prone to premature development of corrosion, remove surface defects resultant from tank construction, remove abandoned and unnecessary equipment, and improve tank maintenance capabilities.

The photographs referred to in this section are in Appendix A.

Based on an evaluation of the inspection data, the recommendations are:

### 4.1| Interior Wet Modifications

The following structure modifications are not required to be performed at this time and can be delayed until interior coating repairs are performed.

**4.1.1** Seal weld the following joints. Seal welding these joints will prevent rust streaking and corrosion in areas inaccessible to paint. See photos 2 through 4.

- a. The overlap joint between the dollar plate and roof plates,
- b. The inside joint between the drywell tube and the dollar plate,
- c. The inside of the dollar plate butt joint,
- d. The inside joint between the wet access manway and the dollar plate.

**4.1.2** Epoxy caulk the shell to roof circumferential joint. Seal welding this joint is cost prohibitive, but the result is similar. See photos 5 through 7.

**4.1.3** Replace the gasket on the oval bowl manway. See photos 12 and 28.

**4.1.4** Grind off all weld spatter and erection scab marks below the HWL for compliance with AWWA D100-11. This work will require approximately 35 man-hours.

**4.1.5** Install a Grid-Bee GS-9 Submersible Mixer in the tower to provide mixing capabilities that reduce the likelihood and magnitude of ice formation in cold weather and prevent stratification in warm weather, improving water quality and reducing the necessity of chemical additives such as chlorine. Include the installation of all electrical components and control panel for proper operation through SCADA systems.

### 4.2| Cathodic Protection (CP) System

**4.2.1** The reservoir does not have a cathodic protection system, and one is not required if the coating is applied and maintained properly.

### 4.3| Interior Dry Modifications

The following structure modifications are not required to be performed at this time and can be delayed until interior coating repairs are performed.

**4.3.1** Convert the top landing of the riser into a condensate ceiling by adding a ¼-inch by 2.5-inch flat bar and seal welding the perimeter to the pedestal. Install a drain in the low point of the landing with a connecting line to the overflow pipe. This will prevent condensation from running down the pedestal,

exacerbating defects in the coating, and leading to corrosion and additional painting and maintenance costs. See photos 29 and 30.

**4.3.2** Replace the cable style safety climb devices on the ladders. The existing cables have been painted and are not deemed OSHA compliant. See photos 24, 30, and 31.

**4.3.3** Replace the existing bowl drain valve with a stainless-steel valve similar to those designed by Babco Company. Include a clear, rigid, high pressure hose connected to the overflow pipe. Include the replacement of the coupling in the bowl with a ½ coupling. This facilitates cleaning and draining the bowl below the inlet pipe level. See photo 27.

**4.3.4** Install approximately six (6) half-moon cable brackets inside the drywell tube, equally spaced, for the attachment of electrical and coaxial cables. See photo 25.

**4.3.5** Install approximately ten (10) pedestal stand-off brackets in the pedestal at 8-foot maximum spacing for the mounting of the electrical and coaxial cables. Move the electrical conduits along the ladders to the stand-off bracket to bring the ladders into OSHA compliance. See photos 31, 32 and 34.

**4.3.6** Replace the light fixtures with LED fixtures. See photos 24, 28, and 29.

**4.3.7** Install ports in the center of the upper two platform floors to facilitate containment during the next reconditioning. See photos 30 and 31.

**4.3.8** Install a 4-inch-thick concrete pad in the base of the tower at grade, flush with the top of the existing ring wall foundation. Some of the existing soil will require removal. The concrete slab shall be reinforced with 6 x 6 – W1.4/W1.4 welded wire fabric, graded, float finished flat and level. See photos 34 and 35.

#### 4.4| Exterior Modifications

The following structure modifications are not required to be performed at this time and can be delayed until exterior coating repairs are performed.

**4.4.1** Install an anchor point on the exterior (roof side) of the drywell tube for securing safety harnesses with lanyards during egress from the drywell and transitioning from the drywell tube safety climb device to the tower roof. See photo 37.

**4.4.2** Replace the drywell tube manway cover with an aluminum cover and stop chain. This make lifting the larger cover easier and limit the angle of travel of the cover, (prevent the cover from opening 180 degrees). See photo 37.

**4.4.3** Replace the tank finial vent with a 24-inch diameter aluminum pressure pallet style vent. The new vent and vent screen design should meet AWWA D100-11 and Department of Health regulations. The removable top will improve ventilation, provide access to the tank interior during reconditioning, and aid in compliance with OSHA Confined Space Entry Requirements. See photo 38.

**4.4.4** Install one (1), 24-inch diameter, hinge covered, roof ventilation manways, approximately 180 degrees from the existing roof manway. This will provide additional ventilation during the interior surface preparation and coating and aid in compliance with OSHA Confined Space Entry requirements.

**4.4.5** Replace the double aviation light with a new double LED style aviation light similar to Hughey & Phillips L-810. See photo 37.



**4.4.6** Replace the two, 2-inch threaded rigging couplings with the same size unthreaded couplings with weathertight covers. See photos 2, 4, 37, and 41.

**4.4.7** Per Minnesota Department of Health, modify the overflow discharge pipe outlet by installing a downward bend on the end and replace the existing overflow pipe screen with a corrosion-resistant, heavy-gauge #24 mesh screen. See photo 49.

**4.4.8** Urethane caulk around the perimeter of the base cone where it meets the concrete foundation. This will prevent water intrusion and corrosion along that seam. See photos 46 and 49.

## 5.0| PROPERTY CONSIDERATIONS

### 5.1| Site and Environmental Considerations

**5.1.1** In conformance with Minnesota Department of Health, an analysis has been performed to determine the methods of pollution control required for this storage structure during reconditioning. During the next scheduled full reconditioning, to maintain air quality and to prevent the drift of dust and fugitive emissions, full containment will be required, including impervious ground cover, a top cover or bonnet and negative air dust collection.

### 5.2| Telecommunications Considerations

**5.2.1** The reservoir has no telecommunications equipment, either antennas or other associated equipment. Antennas generally have the effect of dramatically increasing the cost of reconditioning water storage reservoirs. If the owner is considering allowing antennas to be installed on the tower, lease agreements should be written to ensure the antenna owners are responsible for increase maintenance costs due to their presence. Installations should be reviewed to ensure that they do not interfere with normal use or maintenance of the tower, present safety hazards, or violate state or federal regulations.

## 6.0| RECONDITIONING SUMMARY

### 6.1| Reconditioning Cost Estimate

The costs for structure modifications and replacing the interior and exterior coatings are estimated between \$285,000 and \$315,000. For competitive bids, the project should be bid 9 to 12 months before the desired starting date.

An experienced tank-coating contractor with the proper crew and equipment should be able to complete the project in five weeks. At the time of reconditioning, the tower will need to be drained and remain off-line during interior structure modifications, abrasive blasting, and painting. However, most of the exterior structure modifications can be performed prior to draining, with the tank in-service.

### 6.2| Next Reconditioning

Per the Service Agreement, the next inspection is a dry tank cleanout scheduled for 2026. Given the significant sediment accumulation, consider adjusting the schedule by performing a dry tank cleanout within the next twelve months. Not only will this clean up the reservoir but it will establish a benchmark for monitoring rate of accumulation and determine a routine for future cleanouts.

KLM recommends performing the noted modifications and interior and exterior coatings replacement within the next three years to protect the tower and serve the water system for many more years to come. If the project is performed during this timeframe, the dry tank cleanout could be delayed to coincide with the tower reconditioning.

Inspection and maintenance are critical to the longevity of the reservoir. Upon completion of reconditioning, the tank and coating should first be inspected near the end of the warranty period and every three (3) to five (5) years thereafter. New interior and exterior coatings, if applied and maintained properly, should provide service life of at least 20 years.

**KLM ENGINEERING, INC.**

Report prepared by:



Benjamin Feldman, P.E.  
Civil Engineer  
MN License No. 49598

Report reviewed by:



Rodney Ellis  
Vice President/COO  
NACE Certified Coatings Inspector No. 1686  
AWS/CWI 04040311

Copyright 2021 by KLM Engineering, Incorporated. All rights reserved. This material may not be duplicated reproduced, displayed, modified, or distributed without the prior express written permission of KLM Engineering, Incorporated.

# **APPENDIX A**

## **PHOTOGRAPHS**



Photo No. 1  
Overall view of the tank



Photo No. 2  
Dollar plate to drywell tube and roof plate, Note; rigging coupling



Photo No. 3  
Drywell tube to roof connection



Photo No. 4  
Dollar plate to drywell tube and roof plate, Note; rigging coupling



Photo No. 5  
Roof condition and connection to shell

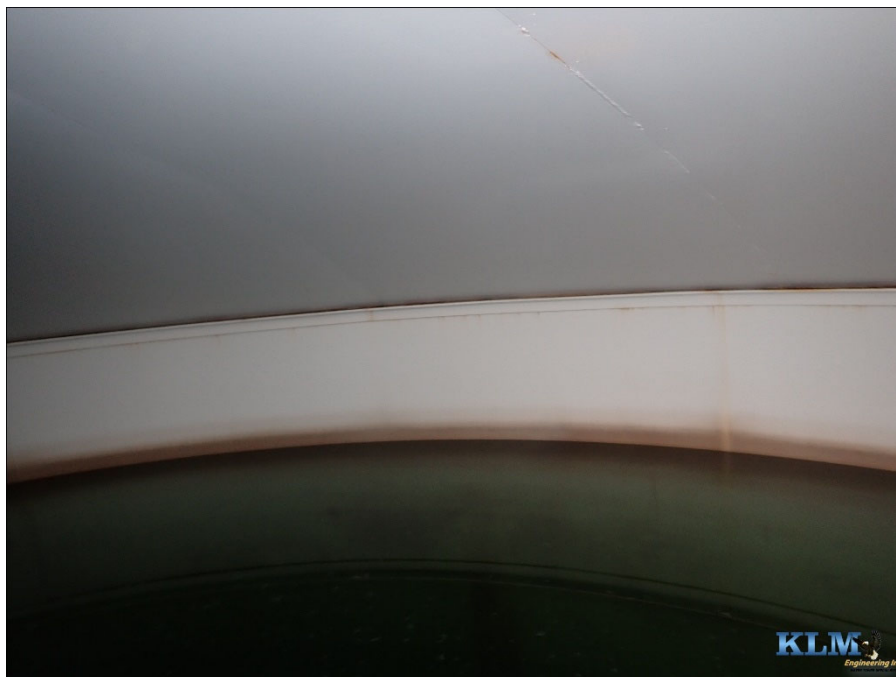


Photo No. 6  
Roof condition and connection to shell





Photo No. 7  
Roof condition and connection to shell

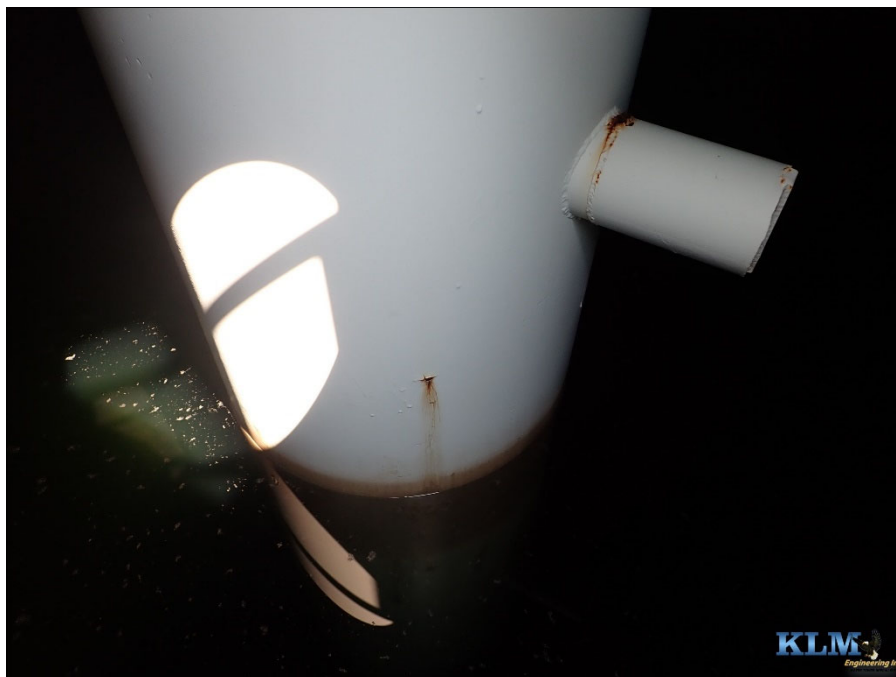


Photo No. 8  
Drywell tube and overflow



Photo No. 9  
Drywell tube condition



Photo No. 10  
Drywell tube and bowl, Note; fill pipe and manway





Photo No. 11  
Sediment accumulation in bowl



Photo No. 12  
Sediment accumulation in bowl

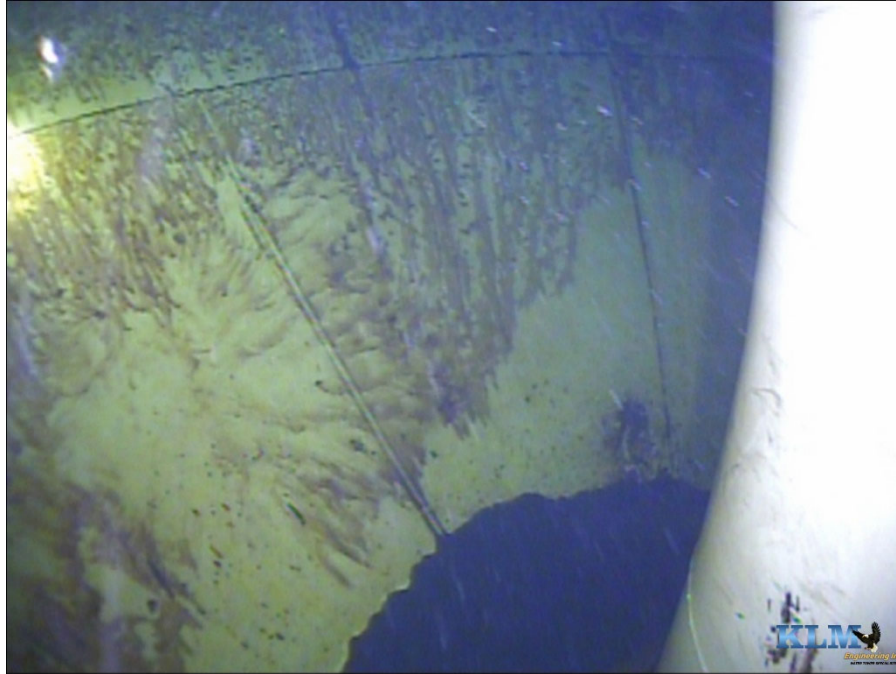


Photo No. 13  
Bowl condition

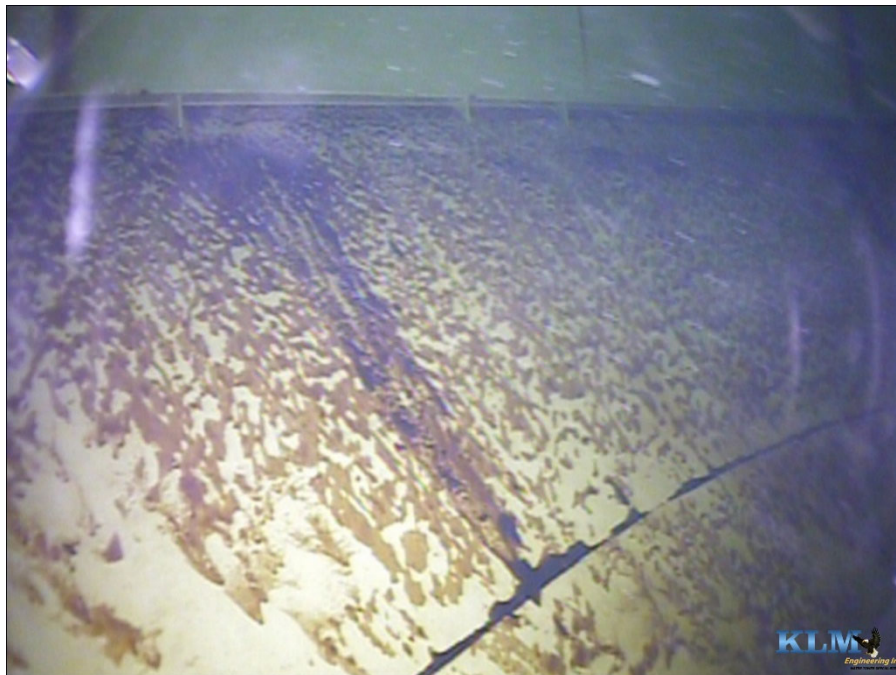


Photo No. 14  
Bowl condition





Photo No. 15  
Bowl condition

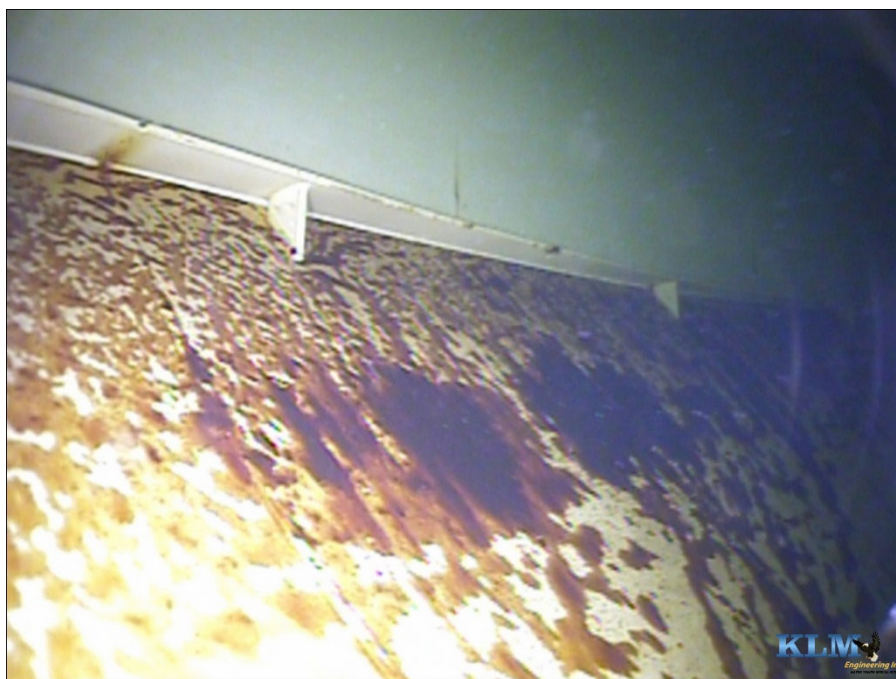


Photo No. 16  
Bowl to shell connection



Photo No. 17  
Leveling ring at bowl to shell connection

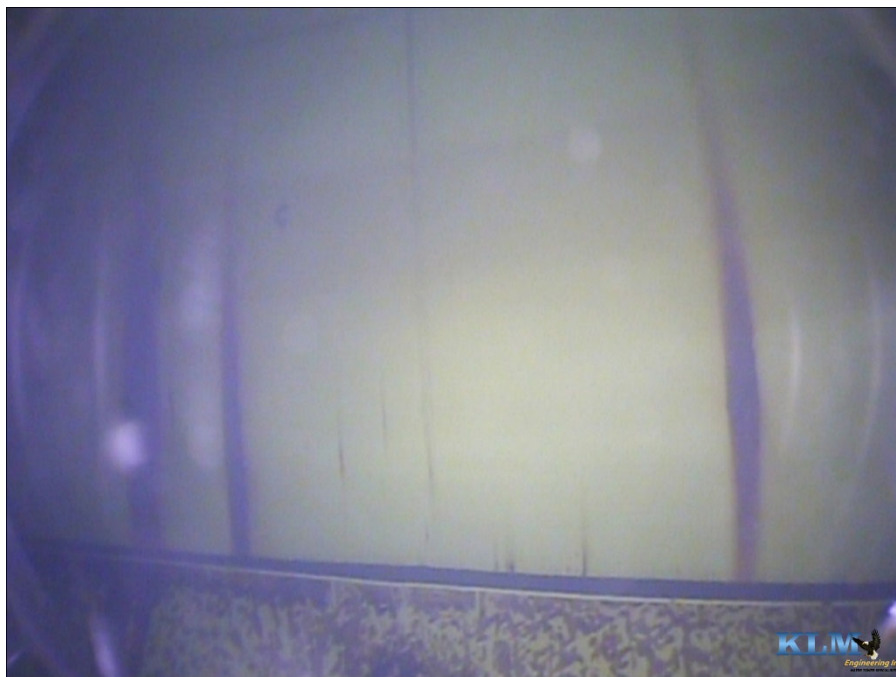


Photo No. 18  
Corrosion on shell





Photo No. 19  
Corrosion on shell



Photo No. 20  
Coating failures and corrosion on shell, Note; indication of poor surface  
preparation during repairs



Photo No. 21  
Coating failures and corrosion on shell, Note; indication of poor surface preparation during repairs



Photo No. 22  
Coating failures and corrosion on shell, Note; indication of poor surface preparation during repairs



Photo No. 23  
Coating failures and corrosion on shell, Note; indication of poor surface preparation during repairs



Photo No. 24  
Top of drywell tube (looking up)





Photo No. 25  
Lower section of the drywell tube



Photo No. 26  
Bowl condition





Photo No. 27  
Bowl drain cleanout



Photo No. 28  
Overall condition of bowl



Photo No. 29  
Top landing



Photo No. 30  
Top landing





Photo No. 31  
Overall conditions in riser (looking up)



Photo No. 32  
Conditions in riser (looking up)



Photo No. 33  
Lower landing



Photo No. 34  
Base cone conditions (looking down)





Photo No. 35  
Valve pit



Photo No. 36  
Conditions in valve pit



Photo No. 37  
Overall conditions on roof



Photo No. 38  
Finial vent





Photo No. 39  
Access manway and roof conditions



Photo No. 40  
Roof coating conditions



Photo No. 41  
Roof coating conditions

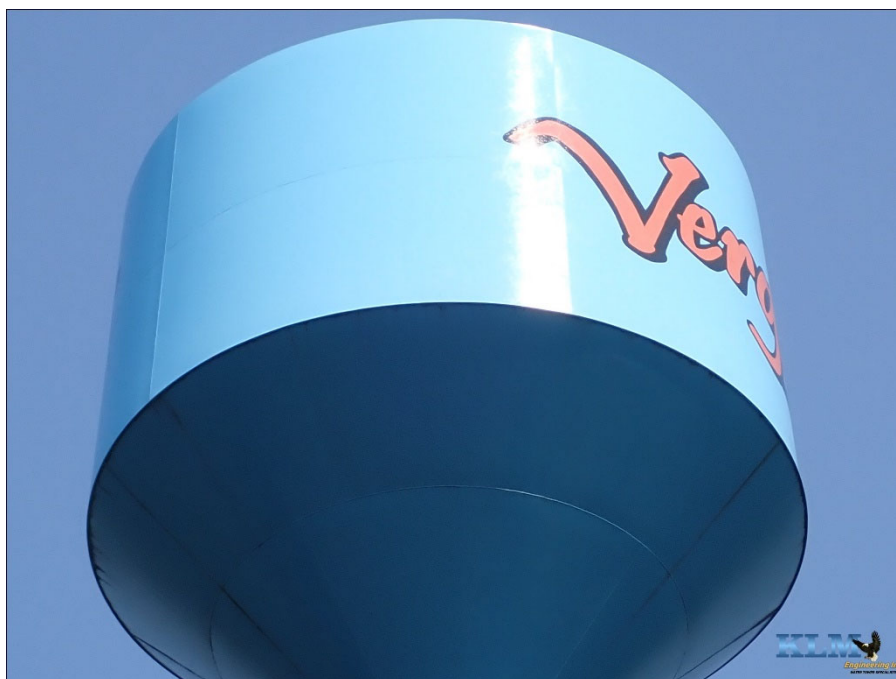


Photo No. 42  
Overall condition of shell and bowl





Photo No. 43  
Bowl condition



Photo No. 44  
Top of riser and bowl



Photo No. 45  
Overall condition of riser



Photo No. 46  
Overall condition of base cone



Photo No. 47  
Isolated corrosion on base cone

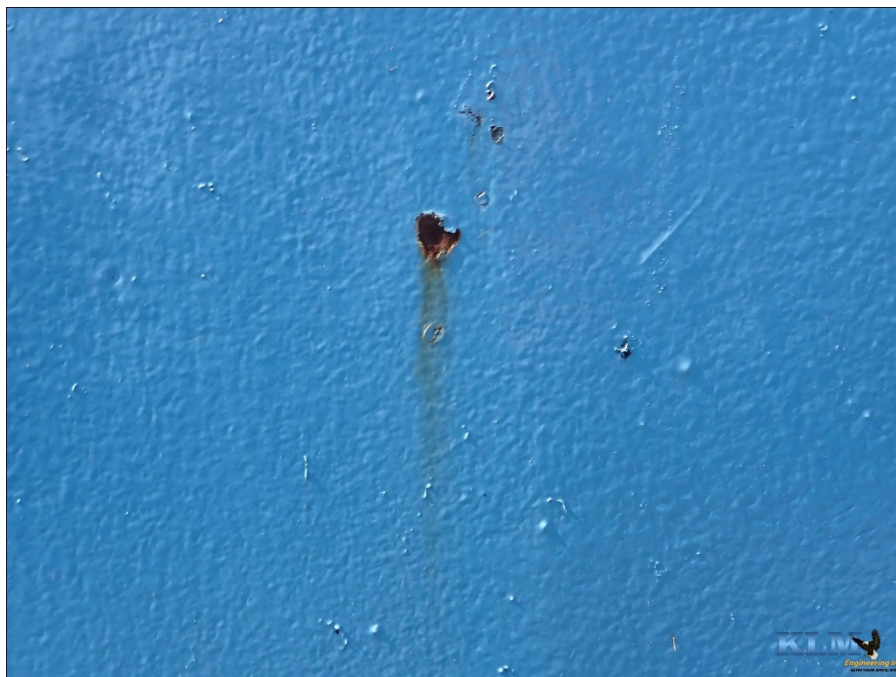


Photo No. 48  
Isolated corrosion on base cone





Photo No. 49  
Overflow and splash pad

# **APPENDIX B**

## **INSPECTION AND EVALUATION METHODS**

## 1.0| INSPECTION AND EVALUATION METHODS

Some or all of the following procedures were performed as applicable.

### 1.1| Methods

**1.1.1** The inspection of the base metal and coatings on interior and exterior surfaces included only areas accessible without scaffolding or special rigging. Where possible, the base metal and coating on the interior wet surfaces were examined from either a rubber raft while the tank was being drained, by a Remote Operated Vehicle (ROV) with the tower in service, or with both.

**1.1.2** Tank plate thickness was measured at random locations on the liquid holding shell. The overall structural condition of the tank was visually examined.

**1.1.3** No structural analysis was done to determine if the tank design complies with the AWWA D100-11 Standard for “Welded Carbon Steel Tanks for Water Storage.” However, any observed non-conformance to the AWWA D100-11 standard is noted in this report.

**1.1.4** Although compliance with OSHA regulations was not a part of this inspection, any unsafe conditions or violations of current OSHA regulation that were observed are noted in this report.

### 1.2| Examination and Evaluation Techniques

Some or all of the following procedures were performed as applicable.

#### 1.2.1| Site

The tank site was evaluated for proper drainage conditions affecting access and lead paint abatement during reconditioning.

Also, the following site dimensions were obtained: distance to fence(s), power lines, owner buildings, public property, private property/buildings, school/playgrounds, public parks, and other property.

#### 1.2.2| Foundations

The tank concrete foundation(s) were/was visually examined for cracks, spalling, conditions of grout, indications of distress/settlement, and elevation above grade.

#### 1.2.3| Tank Plate Thickness

Plate thickness measurements were taken using ultrasonic methods (UTM). The readings were taken using a digital readout Elcometer MTG6 Ultrasonic Thickness Gage that has a dual element probe (transducer). The probe's transmitter element sends a short ultrasonic pulse through the material. The pulse gets reflected as an echo from the opposite side of the plate and returns to the probe's receiver element. The round-trip time is directly related to the material's thickness.

#### 1.2.4| Coating Thickness

Interior and exterior coatings, where accessible, were tested in accordance with Steel Structures Painting Council SSPC-PA2-18 “Procedure for Determining Conformance to Dry Coating Thickness Requirements” using PosiTector-6000-F1 Type 2 gages.

---

### **1.2.5| Coating Adhesion**

Adhesion testing of the coating to the steel, and inner coat adhesion, was performed by ASTM D-3359: Shear Adhesion Test, Measuring Adhesion by Tape Test. In addition, subjective coating adhesion evaluation was performed using a penknife.

### **1.2.6| Coating Serviceability**

The estimated remaining coating life or serviceability evaluation was performed using a wide variety of inspection instruments such as dry film thickness gauge, pen knife, Tooke gauge, adhesion tester(s), 30x microscope and serviceability evaluation experience (minimum experience 10 years).

The instrument inspection was combined with a close visual inspection of all accessible coatings. This was done to detect any holidays (misses), skips, runs, sags, surface containments, overspray, dry spray, poor coating cohesion, inter-coat delamination, loss of adhesion to the substrate, adverse conditions of the steel underneath the coating, or any other defects affecting the intended service.

### **1.2.7| Coating Lead and Chromium Content Analysis**

Samples may have been taken of the various types of coatings present on the interior and exterior surfaces. GPI Laboratories, Inc. of Grand Rapids, Michigan tests these coatings in conformance with ASTM D-3335 Standard Test Methods for Concentrations of Lead and Chromium in Paint.

City of Vergas  
Personnel Committee

The Personnel Committee met on August 31, 2021, 10am, at the Vergas Event Center.  
In attendance were Julie Bruhn, Natalie Fischer and Julie Lammers

1. Liquor Store staffing Issues

Recently hired Liquor Store Manager, Gail Kaplan, put in resignation on August 12, 2021. Continuing to work part time as liquor store clerk with pay adjusted accordingly; as approved at the August 16, 2021 Personnel Committee meeting. Advertisement is out to refill the Liquor Store Manager position. Struggling to fill work schedule, which could impact open hours of the liquor store. Discussed, and concurred upon, converting Tammy Shields from part time to full time and having this effective September 14, 2021. Financial impact, at current salary, is \$10,392.60, inclusive of pay and benefits. It does not factor in any overtime or night hour pay. Based on current financials, could be fiscally covered. Additionally, discussed having the Liquor Store Manager support city administrative needs since having full time clerk will impact coverage hours required of the liquor store manager as a clerk. Will revise job description to better reflect support of city operations by the Liquor Store Manager.

2. City Maintenance Operator Conversion from part time to full time

The Parks & Recreation Advisory Board has requested the Maintenance Operator be full time with increased time dedicated to the city parks. Financial impact, at current salary, would be \$11,700.60, inclusive of pay & benefits and but exclusive of night and overtime pay. Based on accrued over time, night time, and being full time from May-August, the overall impact is less when these factors are considered. This would be effective January 1, 2022.

3. Compensatory Time vs Overtime

With the changes being recommended in increased staffing, discussion ensued regarding the need to better manage payroll by minimizing overtime pay and examining use of compensatory time and adjusted work day; i.e. when coming in early, leave early. Julie Lammers will follow up with City Attorney regarding requiring compensatory time in lieu of overtime. Julie Lammers is aware of other cities with this policy. Overtime would be based upon further review and approval in instances where compensatory time may not be possible. Additionally, noted policy establishes pay for night hours(12am-6am) at a pay rate of time and a half. This is not an industry standard and night hours typically entails a differential in pay vs same pay as overtime. Concurred upon recommending a \$2.00 an hour rate for nights (midnight to 6am) vs time and a half.

4. Personnel Policy

Policy remains in revision to reformat and make changes to have pay for performance, versus automatic step increases, (as previously approved by the council at the June 8, 2021



meeting), and outline informal grievance process. The LMC also recently published updated model personnel policy and reviewing to ensure city policy would capture further change needs.

**Recommendations for Action:**

1. City Council accept resignation of newly hired Liquor Store Manager and conversion to part time Liquor Store Clerk at clerk pay rate. Leaves manager position in good standing.
2. Approve converting a part time liquor store clerk to full time effective September 14, 2021.
3. Approve converting part time (32 hours) Maintenance Operator to full time effective January 1, 2022 with increased labor mapping dedicated to parks and streets.
4. Revise Liquor Store Manager job description to include support of city administrative needs.
5. Revise Personnel Policy to outline night (12am-6am) pay at a \$2.00 extra/hour versus time and a half pay.
6. Further research to revise Personnel Policy to require compensatory time versus overtime time and flexibility in work hours so when coming in early leave early versus automatically accruing additional hours.

Recorder  
/s/ Julie Bruhn

**POSITION TITLE:** Liquor Store Manager

**DEPARTMENT:** Liquor Store

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

**SUPERVISION EXERCISED:** Liquor Store Clerks

**FLSA STATUS:** Full Time, Non-exempt

Date of Latest Revision: September 2021

---

**I. Position Summary:**

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

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

**1. Leadership:**

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

**2. Administration & Management:**

- Daily coordinates and controls the systems, processes and activities of the liquor store.
- Responsible for the planning, budgeting and purchasing.
- Handles and oversees the preparation and maintenance of complete and accurate records and ensures required reports are completed and submitted timely.
- Further supervises the department by prioritizing, assigning, monitoring, and assisting work. Demonstrates by personal example the desired standards of conduct and work habits and promotes teamwork through communication, motivation and cooperation.

**3. Sale Operations:**

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

**4. Store Maintenance:**

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

**5. Communications and Coordination with other City Departments:**

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

#### **6. Supervision of Department Personnel:**

- Maintains, and effectively recommends to the Liquor Store Committee/City Council, the full complement of supervisory functions for a supervised position as staffing/hiring, training, staff development, assigning and prioritizing work, reviewing work, coaching and evaluation performance, compensation/rewards, discipline/discharge per City policy and under Council's final approval.
- Oversees department daily work, supervises employee performance and reviews work output and reviews/submits bi-weekly time sheets.
- Ensures completion and participation in mandatory and other job-related training needs.
- Promotes workplace safety through ongoing efforts related to training and awareness.

#### **III. Examples of Performance Criteria:**

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

#### **IV. Minimum Requirements:**

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

## **V. Preferred Qualifications:**

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

## **VI. Special Working Conditions:**

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

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

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

	<b>2020 Final</b>	<b>2021 Year to</b>	<b>2021</b>	
	<b>Budget</b>	<b>Date</b>	<b>Approved</b>	<b>2022 Proposed</b>
	<b>Budget</b>	<b>8/26/2021</b>	<b>Budget</b>	
General Property Taxes (31000)	\$228,179.00	\$175,242.86	229,149.00	253,655.00
Penalties & Deling Taxes (31900)	0.00	1,070.13	0.00	0.00
10% Gaming Fee (31311)	3,000.00	1,554.73	3,000.00	2,000.00
Gravel Permit	10,000.00	7,300.00	7,000.00	7,000.00
Intoxicating On-Sale Liquor (32110)	6,900.00	0.00	6,900.00	6,900.00
Non-Intoxicating Malt Liquor (32115)	150.00	150.00	150.00	150.00
Set-Up License (32116)	900.00	225.00	500.00	500.00
Cigarette Licenses (32117)	175.00	0.00	175.00	175.00
Conditional Use/Variance Permit (32205)	0.00	250.00	0.00	0.00
Construction Permit (32210)	1,000.00	3,455.00	2,000.00	3,500.00
Golf Cart Permit (32213)	180.00	165.00	140.00	140.00
Recycling Center (32215)	8,000.00	10,883.00	8,500.00	9,500.00
Dog Licenses (32240)	575.00	434.00	575.00	450.00
Intergovernmental Aid (33404)	131.00	0.00	131.00	131.00
Federal Grants and Aids (33101)	2,000.00	7,684.00	2,000.00	2,000.00
State Aids/Fire Relief (33390)	10,000.00	10,000.00	10,000.00	10,000.00
Local Government and Aids (33401)	36,319.00	18,715.30	37,431.00	37,813.00
County Grants & Aids for Hwys (33610)	0.00	0.00	0.00	0.00
Charges of Services (34005)	500.00	782.29	300.00	500.00
General Government (34100)	0.00	0.00	0.00	0.00
Fire, Reimbursed (34210)	24,000.00	15,217.95	24,000.00	24,000.00
Recreation (36217)	3,500.00	4,880.00	3,500.00	3,500.00
Miscellaneous Revenues (36200)	0.00	17.96	0.00	0.00
Interest Earnings (36210)	150.00	17.66	100.00	50.00
Rent/Municipal Building (36217)	6,000.00	4,000.00	6,000.00	6,000.00
Rent/Event Center (36225)	10,000.00	3,845.00	5,000.00	5,000.00
Event Center other related charges (36227)	0.00	1,200.00	0.00	1,000.00
Contributions & Donations (36230)	2,000.00	30.00	2,000.00	0.00
Refunds & Reimbursements (36233)	10,000.00	12,473.33	5,000.00	0.00
LMCit/Dividends (36235)	3,000.00	0.00	3,000.00	3,000.00
Liquor Store Transfer (39201)	15,000.00	15,000.00	25,000.00	25,000.00
<b>Total Receipts</b>	<b>\$381,659.00</b>	<b>\$294,593.21</b>	<b>\$381,551.00</b>	<b>\$401,964.00</b>
<b>GENERAL GOVERNMENT</b>				
Workers Compensation	0.00	0.00	0.00	0.00
(41000) Office Supplies (200)	1,500.00	978.00	1,678.00	1,000.00
Operating Supplies (210)	100.00	200.78	150.00	250.00
Repair & Maint. Supplies (220)	400.00	16.96	400.00	400.00
Auditor (301)	2,900.00	2,125.00	2,900.00	2,125.00
Postage (322)	300.00	275.00	300.00	300.00
Telephone	2,000.00	2,704.70	4,000.00	4,000.00
Dues (345)	900.00	521.80	900.00	900.00
Printing & Publishing (350)	5,000.00	2,429.10	3,000.00	3,000.00
Insurance (360)	2,500.00	0.00	2,500.00	2,500.00
Repair & Maintenance (400)	250.00	200.78	250.00	250.00
Improvements (530)	1,000.00	1,085.60	1,000.00	1,000.00
Office Equip & Furnishing & IT.(570)	0.00	0.00	1,000.00	3,000.00
Refund & Reimbursements	0.00	0.00	0.00	0.00
<b>Total General Government</b>	<b>\$8,850.00</b>	<b>\$10,537.72</b>	<b>\$18,078.00</b>	<b>\$18,725.00</b>

Wages and Salaries (100)	4,200.00	3,253.95	4,200.00	4,200.00
(41100) Employer Cont./Soc.Sec. (122)	1,000.00	1,325.07	1,000.00	1,000.00
Workers Compensation	0.00	0.00	0.00	0.00
Office Supplies (200)	0.00	0.00	0.00	0.00
Travel, Mtgs & Schools	750.00	548.00	750.00	750.00
Operating Supplies (210)	0.00	0.00	0.00	0.00
Insurance (360)	200.00	100.00	200.00	200.00
<b>Total Legislative</b>	<b>\$6,150.00</b>	<b>\$5,227.02</b>	<b>\$6,150.00</b>	<b>\$6,150.00</b>
Executive (11) Wages and Salaries (100)	1,200.00	255.28	1,200.00	1,200.00
(41300) Employer Cont./Soc.Sec. (122)	350.00	118.66	350.00	350.00
Workers Compensation	0.00	0.00	0.00	0.00
Volunteer Appreciation	300.00	0.00	300.00	100.00
Dues (345)	30.00	0.00	30.00	30.00
Travel, Mtgs & Schools	1,500.00	0.00	1,500.00	1,500.00
<b>Total Executive</b>	<b>\$3,380.00</b>	<b>\$373.94</b>	<b>\$3,380.00</b>	<b>\$3,180.00</b>
<b>Total General Government</b>	<b>26,380.00</b>	<b>16,138.68</b>	<b>27,608.00</b>	<b>28,055.00</b>
Clerk (4140) Wages and Salaries (100)	22,212.00	10,854.34	17,000.00	17,510.00
Employer Cont./Soc.Sec. (122)	14,500.00	6,341.84	12,000.00	12,360.00
Health/Life Insurance (131)	2,700.00	1,487.14	2,700.00	2,700.00
Telephone	300.00	200.00	300.00	300.00
Workers Compensation	400.00	0.00	400.00	400.00
Travel, Mtgs & Schools	1,200.00	475.31	1,200.00	1,200.00
Legal Service Attorney (304)	10,000.00	10,300.30	7,500.00	10,500.00
Elections (4) Wages and Salaries (100)	1,500.00	0.00	0.00	1,500.00
Office Supplies (200)	100.00	0.00	0.00	100.00
Travel, Mtgs. & Schools (211)	400.00	0.00	0.00	400.00
<b>Total Clerk, Legal services and Elections</b>	<b>53,312.00</b>	<b>29,658.93</b>	<b>41,100.00</b>	<b>46,970.00</b>
Public Safety Part-Time Employees (103)	0.00	0.00	0.00	0.00
Fire (42200) Pensions-Relief Assoc. (120)	0.00	0.00	0.00	0.00
Workers Compensation	4,000.00	0.00	4,000.00	4,000.00
Insurance (360)	6,000.00	0.00	6,000.00	6,000.00
V-CDH Budgeted amount	12,500.00	8,713.89	12,500.00	12,500.00
Miscellaneous (430)	0.00	0.00	0.00	0.00
Reimbursed Expenses (810)	0.00	0.00	0.00	0.00
<b>Total for Public Safety, Traffic, Fire</b>	<b>22,500.00</b>	<b>8,713.89</b>	<b>22,500.00</b>	<b>22,500.00</b>
City Shop (4) Operating Supplies (210)	200.00	27.37	200.00	200.00
Repair & Maint. Supplies (220)	200.00	0.00	200.00	200.00
Small Tools & Minor Equip (240)	1,000.00	0.00	1,000.00	1,000.00
Internet (321)	804.00	512.00	804.00	804.00
Insurance (360)	500.00	0.00	500.00	500.00
Utility Services (380)	3,000.00	1,951.11	3,000.00	3,000.00
Repair & Maintenance Service (400)	1,000.00	400.00	500.00	500.00
City Share/Assessments	1,000.00	0.00	1,000.00	1,000.00
Improvements (530)	2,500.00	0.00	1,000.00	1,000.00
<b>Total For City Shop</b>	<b>10,204.00</b>	<b>2,890.48</b>	<b>8,204.00</b>	<b>8,204.00</b>
Highways, S Wages and Salaries (100)	13,684.00	11,709.45	27,324.00	21,000.00
(43100) Part-Time Employees (103)	13,365.00	0.00	0.00	0.00
Employer Cont./Soc.Sec. (122)	10,500.00	7,398.11	10,500.00	12,815.00
Health Insurance (131)	3,500.00	2,569.00	3,500.00	6,000.00
Workers Compensation (150)	200.00	0.00	200.00	200.00
Office Supplies (200)	200.00	0.00	200.00	200.00

	Operating Supplies (210)	6,000.00	4,351.38	7,000.00	6,000.00
	Travel, Mtgs, & Schools	300.00	0.00	300.00	300.00
	Repair & Maint. Supplies (220)	1,500.00	1,505.70	1,500.00	2,000.00
	Small Tools & Minor Equip (240)	500.00	119.97	500.00	500.00
	Employee Clothing Allowance (245)	300.00	205.91	300.00	300.00
	Engineer (303)	10,000.00	11,437.67	10,000.00	12,000.00
	Telephone	375.00	200.00	375.00	375.00
	Insurance (360)	3,000.00	0.00	3,000.00	3,000.00
	Repair & Maintenance Service (400)	3,500.00	1,042.26	3,500.00	3,500.00
	Seal Coating (410)	7,500.00	0.00	7,500.00	7,500.00
	Improvements (530)	17,000.00	20,871.14	17,000.00	17,000.00
	Other Equipment (580)	25,000.00	0.00	25,000.00	25,000.00
Sidewalk	Repair & Maintenance (400)	3,000.00	0.00	3,000.00	1,500.00
Ice and Snow	Part-Time Employees (103)	0.00	0.00	0.00	0.00
	Employer Cont./Soc.Sec. (122)	0.00	0.00	0.00	0.00
	Operating Supplies (210)	0.00	0.00	0.00	0.00
	Fuel/Lubricants (212)	0.00	0.00	0.00	0.00
	Sand & Salt	1,000.00	768.30	1,000.00	1,000.00
	Repair & Maintenance (400)	0.00	0.00	0.00	0.00
	Snow Removal (415)	0.00	0.00	0.00	0.00
	Capital Outlay	3,000.00	0.00	5,000.00	5,000.00
<b>Total for Streets, Sidewalks, Ice Control</b>		<b>123,424.00</b>	<b>62,178.89</b>	<b>126,699.00</b>	<b>125,190.00</b>
Recycling Center (43218)					
	Wages and Salaries (100)	5,000.00	4,219.87	6,000.00	6,180.00
	Employer Cont./Soc.Sec. (122)	4,000.00	2,483.53	4,000.00	4,120.00
	Repair & Maintenance (220)	25.00	2,139.12	25.00	2,500.00
	Office Supplies (200)	300.00	251.57	300.00	300.00
	Printing & Publishing (350)	40.00	0.00	40.00	40.00
	Street Lighting (380)	650.00	353.13	650.00	650.00
	City Share/Assessments	500.00	260.37	500.00	525.00
	Improvements (530)	5,000.00	11,796.15	10,000.00	10,000.00
<b>Total for Recycling Center</b>		<b>15,515.00</b>	<b>21,503.74</b>	<b>21,515.00</b>	<b>24,315.00</b>
Street Light Utility Services (380)		8,000.00	5,904.30	10,000.00	10,000.00
Event Center	Part-Time Employees (103)	800.00	0.00	500.00	300.00
	Employer Cont./Soc.Sec. (122)	300.00	0.00	100.00	0.00
	Professional Services	2,000.00	1,006.48	2,000.00	1,500.00
	Workers Compensation	0.00	0.00	0.00	0.00
	Office Supplies (200)	100.00	0.00	150.00	150.00
	Operating Supplies (210)	2,500.00	336.80	2,500.00	2,200.00
	Travel, Mtgs, & Schools	0.00	0.00	0.00	0.00
	Repair & Maint. Supplies (220)	1,500.00	0.00	1,500.00	1,500.00
	Clothing Allowance	0.00	0.00	0.00	0.00
	Internet	0.00	419.82	0.00	2,000.00
	Security Services (300)	2,000.00	0.00	2,000.00	1,000.00
	Advertising	2,500.00	2,153.75	1,500.00	2,000.00
	Insurance (360)	2,000.00	0.00	2,000.00	2,000.00
	Rug Rental (370)	900.00	0.00	1,000.00	1,000.00
	Utility Services (380)	5,500.00	4,520.48	6,000.00	6,000.00
	Rubbish Service (384)	1,500.00	847.78	1,500.00	1,500.00
	Repair & Maintenance (400)	1,000.00	414.25	2,000.00	1,800.00



City Share/Assessments (440)	700.00	199.46	700.00	500.00
Improvements (530)	10,000.00	6,847.61	20,000.00	15,000.00
Refunds & Reimbursements	0.00	4,701.55	0.00	0.00
<b>Total for Event Center</b>	<b>33,300.00</b>	<b>21,447.98</b>	<b>43,450.00</b>	<b>38,450.00</b>
Parks (4520) Wages and Salaries (100)	13,684.00	19,540.31	17,000.00	22,000.00
Employer Cont./Soc.Sec. (122)	11,500.00	8,961.78	11,500.00	13,120.00
Health Insurance (131)	3,500.00	2,585.50	3,500.00	5,700.00
Workers Compensation	450.00	0.00	450.00	650.00
Engineering	2,500.00	0.00	0.00	2,500.00
Office Supplies (200)	100.00	0.00	100.00	100.00
Operating Supplies (210)	7,000.00	6,446.34	7,000.00	7,000.00
Telephone	375.00	250.00	375.00	375.00
Travel, Mtgs, & Schools	400.00	0.00	400.00	300.00
Repair & Maint. Supplies (220)	1,500.00	1,078.95	1,500.00	3,000.00
Employee Clothing Allowance(245)	200.00	265.90	200.00	200.00
Printing & Publishing (350)	50.00	0.00	50.00	100.00
Licenses/Permits	350.00	35.00	350.00	35.00
Insurance (360)	5,000.00	332.00	5,000.00	5,000.00
Utility Services (380)	2,500.00	1,351.70	2,500.00	3,000.00
Rubbish Service (384)	1,500.00	1,585.34	1,500.00	2,400.00
Repair & Maintenance Service(400)	2,600.00	850.00	2,600.00	2,600.00
City Share/Assessments (440)	1,200.00	535.00	1,200.00	1,200.00
Improvements (530)	15,000.00	16,161.15	18,000.00	21,000.00
Refunds & Reimbursements	0.00	6,707.85	0.00	0.00
<b>Total for Parks</b>	<b>69,409.00</b>	<b>66,686.82</b>	<b>73,225.00</b>	<b>90,280.00</b>
Cemetery (4 Insurance (362)	250.00	0.00	250.00	0.00
Non-Expend Economic Development (46510)	6,000.00	7,000.00	7,000.00	8,000.00
<b>Total Disbursements</b>	<b>\$368,294.00</b>	<b>\$242,123.71</b>	<b>\$381,551.00</b>	<b>\$401,964.00</b>
Difference	\$13,365.00	\$52,469.50	\$0.00	\$0.00

### American Rescue Plan Funding 2021-2026

Identified Community Need	Source Identifying	Estimated Cost	Priority Ranking
Infrastructure: Generators for 1 Water Plant, 1 Fire Hall, 5 lift stations	Emergency Management Mitigation Action Plan		
Infrastructure: Higher grade dehumidifier for the water tower	Utilities		
Lost Revenue: Event Center keyless entry and track type unit to provide barrier between kitchen & event area.	Event Center Committee		
Infrastructure: Paint Water tower out of these funds to keep water costs down that are passed onto residents.	Residents		
Broadband Infrastructure; IT Support (All computers/ipads)	City		

**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

**11. 88 Park View Drive - Berm**

---

**Files Attached**

---

- 88 Park View -Berm.pdf
- Engineering information on the berm.pdf

# Invoice

Invoice #: 2179

Date: 7/25/2021

**Bill To:**

City of Vergas

PO Box 32

Vergas, MN 56587



DESIGN • BUILD • MAINTAIN

**MW Landscaping, LLC**

PO Box 1135

Detroit Lakes, MN 56502

[mark@gomwlandscaping.com](mailto:mark@gomwlandscaping.com)

[www.gomwlandscaping.com](http://www.gomwlandscaping.com)

Date	Description	Qty	Unit Price	Amount
	Dirt work in easment at 88 Park View (Dresen's	1	\$ 2,500.00	\$ 2,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

\*MW Landscaping is not responsible for lawn, driveway, sidewalk, irrigation or underground utility damage. It is the responsibility of the homeowner to contact and locate all private underground utilities prior to any work beginning. MW Landscaping promises to furnish top quality plant materials from local nursery stock. It is our policy to re-supply one time the original purchaser at no charge, any plant which fails to survive the first year from the date of original purchase. Labor, fertilizers, travel and/or delivery fees not included. Warranty does not cover acts of God, mechanical or animal damage, vandalism, or any damage caused by means out of MW Landscaping's control. Cancellation fee is 15% of order. All orders are accepted using the above terms and conditions. No other warranty is expressed, applied or assumed in this contract. All work will be completed in a professional manner, according to industry standards. All agreements contingent upon weather and are subject to delays. We are fully covered by worker's compensation insurance and general liability insurance. There will be a 1.5% service charge per month plus all costs incurred for collections and attorney's fees should your account become delinquent. In the event of delinquency, MW Landscaping reserves the right to place a lien against the property where the work was completed. A deposit of 50% is required to begin work. Final payment is due on or before completion. Warranty is void if any of the terms of this agreement are not met by the client.

Subtotal \$ 2,500.00

Tax Rate 7.875%

Total Tax

**Total Estimate \$ 2,500.00**

**Terms: Balance due upon receipt**

**Remaining Balance: \$ 2,500.00**

CITY OF VERGAS

JUL 28 2021

RECEIVED

## Information from Engineering Scott Kolbinger

What we observed is that the berm was not constructed according to the diagram that KLJ provided. In my opinion it appears that water would run along the edge of the flowers/shrubs that were planted and around the last rock check near the lake. There is a small berm closer to the lake that was constructed after the rock check but it doesn't appear that it will be very beneficial in diverting the water.

**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

**12. Corporate Technologies**

---

**Files Attached**

---

- Managed PC.pdf
- Managed Server.pdf
- Technology Advantage Service.pdf
- What To Expect As A New Customer.pdf



## MANAGED PC's

### Increase User Productivity


Technology Advantage® Managed PC's provides maintenance and updates to your PC workstations on a monthly basis, allowing issues to be fixed before they negatively impact your system performance. Our Onsite Assessment gives you a baseline of all your current IT inventory and installed applications to help make more informed and proactive decisions. Let us take care of your technology so you can stay focused on growing your business.

### Managed PC's

#### Onsite Network Assessment

- Inspection of computers and server room environment
- Recommend changes to network configuration for improved security and performance
- Hardware assessment and recommendations

#### Common Help Desk Issues Resolved

- PC Crashes
- Email unable to send or receive
- Virus Removal
- Connectivity Issues
- Printing Issues
- Password Resets
- Outlook Issues
-  Office 365 CSP

#### Monthly Support

- Unlimited telephone support from Tier 1 Help Desk
- Emergency after hours phone support\*
- Technology Advantage® computer anti-virus

\*With certain levels of service.

#### Monthly Maintenance

- Critical patch updates
- Monthly Network Assessments/Service Report (e.g., warranty, at-risk devices)



#### Platinum Level

- Email Defense Training and Testing
- Proactive Alerts and Emergency Tools
- Top Tier Business Anti-Virus
- Enterprise Level Spam Filtering and Monitoring



## Managed PC's

Prices are Monthly per PC

**Standard**  
**\$50**

**Platinum**  
**\$70**

<b>Support</b>		
Unlimited Help Desk Tier 1 Phone Support (24/7) <sup>1</sup>	✓	✓
Onsite Engineer and Tier 2 Support Hours Per Device <sup>2</sup>	½ Hour	½ Hour
<b>Maintenance</b>		
Computer Reports & Maintenance	✓	✓
Microsoft Critical Patch Updates	✓	✓
<b>Common Issues</b>		
Password Resets	✓	✓
Software Installation and Removal	✓	✓
Computer Optimization & Management	✓	✓
Spyware & Adware Removal	✓	✓
Client Antivirus Software Management & Update (if applicable)	✓	✓
<b>Account Services</b>		
Assigned Account Manager	✓	✓
IT Advising & Technology Recommendations	✓	✓
Unlimited Purchasing Support	✓	✓
<b>Platinum Services</b>		
Email Defense Training and Testing		✓
Proactive Alerts and Emergency Tools		✓
Top Tier Business Anti-Virus		✓
Enterprise Level Spam Filtering and Monitoring		✓
Office 365 Protect Backup (Office 365 is a pre-requisite for this service)		✓

1 - Phone support is limited to the technicians' ability to resolve the problem remotely. In some cases, Tier 2 remote phone support or an onsite visit is necessary. Corporate Technologies reserves the right to make this determination at its sole discretion. IT issues affecting the network are considered Tier 2 support.

2 - A fixed monthly amount of onsite and Tier 2 support is included in each plan. Hours exceeding the fixed amount will be billed at the applicable rate.

3 - Prices reflect a two-year agreement.

# MANAGED PHYSICAL/VIRTUAL SERVER

## Reduce Downtime

Technology Advantage® Managed Physical/Virtual Server monitors your servers 24 hours per day, 7 days per week. Real-time monitoring allows Corporate Technologies to fix issues before they affect your network and employee performance. Fine-tuning and the right configuration ensures the steady running state of your servers and your business. Focus on your core business and let us take care of your technology.

## Managed Physical/Virtual Server

### Onsite Network Assessment

- Inspection of computers and server room environment
- Recommend changes to network configuration for improved security and performance
- Hardware assessment and recommendations

### Monthly Support

- 24/7 server monitoring\*
- On-site engineer support\*
- Unlimited telephone support from Tier 1 Help Desk
- Tier 2 remote support\*
- Critical patch updates
- Remote maintenance
- Monthly Network Assessments/Service Report (e.g., warranty, at-risk devices)

\* With certain levels of service.

### Common Server Issues Resolved

- Event log reviews
- User Account administration
- Virus definition
- Removal of cache to minimize network slowdown



### Platinum Level

- Email Defense Training and Testing
- Proactive Alerts and Emergency Tools
- Top Tier Business Anti-Virus
- Enterprise Level Spam Filtering and Monitoring

## Managed Physical/Virtual Server

Prices are Monthly per Physical/Virtual Server

**Standard**  
**\$125**

**Platinum**  
**\$200**

<b>Support</b>		
Unlimited Help Desk Tier 1 Phone Support (24/7) <sup>1</sup>	✓	✓
Onsite Engineer and Tier 2 Support Hours Per Device <sup>2</sup>	½ Hour	½ Hour
Server Monitoring 24/7 <sup>3</sup>	✓	✓
Emergency After Hours Critical Alert Monitoring and Response <sup>1</sup>		✓
<b>Remote Maintenance</b>		
Critical Windows Updates	✓	✓
Event Log Monitoring	✓	✓
Drive Space Monitoring	✓	✓
<b>Account Services</b>		
Assigned Account Manager	✓	✓
IT Advising & Technology Recommendations	✓	✓
Unlimited Purchasing Support	✓	✓
<b>Platinum Services</b>		
Email Defense Training and Testing		✓
Proactive Alerts and Emergency Tools		✓
Top Tier Business Anti-Virus		✓
Enterprise Level Spam Filtering and Monitoring		✓
Office 365 Protect Backup (Office 365 is a pre-requisite for this service)		✓

<b>Protect Local + Offsite Backup + Backup Monitoring</b>	
1-20 Total Users	\$400
21-50 Total Users	\$600
51-100 Total Users	\$800
Over 4TB	Metered

1 - Phone support is limited to the technicians' ability to resolve the problem remotely. In some cases, Tier 2 remote phone support or an onsite visit is necessary. Corporate Technologies reserves the right to make this determination at its sole discretion. IT issues affecting the network are considered

Tier 2 support.

2 - A fixed monthly amount of onsite and Tier 2 support is included in each plan. Hours exceeding the fixed amount will be billed at the applicable rate.

3 - Server performance and log monitoring only. Customer alerted during regular business hours

4 - Prices reflect a two-year agreement



# TECHNOLOGY ADVANTAGE®

## Proactive Management to Increase User Productivity by Reducing Downtime

Having been in the IT industry since 1981, Corporate Technologies knows what businesses want, but more importantly, what they don't want – employees at a standstill due to problems with computers and the associated technology. Technology Advantage® offers a system that monitors and reports on desktops and monitors and supports servers and network infrastructure with connectivity 24 hours per day 7 days per week.\*

### Technology Advantage® Service Components include:

#### Help Desk

- Certified Technicians staff the Help Desk 24/7\*
- Unlimited Tier 1 Help Desk calls are provided to all clients' devices that are on the Technology Advantage® program
- Day-to-day computer issues are resolved in real time for clients without having to be onsite
- Problems not resolved by the Tier 1 Help Desk are escalated to Tier 2 Remote Engineering Team or an Onsite Engineer\*

#### Remote Monitoring and Maintenance

- Critical patch updates
- Real time responses to system failure alerts
- Reset and restart failed services remotely
- Network performance monitoring 24/7\*
- Remote maintenance, network optimization, and policy enforcement

#### Onsite IT Support

- Issues that cannot be fixed remotely are assigned an Onsite Engineer
- Knowledge of network problem prior to arrival results in quicker resolution

\* With certain levels of service. Onsite Engineer time will be deducted from your monthly hours.

### Additional Features:

#### Onsite Survey

- Assessment of current IT environment and inspection of desktop and server room environment
- Consultation on user activity and system performance
- Assess and recommend changes to your current environment to optimize performance

#### Account Management

- Dedicated Account Manager
- Account Managers will assist in managing client projects, quotes, and escalations
- Leverage multiple vendors and distributors for the best solution for the client
- Monthly Network Assessments/Service Reports
- Scheduled Business Review



#### Platinum Level

- Email Defense Training & Testing
- Proactive Alerts and Emergency Tools
- Top Tier Business Anti-Virus
- Enterprise Level Spam Filtering and Monitoring



# WHAT TO EXPECT AS A NEW CUSTOMER

When you sign a Technology Advantage® contract, your Account Manager will work closely with you during each step of the implementation process. They will inform you about what is happening and ensure a smooth transition. Below is a quick overview of what you can expect as a new customer.

## Account Management

- Upon signing a new agreement, you will receive a welcome email from your dedicated Account Manager.
- He/She will be your primary contact for any current or future technology needs.
- He/She will follow up with a phone call to introduce themselves and to set up the Pre-Install Meeting where the following immediate needs will be discussed.
  - Network Credentials Form
  - All covered devices need to be onsite the day of the scheduled install
  - Your expectations

## Onboarding and Discovery

- Getting setup with Technology Advantage® is extremely easy. Corporate Technologies will send a technician to your site to install our Agents. There will be **NO DOWNTIME** for you or your employees.
- The technician will configure each workstation, server, and network device covered by the Technology Advantage® contract, for monitoring and maintenance.
- In addition to configuring the devices on the agreement, the technician will complete a network review. This is the technology discovery phase of our change management process.
- After completing the discovery process, we will create a Comprehensive Technology Review, which will provide a baseline current configuration and also recommendations for your network within 30 days.

## Help Desk Orientation

- Your Account Manager will provide an onsite orientation for your staff on how to access and utilize the services included in your Technology Advantage contract. A brief training on how to spot and avoid phishing and other malicious emails will be included.

## Monthly Network Assessment

- Each month you will receive a detailed report on the health of the devices on your network including:
  - performance, stability and security
  - patch compliance
  - at-risk assets
  - warranty issues
- The report will also summarize:
  - each asset with OS, make, model, location
  - ticket summary
  - anti-virus health
  - performance review for each device
  - software review
- Your Account Manager will be available to review these reports with you each month, if needed.

## Regular Scheduled Business Review

- Your Account Manager will schedule a time to meet with you to go over a report that shows changes to your network, issues addressed, current issues, and develop an action plan.
- This report will assist in identifying your technology needs and help to plan for future projects and upgrades.

**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

**13. Vergas Dog Licenses**

---

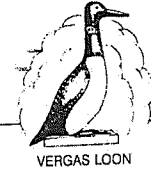
**Files Attached**

---

- Unpaid Dog Licenses.pdf

# City of Vergas

Home of the Loon



Minnesota's State Bird

August 06, 2021

Anthony Boyd  
PO BOX 141  
361 Unit Ave. S.  
Vergas MN 56587

To whom it may concern:

RE: No Current Dog License  
Parcel# 82-000-99-0121-000


Please be advised that your license is past due.  
These amounts are PER Dog, 1 Administrative letter fee per address.

Amount past due	\$8.00/ \$10.00 (Spayed or neutered/ Unaltered)
Administrative letter fee	<u>\$30.00</u>
Total due	\$38.00/ 40.00

No further notices for collection of these services will be sent. In the event that this bill is not paid by August 25, 2021, the bill will then be brought to Council to be added to your property taxes.

If you have any questions, please call 218-342-2091. If you do not have a dog, please notify us as it will stop this process.

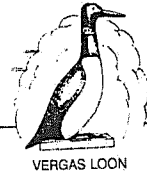
Sincerely,

  
Julie Lammers, CMC  
Clerk/Treasurer  
City of Vergas



# City of Vergas

Home of the Loon



Minnesota's State Bird

August 06, 2021

NICOLE MARING  
500 S PELICAN AVE  
VERGAS MN 56587

To whom it may concern:

RE: No Current Dog License  
Parcel# 82000500023000


Please be advised that your license is past due.  
These amounts are PER Dog, 1 Administrative letter fee per address.

Amount past due	\$8.00/ \$10.00 (Spayed or neutered/ Unaltered)
Administrative letter fee	<u>\$30.00</u>
Total due	\$38.00/ 40.00

No further notices for collection of these services will be sent. In the event that this bill is not paid by August 25, 2021, the bill will then be brought to Council to be added to your property taxes.

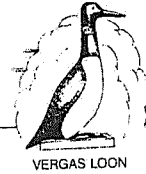
If you have any questions, please call 218-342-2091. If you do not have a dog, please notify us as it will stop this process.

Sincerely,

  
Julie Lammers, CMC  
Clerk/Treasurer  
City of Vergas

# City of Vergas

Home of the Loon



Minnesota's State Bird

August 06, 2021

CARMEN & RICHARD KRUZEL  
301 N OLD DETROIT ROAD  
VERGAS, MN 56587-4121

To whom it may concern:

RE: No Current Dog License  
Parcel# 82-000-50-0181-002

Please be advised that your license is past due.  
These amounts are PER Dog, 1 Administrative letter fee per address.

Amount past due	\$8.00/ \$10.00 (Spayed or neutered/ Unaltered)
Administrative letter fee	<u>\$30.00</u>
Total due	\$38.00/ 40.00

No further notices for collection of these services will be sent. In the event that this bill is not paid by August 25, 2021, the bill will then be brought to Council to be added to your property taxes.

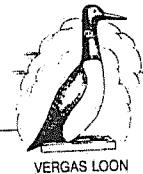
If you have any questions, please call 218-342-2091. If you do not have a dog, please notify us as it will stop this process.

Sincerely,

Julie Lammers, CMC  
Clerk/Treasurer  
City of Vergas

# City of Vergas

Home of the Loon



Minnesota's State Bird

August 06, 2021

JEANETTTE HODNEFIELD  
441 S PELICAN AVE  
VERGAS MN 56587

To whom it may concern:

RE: No Current Dog License  
Parcel# 82000990146001

Please be advised that your license is past due.  
These amounts are PER Dog, 1 Administrative letter fee per address.

Amount past due	\$8.00/ \$10.00 (Spayed or neutered/ Unaltered)
Administrative letter fee	<u>\$30.00</u>
Total due	\$38.00/ 40.00

No further notices for collection of these services will be sent. In the event that this bill is not paid by August 25, 2021, the bill will then be brought to Council to be added to your property taxes.

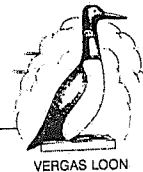
If you have any questions, please call 218-342-2091. If you do not have a dog, please notify us as it will stop this process.

Sincerely,

Julie Lammers, CMC  
Clerk/Treasurer  
City of Vergas

# City of Vergas

Home of the Loon



Minnesota's State Bird

August 06, 2021

JAMES M ENDERSBY  
PO BOX 65  
415 S UNIT AVE  
VERGAS, MN 56587

To whom it may concern:

RE: No Current Dog License  
Parcel# 82000990155000

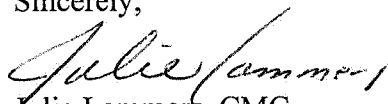
Please be advised that your license is past due.  
These amounts are PER Dog, 1 Administrative letter fee per address.

Amount past due	\$8.00/ \$10.00 (Spayed or neutered/ Unaltered)
Administrative letter fee	<u>\$30.00</u>
Total due	\$38.00/ 40.00

No further notices for collection of these services will be sent. In the event that this bill is not paid by August 25, 2021, the bill will then be brought to Council to be added to your property taxes.

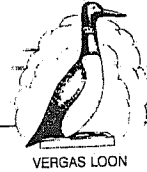
If you have any questions, please call 218-342-2091. If you do not have a dog, please notify us as it will stop this process.

Sincerely,

  
Julie Lammers, CMC  
Clerk/Treasurer  
City of Vergas

# City of Vergas

Home of the Loon



Minnesota's State Bird

August 06, 2021

TONY LICENSE  
PO BOX 82  
350 S PELICAN AVE  
Vergas MN 56587

To whom it may concern:

RE: No Current Dog License  
Parcel# 82000990127000

Please be advised that your license is past due.  
These amounts are PER Dog, 1 Administrative letter fee per address.

Amount past due	\$8.00/ \$10.00 (Spayed or neutered/ Unaltered)
Administrative letter fee	<u>\$30.00</u>
Total due	\$38.00/ 40.00

No further notices for collection of these services will be sent. In the event that this bill is not paid by August 25, 2021, the bill will then be brought to Council to be added to your property taxes.

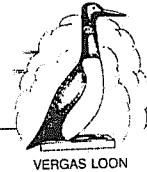
If you have any questions, please call 218-342-2091. If you do not have a dog, please notify us as it will stop this process.

Sincerely,

Julie Lammers, CMC  
Clerk/Treasurer  
City of Vergas

# City of Vergas

Home of the Loon



Minnesota's State Bird

August 06, 2021

CLIFFORD MOE  
PO BOX 242  
101 E MILL ST / 235 E Frazee Ave  
Vergas MN 56587

*For Renter @ this address*

To whom it may concern:

RE: No Current Dog License  
Parcel#'s 82000990120000  
82000500012002

Please be advised that your license is past due.  
These amounts are PER Dog, 1 Administrative letter fee per address.

Amount past due	\$8.00/ \$10.00 (Spayed or neutered/ Unaltered)
Administrative letter fee	<u>\$30.00</u>
Total due	\$38.00/ 40.00

No further notices for collection of these services will be sent. In the event that this bill is not paid by August 25, 2021, the bill will then be brought to Council to be added to your property taxes.

If you have any questions, please call 218-342-2091. If you do not have a dog, please notify us as it will stop this process.

Sincerely,

*Julie Lammers*  
Julie Lammers, CMC  
Clerk/Treasurer  
City of Vergas

**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

**14. Staff Reports**

---

Utilities Superintendent Report

**Files Attached**

---

- 9 Sept.2021 Council report.pdf



September 2021, Superintendent report to City Council.

1. City Farm
  - a. Burned building has been removed and hole filled.
2. Wastewater.
  - a. Turtle was removed from pond discharge pipe. It was preventing discharge. Dewey's Septic Service jetted the discharge pipe.
3. Roads
  - a. Driveway Service will be in next week to grade roads.
4. Parks
  - a. We will be pulling docks this week.
  - b. We will be shutting down bath house and ballfield bathrooms around end of the month.
5. Water
  - a. Received email from DNR and Health dept. they are suggesting we delay or limit flushing hydrants due to the drought. We will be limiting amount of hydrants we flush this fall.

**City Council**  
**2021 September Council Meeting & Public Hearing**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, September 14, 2021**

**16. Information & Announcements**

---

- a. Comprehensive Planning Public Meeting, Oct. 19, 2021, 7:00 pm Billy's
- b. League of MN Cities Fall Forums - Nov. 4, 2021, 1:30 pm - 7:00 pm Vergas Event Center
- c. Council Thank you from Dave Beety

**Files Attached**

---

- Thank you letter from Sunday Worship Leader Dave Beety.pdf

September 5, 2021

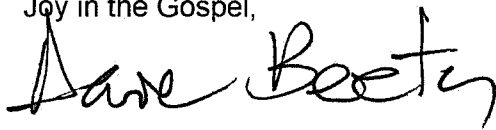
Dear City Council Members:

Because of the pandemic it has been two years since we gathered every Sunday for worship in the Event Center. I want to thank you for allowing us to use the facility. We continue to meet during the summer from the Memorial Day weekend through to the Labor Day weekend. Attendance this year has been lower, probably, because of the continual issue of the virus, and people have simply gotten out of the habit of attending services, (worship is a habit of the heart).

If we can, we would like to use the facility next summer. This is dependent on my health and what course the covid 19 will take in the future months. Our purpose in having this worship service is basically to have a "preaching point" like the old Methodist circuit riders did over a century ago. It is not just to have another church in Vergas, but to try and reach the increasing number of people who have not heard the good news about Christ. We wish to fulfill the Great Commission of Jesus which ends the Gospel of Matthew.

If you have any questions, please call me at 952-913-6031. Thank you again! Your support of this ministry is deeply appreciated.

Joy in the Gospel,

A handwritten signature in black ink that reads "Dave Beety". The signature is written in a cursive, flowing style.

Dave Beety, worship leader