

City Council
2021 November Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, November 9, 2021

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
 - a. Council Minutes of the Sept. 14, 2021 and Oct. 12, 2021
 - b. Liquor Store bills for October 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
 - g. American Rescue Plan Funding 2021-2026
- 5. 105 Main Street**
- 6. Committee Reports**
 1. Water Sewer Committee
 2. Personnel Committee
 3. Street/Sidewalks/Yard Waste Committee
 4. Park Advisory Board
 5. Planning Commission
 6. EDA/HRA
- 7. 88 Park View Drive - Berm**
- 8. Vergas Community Club - Small Town Christmas Street Closure**
- 9. Staff Reports**
 - Utilities Superintendent Report
 - DuFrane & Lammers Training - MN Rural Water
 - Safety Training
 - Financing Your Community Projects - Training December 6, 2021
- 10. Information & Announcements**
- 11. Adjournment**

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Files Attached

- 09-14-2021 Council Minutes.pdf
- Liquor Store October Bill Listing.pdf
- City bills paid between Council Meetings.pdf
- Utility Billing AgedBalance_11082021.pdf
- General Fund Special Revenue Money Market Account.pdf
- Investment Schedule & Bond Schedule.pdf
- November Claims List.pdf
- American Rescue Plan Funding 2021-2026.pdf

CITY OF VERGAS
PUBLIC HEARING
VERGAS EVENTS CENTER & ZOOM
Tuesday, September 14, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, September 14, 2021, at the Vergas Event Center and on Zoom as a hybrid meeting for a public hearing on commercial/residential 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, Sherri Hanson, Jeff Zitzow, Tyler Schmid, Tara Dressen, Bryan Buhr, Merel Kvam, Attorney Tom Winters and Loren Menz.

Bruhn opened public hearing regarding requests 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.

Albright reviewed the recommendation of the Vergas EDA/HRA to allow \$5,000 per apartment and \$5,000 for commercial space for a total of \$45,000 or 5 years whichever is less.

Loren Menz questioned how the value is obtained and the effects on the city taxpayers. Merel Kvam questioned how taxed amount is figured.

Bruhn closed the public hearing at 6:45 pm.

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, September 14, 2021

The City Council of Vergas met at 6:45 pm, on Tuesday, September 14, 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, Sherri Hanson, Merel Kvam, Jeff Zitzow, Tyler Schmid, Tara Dressen, Bryan Buhr, Attorney Tom Winters and Loren Menz.

Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were addressed.

Motion by Pinke, seconded by Dahlgren to remove Townline Road from the agenda. Motion passed unanimously.

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

- a. Council Minutes of the July 13 and 22, 2021 and August 10, 2021
- b. Liquor Store bills for August 2021 for a total of \$78,287.65.
- c. Bills paid between Council meetings and Council bills for a total of \$39,041.14.
- 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.

Motion passed unanimously.

Attorney Tom Winters responded to 1156 Frazee Avenue stating the City has responded with the agreement of building a platform and advised Council no other comments should be addressed. Bryan Buhr stated concern regarding the platform being built as the approval was given months ago. Due to Covid pandemic, the City has had difficulty finding a contractor to build platform. Albright will contact Summers Construction regarding the platform construction which has been approved for \$1,000. Winters will respond to concerns presented.

Motion by Dahlgren, seconded by Fischer to approve resolution regarding tax abatement at 105 Main Street (complete copy of resolution located at the City office) for \$45,000 or 5 years whichever is first for 5 businesses and 8 apartments. Motion passed unanimously.

Kolbinger reviewed the grading down on 88 Park View Drive and the grading which was put in does not follow the plan that was laid out. Appears water will drain around the rock checks and small berm will not complete what was supposed to accomplish. Albright stated the berm was not built per design. Tara Dressen stated there was no plan provided to the landscaper. Dressen requested the City pay the landscaper as they had promised a year ago. Discussed the easement area and how it has not been a problem in the past 20 years. Dressen asked for direction of what the Council wants from them to close this issue and have city pay this bill. Kolbinger will review and get in contact with the landscaper.

Mayor Julie Bruhn requested Council members to RSVP to Lammers if they will be attending the League of MN Cities Fall Forum meeting at the Vergas Event Center on November 4 at 1:30 pm.-7 pm. Council also invited Attorney Tom Winters to attend the event.

Discussed construction permit for 105 E Main St which does not include enough parking spaces per City Ordinance and property owners were asked to apply for a variance for the building. Albright discussed the need for more parking and the Streets/Sidewalks/Yard Waste committee is discussing ideas for parking within the city. Motion by Dahlgren, seconded by Pinke to waive the variance fee for the building of 105 E Main St. Motion passed unanimously.

Discussed permit for 830 Scharf Avenue for driveway with crushed asphalt and permit was sent to planning and zoning to review.

Bruhn reviewed the proposed budget for 2022 with the main increases with technology support and park capital outlay. Motion by Pinke, seconded by Fischer to approve the proposed budget. Motion passed unanimously. Bruhn reviewed the American Rescue Plan funding.

Motion by Pinke, seconded by Dahlgren to approve resolution regarding preliminary budget (complete copy of resolution located at the city office) for \$253,655.00. Motion passed unanimously.

Albright reviewed EDA/HRA meeting minutes of September 1, 2021 (minutes available at the Vergas City Office). Discussed City property at 310 W Lake Street which EDA/HRA members requested Council to turn over the farm to the EDA/HRA for the purpose of selling the property. Albright stated he feels we should review all options and wait for the comprehensive plan to be developed.

Lammers reviewed the Vergas Event Center meeting held on August 11, 2021 (minutes available at the Vergas City Office).

Sherri Hanson reviewed the Park Board meeting held on August 26, 2021 (minutes available at the Vergas City Office). Stated the Hairyman event for 2021 has been cancelled. Reviewed the enforcement of no motorized vehicles on the trail. Looking at putting a swing set by the loon.

Albright reviewed Planning Commission meeting minutes of August 23, 2021 (minutes available at the

Vergas City Office). Albright reviewed the changes being discussed for our grass and nuisance ordinances. Discussed the dedication and purchases of the easements on Townline Road. Tabled action until Hobart Township discusses road with the planning commission at the end of the month.

Bruhn reviewed personnel committee minutes of August 16, 2021 (minutes available at the Vergas City Office). Motion by Albright, seconded by Dahlgren to accept the resignation of Gail from the liquor store as both manager and clerk. Motion passed unanimously. Discussed the need for 5-day coverage with the streets and parks department. Motion by Dahlgren, seconded by Pinke to move Matt Engebretson as Maintenance Operator to a fulltime position as of January 1, 2021. Motion passed unanimously. Bruhn reviewed the need for a fulltime position at the liquor store and the change in the manager position to include help with city office work. Motion by Fischer, seconded by Dahlgren to approve the updated liquor store manager position. Motion passed unanimously. Bruhn reviewed the policy to pay employees time and a half from midnight to 6 am and proposed the change to making a \$2.00 differential pay. Motion by Dahlgren, seconded by Pinke to approve the change from time and half to \$2.00 differential rate for hours between midnight and 6 am. Motion passed unanimously. Bruhn reviewed the change from having employees receiving overtime to have them receive comprehensive time. Bruhn stated employees need to leave early if they come in early, they do not need to stay and get extra hours. Personnel recommends for the employees receive comp time instead of overtime unless there are extenuating circumstances. Motion by Pinke, seconded by Fischer to approve the policy for employees to receive comp time for over 40 hours unless personnel committee approves receiving overtime. Motion passed unanimously. Motion by Dahlgren, seconded by Pinke to allow the Liquor Store to have a fulltime employee. Motion passed unanimously.

Albright reviewed street/sidewalks/yard waste committee meeting minutes of September 7-8, 2021 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to allow the purchase of a sander for \$5,600 and be installed by City staff. Motion passed unanimously. Lammers stated we have 11 permits left for 2021. Does the Council want more purchased or would you like 2022 permits sold before January 1, 2022? Council advised Lammers to print up additional 2021 permits and not sell 2022 permits.

Dahlgren reviewed water/sewer meeting minutes of September 8, 2021 (minutes available at the Vergas City Office). Motion by Fischer, seconded by Pinke to purchase a Quest 120/UP graded Hi-E Dry 100 dehumidifier for the water plant for \$2,470.00. Motion passed unanimously. Motion by Albright, seconded by Pinke to approve the water rate increase from \$3.50 to \$3.75 per 1,000 gallons of water used and increasing the sewer rates from \$2.50 to \$2.75 per 1,000 gallons of water used on January 1, 2022. Motion passed unanimously. Motion by Dahlgren, seconded by Pinke to approve the 2022 water and sewer budgets as provided. Motion passed unanimously.

Lammers reviewed information from Corporate Technology regarding computer monitoring for \$200.00 a month. Motion by Dahlgren, seconded by Fischer to enter a contract with Corporate Technologies for a one-year contract using the American Rescue Funds. Motion passed unanimously.

Lammers reviewed unpaid licenses and certified letters to dog owners. Two options the City has used in the past are having Attorney send letters to dog owners or add the amount to the owner's property taxes. Motion by Dahlgren, seconded by Fischer to add the dog license expenses to the owner's property taxes. Motion passed unanimously.

Utilities Superintendent Mike DuFrane provided the following:

Josh Hanson reviewed the purchase of his purchase of land by the City property on W Lake Street. Hanson will be providing a plat to planning commission for approval. Hanson requested information

regarding tax exclusions or programs. Lammers explained the current tax abatement program with the City and County. Hanson requested the city property along W Lake Street be sold. Dahlgren requested planning commission make a recommendation regarding the W Lake Street for October Council meeting.

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

City of Vergas Liquor Store Checks Paid in October 2021

Vendor	Description	Total
Arvig	Phone and security	219.16
Absolute Ice		152.75
Artisan Beer Company		649.90
Bergseth Bros		13,834.13
Beverage Wholesalers		3,089.95
Breakthru Beverages		2,288.64
City of Vergas	Payroll	2,819.22
City of Vergas	Transfer to City	15,000.00
D-S Beverage		15,182.20
DCR Brewing		102.50
Great Plains Natural Gas	Utility	24.70
Internal Revenue Service	2021 Withholding Tax	389.31
Johnson Brothers Liquor Co		8,335.15
Merchant Service	Credit Card Fees	1,053.42
MN Dept. of Revenue	Sales Tax	4,860.61
MN Dept. Revenue	2021 Withholding Tax	36.23
NCR	Credit Card Fees	83.40
Otter Tail County Treasurer	Property Taxes	484.54
Otter Tail Power Company	Utility	595.00
Phillips Wine & Spirits		6,750.60
Public Employees Retirement Assoc.	Payroll	255.15
Quill	Supplies	107.35
Southern Glazer's of MN		3,917.61
Target	Printer Ink	68.68
Vinocopia		509.00
Viking Coca-Cola		453.39
Zitzow Electric, Inc	Move Electrical Line	2,404.20
	Total	<hr/> 83,666.79
	October Receipts	55,060.12
October Balance		<hr/> <hr/> (\$28,606.67)
	January -September Operating Income (Loss)	\$90,696.55
2020 Total Operating Income (Loss)		\$62,089.88

CITY OF VERGAS

Bill Listing for Oct. 13 to Nov. 8, 2021

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	5,211.08
DuFrane, Michael	Cell Phone	75.00
Engebretson, Matt	Cell Phone	25.00
Internal Revenue Services	2021 Withholding Tax	2,018.03
Lake Region Electric	Sign, electricity	12.67
Lammers, Julie	Cell Phone	75.00
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	86.00
MN Dept. Revenue	2021 Withholding Tax	302.94
Public Employees Retirement Assoc.	Payroll	944.42
Vergas Fire & Rescue	Reimbursed Training	1,500.00
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<u><u>\$10,288.72</u></u>

AGED BALANCES

CITY OF VERGAS

DATE: 11/08/2021 AUTHOR: VERJL22

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

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

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
80	N	PENNEY, JOYCE	\$79.04	\$80.40	\$66.49	\$0.00	\$225.93
211	N	LEMON, BRANDON	\$99.82	\$98.39	\$172.35	\$0.00	\$370.56
230	N	WELDON, BEN &	\$128.22	\$124.75	\$129.23	\$132.75	\$514.95
331	N	NASH, DUSTN	\$111.45	\$99.14	\$105.95	\$91.95	\$408.49
361	N	RHONDA UEKE	\$96.56	\$116.14	\$31.91	\$0.00	\$244.61
440	N	US BANK	\$75.27	\$68.43	\$62.21	\$56.55	\$262.46
530	N	DANIEL HOARD	\$91.53	\$82.66	\$79.51	\$85.61	\$339.31
570	N	TONY LICENSE	\$110.26	\$96.42	\$130.20	\$70.50	\$407.38
621	N	WOODS, CASSANDRA	\$95.21	\$86.01	\$120.55	\$0.00	\$301.77
660	N	BOYD, ANTHONY	\$71.10	\$70.45	\$15.04	\$0.00	\$156.59
711	N	OLSON, SHELBY	\$207.05	\$199.13	\$228.67	\$171.15	\$806.00
1651	N	WEIBYE, RYAN	\$100.69	\$92.08	\$182.99	\$166.35	\$542.11
2000	N	LENDE, BRIAN	\$156.52	\$142.84	\$68.87	\$0.00	\$368.23
7701	N	BRACKEN, JOSEPH &	\$111.71	\$101.01	\$98.37	\$82.23	\$393.32
Totals(14):			\$1,534.43	\$1,457.85	\$1,492.34	\$857.09	\$5,341.71

General Fund/Special Revenue Money Market Account

	2020 Balance	Interest	2021 Interest	2021 Purchased	2021 sold	2021 Sold	10/30/2021 Balance	
City Shop	3,040.27	2.94%	2.54				3,042.81	
Easements	5,210.95	5.04%	4.35				5,215.30	
Event Center	27,422.08	26.50%	22.89			26,430.00	1,014.98	
General	10,453.80	10.10%	8.73				10,462.53	
Park	13,206.83	12.76%	11.03	891.00			14,108.86	
Sand Seal (Seal Coating)	23,844.83	23.04%	19.91				23,864.74	
Sidewalk	11,851.35	11.45%	9.89				11,861.25	
Street Improvements/Equipment	8,457.64	8.17%	7.06				8,464.70	
Balance	\$103,487.75	100.00%	\$86.40	\$891.00	\$0.00	\$26,430.00	\$78,035.15	***
			86.40					

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

West Central Initiative Account

	1/1/2021	Interest	Donations	Purchases	04/30/2021 Balance
Veterans Memorial	0.00	0.00	22,120.00	0.25	22,119.75
Event Center	8,649.35	0.22	0.00	8,000.00	649.57
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
	24,015.85	1.14	31,160.82	8,001.30	47,176.51

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>09/30/21</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	103,487.75	891.00	0.00	77.53	104,456.28	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	564.47	249,659.46		

City of Vergas
Bond Schedule
2021

<u>Title</u>	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Sold Date</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2020</u>	<u>Interest Due 12/31/2021</u>	<u>Total Due 12/31/2021</u>
General Obligation Improvement Refunding Bonds, Series 2015A	42353	299000		0.02425	Vergas State	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	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

Date Range : 10/9/2021 To 11/9/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/08/2021	S & Z Properties	Otter Tail County Grant	54511	\$20,000.00	100-41010-810-	GENERAL GOVERNMENT	\$20,000.00
11/09/2021	ALL FLAGS, LLC	EDA, reimbursed Vet Mem expense	54512	\$5,515.73	290-41010-999-	GENERAL GOVERNMENT	\$5,515.73
11/09/2021	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, November 2021	54513	\$4,538.65	100-41405-131- 601-49440-131- 602-49490-131- 100-43110-131- 100-45210-131- 609-49751-131-	Clerk Water Utilities - Administration and General Sewer Utilities - Administration and General Highways, Streets & Roadways Parks Liquor Store - Manager - Off-Sale	\$180.07 \$317.13 \$317.14 \$317.14 \$317.14 \$3,090.03
11/09/2021	CDH-Vergas Fire Department	Fire and Rescue, 4th Quarter contribution	54514	\$2,904.63	100-42210-405-	Fire Administration	\$2,904.63
11/09/2021	Colonial Life	Employee, insurance employee reimbursed	54515	\$544.95	100-41405-999- 609-49751-999-	Clerk Liquor Store - Manager - Off-Sale	\$116.24 \$428.71
11/09/2021	Michael DuFrane	St, Parks, Water, Sewer, cell phone	54516	\$75.00	100-43110-245-	Highways, Streets & Roadways	\$75.00
11/09/2021	Matthew Engebretson	Parks, Street, cell phone	54517	\$25.00	100-43110-321- 100-45210-321-	Highways, Streets & Roadways Parks	\$12.50 \$12.50
11/09/2021	Dacotah Paper Company	Event, LS, supplies	54518	\$1,263.79	100-45110-211- 609-49751-211-	EVENT CENTER Liquor Store - Manager - Off-Sale	\$621.90 \$641.89

Date Range : 10/9/2021 To 11/9/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/09/2021	Dewey's Septic Service	Parks, vacuum pump bathrooms	54519	\$350.00	100-45210-300-	Parks	\$350.00
11/09/2021	Jeff Ehnert	Event, rental deposit return	54520	\$75.00	100-45110-810-	EVENT CENTER	\$75.00
11/09/2021	Frazee-Vergas Forum	GG, event, legal ads	54521	\$168.80	100-41010-350- 100-45110-340-	GENERAL GOVERNMENT EVENT CENTER	\$128.80 \$40.00
11/09/2021	Gopher State One Call	Wtr, Swr, Locates	54522	\$8.10	602-49490-210- 601-49440-210-	Sewer Utilities - Administration and General Water Utilities - Administration and General	\$4.05 \$4.05
11/09/2021	Hansons Plumbing & Heating, Inc.	Parks, service	54523	\$421.53	100-45210-400-	Parks	\$421.53
11/09/2021	Julie Lammers	Cell phone Reimbursement, training mileage to New York Mills	54524	\$99.20	100-41405-321- 602-49490-321- 601-49440-321- 100-41405-331-	Clerk Sewer Utilities - Administration and General Water Utilities - Administration and General Clerk	\$25.00 \$25.00 \$25.00 \$24.20
11/09/2021	J.P. Cooke Company	2021 Dog Tags	54525	\$65.10	100-42010-210-	PUBLIC SAFETY	\$65.10
11/09/2021	Lakes Area Co-operative	Pks, operating fuel	54526	\$74.61	100-45210-210-	Parks	\$74.61
11/09/2021	Leighton Broadcasting	LS, Event, advertising	54527	\$600.00	609-49751-340-	Liquor Store - Manager - Off-Sale	\$300.00

Date Range : 10/9/2021 To 11/9/2021

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					100-45110-340-	EVENT CENTER	\$300.00
11/09/2021	Tammy Kinsella	LS, Clerk, Yard Waste, Business Cards, Yard Waste Permits	54528	\$196.49			
					609-49751-340-	Liquor Store - Manager - Off-Sale	\$38.00
					100-41405-340-	Clerk	\$38.00
					100-43128-350-	YARD WASTE	\$120.49
11/09/2021	Marco Inc	Copier, contract	54529	\$255.14			
					100-41010-200-	GENERAL GOVERNMENT	\$85.04
					601-49440-200-	Water Utilities - Administration and General	\$85.05
					602-49490-200-	Sewer Utilities - Administration and General	\$85.05
11/09/2021	Olson Oil Co.	All Depts, operating supplies	54530	\$286.79			
					100-43110-210-	Highways, Streets & Roadways	\$286.79
11/09/2021	Otter Tail Power Company	All depts, utility	54531	\$1,819.38			
					100-43160-380-	Street Lighting	\$658.29
					100-45110-380-	EVENT CENTER	\$348.54
					601-49440-380-	Water Utilities - Administration and General	\$349.53
					602-49490-380-	Sewer Utilities - Administration and General	\$171.36
					100-43010-380-	City Shop	\$80.53
					100-45210-380-	Parks	\$211.13
11/09/2021	Productive Alternatives	Event Center, Cleaning	54532	\$127.41			
					100-45110-300-	EVENT CENTER	\$127.41
11/09/2021	Quill Corporation	GG, Office Supplies Inv 19979726	54533	\$136.70			
					100-41010-200-	GENERAL GOVERNMENT	\$136.70
11/09/2021	RMB Environmental Laboratories, Inc	WWTF, Chemicals	54534	\$231.00			
					602-49490-218-	Sewer Utilities - Administration and General	\$231.00

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11/09/2021	Steve's Sanitation, Inc.	Event, Parks, garbage pick up	54535	\$305.35			
					100-45110-384-	EVENT CENTER	\$106.36
					100-45210-384-	Parks	\$198.99
11/09/2021	Locators & Supplies	St, supplies	54536	\$35.98			
					100-43110-210-	Highways, Streets & Roadways	\$35.98
11/09/2021	Summers Construction	Parks, walkway by boardwalk	54537	\$1,800.00			
					100-45210-520-	Parks	\$1,800.00
11/09/2021	United States Postmaster	GG, Water, Sewer, postage	54538	\$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
11/09/2021	Vergas Hardware	All Depts, supplies	54539	\$213.07			
					100-45210-210-	Parks	\$35.94
					100-45110-210-	EVENT CENTER	\$166.15
					601-49751-210-	Liquor Store - Manager - Off-Sale	\$10.98
11/09/2021	Victor Lundeen Company	All Depts, office supplies	54540	\$18.24			
					100-41010-200-	GENERAL GOVERNMENT	\$7.99
					100-43110-200-	Highways, Streets & Roadways	\$10.25
11/09/2021	League of MN Cities Insurance Trust	Workers Comp coverage 2021	54541	\$12,207.00			
					100-41010-360-	GENERAL GOVERNMENT	\$59.00
					100-41110-360-	Council/Town Board	\$102.00
					100-42210-360-	Fire Administration	\$5,411.00
					100-43010-360-	City Shop	\$81.00
					100-43110-360-	Highways, Streets & Roadways	\$1,300.00
					100-45110-360-	EVENT CENTER	\$88.00
					100-45210-360-	Parks	\$1,517.00
					601-49440-360-	Water Utilities - Administration and General	\$348.00

Date Range : 10/9/2021 To 11/9/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					602-49490-360-	Sewer Utilities - Administration and General	\$1,546.00
					609-49751-360-	Liquor Store - Manager - Off-Sale	\$1,755.00
11/09/2021	League of MN Cities Insurance Trust	Ls, Liquor Liability and Excess Insurance	54542	\$3,279.00			
					609-49751-360-	Liquor Store - Manager - Off-Sale	\$3,279.00
11/09/2021	League of MN Cities Insurance Trust	All Depts, Property/Casualty Coverage Premium	54543	\$17,215.00			
					100-41010-360-	GENERAL GOVERNMENT	\$2,946.00
					100-42210-360-	Fire Administration	\$3,795.00
					100-43010-360-	City Shop	\$1,131.00
					100-43110-360-	Highways, Streets & Roadways	\$1,697.00
					100-45210-360-	Parks	\$1,861.00
					100-45110-360-	EVENT CENTER	\$1,772.00
					601-49440-360-	Water Utilities - Administration and General	\$828.00
					602-49490-360-	Sewer Utilities - Administration and General	\$923.00
					609-49751-360-	Liquor Store - Manager - Off-Sale	\$2,262.00
Total For Selected Claims				\$75,204.64			\$75,204.64

Date Range : 10/9/2021 To 11/9/2021

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Bruce E Albright		City Council/Town Board				Date
	Julie A Bruhn		City Council/Town Board				Date
	Logan M Dahlgren		City Council/Town Board				Date
	Natalie K Fischer		City Council/Town Board				Date

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	\$2,470.00	1
Lost Revenue: Event Center keyless entry and track type unit to provide barrier between kitchen & event area.	Event Center Committee	\$8,000	
Infrastructure: Paint Water tower out of these funds to keep water costs down that are passed onto residents.	Residents	\$123,000	
Broadband Infrastructure; IT Support (All computers/ipads)	City	\$2,400.00	
Infrastructure: Heaters for Water Plant	Utilities		
Broadband Infrastructure; Microphones for Smart Room	General Government	\$5,000.00	
It Support - Fire Wall and Microsoft 365	General Government	\$1,973.00	2

Income:

9/7/2021 Grant Funds 18,623.80

Total Income \$18,623.80

Expenses:

Dehumidifier	Water Plant	2,470.00
Fire Wall and Microsoft 365	General Government	1973
Total Expenses		<u>\$4,443.00</u>

Total in Fund \$14,180.80

City Council
2021 November Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, November 9, 2021

5. 105 Main Street

Files Attached

- S & Z Property Request.pdf
- vergas-sz.easement.pdf

S and Z Properties, LLC are requesting permission to close the alley located by the liquor store and the alley located between Vergas Ford (160 1st Ave S) and their property (105 Main Street) until May 1, 2022.

EASMENT AGREEMENT

State Deed Tax: \$1.65

Dated: _____, 20____

This agreement is made between City of Vergas, a Minnesota Municipal Corporation under the laws of Minnesota, party of the first part, and S and Z Properties, LLC a Limited Liability Company under the laws of Minnesota, parties of the second part.

City of Vergas, party of the first part own the following described real estate:

The West Half (W ½) of Lot 5, Block 3 and Lots 6, 7, 8 and 9, Block 3 of the Original Place of Vergas, Minnesota, according to the plat thereof on file and of record with the Otter Tail County Recorder.

S and Z Properties, LLC, party of the second part own the following described real estate:

Lots 10, 11, and 12, Block 3 of the Original Plat of Vergas, Minnesota, according to the plat thereof on file and of record with the Otter Tail County Recorder.

That the party of the first part is giving a 12 foot wide easement on west side of their property to the party of the second part for a sidewalk and parking. That the party of the second part will be responsible for the upkeep and maintenance of this 12 foot wide easement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal the day and year first above written.

City of Vergas

By: Julie Bruhn
Its Mayor

By: Julie Lammers
Its City Clerk-Treasurer

Dated: _____, 20_____.

STATE OF MINNESOTA)
) ss.
COUNTY OF)

Sworn and subscribed before me this _____ day of _____, 20_____, by
_____ the Mayor and _____ the Clerk-Treasurer of the City
of Vergas, a Minnesota Municipal Corporation under the laws of Minnesota, party of the first
part.

Notary Public
My commission expires:

S AND Z PROPERTIES, LLC

Tyler Schmidt
Owner

Jeff Zitzow
Owner

Dated: _____, 20_____.

STATE OF MINNESOTA)
) ss.
COUNTY OF)

Sworn and subscribed before me this _____ day of _____, 20_____, by
_____, and _____ the owners of S and Z Properties, a
Limited Liability Company under the laws of Minnesota, party of the second part.

Notary Public
My commission expires:

Document drafted by:
Thomas P. Winters
Ramstad, Skoyles & Winters, P.A.
114 Holmes Street West
Detroit Lakes, MN 56501
(218) 847-5653

City Council
2021 November Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, November 9, 2021

7. Committee Reports

1. Water Sewer Committee
2. Personnel Committee
3. Street/Sidewalks/Yard Waste Committee
4. Park Advisory Board
5. Planning Commission
6. EDA/HRA

Files Attached

- Sewer Water Committee meeting.pdf
- Personnel Committee 10 30 2021.pdf
- Self Assessment.pdf
- SSYW10.26.21min. pdf.pdf
- 10.28.2021 Minutes_draft_pdf.pdf
- 11.03.21 HRA_EDA minutes pdf.pdf
- Nov 21-Council Update from Eng.pdf
- 2021-10-13 Event Center Meeting Agenda & Minutes.docx
- COVID-19 Business Plan v.5 (002) updated 11.09.21.pdf

**City of Vergas
Sewer-Water Committee Meeting**

The Sewer-Water Committee was called to order on Monday, October 25, 2021, at 7:30 pm at The Vergas City Office. Present were Logan Dahlgren, Natalie Fischer, Mike DuFrane and Julie Lammers.

Agenda: Filter Media and Water Plant Heaters

Utility Superintendent Mike DuFrane reviewed the leaking media filters at the water plant stating they needed to be replaced as soon as possible. DuFrane provided a quote from Kurita for the necessary internal components and labor associated to refurbish (2) vertical pressure filters provided by Tonka Equipment in 1993, Tonka serial number 93147. Quote provided is \$113,400.00 with 90% paid upon shipment of materials and 10% paid upon services.

Originally DuFrane thought the filter could be repaired but that is not the case as the bottom of the filter is leaking in 3 places in a 4-foot area. If this blows it could be a disaster. Media filters have a 30- year life expectancy.

Committee discussed other projects needing funding and if they should be grouped together. Lammers and DuFrane will be attending a meeting with Mn Rural Water regarding funding on November 4, 2021 and will get more information on how to fund this project.

DuFrane reported he has spoken with Zitzow Electric regarding changing the heating system to natural gas at the water treatment building. Jeff Zitzow recommends not using natural gas due to the corrosion in the building. DuFrane spoke with Great Plains and the first 75 feet installed is free but the City would have to pay for pipe after 75 feet. Committee decided to get quotes for electric heaters.

Council Recommendations:

1. Approve bid from Kurita for \$113,400.00 and have filter media replaced as soon as possible.
2. Lammers provide funding opportunities at the Council meeting.
3. DuFrane provide price for 3 heaters for the Council meeting.

**City of Vergas
Personnel Committee Meeting**

The Personnel Committee was called to order on Saturday, October 30, 2021 at 9am at Serendipity Gift Store. Present were Julie Bruhn, Natalie Fischer, Felicia Stinger and Julie Lammers.

Agenda: Employee Concerns regarding scheduled work hours
City Employee Self-Assessment Form

Liquor Store employee, Felica Stinger, summarized concerns regarding not getting work hours and not asked about availability when putting together work schedule and asked about the liquor store clerk position moving to full time and not posted. Provided background on how the full-time clerk position was recommended by Personnel Committee and approved by City Council.

Further concerns voiced and Personnel Committee again noted continued communication issues as was previously noted at July meeting and the importance of both sides communicating.

Employee requested general statement to provide staff and the public who ask what the Liquor Store Manager will be doing when it's been noted will also support the City.

Further concerns and issues were raised and Personnel Committee directed these would best be discussed between the employee and manager (and new manager) as they were not issues for personnel committee involvement.

Reviewed a structured Self-Assessment form for city staff to provide input into their annual evaluation. This is a simplified version of the League of Minnesota Cities template. Not required, but provides an opportunity for employees to highlight aspects of performance.

Action:

1. Ensure new Liquor Store Manager Kyle Theisen, starting November 1st, meet with employees and discuss work availability and hours.
2. Provide new Liquor Store Manager with established liquor store work environment improvement needs as established in July of this year.
3. As requested general statement of Liquor Manager duties:

The Liquor Store Managers primary responsibility and priority is Liquor Store Operations. In absence of the City Clerk Treasurer will assist with time sensitive follow up needs being conducted by the City Clerk/Treasurer and in time will be assigned support work for the city consistent with manager knowledge and skills and time availability.

4. Approval of Self-Assessment form for city staff annual evaluation input.

Recorder
/es/ Julie Bruhn

**City of Vergas
Self-Assessment Form**

Name: _____

Performance Review Period: 2021

To obtain the maximum benefit from your performance review, please complete and forward this form 1-2 days prior to your scheduled evaluation.

1. Over the past performance period, what is your most outstanding accomplishment and why?

2. Which duties do you do best?

3. In which area(s) did you most improve? What contributed to this?

4. Over the past performance period, how could you have performed better? What affected this?

5. What would you like to accomplish in the next 6-12 months for your own development?

Goals you have for yourself and the department for the next year?

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas City Offices
October 26, 2021

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

2.) Pickle ball court was added to the agenda.

3.) 2022 Yard Waste Permits was discussed again. At the 10/12/21 Council Meeting, the SSYW Committee recommended that the 2022 fee for yard waste permits be raised from \$40 per year to \$75.00/year. A motion to approve the fee increase was not approved. The SSYW Committee explained that we were just trying to break even, given review of past year costs. One of the larger annual expenditures is one third of the annual loader costs, or \$10,000. Some of the Council felt that raising the fee, could lessen the number of permits sold, actually increasing the negative balance. Typically, the City sells about 300 permits a year.

Albright said he researched a number of neighboring cities, and how they handle yard waste. Perham's site is for their residents only. Detroit Lakes offers free compost sites at two locations. One thing in common with most of the neighboring towns and the Otter Tail County site in Pelican Rapids is that they all have posted hours that they are open. Perham's site is open April - October, Tuesday and Saturday, 10:00 AM - 7:00 PM. The Committee discussed that given limited staff, it would be difficult to have set hours in Vergas. Another thing that was noted is that area residents have options for disposal of their yard waste, if they don't want to pay the increased fees in Vergas. Frazee offers free dumping for Burlington and Silverleaf Townships. Leaves and other yard waste are free at Pelican Rapids, and there is a small fee for brush up to 3" in diameter.

Albright relayed an incident he experienced on Saturday, October 23rd at the recycling site. Upon arrival, there were about 5 vehicles dumping yard waste and branches. Only one vehicle displayed a green permit, and he didn't cognize anyone as Vergas residents. Four of the vehicles had North Dakota plates. He announced to the group that in order to dump there, green permits are required. One person became somewhat irate, accusing Albright of playing the role of a cop. That person actually was a Vergas resident, that Albright didn't know. Lammers' said that this has been a problem in the past. When people with permits, see someone dumping with no permit, and question their use of the facility. The Committee discussed issuing permits (free of charge) to the owners of property in the Vergas City limits, just so that problem don't happen again in the future. That way we could also track how many Vergas owners actually use the service versus from out of town. Vergas permits could be a different color. There are 186 households in the City limits, so ordering 200 permits should be sufficient.

The SSYW Committee felt the rate for out of town permits still needed to be raised. Albright didn't feel we should offer the service at a substantial cost to Vergas taxpayers. Pinke felt incremental increases would make more sense. The Committee proposed a 2022 fee of \$60.00. Pinke said he could support that. Councilman Dahlgren supported the original fee increase. DuFrane felt we should start getting the site cleaned up for snow removal. Depending on the fall, the group talked about operating the site through November. Lammers' suggested posting a sign on site that says "No Dumping of Yard Waste Without Permit

Displayed". The Committee also discussed the need to have the Council designate a SSW spokesperson to contact the neighboring townships (Candor, Hobart, Dora) to discuss the problems were experiencing at the yard waste site, our costs, and to put them on notice that if these problems persist or get worse, we may have to consider closing the site down. DuFrane also questioned if the State could also shut us down, with the leftover ash and smoke we generate when we burn the brush pile. Pinke said when the disposal site was first discussed, the Townships were contacted to possibly help with the costs, and they basically said their landowners wouldn't use the facility.

4.) East Lake Street Relocation. The Council authorized the city attorney and engineer to start work on the road relocation. Lammers has contacted Otter Tail County GIS Department and they are preparing maps for the City that should show all areas where roads do not match the platted boundary areas.

5.) Glen Street Relocation/Reconstruction. The Council also authorized the Engineer and Attorney to start work on this project.

6.) City Long Rang Road Plan/Funding. With over 4.8 miles of roads in Vergas (gravel and asphalt), the need for a plan to deal with future maintenance is evident. Albright will send Lammers an e-mail detailing some "common" road costs. These items could include: gravel road grading (seasonal); snow plowing; asphalt mill and overlay; seal coating; and new asphalt. Lammers will contact the County Engineer to see if they have some average costs per mile for the noted items. Lammers discussed use of the Small Cities Assistance Funds (\$15,385). For 2021, we've already incurred eligible street expenditures exceeding that amount. But that should free up funds already in the City's 2021 budget for future road expenditures. Perhaps any leftover funds could be rolled into the Revenue Account. The Committee talked about meeting again in November to take a closer look at the funding.

7.) West Lake Street Improvements for Proposed Subdivision. Access to the new Lawrence Lake Subdivision will either be from Glen Street or West Lake Street, or both. We'll have to continue to work with the developer to see how he develops his plan, whether or not the subdivision will have sewer and or water. The Council did not take any action on West Lake Street, given all the other road issues currently ongoing.

8.) Pickle Ball Courts. DuFrane said an issue has arose regarding excess excavation material at the site, that the Pickle Ball Committee feels belongs to the City. At the kickoff meeting with the engineer on August 18th, Maria Shomento, Pickleball Committee said "excess dirt from the site will be hauled by the contractor to the the Memorial site". Albright commented that the parking lot could have some Class V gravel, and the City may have a use for that, she should just make sure the work is coordinated with DuFrane. The Engineer's notes reflected the same. Sonnenberg Excavating is doing the work, and they are very busy. The Pickleball Committee wants the City to haul the excess material away. Apparently, Frank Vanya, has some place close by where the excess dirt could be deposited. DuFrane said no one from the Pickle Ball Committee contacted him. Albright said the current pile of material is about 37 cubic yards of clay, excavated from the site for the pickle ball forms, rebar, and concrete. There is no "Class V" material. Also, due to timing of the two projects (pickle ball and memorial) the memorial site was finished long before the pickle ball construction began. Albright felt that getting rid of the excess material was a pickle ball issue/expense.

9.) DuFrane said the new sander placement on the truck will require some welding. Dean Haarstick has agreed to do the work. This will be an extra cost, not figured for in the original estimate.

The meeting was adjourned at 11:50 AM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations

- Raise yard waste fees for non Vergas property owners in 2022 to \$60/annually.
- acquire permits for Vergas property owners.
- Place sign stating "No Dumping of Yard Waste Without Permit Displayed".
- Be prepared to shut yard waste site down for snow removal.
- Authorize Council person(s) to meet with neighboring Townships as noted to discuss yard waste issues/costs.

Follow up Actions

- SSYW Committee to meet again in 2021 to work on budgets, and future SSYW Committee funding needs.
- Continue to work with developers at 105 Main Street regarding parking needs, need to address long range parking in comprehensive planning process.
- Assess new loader needs/costs.
- Assess needs/budget for Small Cities Assistance Program funding. Lobby legislators for future funding, explain our needs to Legislators.

10.28.2021 Minutes for Vergas Parks & Rec Advisory Board

Meeting called to order by chair, Sherri Hanson, at 3:30 p.m. in the Vergas Event Center.

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

Members Absent: Maggie Puetz

Others Present: Tony Sailer

2. **No Additions/Corrections to Agenda.**

3. **September Minutes approved** with a motion by Hanson, second by Pinke.

4. **Skating Rink Update:** DuFrane reported the rink will be located in front of the beach shelter. Size is not known at this time. Need 12" of ice. Will flood the space to keep it smooth. May put boards around the shelter for a "warming" area. No bathrooms are planned at this time but **DuFrane will find out how much a porta potty will cost. He can also talk with Neil Kuhlemeyer, who is in charge of the DL skating rinks, as a resource person.**

5. **Snowmobile Trail:** DuFrane's plan is to clear out the willows on the trail/drainage easement at 88 Parkview Drive to allow snowmobiles to leave the lake and use the ditch to go uptown. **DuFrane will follow up with a councilman, Bruce Albright, who had questions about the easement. DuFrane will also remove the No Snowmobiling sign he installed last winter at the easement site. DuFrane and Lammers will inform their respective snowmobile clubs about the changes in the snowmobile trail.**

6. **Doggie Waste Station:** DuFrane reported that Julie Lammers ordered the waste station. No delivery date was given. It likely will not be installed until next spring.

7. **Swing Set: Sailer volunteered to contact St. Croix Recreation to get estimates on a variety of swing set packages that are within our \$5000 budget.** We are hoping to buy four swings: two bench swings, one bucket, and one for special needs or adult/child.

8. **Trail Surface Update:** The asphalt must be in place by June 30, 2022 according to the Trail grant. Lammers is waiting to hear from Mark's Sand & Gravel about whether they will donate the work. Hanson was under the assumption that they would. DuFrane has bids from two vendors, Driveway Services \$9500 for two inches of asphalt, \$10,625 for two and a half and from Howard's Paving: \$9600 for two inches, \$10,600 for two and a half. Neither bid includes landscaping.

9. **Engraving Update:** Hanson reported the company was supposed to do the engraving this week but they have not yet shown up. They are based in Alexandria and will do on site engraving of the last memorial bricks and the Glawe benches.

10. **Ruts in the Beach:** DuFrane and Engebretson straightened the parking barricades again but DuFrane said the ruts will continue to form until the drainage issue is addressed.

11. **Comprehensive Plan:** The drainage issue at the beach is part of the Comprehensive Plan. Are there any grants available from DNR/MPCA to do a project like this? **Hanson will contact West Central Initiative, the County engineer, and Jeff Fjestad from DNR. Hogan will contact the Hubble Pond people. Albright will contact NDSU Landscape Architecture department.**

Sailer and DuFrane met to create a plan for upgrading vehicles and equipment. DuFrane already had the plan in place but it has not been approved by the Council. Sailer also suggested we may want to look into leasing vehicles and equipment.

12. Budget was not received from Lammers.

13. Next meeting dates will be Thursday, November 18 at 4:30 p.m. and Thursday, December 16 at 3:30 p.m.

CITY OF VERGAS EDA/HRA
Wednesday, November 3, 2021
11:00 AM
Billy's Corner Bar

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, November 3, 2021 at 11:00 AM, Billy's Corner Bar, with the following members present: Bruce Albright, Paul Pinke, Austin Tegtmeier, Vanessa Perry, and Kevin Zitzow. Absent: none. Julie Lammers, City Clerk-Treasurer, was unable to attend due to a scheduling conflict, Albright agreed to take and prepare the meeting minutes.

1.) Zitzow called the meeting to order at 11:15 AM.

2.) There were no meeting agenda additions or deletions.

3.) Minutes for the 10/06/21 EDA/HRA meeting were distributed with today's meeting packet.

Motion by Perry to approve the minutes, **seconded** by Tegtmeier, **approved**.

4.) 2021 Financial Update. The checking account balance as of today is \$8,688.66. The savings account at West Central Initiative has \$15,313.88, for a total account balance of \$24,002.54. There were also account balances for two projects the EDA/HRA has agreed to write the checks for, Pickle Ball and the Veteran's Memorial. Memorial expenses to date total \$5,765.73, and \$0 for Pickle Ball. Perry questioned the Vergas Post Office expense of \$55 for the EDA/HRA. Zitzow assumed it was for a roll of stamps. Perry didn't feel that the EDA/HRA needed their own post office box. Albright said he attended a Minnesota Public Finance Education Series titled "TIF Demystified: Understanding the Basics of Tax Increment Financing". The session was sponsored by Ehlers. Use of a Tax Abatement, should require a "but for" analysis. We probably are meeting that requirement because the financial review occurs at the County level, and we are just piggybacking onto their program. Larger cities actually hire Ehlers to make the analysis.

5.) Old Business.

a.) EDA Goals. A copy of the EDA Business Goals for 2021 was attached in the meeting meeting packet. Goal No. 3, "continue to export options for bringing a grocery store to Vergas" can be deleted.

b.) HRA Goals. As noted above, a copy of the 2021 goals was reviewed.

Albright felt that since it has been some time since we've thought about our goals, he suggested that Committee members review the goals and think of some new ones for 2022. We should also maybe start to look at some "specific" goals, that will cost considerable money, to help justify our budget request for increased funding.

c.) City West Lake Street Property. At the 10/12/21 Council meeting, the Council agreed to transfer the former Todd Bunkowski property to the the EDA/HRA. A bid opening for the sale will be held in early December, 2021. Albright has not seen the published details. The property will have a "minimum" bid, which was determined by taking the City's purchase price, demolition costs, and \$8,000 for the 2022 EDA/HRA budget. Zitzow questioned if the property sells for more than the minimum bid, he assumed the overage would go to the EDA/HRA. The group requested more details about the sale, Albright said he can forward a copy of the sale notice, once it is public. The City's "preliminary" budget for 2022 was discussed. Increases were discussed. Zitzow stressed that the EDA/HRA needs to keep pushing for reserves, as when we do a major project, it is going to cost money.

6.) New Business.

a.) Water and Sewer Accessory Fees for Commercial Businesses. The 5-year \$750 exemption for the water and sewer hookup fees for commercial businesses expired earlier this summer, and because there were no commercial businesses under construction at the time, this item was inadvertently not added to our agenda for extension of the program. Perry said the Summers and Zitzow/Schmid projects both recently underwent some very expensive hookup costs for their new projects. Both projects cost more than the developers were planning on. **Motion** by Perry to recommend to the Council to continue the program, retroactive to the expiration date. **Seconded** by Pinke. **Approved.**

b.) Zitzow felt at the next meeting, we need to look at our bylaws, as both he and Perry no longer actually live in Vergas. He couldn't remember how the bylaws were worded regarding membership. Albright will ask Lammers to distribute copies of the bylaws before the next meeting.

Meeting adjourned at 12:10 PM.

Respectfully prepared and submitted by:

Bruce E. Albright, Council Member

Council Recommendations

- extend water and sewer accessory fee exemptions (\$750) for five more years, for commercial businesses, retroactive to the previous expiration date.

Follow up Actions

- review bylaws regarding membership.
- Get details regarding auction of property at 310 W Lake Street.
- Continue to work with developer of Lawrence Lake property regarding possible funding assistance for roads, infrastructure, and housing.
- Develop EDA/HRA goals for 2022.



300 23rd Ave E, Suite 100
West Fargo, ND 58078-7820
701 232 5353
KLJENG.COM

11/5/2021
Julie Lammers
City Clerk/Treasurer
City of Vergas
111 Main St
PO Box 32
Vergas, MN 56587-0032

Re: Council Update

Dear Ms. Lammers,

I wanted to provide the Council a short update with the projects that we have been working on over the past month. Below is a quick summary of each project.

Glenn Street – KLJ Survey has collected the boundary and topographic information of the area. Will be preparing an exhibit shortly for the City to review.

East Lake Street – KLJ Survey has collected the topographic information and staked the existing right of way. Will be preparing an exhibit that shows how the right of way can be modified

Townline Road – Working to establish the land valuation of each property to obtain a right of way easement. The valuation should be completed about the time of the council meeting.

Walking Trail Easement Stakes – Surveyor placed stakes along the south edge of the trail easement. It appears that there is adequate room for a recreational vehicle to get up the hill and past the existing fence within the easement. However, the easement follows closer to the path than the drainage easement and it appears there may be some brushing needed to keep people within the easement.

West Lake Street Development – We provided a Task Order so we can get started vetting the preliminary concepts from the Developer and identifying what City improvements maybe necessary to support the development.

On Street Parking – We provided a Task Order to locate existing roadway, driveways, etc. and prepare an exhibit showing how parking could be accomplished along 1st Avenue S from Main Street to Linden Street in compliance with MN State Aid Standards.

Pickleball Court Construction – KLJ reviewed the concrete forms for slope and placement on the site. In addition, we reviewed the rebar placement. Based on our observations on 11/3/2021 it appears that the construction is proceeding in accordance with the approved design.

If there are questions on any of these projects, please let me know and we can discuss further.



Sincerely,

KLJ

A handwritten signature in blue ink that reads "Scott Kolbinger".

Scott Kolbinger, PE

City Engineer

Enclosure(s): None

Project #: -

cc: File

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
6:30 P.M. on Wednesday, October 13, 2021

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, October 13, 2021 at 6:34 pm with the following members present: Julie Lammers, Paul Haarstick, Logan Dahlgren, Paul Pinke, and Mary Ditterich. Absent: Vanessa Perry and Jay Norby. Guests included: None.

Approval of the Agenda

Motion made by Lammers, seconded by Ditterich to approve the agenda with the addition of "Festival of Trees". Motion carried unanimously.

Approval of Minutes from August 11, 2021

Motion by Lammers, seconded by Pinke to approve the meeting minutes from August 11, 2021. Motion carried unanimously.

Festival of Trees

The Vergas Community Club and Lions will be holding a Festival of Trees event at the Event Center on November 27. The City does not charge the Lions group to use the facility for events. Because there is no charge to attendees, the Vergas Community Club and Lions are asking to use the facility for free. Group discussed cleaning costs if real trees are used for the event. Motion by Pinke, seconded by Ditterich to recommend to Council to allow the Vergas Community Club and Lions to use the Event Center for free and to charge a \$100 fee if extra cleaning is needed. Motion carried unanimously.

Kitchen Project Update

No update. The Smart Room is being locked more often, so it is an increased priority to have the coffee maker moved. Lammers will coordinate with the Bunn representative and Hanson's. Motion by Pinke, seconded by Ditterich to recommend to Council to move the coffee maker into the kitchen if the cost does not exceed \$1,000. Motion carried unanimously.

Remodeling Project Update

Project is completed. All feedback received has been positive. Motion by Pinke, seconded by Ditterich to recommend to Council to approve the transfer of \$25,495.17 from the Event Center savings account into the General Fund Checking Account. Motion carried unanimously.

Council Recommendations

- Allow the Vergas Community Club and Lions to use the Event Center for free and to charge a \$100 fee if extra cleaning is needed.
- Move the coffee maker into the kitchen if the cost does not exceed \$1,000.
- Approve the transfer of \$25,495.17 from the Event Center savings account into the General Fund Checking Account.

Follow up Actions

- Lammers – cost to move coffee maker

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

City of Vergas

COVID-19 Preparedness Plan

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

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

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

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

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

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

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

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

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

Handwashing

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

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

Respiratory etiquette: Cover your cough or sneeze.

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

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

Non-vaccinated employees will be required to wear a mask when within 6 feet of with others. All employees are required to wear protective gear until proof of vaccination is provided to the Clerk-Treasurer.

Social distancing and Personal Protection

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

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

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

Vehicles. Employees will not be allowed to carpool or ride together in vehicles, unless both are vaccinated or all employees (vaccinated and non-vaccinated) are wearing masks.

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

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

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

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

Housekeeping

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

Approved by City Council on June 25, 2020. Updated June 8, 2021; July 13, 2021; November 9, 2021

Preparedness Plan communication and training

This Preparedness Plan will be provided electronically or in paper form to all employees on June 25, 2020, and necessary training will be provided. Additional communication and training will be ongoing as conditions change and provided to all employees who did not receive the initial training. Instructions will be communicated to delivery personnel about how drop-off, pick-up and delivery services will be conducted to ensure social distancing practices are followed and about the recommendation that delivery workers use face masks when dropping off, picking up or accepting delivery. Clerk-Treasurer and Liquor Store Manager are to monitor how effective the program has been implemented by sharing their observations and discussing potential modifications with Personnel Committee. Management and workers are to work through this new program together and update the employee training as necessary. This COVID-19 Preparedness Plan has been certified by the City of Vergas Safety Committee and approved by the City of Vergas City Council and will be posted throughout the workplace on June 25, 2020. The COVID-19 Preparedness Plan was updated on June 8, 2021, July 13, 2021 and November 9, 2021 and will continue to be updated as necessary.

Certified by: _____ {print Name}

_____ {Signature}

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

Approved by City Council on June 25, 2020. Updated June 8, 2021; July 13, 2021, November 9, 2021

City Council
2021 November Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, November 9, 2021

8. 88 Park View Drive - Berm

Files Attached

- Dresen Invoice - Vergas 2179.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
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
10/8/2021	Additional dirt to fix berm per engineer-4 yds	1	\$ 250.00	\$ 250.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

*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	\$	2,750.00
Tax Rate		7.875%
Total Tax		
Total Estimate	\$	2,750.00

Terms: Balance due upon receipt	Remaining Balance: \$	2,750.00
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City Council
2021 November Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, November 9, 2021

10. Staff Reports

Utilities Superintendent Report
DuFrane & Lammers Training - MN Rural Water
Safety Training
Financing Your Community Projects - Training December 6, 2021

Files Attached

- City of Vergas - RSG Resolution (for 2022).pdf
- Financing your Community Projects.pdf
- 2022 West Central RSG Safety Training Schedule.pdf
- Nov 2021 council report DuFrane.pdf
- Street Sign Inspection.pdf

RESOLUTION 2021-013
RESOLUTION ACCEPTING
REGIONAL SAFETY GROUP

WHEREAS, Minnesota Statutes, Section 471.59 authorizes governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to them; and

WHEREAS, the League of Minnesota Cities Insurance Trust has created the Regional Safety Group Initiative to offer training to cities/entities who form regional safety groups; and

WHEREAS, the City/Entity Council finds that it is in the best interest of the City/Entity to create a Regional Safety Group ("RSG") formed by agreements of other cities/entities (the "Establishing Agreement"); and

WHEREAS, the Establishing Agreement allows the City/Entity to begin a new RSG upon adoption of a resolution agreeing to all terms of the Establishing Agreement,

NOW, THEREFORE, BE IT RESOLVED, the City/Entity of Vergas, Minnesota:

1. Authorizes Julie Lammers, Clerk-Treasurer and Julie Bruhn, Mayor to sign this resolution evidencing the city/entity's intent to become a member of the RSG; and
2. The City/Entity agrees to be bound by all the terms of the Establishing Agreement.

Passed and Adopted by the Council on this 12th day of November 9, 2021.

CITY OF Vergas

By: Julie Bruhn
Its Mayor

ATTEST:_____
By: Julie Lammers
Its City Clerk-Treasurer

Registration

Please print (Please Provide Name of Each Registrant)

Name _____

Title _____

Representing _____

Address _____

City _____

State _____ Zip _____

Telephone _____

Fax _____

E-mail _____

Projects you are interested in (check all that apply):

☐ Water ☐ Wastewater

☐ Community Facility ☐ Other _____

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December 6, 2021 — St. Cloud

Member: \$150.00 _____

Non-Member: \$175.00 _____

Mail completed form by December 1st to:

Minnesota Rural Water Association
217 12th Avenue SE
Elbow Lake, MN 56531
800-367-6792
218-685-5272 (FAX)

PRE-REGISTRATION IS REQUIRED!

Space is limited so please register early!

Refund policy: Full refund will not be given unless MRWA is notified 48 hours in advance. Partial credit allowance on medical or snow removal emergency only will be considered on a case by case basis.

**NEW CHANGES—
Don't Miss This Session!**

The "How To" for Financing Projects

Financing Your Community Projects Training Session

See What's New for 2022

Sponsored by Minnesota Rural
Water Association & MRWA
Corporate Partners!



FINANCING YOUR COMMUNITY PROJECTS TRAINING SESSION

This session is a must!

Meeting the demands of repairing and replacing water and wastewater infrastructure is taking its toll on many small utility systems. Minnesota Rural Water Association is bringing together several entities that offer funding for small systems.

Our objective is to promote awareness of funding sources, the rules, regulations, application processes, names, addresses, and "HOW TO'S" all under one roof. **This is a don't miss session if you are looking to fund a project in 2022.** Your attendance and participation will greatly benefit your system for years to come.

Learn how these funding entities are working together to put affordable projects together for systems.

Sponsored by MRWA Corporate Partners:

Diamond Plus Partner: AES & Core & Main

Diamond Partners: Bolton & Menk, Inc.;

Copperhead Industries; Kodru-Mooney;

Minnesota Pump Works; Team Lab Chemical

Corp.; & UtilityLogic.



Ruby Partners: AMERICAN Flow Control, Inc.; Apex Engineering Group; Calibrations and Controls, Inc. (a subsidiary of First Systems Technology); Dakota Supply Group; DGR Engineering; Ferguson Waterworks; Flexible Pipe Tool Co.; Fractal Hawkins, Inc.; Jasper Engineering & Equipment Co.; KIM Engineering, Inc.; Kris-Tech Wire; MN Mechanical Solutions, Inc.; Moore Engineering, Inc.; Mueller Company; Quality Flow Systems Inc./Quality Control & Integration; Roto Rooter; SEH; Stantec; Total Energy Systems; & Treatment Resources, Inc.

Emerald Partners: Adaptor, Inc.; Bollig, Inc.; Cahoy Pump Service; DC Braun Company; Electric Pump; Elevated Welding Service, LLC; GRAEF; HydroCorp, Inc.; Kufj, LRE Water; MacQueen Equipment; MSA Professional Services, Inc.; Raymond James; Sensus USA; Uilegr; Vista-Sewer, Inc.; Water Conservation Services, Inc.; Water Tower Clean & Coat, Inc.; Widebush & WSB.

Program Agenda

8:00am—Registration & Introductions

Lori Blair, Minnesota Rural Water Association

8:15am—From Submission to Certification—

All You Need to Know About the Clean Water and

Drinking Water State Technical Side of Funding

A focus on the technical and submittal process for obtaining funding. Learn the details!

Chad Kolstad, Minnesota Department of Health

Bill Dunn, Minnesota Pollution Control Agency

Show Me the Money—

Financing Your Clean Water and Drinking Water

Municipal Infrastructure Projects With State

Loan and Grant Funds

Find out about the financing process when using the Clean Water and Drinking Water Revolving Funds, WIF, and Legacy Funds.

Becky Sabie, Minnesota Public Facilities Authority

Break

Rural Development Loan and Grant Program & The Review Process

RD has resources to meet your funding needs in water & wastewater infrastructure. Learn what makes projects fundable and how Rural Development looks at projects. What is affordability? What are short lived assets and a reserve fund? Discover when grants are possible. How to stop the "might as wells". Avoid the pitfalls.

Terry Louwagie, USDA Rural Development

Date and Location: December 6, 2021

Best Western Kelly Inn, 100 S 4th Street,

St. Cloud, MN.

Driving directions at:

<http://www.bestwesternstcloud.com/location.php>

Come See What's New for 2022!

MRWA Finance Programs

MICRO-MIDI-MEGA loan programs are available through MRWA and David Drown Associates. These programs are available to finance large (multi-million), small projects (under \$50,000), and everything in between at the lowest possible cost of issuance and interest rates. These programs are available to all Minnesota units of government. Learn the details....

Mike Bubany, David Drown Associates, Inc.

12:00pm—Lunch (Provided)

12:45pm—Procedures for Financing Local Improvement Projects

What statutory authority should you use to finance your local improvement project?

Learn the process that each authority requires.

Fryberger, Buchanan, Smith & Frederick, P.A.

Grants: How Do I Get One?

Water & Wastewater Treatment, Housing, Public Facilities, and Rehabilitation grants available through the Small Cities Development Program.

Small Cities Development Program

Interim Financing

MRWA has provided construction funding to over 170 interim financing borrowers totaling over \$400 million. Also, we have rebated over \$1,000,000 back to the borrowers. Since April of 2010, the average cost of funds to the borrowers has been 1.94%. What are the options?

Lori Blair, Minnesota Rural Water Association

3:00pm—Questions & Answers

2020 WEST CENTRAL REGIONAL SAFETY GROUP
Fergus Falls, Ashby, Evansville, Underwood, Wheaton, Carlos, Garfield, Brandon, Vergas
TRAINING & “Value-Added Time” SCHEDULE

Date	Topic	Attendance
<u>March 29th, 2022 (TUES)</u> <u>Time: 9:00am & 1:00pm</u> <u>Location: Fergus Falls FD</u>	An Overview of AWAIR, MN Right to Know	All Employees
	<i>Safety Committee Meeting – to follow morning training session</i>	
<u>April 26th, 2022 (Tues)</u> <u>Time: 9:00am @ Fergus Falls</u> <u>Location: Fergus Falls FD</u> <u>Value-Added Time: Vergas</u>	Traffic Control Work Zones / Heat Disorders	Public Works EEs
	<i>Safety Committee Meeting – to follow morning training session</i>	
<u>June 28th, 2022 (TUES)</u> <u>Time: 9:00am</u> <u>Location: Fergus Falls FD</u> <u>Value-Added Time: Ashby</u>	MNOSHA CONSULTATION PRESENTATION “DE-ESCALATION PRACTICES”	All Employees
	<i>Safety Committee Meeting – to follow morning training session</i>	
<u>MID YEAR BREAK</u>		
<u>Sept 27th, 2022 (TUES)</u> <u>Time: 9:00am & 1:00pm</u> <u>Location: Fergus Falls FD</u> <u>Value-Added Time: Underwood</u>	Confined Space Entry	Public Works EEs
	<i>Safety Committee Meeting – to follow morning training session</i>	
<u>Oct 25th, 2022 (TUES)</u> <u>Time: 9:00am and 1:00pm</u> <u>Location: Fergus Falls FD</u>	Emergency Action Plans / Fire Extinguisher Use	All Employees
	<i>Safety Committee Meeting – to follow morning training session</i>	
<u>Nov 22nd, 2022 (TUES)</u> <u>Time: 9:00am and 1:00pm</u> <u>Location: Fergus Falls FD</u> <u>Value-Added Time: Evansville</u>	Lockout / Tagout. PPE, Cold Disorders	Public Works EEs
	<i>Safety Committee Meeting – to follow morning training session</i>	

OSHA REQUIRED SAFETY TRAINING – RED

Issued: 10/31/2021

November 2021, City Council Report from Utilities Superintendent.

1. Parks
 - a. Docks and pier and put up for the season.
2. Streets
 - a. Streets should be graded 1 more time this week.
 - b. Street sign report.
3. Wastewater
 - a. Ponds are empty Primary 2.61 ft of water and Secondary has 2.65 ft of water in it.
4. Water
 - a. Water Committee report for water
 - b. MNRWA School Was Attended talked about rates structures.

Street Name	Intersecting Street	Street Sign	Oneway Sign	Yield Sign	Stop Sign	Dead End Sign	Speedlimit Sign	Year Replaced	Comments	Replace Sign	Replace Date
Bennett RD		x			x						
West Looney LN	Pelican AVE	x			x				straighten		
W. Sunset Strip	Pelican AVE	x			x				straighten		
W. Hill ST	Pelican AVE	x			x		x		not a city sign		
W. Glenn ST	Pelican AVE	s			x						
W. Mill ST	Pelican AVE	x	x		x						
2nd AVE	Pelican AVE, Linden ST	x			x				missing Linden		
3rd AVE	Linden ST	x							bent		
Linden ST	Railway AVE	x			x						
E. Mill ST	Railway AVE	x			x	x			dead end bent		
Mill ST	1st AVE	x							street sign bent		
Mill ST	Railway AVE	x			x						
Railway	E. Mill ST	x				x			bent		
W. Mill ST	Unit AVE	x			x				replace		
Hill ST	Unit AVE	x							double arrow		
W. Main ST	3rd AVE	x									
2nd AVE	W. Main ST	x			xx				replace 1 stop sign event center side		
1st AVE	W. Main ST	x			x						
Alley					xx				between Bank and Cenex		
Alley	Railway AVE				x				by Billy's		
N. 1st AVE	Elm ST	x			x						
Elm ST	Railway AVE	x			x						
E. Lake ST	Railway AVE	x							street sign missing		
E. Lake ST					x				stop sign missing		
W. Lake ST	N. 1st AVE	x			x	x			replacing signs 2022		
Main ST	Railway Ave	x			x						
E. Scharf AVE	Frazee AVE	x			x						
E. Scharf AVE							25mph		watch for peds replace		
E. Scharf AVE	Atona AVE	x			x						
E. Scharf AVE	Parkview DR	x			x				Replace street sign, move stop sign		
E. Scharf AVE	S. Townline RD	x			x				double arrow	stop	Jul-21
Parkview DR	Frazee AVE	x			x				replace street sign		
Parkview DR		x								replaced	Jul-21
Herman ST									need street sign		
Old Detriot RD	Frazee AVE	x									
Frazee AVE	County 4	x								replaced	Jul-21
Beach					x				replaced sign july 2021		