

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

1. Call to Order

2. Citizens' Concerns

3. Agenda Additions and Deletions

4. Approval of Consent Agenda

- a. Council Minutes of the Oct. 12, 2021 and November 9, 2021
- b. Liquor Store bills for November 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
- h. American Rescue Plan Resolution
- i. MN Lawful Gambling Permit for the Lions on 12-31-2021
- j. Polling Place Designation
- k. 2022 Licenses
 - 1. Liquor
 - a. Billy's Corner Bar
 - b. Skal
 - c. Otter Coffee (wine only-on sale)
 - d. Olson Oil (3.2 beer-off sale)
 - e. Vergas Lion's (3.2 beer on-sale)
 - 2. Cigarette
 - a. Vergas Liquor Store
 - b. Olson Oil
 - c. Lakes Area Co-op
 - 1. Employee Training
 - a. MN Rural Water Conference – March 1-3, 2022 (DuFrane) St Cloud
 - b. MN Clerks and Finance Officers – March 22 -25, 2022 (Lammers) St Cloud
 - c. Clerks Advanced Academy- (Lammers)Waite Park
 - d. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)
 - e. League of MN Cities Annual Conference (Mayor, Council & Lammers)
 - f. Municipal Beverage Association (MMBA) (Theisen) Arrowwood

5. Committee Reports

- 1. Park Advisory Board
- 2. EDA/HRA Commission
- 3. Street/Sidewalks/Yard Waste Committee
- 4. Planning Commission
- 5. Liquor Store Committee
- 6. Event Center Committee
- 7. Budget Committee
- 8. Water/Sewer Committee

6. Utility Bill Late Fee-460 S Pelican Ave

7. Construction Permits

- A. 410 E Scharf Ave - sign
- B. 906 E Frazee Ave - siding
- C. 137 Main - archway door

8. Information & Announcements

9. Adjournment

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Files Attached

- 10-12-2021 Council Minutes.pdf
- 11-09-2021 Council Minutes.pdf
- Liquor Store Bill Listing for November.pdf
- Accounts paid between meetings.pdf
- December Claims List.pdf
- Accounts paid between meetings.pdf
- General Fund Special Revenue Accounts.pdf
- Investment Schedule & Bond Schedule.pdf
- American Rescue Plan Funding 2021-2026.pdf
- 2021-016 Resolution-to-Accept-ARPA (3).pdf
- L220 application for exempt permit-Lions.pdf
- Resolution 2021-015 Designating Polling Place.pdf

CITY OF VERGAS
PUBLIC HEARING
VERGAS EVENTS CENTER & ZOOM
Tuesday, October 12, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, October 12, 2021, at the Vergas Event Center and on Zoom as a hybrid meeting for a public hearing regarding a variance for 105 Main Street 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, Sherri Hanson, Jeff Zitzow, Tyler Schmid, Austin Tegtmeier, Attorney Tom Winters and Engineer Scott Kolbinger.

Bruhn opened public hearing regarding a variance regarding parking spaces for commercial and residential building being built at 105 East Main Street. Bruhn reviewed the current ordinance and the need for 23 parking spots for commercial business and 16 for the apartments. The plans are short 18 parking spots. The ordinance does state the city may allow the reduction of parking spaces if applicant provides plan for additional parking.

Diagonal parking along County 17 was discussed. The County would need to give approval for use along a county highway.

Discussed the need for an apartment on the main level which opens to the parking lot. Current Vergas City ordinance does not allow main street apartments.

Bruhn closed the public hearing at 6:36 pm.

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, October 12, 2021

The City Council of Vergas met at 6:37 pm, on Tuesday, October 12, 2021, at the Vergas Event Center and on Zoom for a hybrid 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, Jeff Zitzow, Tyler Schmid, Austin Tegtmeier, Shane Poss, Attorney Tom Winters and Engineer Scott Kolbinger.

Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were addressed.

Motion by Pinke, seconded by Fischer to remove Small Cities Development and add microphones, Corporate Technologies and platform to the agenda. Motion passed unanimously.

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

- a. Liquor Store bills for September 2021 for a total of \$24289.04.
- b. Bills paid between Council meetings and Council bills for a total of \$33780.46.
- c. Late water/sewer bills
- d. General Fund/Special Revenue Money Market Account Report
- e. 2021 Investment Schedule/Bond Schedule
- f. Turn in Poachers Off-site gambling 10/16/2021

Motion passed unanimously.

Bruhn asked for approval of variance discussed at the public hearing. Plan for parking and apartment on main street. Motion by Pinke, seconded by Albright to approve variance regarding parking and apartment on main street. Motion passed unanimously.

Summers Construction has provided a quote for \$1,800 for a platform by the trail boardwalk to fulfill our agreement with 1156 Frazee Avenue. Motion by Albright, seconded by Pinke to approve the quote for Summers Construction to build platform. Motion passed unanimously.

Construction permit for 105 Main Street was discussed. Planning Commission requested Council approve the construction permit if variance was approved. Lammers stated new plans have been provided and the entrance to the grocery store is now opening onto City property instead of the sidewalk. Winters stated if they are going to be using City property for parking and a sidewalk, they would need to get an easement from the City. S & Z Properties (Jeff Zitzow and Tyler Schmid) requested an easement from the City for the use of sidewalk and parking. Motion by Dahlgren to approve easement for 15 Main Street. Died for lack of second. Discussed loading area which is not provided in the plan. Schmid stated the grocery store trucks will only be there for about 15 minutes. Discussed adding the care of the parking lot and sidewalk be the property owner's responsibility. Motion by Pinke, seconded by Albright to approve construction permit with the requirement of an easement be approved within 30 days. Motion passed unanimously. Bruhn stated Winters would provide easement at the November Council meeting paid for by S & Z Properties. Motion by Pinke, seconded by Fisher to approve construction permit. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve construction permit for 131 1st Ave to shingle house. Motion passed unanimously.

Mayor Bruhn reminded Council the League of MN Cities meeting has been cancelled and replaced by a small informative meeting to be held on November 9 here in Vergas. Bruhn and Lammers will attend meeting. If there are anything others would like discussed, please let Bruhn know.

Bruhn reviewed CDH-Vergas Fire Board meeting. Motion by Pinke, seconded by Fischer to approve the 2022 budget of the CDH-Vergas Fire Board. Motion passed unanimously.

Bruhn reviewed Personnel Committee minutes of September 20, 2021 (minutes available at the Vergas City Office). Motion by Dahlgren, seconded by Pinke to hire Kyle Theisen as the Liquor Store Manager. Motion passed unanimously. Motion by Dahlgren, seconded by Pinke to allow Lammers and DuFrane to attend leadership training and inventory management with MN Rural Water. Motion passed unanimously. Personnel Committee requested giving employees a 2 percent increase. After discussion Council asked personnel committee to review for the November meeting.

Albright reviewed Street/Sidewalks/Yard Waste committee meeting minutes of October 1, 2021 (minutes available at the Vergas City Office). Motion by Dahlgren, seconded by Albright to increase the yard waste permit fee to \$75.00. Discussion regarding the complaints we are currently getting at the yard waste facility. Voting Yes: Dahlgren and Albright Voting No: Pinke, Fisher and Bruhn. Motion failed. Motion by Fischer, seconded by Pinke to give Yard Waste committee permission to close yard waste at their discretion when a sign is posted regarding reason why it is closed. Motion passed unanimously. Discussed the realignment of E Lake Street. Motion by Albright, seconded by Pinke to authorize Winters to proceed with the realignment of E Lake Street. Motion passed unanimously. Motion by Pinke, seconded by Albright to extend Glen Street to the subdivision once a preliminary plat is accepted. Motion passed unanimously. Motion by Pinke, seconded by Albright to acquire a 33 foot right of way for Town Line Road. Motion passed unanimously. Discussed using the small cities funding to pay for the easements. Shane Poss stated Bennett Road has not been graded all summer. This road was only graded on September 5 and October 10 in 2021. Albright stated Vergas has 5 miles of road and the street committee is working on a maintenance

plan for the next 2, 5 and 10 years. Albright stated Bennet has wash boarding on the road and will need to be graded again and DuFrane stated he has contacted company to regrade the gravel roads in Vergas. Poss stated Township roads are graded monthly and well-traveled roads are graded twice a month.

Sherri Hanson reviewed the park board meeting held on September 23, 2021 (minutes available at the Vergas CityOffice). Motion by Albright, seconded by Fisher to approve resolution regarding donation of \$5,160.00 (complete copy of resolution located at the city office) for a swing set to be located by the beach on Long Lake. Motion passed unanimously.

Albright reviewed Planning Commission meeting minutes of September 27, 2021 (minutes available at the Vergas City Office).

Albright reviewed EDA/HRA meeting minutes of October 6, 2021 (minutes available at the Vergas City Office). Motion by Dahlgren, seconded by Fischer to extend the Big Build in Vergas until 2024. Motion passed unanimously.

Kolbinger reviewed the berm located at 88 Park View Drive does not foresee any more issues. Albright requested invoice for the most recent work done on the berm. DuFrane discussed easement and the dock now being located on it. Motion by Pinke, seconded by Albright to attain invoice for the dirt added to the berm. 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:

1. Streets
 - a. We are working on cutting brush and trees off the roadway.
 - b. Waiting on contractor to grade the road.
2. Parks
 - a. Ballfield restrooms closed; the waterlines blown out.
 - b. Veterans Memorial construction of monument park is underway.
 - c. Beach is closed. Tanks will be pumped out by Dewey's Septic Service also waterlines will be blown out by Hanson's Plumbing, the week of the October 4th.
 - d. Docks are pulled. Pier will be pulled sometime by November or beginning of.
3. Water
 - a. Dehumidifier was received and setup in the treatment.
4. Wastewater
 - a. Ponds are almost empty; 2 discharges left.

Motion by Albright, seconded by Pinke to approve resolution 2021-013 (a complete text of the resolution is part of permanent public record in the City Clerk's office.) approving purchasing sand from Ottertail County. Motion passed unanimously. DuFrane requested the safety glasses reimbursement amount be raised from \$100 to \$150. Motion by Fischer, seconded by Dahlgren to change the safety glasses reimbursement amount to \$150.00. Motion passed unanimously. DuFrane will bring seal coat and traffic marking recommendations to November meeting.

Lammers reviewed MMBA Conference she attended and requested Council transfer \$15,000 to the general fund. Motion by Fischer, seconded by Dahlgren to transfer \$15,000 from Liquor Store to the General Fund. Motion passed unanimously.

Lammers reviewed Corporate Technologies proposals. Motion by Fischer, seconded by Dahlgren to purchase computer with Liquor Store funds for \$1,022.79. Motion passed unanimously. Motion by Pinke, seconded by Albright to purchase Microsoft 365 for the city for \$1,125 using American Rescue Funds. Motion passed unanimously. Motion by Pinke, seconded by Albright to purchase computer fire wall for \$848.00 through the American Rescue Funds. Motion passed unanimously.

Lammers reviewed the microphone proposal from Signature Home Tech for \$5,670.00. Council asked Event Center Committee to look at other options.

The following City meetings were mentioned:

1. Comprehensive Planning Public Meeting, Oct. 19, 2021, 7:00 pm at Billy's
2. League of MN Cities, Oct. 27, 2021, 8:30-9:30 Vergas Event Center

Bruhn closed council meeting for the discussion of the sale of city property at W Lake Street at 8:49 pm.

Bruhn opened meeting.

Motion by Albright, seconded by Pinke to authorize the Vergas EDA/HRA to sell the property with a minimum bid. Motion passed unanimously.

Motion by Albright, seconded by Albright for City Attorney Tom Winters to prepare the property at 310 W Lake Street posting. Motion passed unanimously.

The business for which the meeting was called having been completed, the meeting was adjourned at 9:20 p.m.

Clerk-Treasurer Julie Lammers, CMC

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, November 9, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, November 9, 2021, at the Vergas Event Center and on a Zoom for a hybrid 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, Sherri Hanson, Jeff Zitzow, Shane Poss, Vanessa Perry, Attorney Tom Winters and Engineer Emily Schauer.

Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were addressed.

Motion by Pinke, seconded by Fischer to add the following additions to the agenda: Mayor's Update, and Event Center report and remove the October 12, 2021, City Council minutes from the agenda. Motion passed unanimously.

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

- a. Council Minutes of September 14, 2021
- b. Liquor Store bills for October 2021 for a total of \$83,666.79.
- b. Bills paid between Council meetings and Council bills for a total of \$85,493.36.
- c. Late water/sewer bills
- d. General Fund/Special Revenue Money Market Account Report
- e. 2021 Investment Schedule/Bond Schedule
- f. American Rescue Plan Funding 2021-2026

Motion passed unanimously.

105 Main Street easement was discussed regarding the opening of building on City property as well as parking and loading area. Motion by Albright, seconded by Fischer to approve easement prepared by City Attorney Tom Winters (complete test of easement can be viewed at the Vergas City Office). Motion passed unanimously.

Sherri Hanson requested Main Street be blocked off from 12-6 pm on Saturday, November 27, 2021, for the Vergas Community Club to celebrate a small-town Christmas. Motion by Pinke, seconded by Dahlgren to allow Main Street to be shut down from 12-6 pm on Saturday, November 27, 2021. Motion passed unanimously.

Dahlgren reviewed water and sewer committee meeting minutes of October 25, 2021 (minutes available at the Vergas City Office). The media at the water plant is leaking and needs to be replaced as soon as possible. Motion by Albright, seconded by Pinke to purchase Kurita media for \$113,400 and have Lammers find financing. Motion passed unanimously.

Bruhn reviewed personnel committee minutes of October 30, 2021 (minutes available at the Vergas City Office). Motion by Albright, seconded by Dahlgren to approve the self-assessment form provided by committee. Motion passed unanimously. Motion by Pinke, seconded by Fisher to approve the updated Covid-19 preparedness plan. Motion passed unanimously.

Albright reviewed street/sidewalks/yard waste committee meeting minutes of October 26, 2021 (minutes available at the Vergas City Office). Motion by Pinke, seconded by Albright to raise the yard waste fees to \$60.00 a year. Motion passed unanimously. Motion by Fisher, seconded by Dahlgren to acquire permits for Vergas's property owners at no cost. Motion passed unanimously. Motion by Fisher, seconded by Pinke to authorize council persons to meet with neighboring Townships to discuss yard waste issues/costs. Motion passed unanimously. Motion by Albright,

seconded by Fischer to have 2 signs purchases and posted on each end of Scharf regarding not being on the truck route. Motion passed unanimously.

Sherri Hanson reviewed the Park Board meeting held on October 28, 2021 (minutes available at the Vergas City Office).

Albright reviewed Planning Commission meeting minutes of October 25, 2021 (minutes available at the Vergas City Office).

Albright reviewed EDA/HRA meeting minutes of November 3, 2021 (minutes available at the Vergas City Office). Vanessa Perry, member of EDA/HRA asked Council to forgive the water and sewer accessory charges for S & Z Properties and Summers Construction. Council stated they were unable to forgive charges due to current expenses, but the EDA/HRA may want to look at paying the \$750 for each of the businesses.

Lammers reviewed the Vergas Event Center meeting held on October 13, 2021 (minutes available at the Vergas City Office).

Discussed the berm that was installed at 88 Park View. Motion by Albright, seconded by Pinke to approve payment of \$2,500.00 for the berm. Motion passed unanimously.

Utilities Superintendent Mike DuFrane provided the following:

1. Parks
 - Docks and pier are put up for the season.
2. Streets
 - Streets should be graded 1 more time this week.
 - Street sign inspection report. (provided to council with the street committee minutes)
3. Wastewater
 - Ponds are empty. Primary 2.61 ft of water and Secondary has 2.65 ft of water in it.

DuFrane and Lammers reviewed Mn Rural Water training they attended and will work with the water and sewer committee to update plans.

Lammers explained the city has been a part of the VANYM Safety Committee, but they have disbanded due to New York Mills leaving the group and the City of Vergas will need to move to another safety committee. Motion by Albright, seconded by Dahlgren to accept resolution approving Regional Safety Group (complete copy of resolution located at the city office) allowing city employees to attend meetings in Fergus Falls. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve Lammers to attend Financing Your Community Projects training on December 6, 2021, in St Cloud Mn. Motion passed unanimously.

Mayor Julie Bruhn reviewed League of MN Cities meeting held here in Vergas at the Event Center with 10 people attending including herself and Julie Lammers.

The business for which the meeting was called having been completed, the meeting was adjourned at 8:35 p.m.

Clerk-Treasurer Julie Lammers, CMC

City of Vergas Liquor Store Checks Paid in November 2021

<u>Vendor</u>	<u>Description</u>	<u>Total</u>
Absolute Ice		\$214.75
Artic Glacier USA		\$406.00
Bellboy Corporation		\$630.25
Bergseth Bros		11,446.43
Beverage Wholesalers		3,805.45
BlueCross Blue Shield of MN	Employee Insurance	3,090.03
Breakthru Beverage MN Wine and Spirits		1,531.57
Carlos Creek Winery		495.00
City of Vergas	Utility	48.33
City of Vergas	Payroll	4,393.94
Colonial Life	Employee Reimbursed Ins	617.63
Corporate Technologies	Computer	1,022.79
Dacotah Paper	Supplies	941.06
Datamann, Inc	Computer Support	1,176.20
D-S Beverage		12,931.81
Great Plains Natural Gas	Utility	61.00
Henry's Foods Inc		930.93
Internal Revenue Service	2021 Withholding Tax	1,917.96
Johnson Brothers Liquor Co		6,673.23
League of MN Cites	Workers Comp, Insurance	1,755.00
League of MN Cites	Insurance	5,541.00
Leighton Broadcasting	Advertising	300.00
Merchant Services	Credit Card Fees	855.14
MN Dept. of Revenue	Sales Tax	4,812.00
MN Dept. Public Safety	Buyers Card	23.95
MN Dept. Revenue	2021 Withholding Tax	173.34
Otter Tail Power Company	Utility	416.80
Phillips Wine & Spirits		4,117.36
Public Employees Retirement Assoc.	Payroll	\$791.90
Quill	supplies	\$68.12
Southern Wine & Spirits of MN		1,968.47
Tammy Kinsella	Manager Business Cards	38.00
Vergas Hardware	Supplies	10.98
Viking Coca-Cola		287.74
Vinocopia		1,912.00
	Total	75,406.16
	November Receipts	43,793.91
November Balance		-\$31,612.25
	January - October Operating Income (Loss)	\$62,089.88
2020 Total Operating Income (Loss)		\$30,477.63

CITY OF VERGAS

Bill Listing for Nov. 13, 2021 to Dec. 13, 2021

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	4,948.42
Colonial Life	Employee, insurance reimbursed	217.98
Internal Revenue Services	2021 Withholding Tax	3,125.89
Johnson, Abby	Event, return deposit	75.00
Lake Region Electric	Sign, electricity	12.67
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	117.00
MN Dept. Revenue	2021 Withholding Tax	755.62
Public Employees Retirement Assoc.	Payroll	599.42
Vergas State Bank	Shazam Fee	1.00
Total for bills paid between Council Meetings		<u><u>\$9,890.58</u></u>

Date Range : 11/13/2021 To 12/14/2021

<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>
12/14/2021	Arvig Communication Systems	Event, reimbursed by grant wifi for Lion's Park	54574	\$638.03			
					100-45110-999-	EVENT CENTER	\$638.03
12/14/2021	Arvig Communication Systems	GG, Shop, LS, Event, phone, fax, security, internet and tv for both November and December	54575	\$2,297.26			
					100-45110-321-	EVENT CENTER	\$201.80
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$433.32
					100-43010-321-	City Shop	\$135.90
					100-41010-321-	GENERAL GOVERNMENT	\$1,324.46
					100-45110-999-	EVENT CENTER	\$201.78
12/14/2021	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, December 2021	54576	\$2,478.63			
					100-41405-131-	Clerk	\$180.07
					601-49440-131-	Water Utilities - Administration and General	\$317.14
					602-49490-131-	Sewer Utilities - Administration and General	\$317.14
					100-43110-131-	Highways, Streets & Roadways	\$317.14
					100-45210-131-	Parks	\$317.13
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,030.01
12/14/2021	Core & Main LP	Water, operating parts	54577	\$701.74			
					601-49440-210-	Water Utilities - Administration and General	\$701.74
12/14/2021	Michael DuFrane	St, Parks, Water, Sewer, cell phone, tool bin (small tools)	54578	\$200.00			
					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
					100-43110-240-	Highways, Streets & Roadways	\$125.00

Date Range : 11/13/2021 To 12/14/2021

<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>
12/14/2021	Matthew Engebretson	Parks, Street, cell phone	54579	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
12/14/2021	Driveway Service	St, blading	54580	\$2,145.00			
					100-43110-400-	Highways, Streets & Roadways	\$2,145.00
12/14/2021	Gopher State One Call	Wtr, Swr, Locates	54581	\$31.05			
					602-49490-210-	Sewer Utilities - Administration and General	\$15.53
					601-49440-210-	Water Utilities - Administration and General	\$15.52
12/14/2021	Great Plains Natural Gas Company	Event, Shop, 2021 utility	54582	\$1,073.59			
					100-45110-380-	EVENT CENTER	\$675.99
					100-43010-380-	City Shop	\$397.60
12/14/2021	Hawkins, Inc	Wtr, chemicals	54583	\$458.63			
					601-49440-218-	Water Utilities - Administration and General	\$458.63
12/14/2021	Hansons Plumbing & Heating, Inc.	Event Center, HVAC Service	54584	\$437.34			
					100-45110-400-	EVENT CENTER	\$437.34
12/14/2021	Tammy Kinsella	Yard Waste Permits (residential)	54585	\$137.64			
					100-43128-350-	YARD WASTE	\$137.64
12/14/2021	Lakes Area Co-operative	St, operating fuel	54586	\$223.48			
					100-43110-210-	Highways, Streets & Roadways	\$223.48
12/14/2021	Lake Region Electric Cooperative	Yard Waste, lighting & power for camera	54587	\$30.80			
					100-43128-380-	YARD WASTE	\$30.80
12/14/2021	Julie Lammers	Cell phone Reimbursement, training mileage/meal to St Cloud	54588	\$265.76			
					100-41405-321-	Clerk	\$25.00

Date Range : 11/13/2021 To 12/14/2021

<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>
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					601-49440-331-	Water Utilities - Administration and General	\$95.38
					602-49490-331-	Sewer Utilities - Administration and General	\$95.38
12/14/2021	League of MN Cities Insurance Trust	All Depts, Workers Comp Premium	54589	\$927.00			
					100-43110-360-	Highways, Streets & Roadways	\$56.00
					601-49440-360-	Water Utilities - Administration and General	\$403.00
					609-49751-360-	Liquor Store - Manager - Off-Sale	\$468.00
12/14/2021	KLJ Engineering LLC	EDA Engineering services-Glen St, E Lake St, Townline	54590	\$8,848.69			
					100-43110-303-	Highways, Streets & Roadways	\$8,848.69
12/14/2021	Little Falls Machine, Inc	St, stainless steel sander	54591	\$5,280.00			
					100-43110-530-	Highways, Streets & Roadways	\$5,280.00
12/14/2021	Locators & Supplies	Park, supplies	54592	\$35.98			
					100-45210-210-	Parks	\$35.98
12/14/2021	Marco Inc	Copier, contract and service work	54593	\$287.59			
					100-41010-200-	GENERAL GOVERNMENT	\$95.86
					601-49440-200-	Water Utilities - Administration and General	\$95.86
					602-49490-200-	Sewer Utilities - Administration and General	\$95.87
12/14/2021	MENARDS - DETROIT LAKES	Shop & GG, supplies	54594	\$172.98			
					100-43010-210-	City Shop	\$69.99
					100-41010-210-	GENERAL GOVERNMENT	\$102.99

Date Range : 11/13/2021 To 12/14/2021

<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>
12/14/2021	MINNESOTA DEPARTMENT OF HEALTH	Wtr, Service Fee	54595	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
12/14/2021	Mike's Lock & Key Service	Event, repair door lock	54596	\$116.00			
					100-45110-220-	EVENT CENTER	\$116.00
12/14/2021	Fred Nicks	Event, mic and service call	54597	\$78.95			
					100-45110-210-	EVENT CENTER	\$53.95
					100-45110-400-	EVENT CENTER	\$25.00
12/14/2021	Farnam's Genuine Parts, Inc.	Street, parts	54598	\$95.42			
					100-43110-220-	Highways, Streets & Roadways	\$95.42
12/14/2021	Olson Oil Co.	All Depts, operating supplies	54599	\$188.86			
					100-43110-210-	Highways, Streets & Roadways	\$188.86
12/14/2021	Otter Tail Power Company	All depts, utility	54600	\$1,722.59			
					100-43160-380-	Street Lighting	\$750.32
					100-45110-380-	EVENT CENTER	\$291.07
					601-49440-380-	Water Utilities - Administration and General	\$328.35
					602-49490-380-	Sewer Utilities - Administration and General	\$160.60
					100-43010-380-	City Shop	\$78.38
					100-45210-380-	Parks	\$113.87
12/14/2021	Quill Corporation	LS, Yard, CH, Office Supplies Inv 98919166	54601	\$81.55			
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$45.01
					100-41010-200-	GENERAL GOVERNMENT	\$18.76
					100-43128-200-	YARD WASTE	\$17.78
12/14/2021	Ramstad, Skoyles & Winters, PA	Attorney fees	54602	\$1,330.74			

Date Range : 11/13/2021 To 12/14/2021

<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>
					100-41010-999-	GENERAL GOVERNMENT	\$224.66
					100-41010-304-	GENERAL GOVERNMENT	\$1,106.08
12/14/2021	RMB Environmental Laboratories, Inc	WWTF,Chemicals	54603	\$364.00			
					602-49490-218-	Sewer Utilities - Administration and General	\$364.00
12/14/2021	Softline Data, Inc	Wtr, Swr, support	54604	\$445.00			
					601-49440-400-	Water Utilities - Administration and General	\$222.50
					602-49490-400-	Sewer Utilities - Administration and General	\$222.50
12/14/2021	Steve's Sanitation, Inc.	Event, Parks, garbage pick up	54605	\$201.58			
					100-45110-384-	EVENT CENTER	\$84.92
					100-45210-384-	Parks	\$116.66
12/14/2021	TEAM LAB	WWTF,supplies	54606	\$750.00			
					602-49490-210-	Sewer Utilities - Administration and General	\$750.00
12/14/2021	U.S. Bank St. Paul	MN Go Water and Sewer Rev. Bonds 2009	54607	\$41,740.00			
					310-47010-611-	DEBT SERVICE	\$1,740.00
					310-47010-601-	DEBT SERVICE	\$40,000.00
12/14/2021	Vergas Hardware	All Depts, supplies	54608	\$65.40			
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$6.99
					100-43110-210-	Highways, Streets & Roadways	\$2.99
					602-49490-210-	Sewer Utilities - Administration and General	\$55.42
12/14/2021	Vergas Insurance Agency, LLP	Bond, City Clerk/Treasurer	54609	\$205.00			
					100-41110-360-	Council/Town Board	\$205.00
12/14/2021	Vergas Ford Equipment Company	Streets, Service	54610	\$200.00			
					100-43110-400-	Highways, Streets & Roadways	\$200.00

Date Range : 11/13/2021 To 12/14/2021

<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>
12/14/2021	Watchfire Signs, LLC	Event Sign, data plan renewal 60 months	54611	\$520.00			
					100-45110-210-	EVENT CENTER	\$520.00
12/14/2021	Zitzow Electric, Inc.	Event, coffee maker	54612	\$315.77			
					100-45110-300-	EVENT CENTER	\$315.77
Total For Selected Claims				\$75,527.05			\$75,527.05

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

CITY OF VERGAS

Bill Listing for Nov. 13, 2021 to Dec. 13, 2021

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	4,948.42
Colonial Life	Employee, insurance reimbursed	217.98
Internal Revenue Services	2021 Withholding Tax	3,125.89
Johnson, Abby	Event, return deposit	75.00
Lake Region Electric	Sign, electricity	12.67
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	117.00
MN Dept. Revenue	2021 Withholding Tax	755.62
Public Employees Retirement Assoc.	Payroll	599.42
Vergas State Bank	Shazam Fee	1.00
Total for bills paid between Council Meetings		<u><u>\$9,890.58</u></u>

General Fund/Special Revenue Money Market Account

	2020 Balance	Interest	2021 Interest	2021 Purchased	2021 sold	11/30/2021 Balance
City Shop	3,040.27	2.94%	2.75			3,043.02
Easements	5,210.95	5.04%	4.71			5,215.65
Event Center	27,422.08	26.50%	24.78		25,495.17	1,951.69
General	10,453.80	10.10%	9.45			10,463.25
Park	13,206.83	12.76%	11.93	891.00		14,109.76
Sand Seal (Seal Coating)	23,844.83	23.04%	21.55			23,866.38
Sidewalk	11,851.35	11.45%	10.71			11,862.06
Street Improvements/Equipment	8,457.64	8.17%	7.64			8,465.29
Balance	\$103,487.75	100.00%	\$93.52	\$891.00	\$25,495.17	\$78,977.10 ***

***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	12/13/2021 Balance
Veterans Memorial	0.00	0.10	22,120.00	0.25	22,119.85
Event Center	8,649.42	0.29	0.00	8,000.00	649.71
Trails, Parks & Recreation	53.54	0.00	0.00	0.00	53.54
Pickleball	0.00	0.60	66,726.38	52,389.55	14,337.43
Veteran's Memorial Fund	0.00	0.86	47,495.33	20,425.22	27,070.97
Economic Development	15,313.08	1.43	0.00	0.00	15,314.51
	24,016.04	3.28	136,341.71	80,815.02	79,546.01

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>11/30/21</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	103,487.75	891.00	25,495.17	93.52	78,977.10	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	25,495.17	580.46	224,180.28		

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		0.024254	Vergas State	2/1/27	245,052.75	33,263.00	278,315.75
2009 Gen. Obligation Water/Sewer Refunding Bonds	39973	475000		0.040857	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		0.03095544	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

American Rescue Plan Funding 2021-2026

Identified Community Need	Source Identifying	Estimated Cost	Priority Ranking	Date Council Approved
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 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	3	
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
11/22/2021	609.88
Total Income	<u>\$19,233.68</u>

Expenses:

Dehumidifier	Water Plant	2,470.00
Fire Wall	General Government	848.44
Microsoft 365	General Government	1124.56
Computer Tech. Support	General Government	2,400.00
Total Expenses		<u>\$6,843.00</u>

Total in Fund	<u>\$12,390.68</u>
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**CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
RESOLUTION NO. 2021-016**

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

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

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

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

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

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

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

WHEREAS, Approximately \$1,220.00 was has been added to the originally allocated funds to the City of Vergas (“City”) pursuant to the ARPA (“Allocation”).

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

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

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

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

1. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury's guidance.
2. City staff, together with the Mayor and the City Attorney are hereby authorized to take any actions necessary to receive the City's share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.
3. City staff, together with the Mayor and the City Attorney are hereby authorized to make recommendations to the City Council for future expenditures that may be reimbursed with ARPA funds.

Adopted by the City Council of Vergas, Minnesota this 14th day of December, 2021.

Julie A. Bruhn, Mayor

Attested:

Julie Lammers, City Clerk-Treasurer

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Lions Club of Vergas Minnesota

Previous Gambling Permit Number: X-07445-20-029

Minnesota Tax ID Number, if any: 1362082

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

Mailing Address: PO BOX 12

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

Name of Chief Executive Officer (CEO): Dennis Breitzman

CEO Daytime Phone: 701-202-6337 CEO Email: dennybreitz@gmail.com

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

Email permit to (if other than the CEO): rpjacoby@comcast.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 140 West Linden street

Check one:

☒ City: Vergas Zip: 56587 County: Otter Tail

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 1st, 2022

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

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

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: Vergas

Signature of City Personnel:

Julie Hammer

Title: Clerk-Treasurer Date: 11/22/2021

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Dennis E. Breitzman Date: 11/18/21
(Signature must be CEO's signature; designee may not sign)

Print Name: Dennis Breitzman

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

An equal opportunity employer

CITY OF VERGAS RESOLUTION# 2020-015
A RESOLUTION DESIGNATING THE POLLING PLACE FOR THE CITY OF VERGAS

WHEREAS, The City Council of the City of Vergas has discussed the designation of the polling place for the City of Vergas;

WHEREAS, The City Council of the City of Vergas designates the Vergas Event Center, 140 W Linden Street in said city, as the polling place for the elections;

WHEREAS, The City Council of the City of Vergas agrees that the polling place is:

- Fully accessible
- Large enough to accommodate the election activities
- Free of other non-election activities
- Smoke free
- Liquor free; and
- Located within the precinct.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Vergas is designating the Vergas Event Center, 140 W Linden St, Vergas MN as the pollingplace for the 2022 elections.

Passed and Adopted by the Council on this 14th day of December 2021.

CITY OF Vergas

By: Julie Bruhn
Its Mayor

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

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

5. Committee Reports

1. Park Advisory Board
2. EDA/HRA Commission
3. Street/Sidewalks/Yard Waste Committee
4. Planning Commission
5. Liquor Store Committee
6. Event Center Committee
7. Budget Committee
8. Water/Sewer Committee

Files Attached

- 11.18.2021 DRAFT Park Board Minutes_pdf.pdf
- 12-01-21 EDA-HRA Minutes.pdf
- SSW12.03.21minutes.pdf
- Resolution 2021-14 City of Vergas Complete Streets.pdf
- 11-22-2021 Planning Commission Meeting minutes.pdf
- 20211122 Letter from Engineer.pdf
- 20211115-TownlineRd-Exhibit-Notes.pdf
- Vergas Weed Ordinance proposed.pdf
- 12-07-2021 Liquor Store, Municipal Buildings, License Committee meeting.pdf
- 2021-11-10 Event Center Meeting Agenda Minutes.pdf
- 12-07-2021 Budget Committee meeting.pdf
- 2021 Fee Schedule.pdf
- 2021 Budget Proposal (after Meeting).pdf
- Resolution 2021-017 APPROVING 2021 TAX LEVY, COLLECTIBLE IN 2022 December.pdf
- 12-13-2021 Water and Sewer Committee meeting.pdf

11.18.2021 DRAFT Minutes Vergas Parks & Rec Advisory Board
4:30 p.m. Vergas Event Center

1. Members Present: Carol Albright, Steph Hogan, Sherri Hanson, Mike DuFrane. Paul Pinke arrived near the end of the meeting because he had a Comprehensive Planning Meeting.

Absent: Maggie Puetz

Others Present: Tony Sailer

2. Additions/Corrections to Agenda:

Board Members

Fence along Trail

Speed Limit

NDSU Department of Landscape Architecture

3. Approve October Minutes: Motion by Hanson/second by Hogan to approve the October minutes.

4. Skating Rink Update:

Fire Department will work with DuFrane to flood the rink. Sailer recommended spraying the water in layers to create a smooth surface; and to push snow out farther out than needed because with more snowfall the size of the rink will shrink. **DuFrane should check League of MN Cities rules about how thick the ice should be.** Plywood should be added to three sides of the picnic shelter to provide some protection from the wind. **DuFrane will get a price for porta potty rental from Anderson Septic.** Garbage cans will be added to the area. A Skating Rink Committee should be formed if people express an interest.

5. Swingset Update:

Hanson and Sailer met with Chris Johnson, St. Croix Recreation, Stillwater. The swingset will be placed next to the picnic shelter closest to the Boardwalk. Some leveling will be required. Johnson will send several configuration options with prices for the December meeting including installation cost. The request is for two bench swings, an infant bucket, and ADA or adult/child swing; plus wood chips with no border. Hanson has sent a thank you to the individual donor from this summer.

6. Trail Update: Julie Lammers has sent final grant reports.

Asphalt has been laid by Mark's Sand & Gravel. No bill has been forthcoming yet.

The "No Motorized Vehicles" sign is missing. **DuFrane will order a new one.**

If snowmobiles travel on the Boardwalk, we will address the problem.

Snowmobile Access to Long Lake will work on the Trail easement next to 88 Parkview Drive. Willows and brush have been cleared and stacked to form a natural barrier to the property. **DuFrane will go to the Ultra Snowmobile Club meeting to tell them about the changes and to remind them to stay off the Boardwalk. Hanson will make a post on the Community Club Facebook page reminding snowmobilers to stay off the Boardwalk.**

Engraving: Done!! The bricks and Jon Glawe benches have been engraved.

Platform: It has been constructed to allow access for the Wiebye property.

7. Boardwalk Maintenance: DuFrane contacted the builder. They will install grade eight bolts in the pipes. **DuFrane will ask how long is the warranty for the boardwalk.**

8. Budget: \$16,000 over budget.

Comments: Can we fundraise? Is that our job?

Can we run a donation campaign for the parks? **Albright will check with Barnesville about how they conduct their Community Fund Drive.** We could make use of the West Central Initiative link on the City website for donations like the Veterans Memorial and the Pickleball Court are doing. We can get mailing labels from the county. The City has a folding machine. We might also post a donation campaign on the Community Club Facebook page. We could ask the City to add a separate Parks & Rec link on the website.

9. Parks & Rec Board Members: Albright will address the discrepancy in ordinances at the next Council meeting and ask that membership residency requirements be changed. We would like to add Tony Sailer as a voting member.

10. Trail Fence: DuFrane will get an estimate for the 2-rail fence from Dakota Fence. Approximately 450 feet is needed.

11. Speed Limit: Albright sees a need to continue to pursue a request to change the speed limit to 30 mph on Co. Hwy. #4 and #60 along the Trail. Several residents plus Julie Lammers and Julie Bruhn have worked toward this goal for many years. Two steel posts were sheared off this summer. One, a mailbox post on the Wiebye property and the second on park property near the retaining wall.

12. Albright will call Matthew Kirkwood, NDSU Landscape Architecture Department, to find out if his students can work with us to “redesign” the Long Lake Park. He has expressed an interest in the project and requested \$1000 payment to cover supplies and travel. Issues to address are drainage, safety, parking, and a new bathroom/bath house. Wishes include a splash pad.

Other discussion items included:

Christmas Streetlights will be up for Smalltown Business Saturday, November 27.

Two composite benches were found in City storage. One with Ron and Barb Goodman’s name, the other with no name. **DuFrane will do a “Bench Inventory” so we can decide where to put the two extra benches.**

The next meeting will be Thursday, December 16, 2021 at 3:30 p.m. in the Vergas Event Center.

CITY OF VERGAS EDA/HRA
Wednesday, December 1, 2021
11:00 am
Vergas Event Center

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, December 1, 2021, at 11:00 am at the Vergas Event Center with the following members present: Bruce Albright, Austin Tegtmeier, Kevin Zitzow and Paul Pinke. Absent: Vanessa Perry. Also present: Clerk/Treasurer Julie Lammers, Sherri (Cheryl) Hanson and City Attorney Tom Winters.

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

Approval of Agenda

Approved agenda as presented.

Approval of Minutes

Motion by Tegtmeier, seconded by Pinke to approve November 3, 2021, minutes. Motion passed unanimously.

Status of Council Recommendations

Albright reviewed the Council's decision to deny the waving of Water and Sewer Accessory fees for commercial businesses due to both funds having negative balances and large expenses for repairs and upkeep on current infrastructure.

Motion by Pinke, seconded by Tegtmeier for the EDA/HRA to pay for the Water Accessory fees and Sewer Accessory fees for the following commercial businesses: S & Z Properties and Summers Construction for a total of \$3,000 to coincide with the mission of the EDA: The purpose of the Vergas EDA is to retain and promote businesses in our community and to add housing so that we prosper and increase the tax base keeping the City a vital community. Motion passed unanimously. Committee members asked Lammers to contact Barbie Porter of the Frazee Vergas Forum to do an article on EDA/HRA contribution to local businesses.

West Lake Street Bid Opening

Attorney Tom Winters reviewed the bidding process and opened the one sealed bid received from Josh Hanson regarding 310 W Lake Street for \$28,000.00. Members discussed the costs associated with the purchase of the property, removal of the house and the city contribution of \$8,000.00 to the EDA/HRA. Cheryl Hanson, broker for bidder Josh Hanson, raised the bid to \$40,000.00. Motion by Albright, seconded by Pinke to recommend to Council to accept the bid of \$40,000.00 for the city property located at 310 W Lake Street and sell property. Motion passed unanimously.

2021 Financial Update

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

Old Business

2021 EDA and HRA goals were discussed. Members were asked to bring new goals to the January meeting where everyone will have a paper copy of goals to discuss. Lammers will provide comprehensive planning group with current goals.

Membership of the EDA/HRA is contingent on being a city property owner not living in the City of Vergas. League of MM Cities does recommend all committees with fiscal decision-making powers consist of city property owners and City Attorney Winters agreed.

New Business

No new business was discussed.

Meeting adjourned at 11:20 a.m. The next meeting will be held January 5, 2022, at 11:00 am at Billy's Corner Bar.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

Approval of sale of 310 West Lake Street property for \$40,000.00.

Follow up Actions.

Lammers provide 2021 EDA/HRA goals at January meeting and the committee members bring ideas for 2022 to the January meeting.

**Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas City Office
December 3, 2021**

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Friday, December 3, 2021 at 11:00 AM at the Vergas City Office. Present was Bruce Albright and Paul Pinke, Vergas City Council; Mike DuFrane, Utility Superintendent; and Julie Lammers, City Clerk. Albright called the meeting to order at 11:00 AM.

2.) Townline Road, sale of the Todd Bunkowski property, and speed limits were added to the agenda.

3.) 2022 Yard Waste Permits was discussed. DuFrane has received quotes for updating our pay loader. He said he has them at the shop and forgot to bring them to today's meeting. He thought General Equipment quoted about \$60,000 to trade. Lammers will distribute the information to the Committee. The deal includes a clause that they maintain the loader (oil changes, etc.) for a 5-year period. Also the existing loader will no longer be covered by warranty, while the new one will have a 5-year warranty. Albright said there has been some chatter on social media about citizens attending our 12/14/21 Council Meeting to express concerns about City taxation rates. He also felt that if we get a new loader, we'll need to justify to the Council and taxpayers the reasons why. Councilperson Fisher questioned time allocation for the loader, and DuFrane said they are using a book to document the loaders' use. City of Vergas property owners will need a "resident" permit for dumping yard waste in 2022. The fee for non-town users was increased to \$60/year. Anyone dumping yard waste in 2022 will need to display a permit from their rear view mirror. Pinke and Albright were also going to meet with the neighboring Townships (Candor, Dora, Hobart) to discuss problems we're experiencing with the yard waste site, the deficits we've been incurring. Initially, said Townships felt their landowners wouldn't utilize said services. Lammers said the Townships also meet in the evening on the second Tuesday of the month (same time as the Council). She'll arrange time at their upcoming meetings for said reports/updates.

4.) East Lake Street Relocation. Today's agenda packet included a drawing dated 11/29/21 from KLJ Engineering, showing the existing street right-of-way (R/W), the existing road, the waterline, and neighboring buildings/lot lines. It appears we can't abandon the existing R/W, because the waterline is located there. So, we'll just be acquiring the new R/W needed (from Franklin Fence) and that line/legal description will still need to be developed by KLJ. A new legal description for Franklin Fence will need to be drafted, exempting the new road. DuFrane noted that not much is really changing, as the road has always been in the "wrong" location. Vergas Auto and Randy Schrupp have building encroachments on the existing R/W. Lammers will contact KLJ to complete the legal description for the new road R/W.

5.) Townline Road. Keith and Shelly Bunkowski have signed a "temporary" easement for the trimming of brush within the current alignment of the graveled surface. They don't want any trees cut at the base. DuFrane referenced some other current issues with the Bunkowski family on the south end of East Scharf AVE. The owner of lots 1050 and 1045 recently installed an irrigation water line to Long Lake, which encroaches on our cul-de-sac R/W. Questions were also raised if this type of a project would require a water appropriation permit from the Minnesota Department of Natural Resources (DNR). The Bunkowski's also had several contractors working on lots 1110 and 1120, removing rocks, tree stumps, and leveling dirt. One of the contractors drove on private property, leaving ruts, and dragging mud onto E Scharf AVE. DuFrane used the City's loader to push the mud off the road. There was also discussion

if Bunkowski has City permission to extend the water, sewer and street to lots at 1110 and 1120? Platting of the lots was approved by Planning and Zoning, but there remains questions between Bunkowski's engineer (Moore) and our engineer (KLJ), in terms of the location of a fire hydrant. Bunkowski is now talking about extending said services to the remaining lots he has for his children. Given the current weather conditions, it now appears that the utility installations will be tabled until 2022.

The 11/22/21 Planning and Zoning meeting packet included information from KLJ regarding the R/W needs to dedicate Townline Road with 33' of R/W on each side of the section line. The City's attorneys (past and present) are both under the opinion that we do not need to acquire the R/W for the current graveled portion of the road, since we've already used that for a number of years. Albright would like to see a copy of the law that the attorneys are using in said regard. Lammers will ask for the information. KLJ's memo used \$2,900 per acre for Ag Homestead and Ag Commercial, \$0.28 per square foot (sq.ft.) for Residential Non-Homestead, and \$0.45 per sq.ft., for Residential Homestead. Totals for each of the respective landowners was contained in the memo. All of this information has been forwarded to the attorney for preparation of the necessary easements from each landowner. The payment rates and procedures are consistent with past practices used by the City to acquire road R/W. DuFrane said the City will continue to work on brush removal as time and conditions allows.

5.) City Long Range Road Plan/Funding. In 2010, the Minnesota Legislature enacted a "Complete Streets" Policy. The purpose of complete streets is to address the safety and accessibility needs of users of all ages and abilities. The Minnesota Department of Transportation (MnDOT) assesses user needs at several stages of planning, project scoping and designing, construction, operation, and maintenance. A number of neighboring communities, along with Otter Tail County, have adopted a Resolution to establish a Complete Streets Policy. Copies of said resolutions were distributed for review. These communities are waiting for Otter Tail County to actually do the Policy, so they can use it as a template for their Policy. The Committee directed Lammers to develop the Resolution for Council action at their 12/14/21 meeting. Hopes are that those communities adopting a policy may access grants and special road funds.

On November 5th, we received a response from the County on road maintenance costs. For example, 2019 County project for a mill and overlay project cost \$317,000 per mile. For seal coating, in 2021, they used \$22,700 per mile. Looking at the current City budget for road work, less December bills, Lammers thought their would be \$30,000 that could be transferred to the General Fund/Special Revenue Money Market Account for Seal Coating (\$10,000), Sidewalks (\$3,000), and Street Improvements/Equipment (\$17,000). The SSYW Committee will make this recommendation to the Council at their upcoming meeting. Future major road projects will be expensive, and it makes sense to be putting money away annually for said work, when it will be needed.

6.) Sale of Bunkowski Property. At the 12/01/21 EDA/HRA meeting, bids were opened for said property, and a bid for the minimum amount (40,000) was obtained. The EDA/HRA recommended that the Council approve said sale at their 12/14/21 meeting. DuFrane said that given the shortage of land within the City for projects (pickle ball, etc.) he questioned why the City would sell land they already own. Currently, there are two buildings left on this property, that are both being used by the City. One of the buildings needs to be torn down, but the other one has a concrete floor, but could use a new garage door. The City has also stockpiled leftover materials on the site, such as concrete, asphalt, and road sand/salt. If the property is sold, DuFrane questioned where he is supposed to store these items? Lammers said the sale of the Otter Tail County garage has already been approved to the City of Vergas, but it looks like this transfer might not actually take place until 2023. That building could be used for storage of some of the items currently stored on the Bunkowski property. Lammers said the

County currently has the Bunkowski land valued at \$38,500, and the building at \$24,000. DuFrane doubted that the City could replace the Bunkowski building for \$40,000. The SSYW Committee valued DuFrane's comments in said regard. Albright said he would like to review the City's property by the City Shop/Water tower, the Bunkowski property, and the County Shop. Keeping an acre of the Bunkowski land with the better building on it is also an option. Lammers said this action would constitute a new bid advertisement/sale process. It was noted that the Bunkowski property is zoned residential, and if the City continues to use the property for storage, it should probably be rezoned.

7.) City Speed Limits. DuFrane said that recently there have been several accidents (3), with automobiles ending up on the City's trail. Given the amount of usage of the City's trail system, he felt that it was only a matter of time before there's an accident involving the road traffic and the walking public. Last fall, following the State Law process, the City asked Otter Tail County to look at the speed limits on the east side of town, involving County Road (C.R.) Nos. 60 and 4. The County forwarded said request to MnDOT, and they were going to conduct a speed study. Lammers will contact MnDOT to check on the status of the study. There was also discussions whether or not the recent accidents involving the trail were ever reported and documented? DuFrane felt if there was a 911 call, they are reported. Last summer, the County also had two speed monitoring devices in town. Albright questioned if the City was ever given the results of those studies? Lammers will check with the County. In general, the City seems to get lots of complaints about speeding in general, and whenever the County Sheriff's Department is in town, the speeding problems quickly go away. Albright said that it seems a little odd that only MnDOT can set speed limits? Very few cars properly stop or exit at the C.R. Nos 60/4 (East Frazee Street) intersection. Lammers will report her findings to the Committee.

The meeting was adjourned at 12:30 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations

- Transfer 2021 leftover road funding (\$30,000) to Revenue Accounts as noted above.
- Adopt Resolution to Establish a Complete Streets Policy.

Follow up Actions

- Continue to evaluate new loader options/costs.
- Finish meetings with neighboring Townships regarding Yard Waste disposal site issues/concerns/costs.
- Continue to work on R/W needs for East Lake Street and Townline Road.
- SSYW Committee to continue to work on budgets, and future road funding needs.
- Continue to work with developers at 105 Main Street regarding parking needs, need to address long range parking needs in comprehensive planning process.
- Assess needs/budget for Small Cities Assistance Program funding. Lobby legislators for future funding, explain our needs to Legislators.
- Evaluate County and MnDOT speed study data regarding public safety on trail.
- Analyze City Shop future needs for storage, possible sale of Bunkowski property, and future City needs for growth. Factor in County Shop.

CITY OF VERGAS RESOLUTION# 2021-14
A RESOLUTION ESTABLISHING A COMPLETE STREETS POLICY

WHEREAS, the mobility of freight and passengers and the safety, convenience, and comfort of motorists, cyclists, pedestrians- including people requiring mobility aids, transit riders, and neighborhood residents of all ages and abilities should all be considered when planning and designing Vergas streets and,

WHEREAS, integrating sidewalks, bike facilities, transit amenities, landscaping and safe crossings into the initial design of street projects avoids the expense of retrofits later and,

WHEREAS, streets are a critical component of public space and play a major role in establishing the image and identity of a city, providing a key framework for current and future development and,

WHEREAS, active living integrates physical activity into daily routines and active living communities encourage individuals of all ages and abilities to be more physically active and,

WHEREAS, communities that support active living strive to create amenities that will enhance the quality of life of its residents, improve the physical and social environment in ways that attract businesses and workers, and contribute to economic development and,

WHEREAS, the goal of complete streets is to improve the access and mobility for all users of streets in the community by improving safety through reducing conflict and encouraging non-motorized transportation and transit, which will enhance the promotion of active living as a means to improve the health of the community residents, and improve environmental conditions, including air quality and,

WHEREAS, it is recognized that there are some streets or corridors in the city which would not currently satisfy a complete streets environment,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Vergas, Minnesota to establish a Complete Streets Policy that provides as follows:

1. The City of Vergas will, whenever it is economically feasible, seek to enhance the safety, access, convenience and comfort of all users of all ages and abilities, including pedestrians, people requiring mobility aids, bicyclists, transit users, motorists and freight drivers, through the design, operation and maintenance of the transportation network so as to create a connected network of facilities accommodating each mode of travel that is consistent with and supportive of the local community, recognizing that all streets are different and that the needs of various users will need to be balanced in a flexible manner.
2. Transportation improvements will include facilities and amenities are recognized as contributing to complete streets, which may include street and sidewalk lighting; sidewalks and pedestrian safety improvements; improvements that provide ADA (American with Disabilities Act) compliant accessibility; bicycle accommodations; and street trees, boulevard landscaping, street furniture and adequate drainage facilities.
3. Early consideration of all modes for all users will be important to the success of this policy. Those planning and designing street projects will give due consideration to bicycle, pedestrian, and transit facilities from the very start of planning and design work. This will apply to all roadway projects, including those involving new construction, reconstruction, or changes in the allocation of pavement space on an existing roadway (such as the reduction in the number of travel lanes or removal of on-street parking.)
4. Bicycle, pedestrian and transit facilities will be considered in street construction, reconstruction, re-paving, and rehabilitation projects except under one or more of the following conditions:
 - A. Project involves only ordinary maintenance activities designed to keep assets in serviceable condition.
 - B. The City Council, with engineering consult, determines there are relatively high safety risks.
 - C. Exempts a project due to excessive and disproportionate cost of establishing a bikeway, walkway or transit enhancement as part of a project.
 - D. Determines that the construction is not practically feasible or cost effective because of significant or adverse environmental impacts to streams, flood plains, ~~remains of native~~ wetlands, steep slopes or other critical area, or due to impacts on neighboring land uses, including impact from right-of-way acquisition.

5. It will be important to the success of the Complete Streets Policy to ensure that the project development process includes early consideration of the land use and transportation context of the project, the identification of gaps or deficiencies in the network for various user groups that could be addressed by the project, and an assessment of the tradeoffs to balance the needs of all users. The context factors that should be given high priority include the following:
 - A Whether the corridor provides a primary access to a significant destination such as a community or a regional park or recreation area, a school, a shopping/commercial area, or an employment center.
 - B. Whether the corridor provides access across a natural or man-made barrier such as a river or freeway.
 - C. Whether the corridor is in an area where a relatively high number of users of non- motorized transportation modes can be anticipated.
 - D. Whether a road corridor provides important continuity or connectivity links for anexisting trail or path network; or
 - E. Whether nearby routes that provide a similar level of convenience and connectivityalready exists.
6. The design of new or reconstructed facilities should anticipate likely future demand for bicycling, walking and transit facilities and should not preclude the provision of future improvements. (For example, under most circumstances, bridges, which last for 75 years or more, should be built with sufficient width for safe bicycle and pedestrian use in anticipation of a future need for such facilities).
7. The City's goal is to create a comprehensive inventory of the pedestrian and bicycling facility integrated with city street and utility maps and the City plans to carry out projects to eliminate gaps in the sidewalk and trail networks.
8. Complete streets may be achieved through single projects or incrementally through a series of smaller improvements or maintenance activities over time.
9. The City will generally follow accepted or adopted design standards when implementing improvements intended to fulfill this Complete Streets Policy, but will consider innovative or non-traditional design options where a comparable level of safety for users is present.
10. It is the City's goal to develop implementation strategies that may include evaluating and revising manuals and practices, developing and adopting network plans, identifying goals and targets, and tracking measures such as safety and modal shifts to gauge success.

NOW THEREFORE BE IT FURTHER RESOLVED that the Complete Streets Policy guidelines be incorporated into the Vergas Street Plan.

Passed and Adopted by the Council on this 14th day of December 2021.

CITY OF Vergas

By: Julie Bruhn
Its Mayor

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

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, November 22, 2021

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, November 22, 2021, at 6:00 pm for a hybrid meeting with the following members present: Van Bruhn, Robert Jacoby, Neil Wothe and Paul Pinke. Absent: Bruce Albright. Also present: Clerk- Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane.

Lammers (Jacoby attended by zoom and asked Lammers to facilitate the meeting) opened the meeting at 6:00 pm. December meeting was added, and the October 25 minutes were removed from the agenda.

Status of Council Recommendations

The nuisance letter to the property with the trailer house and loader was approved by Council to have attorney send letter.

Construction Permits

Motion by Bruhn, seconded by Pinke to approve construction permit for 407 Sunset Strip to replace entry door. Motion passed unanimously.

Old Business:

A nuisance property at 350 Pelican Ave needs to be inspected before moving. No other properties were discussed.

Commissioners discussed the grass ordinance provided by Bruce Albright. Motion by Pinke, seconded by Bruhn to recommend to Council to approve the provided grass ordinance as provided. Motion passed unanimously.

The Engineer Scott Kolbinger has provided right of way needs to dedicate Townline Road with 33' of Right of Way on each side of the section line. Kolbinger's memo used \$2,900 per acre for Ag Homestead and Ag Commercial, \$0.28 per square foot (square feet) for Residential Non-Homestead and \$0.45 per square feet for Residential Homestead. All this information has been forwarded to the attorney for preparation of the necessary easements from each landowner. The payment rates and procedures are consistent with past practices used by the City to acquire road Right of Way. Lammers will contact landowners after receiving easement information from the attorney. Motion by Pinke, seconded by Bruhn to purchase easement at the price provided by engineer. Motion passed unanimously.

New Business

Vergas snowmobile ordinance was discussed as we have had issues regarding snowmobiles riding on boulevard. There are items in ordinance discussing requirements of snowmobiles that would be difficult to enforce and there is not a need for items. Discussed routes and the need for review as there have been many land changes. Bruhn and DuFrane will look at current routes and changes that need to be made. Current snowmobile maps will be provided to them (and Planning Commission members) before they review. DuFrane is a member of the Ultra Snowmobile Club (trails on the Long Lake side of town) and Lammers is member of the Lake Runners Trail Association (trails along Pelican Avenue and along Glen Street). Commissioners will review ordinance for the January meeting.

Planning Commission will not hold a December meeting. Planning Commission will meet again on Monday, January 24, 2022, at 6:00 pm. Neil Wothe's term is fulfilled at the end of December, and he agreed to another term. Thank you, Wothe, for serving another term.

Meeting adjourned at 6:26 pm.

Secretary,
Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

Lammers contacts the county regarding building by the lake.

DuFrane and Bruhn to review snowmobile routes in Vergas and Commissioners to review the ordinance.

Council recommendations:

Purchase easements for price recommended by the City Engineering Scott Kolbinger.

DRAFT

Julie,

We completed the land valuation along Townline Road.

Agricultural Homestead and Agricultural Homestead Commercial have a valuation of \$2,900 per acre
Residential Non-Homestead valuation of \$0.28 per square foot
Residential Homestead valuation of \$0.45 per square foot

The breakdown looks like this. This is also summarized in the exhibit which shows the area. There is one area that is goofy, highlighted in green. Not sure how the council will want to handle this portion.

Larry Gdkowsk – Agriculture Homestead - \$2,900 per acre. **Total \$2239.04**

Terry Engel – Agriculture Homestead - \$2,900 per acre. **Total \$2156.36**

Keith Bunkowski – Agriculture Homestead - \$2,900 per acre. **Total out to 33' \$1535.35**, green area adds an additional \$192.13

Keith Bunkowski – Agricultural Homestead Commercial - \$2,900 per acre. **Total \$1762.24**

Maynard Johnson – Residential Non-Homestead - \$0.28 per square foot. **Total \$125.72**

Kerry Strand – Residential Homestead - \$0.45 per square foot. **Total \$0**

All of this is based on areas outside of the roadway surface to 33' from the section line, with the exception of the green hatched area.

Let me know if you have any questions regarding the information.

Thank you.

Scott Kolbinger, PE (ND, SD & MN)



701-271-4846 **Direct**

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kljeng.com

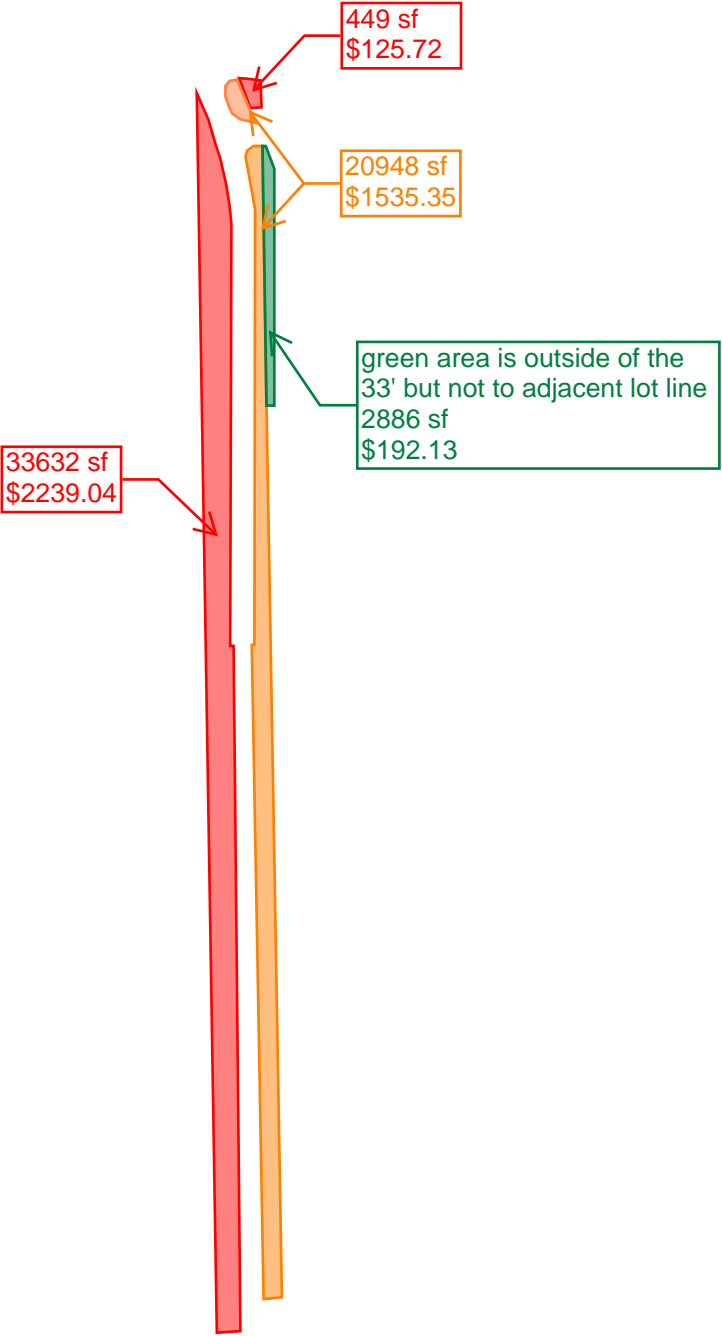
EXHIBIT

TOWNLINER ROAD, CITY OF VERGAS ON THE EAST LINE OF SECTION 25, TOWNSHIP 137 NORTH, RANGE
41 WEST,
FIFTH PRINCIPAL MERIDIAN,
OTTER TAIL COUNTY, MINNESOTA
6/24/21



- EX. ASPHALT EDGE
- PROPOSED EASEMENT
- APPROX. PROPERTY LINE
- SECTION LINE
- EX. GRAVEL EDGE
- FOUND SECTION LINE MONUMENT





WEEDS

92.35 Short tittle

92.36 Weeds and Vegetation

92.37 Jurisdiction

92.38 Definitions; exclusions

92.39 Owners responsibility for trimming, removal and the like

92.40 Filing complaint

92.41 Notice of violations

92.42 Appeals

92.43 Abatement by city

92.44 Liability

' 92.16 PUBLIC NUISANCES AFFECTING HEALTH

(H) All noxious weeds and other rank growths of vegetation upon public or private property;

' 92.35 SHORT TITTLE

This subchapter shall be cited as the Weed and Grass Ordinance.

' 92.36 WEEDS AND VEGETATION

(A) Purpose. The purpose of this chapter is to establish minimum standards for lawn maintenance and weed control while recognizing that a variety of landscapes within our community adds diversity and richness to the quality of life for all residents. Turf grass lawns continue to be recognized as the dominant nature in the landscape; however, alternatives to this traditional type of lawn are recognized as important parts of a diverse and successful landscape. Lands within the City of Vergas are diverse, including, but not limited to: agriculture (crops and pasture); road and railway right-of-ways; woods and trees; lakeshore; wetlands; gravel mining operations, pollinator habitat; natural areas; and public and private lands. The purpose and intent of this chapter is to protect and preserve the city's neighborhoods and the public health, safety and welfare of those who live there. The city council determines that keeping the city free of tall grass and noxious weeds improves the quality of life of all residents by improving aesthetics, by eliminating harbor for rodents and insects, and by eliminating fire hazards. At the same time, the city council recognizes that requiring the mowing of grasses and control of noxious weeds is sometimes unreasonable or impractical under certain circumstances.

' 92.37 JURISDICTION

This subchapter shall be in addition to any state statute or regulation or county ordinance presently in effect, subsequently added, amended or repealed.

' 92.38 DEFINITIONS;EXCLUSIONS.

(A) for the purposes of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

DESTRUCTION ORDER. The notice served by the City Council or designated city official, in cases of appeal, on the property owner of the ordinance violation that shall conform to M.S.

' 18.83, Subd. 2, as it may be amended from time to time.

MEADOW VEGETATION. Grasses and flowering broad-leaved plants that are native to, adapted to, the state of Minnesota, and that are commonly found in meadow and prairie plant communities, except weeds as defined herein.

PROPERTY OWNER. The person occupying the property, the holder of legal title or a person having control over the property of another, such as right-of-way, easement, licensee or lease.

WEEDS, GRASSES and RANK VEGETATION.

(A) Grapevines when growing in groups of 100 or more and not pruned, sprayed, cultivated, or otherwise maintained for two consecutive years;

(B) Bushes of the species of tall, common, or European barberry, further known as Berbers vulgarism or its horticultural varieties;

(C) Any weeds, grass, or plants, other than trees, bushes, flowers, or other ornamental plants, growing to a height exceeding 12 inches;

(D) Rank vegetation includes the uncontrolled growth of annuals and perennial plants;

(E) The term WEEDS does not include shrubs, trees, cultivated plants and crops.

Any other weed designated by M.S. ' 18.77, or as they may be amended from time to time, as noxious.

(A) In no event shall cultivated plants or crops include plants which have been defined by state statute or administrative rule as being noxious or detrimental plants.

' 92.39 OWNERS RESPONSIBLE FOR TRIMMING, REMOVAL AND THE LIKE.

(A) All property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds; or grasses and rank vegetation or other uncontrolled plant growth on their property, which at the time of the notice, is in excess of 12 inches in height.

These provisions shall not apply to an area established with meadow vegetation if:

(1) The prior vegetation is eliminated and the meadow vegetation is planted through transplanting or seed by human or mechanical means; and

(2) A sign is posted on the property in a location likely to be seen by the public, advising that a meadow or prairie is being established. This sign must be no smaller than 10 inches square, no larger than on square foot, and no higher than three feet tall.

Penalty, see ' 92.99

' 92.40 FILING COMPLAINT.

Any person, including the city, who believes there is property located within the corporate limits of the city which has growing plant matter in violation of this subchapter shall make a written complaint signed, dated, and filed with the City Clerk. If the city makes the complaint, an employee, officer or Council Member of the city shall file the complaint in all respects as set out above.

' 92.41 NOTICE OF VIOLATIONS.

(A) Upon receiving notice of the probable existence of weeds or other uncontrolled plant growth in violation of this subchapter, a person designated by the the City Council shall make an inspection and prepare a written report to the City Council regarding the condition. The City Council, upon concluding that there is a probable belief that this subchapter has been violated, shall forward written notification in the form of a Destruction Order to the property owner or the person occupying the property as that information is contained within the records of the City Clerk or any other city agency. The notice shall be served in writing by certified mail. The notice shall provide that within seven regular business days after the receipt of the notice that the designated violation shall be removed by the property owner or person occupying the property.

(B) (1) All notices are to be in writing and all filings are to be with the City Clerk.

(2) Certified mailings to the City Clerk or others is deemed filed on the date of posting to the United States Postal Service.

' 92.42 APPEALS

- (A) The property owner may appeal by filing written notice of objections with the City Council within 72 hours of the notice, excluding weeks and holidays, if the property owner contests the findings of the City Council. It is the property owner's responsibility to demonstrate that the matter in question is shrubs, trees, cultivated plants or crops or is not otherwise in violation of this subchapter, and should not be subject to destruction under the subchapter.
- (B) An appeal by the property owner shall be brought before the City Council and shall be decided by a majority vote of the Council Members in attendance and being at a regularly scheduled or special meeting of the City Council.

' 92.43 ABATEMENT BY CITY.

In the event that the property owner shall fail to comply with the Destruction Order within seven regular business days and has not filed a notice within 72 hours to the City Clerk of an intent to appeal, the City Council may employ the services of city employees or outside contractors and remove the weeds or uncontrolled vegetation to conform to this subchapter by all lawful means.

' 92.44 LIABILITY.

- (A) The property owner is liable for all costs or removal, cutting or destruction of weeds as defined by this subchapter.
- (B) The property owner is responsible for all collection of costs associated with weed destruction, including but not limited to court costs, attorney's fees and interest on any unpaid amounts incurred by the city. If the city uses municipal employees, it shall set and assign an appropriate per hour rate for employees, equipment, supplies and chemicals which may be used.
- (C) All sums payable by the property owner are to be paid to the City Clerk and to be deposited in the general fund as compensation for expenses and costs incurred by the city.
- (D) All sums payable by the property owner may be collected as a special assessment as provided by MS ' 429.101, as it may be amended from time to time.

**City of Vergas
Liquor Store Committee Meeting**

The Liquor Store/Municipal Building/License Committee was called to order on Tuesday, December 7, 2021, at 6:30 pm at The Vergas City Office. Present were Julie Bruhn, Logan Dahlgren, Kyle Theisen and Julie Lammers.

Agenda: Liquor Store Coolers, Telephones, Safety Glass Partitions

Theisen presented bids for 2 and 3 door coolers with either swing or sliding doors.

<u>Everest</u>	<u>Beverage Air</u>
<ul style="list-style-type: none">• 2 door sliding - \$3588.20• 2 door swing - \$3808.20• 3 door sliding - \$4944.50• 3 door swing - \$5240.40	<ul style="list-style-type: none">• 2 door sliding - \$4463.80• 2 door swing - \$4972.00• 3 door sliding - \$5952.10• 3 door swing – 6113.80

Theisen recommended the Everest 3 door sliding with the following criteria: 73 x 30.75 x 80, Amp draw of 7A. These coolers come with the following warranty: 3 years parts and labor and 5 years on compressor (labor not included). The liquor Store current wall dimensions for space available for cooler is by the office wall – 84 wide x 101 high or along the street wall – 121 wide x 101 high.

Committee recommends for Council to purchase Everest 3 door sliding cooler for \$4,944.50.

Committee discussed financial reports and the balance of \$30,477.88 in the liquor store 2021 profits. Lammers requested either a transfer of \$10,000 to the general fund or to purchase a CD for future roof repairs. Committee stated they would like to see the money left in the liquor store account as we now have 2 full time employees and interest rates are very low. Bruhn questioned when the committee would be seeing financial updates from the liquor store and asked Theisen to provide quarterly reports. Dahlgren agreed and asked that reports show inventory numbers on the budget worksheet.

Committee discussed current telephone system not being able to transfer calls and Liquor Store Manager's office is not capable of using our phone system, due to location.

Committee discussed the safety grant for bullet proof glass around reception office. Committee did not feel bullet proof glass was needed but a quote for a wall with door between offices (Receptionist area and Clerk-Treasurer's Office) should be provided to committee.

Council Recommendations:

Purchase Everest 3 door sliding cooler for \$4,944.50 from Tweeton's Refrigeration.

Follow Up Actions:

Lammers get quote for wall with door to separate office space in current city offices.

Theisen to provide committee with quarterly financial statements that include inventory.

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

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, November 10, 2021 at 6:36 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 Pinke, seconded by Lammers to approve the agenda with the addition of "Committee Members". Motion carried unanimously.

Approval of Minutes from October 13, 2021

Motion by Pinke, seconded by Ditterich to approve the meeting minutes from October 13, 2021. Motion carried unanimously.

Committee Members

Committee members in attendance who were not current City Council members if they wished to continue serving next year. Haarstick and Ditterich both expressed interest in serving in the next year. Ditterich would check with Lion's members if there was anyone else who wanted to be on the committee. Lammers would follow up with members not in attendance. There was consensus of members to not hold a meeting in December.

Kitchen Project Update

Cupboard on back wall has been removed. Kitchen has been repainted. Committee members expressed appreciation for the work done by city staff on painting. Lammers will be checking with Hanson's Plumbing & Heating on cost to move the coffee maker into the kitchen. Lammers has received a lot of positive feedback when talking about moving the coffee maker.

Ditterich updated the Committee about the Lion's and if there was still interest in replacing the ovens. Currently there are other funding priorities ahead of the ovens, specifically the roll down doors. Event Center usage will determine timing; however, the City Office has received contact from customers who are anxious about COVID and its impact on their events.

Rates & Agreement Form

Committee reviewed list of venues to compare and will add Fair Hills Resort. Lammers added that the Council approved a \$100 cleaning fee for community events that do not pay rent. Lammers will send an editable copy of the agreement to Haarstick.

Heating Unit

Hanson's Plumbing & Heating investigated a "knocking noise" in the heating units. Lammers has not received an estimate from Hanson's, but will update Committee members if the expense is substantial.

Event Center Walking

Motion by Pinke, seconded by Ditterich to open the Event Center for walking from 9am to 1pm Monday through Thursday. Motion carried unanimously.

Council Recommendations

- None

Follow up Actions

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

**City of Vergas
Budget Committee Meeting**

The Liquor Store/Municipal Building/License Committee was called to order on Tuesday, December 7, 2021, at 6:45 pm at The Vergas City Office. Present were Julie Bruhn, Logan Dahlgren and Julie Lammers.

Agenda: 2022 Budget

Committee reviewed the 2022 Budget passed by Council in September with a 10.69% increase in taxes. Bruhn stated she would like to see no more than a 3% increase in taxes. Committee discussed the sale of the West Lake Street property and what the money would do for the current budget. Committee decided to propose 2 budgets one with the Council deciding to sell the property and one without the sale of the property. Differences between the 2 budgets include the following:

With proposed sale of property: Lower City Shop expenses (due to having only 1 shop location) and raising the improvements for addition or repairs to buildings, EDA \$8,000 transfer, employee raises of 2.5%, Yard Waste improvements \$10,000, Event Center improvements \$20,000, Park Improvements \$21,000 and a 2.97% increase in general property taxes.

Without sale of property: EDA \$7,000 transfer, employee raises of 2%, Yard Waste Improvements \$5,500, Event Center improvements \$5,000, Park Improvements \$18,000 and a 3.2% increase in general property taxes.

Council Recommendations:

Review and pass budget for 2022 at the December Council meeting.

ALL FUNDS	CITY OF VERGAS	
	Fee Schedule	Proposed
	2021	2022
	Any invoice not paid within 60 days will be have invoice delivered (in City Limits by employees -outside of City limits by certified mail)	
Administrative Fee	\$30.00	\$30.00
WATER RATE		
Load of Water	\$40.00	\$40.00
Basic Rate	\$28.00 a month	\$28.00
per Gallon Rate	\$3.50 per 1,000 gallons	\$3.75
Connection Fee	\$0.55	\$0.55
Water Connection Fee	\$50.00	\$50.00
Reconnection Fee	\$30.00	\$30.00
Water Accessibility Charge	\$750.00	\$750.00
Frost Plate	\$40.00	\$40.00
Monthly Late Fee	10% of bill	10% of bill
Lawn Sprinkler Meter -1"	\$231.23	\$231.23
Lawn Sprinkler Meter -R2"	\$169.38	\$169.38
SEWER RATE		
Basic Rate	\$28.00	\$28.00
per Gallon Rate	\$2.50 per 1,000 gallons	\$2.75
Sewer Accessibility Charge	\$750.00	\$750.00
Monthly Late Fee	10% of bill	10% of bill
GENERAL FUND		
Plowed with Loader	100/per hour 1 Hour minimum	100/per hour
Plowed with Truck	100/per hour 1 Hour minimum	100/per hour
Sand Parking Lots	100/per hour 1 Hour minimum	100/per hour
Construction Permit	\$25/10,000	\$25/10,000
Construction Permit (work started before permit issued)	\$50/10,000	\$50/10,000
Variance Permit	\$400.00	\$400.00
Conditional Use Permit	\$150.00	\$150.00
On-Sale Liquor License	\$3,000.00	\$3,000.00
Sunday Liquor License	\$200.00	\$200.00
Wine License	\$300.00	\$300.00
On-sale 3.2 License	\$125.00	\$125.00
Caterer's Permit (1-4 day permit)	\$75.00	\$75.00
Cigarette License	\$100.00	\$100.00
Yard Waste Permit	\$40.00	\$60.00
Golf Cart Permit	\$20.00	\$20.00
Dog Licenses	\$10.00 \$8 if neutered	\$10.00
Animal Pick up fee	\$50.00 first offense	\$50.00
Fee doubles after each offense	\$100.00 2nd Offense	\$100.00
Mowing	\$100/per hour 1 Hour minimum	\$100/per hour
Fax	\$1.00 per page	\$1.00
Copy	\$0.25 per page	\$0.25
Sign (at Event Center or Liquor Store)	\$15.00 per day	\$15.00

	<u>2021 Year to</u> <u>Date</u> <u>12/08/2021</u>	<u>2021</u> <u>Approved</u> <u>Budget</u>	<u>2022 Approved</u> <u>September</u>	<u>Proposed</u> <u>with sale of</u> <u>property</u> <u>2022</u>	<u>Proposed</u> <u>without sale</u> <u>of property</u> <u>2022</u>
General Property Taxes (31000)	\$221,079.38	229,149.00	253,655.00	\$235,955.00	\$236,565.00
Penalties & Deling Taxes (31900)	46,050.26	0.00	0.00	0.00	0.00
10% Gaming Fee (31311)	8,352.53	3,000.00	2,000.00	5,000.00	5,000.00
Gravel Permit	7,300.00	7,000.00	7,000.00	7,000.00	7,000.00
Intoxicating On-Sale Liquor (32110)	3,875.00	6,900.00	6,900.00	6,900.00	6,900.00
Non-Intoxicating Malt Liquor (32115)	75.00	150.00	150.00	75.00	75.00
Set-Up License (32116)	250.00	500.00	500.00	500.00	500.00
Cigarette Licenses (32117)	200.00	175.00	175.00	200.00	200.00
Conditional Use/Variance Permit (32205)	250.00	0.00	0.00	0.00	0.00
Construction Permit (32210)	3,730.00	2,000.00	3,500.00	3,000.00	3,000.00
Golf Cart Permit (32213)	165.00	140.00	140.00	140.00	140.00
Recycling Center (32215)	11,520.00	8,500.00	9,500.00	10,000.00	10,000.00
Dog Licenses (32240)	500.00	575.00	450.00	500.00	500.00
Intergovernmental Aid (33404)	0.00	131.00	131.00	131.00	131.00
Federal Grants and Aids (33101)	8,301.88	2,000.00	2,000.00	4,000.00	4,000.00
State Aids/Fire Relief (33390)	26,717.95	10,000.00	10,000.00	10,000.00	10,000.00
Local Government and Aids (33401)	18,715.30	37,431.00	37,813.00	37,813.00	37,813.00
County Grants & Aids for Hwys (33610)	2,573.70	0.00	0.00	2,000.00	2,000.00
Charges of Services (34005)	1,204.79	300.00	500.00	500.00	500.00
General Government (34100)	0.00	0.00	0.00	0.00	0.00
Fire, Reimbursed (34210)	15,217.95	24,000.00	24,000.00	16,000.00	16,000.00
Recreation (36217)	4,880.00	3,500.00	3,500.00	4,000.00	4,000.00
Miscellaneous Revenues (36200)	17.96	0.00	0.00	40,000.00	0.00
Interest Earnings (36210)	30.66	100.00	50.00	50.00	50.00
Rent/Municipal Building (36217)	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Rent/Event Center (36225)	6,724.73	5,000.00	5,000.00	6,000.00	6,000.00
Event Center other related charges (36227)	1,650.00	0.00	1,000.00	1,000.00	1,000.00
Contributions & Donations (36230)	30.00	2,000.00	0.00	2,000.00	2,000.00
Refunds & Reimbursements (36233)	12,473.33	5,000.00	0.00	2,000.00	2,000.00
LMCit/Dividends (36235)	0.00	3,000.00	3,000.00	3,000.00	3,000.00
Liquor Store Transfer (39201)	30,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Total Receipts	\$437,885.42	\$381,551.00	\$401,964.00	\$428,764.00	\$389,374.00

GENERAL GOVERNMENT

Workers Compensation	0.00	0.00	0.00	0.00	0.00
(41000) Office Supplies (200)	2,991.05	1,678.00	1,000.00	1,160.00	1,000.00
Operating Supplies (210)	200.78	150.00	250.00	250.00	250.00
Repair & Maint. Supplies (220)	16.96	400.00	400.00	200.00	200.00
Auditor (301)	2,125.00	2,900.00	2,125.00	2,125.00	2,125.00
Postage (322)	275.00	300.00	300.00	300.00	300.00
Telephone	3,863.08	4,000.00	4,000.00	4,000.00	4,000.00
Dues (345)	927.80	900.00	900.00	930.00	930.00
Printing & Publishing (350)	4,149.40	3,000.00	3,000.00	4,000.00	4,000.00
Insurance (360)	3,005.00	2,500.00	2,500.00	3,000.00	3,000.00
Repair & Maintenance (400)	318.46	250.00	250.00	300.00	300.00
Improvements (530)	1,085.60	1,000.00	1,000.00	1,000.00	1,000.00
Office Equip & Furnishing & IT.(570)	0.00	1,000.00	3,000.00	1,500.00	1,500.00
Refund & Reimbursements	0.00	0.00	0.00	0.00	0.00
Total General Government	\$18,958.13	\$18,078.00	\$18,725.00	\$18,765.00	\$18,605.00

Legislative (Council/Board)					
Wages and Salaries (100)	4,375.80	4,200.00	4,200.00	4,500.00	4,500.00
(41100) Employer Cont./Soc.Sec. (122)	1,246.84	1,000.00	1,000.00	1,250.00	1,250.00
Workers Compensation	0.00	0.00	0.00	0.00	0.00
Office Supplies (200)	0.00	0.00	0.00	0.00	0.00
Travel, Mtgs & Schools	548.00	750.00	750.00	600.00	600.00
Operating Supplies (210)	0.00	0.00	0.00	0.00	0.00
Insurance (360)	202.00	200.00	200.00	200.00	200.00
Total Legislative	\$6,372.64	\$6,150.00	\$6,150.00	\$6,550.00	\$6,550.00
Executive (1)					
Wages and Salaries (100)	1,071.37	1,200.00	1,200.00	1,200.00	1,200.00
(41300) Employer Cont./Soc.Sec. (122)	162.84	350.00	350.00	200.00	200.00
Workers Compensation	0.00	0.00	0.00	0.00	0.00
Volunteer Appreciation	0.00	300.00	100.00	100.00	100.00
Dues (345)	30.00	30.00	30.00	30.00	30.00
Travel, Mtgs & Schools	0.00	1,500.00	1,500.00	1,000.00	1,000.00
Total Executive	\$1,264.21	\$3,380.00	\$3,180.00	\$2,530.00	\$2,530.00
Total General Government	26,594.98	27,608.00	28,055.00	27,845.00	27,685.00
Clerk (4140)					
Wages and Salaries (100)	15,174.58	17,000.00	17,510.00	18,967.00	18,208.00
Employer Cont./Soc.Sec. (122)	8,868.60	12,000.00	12,360.00	11,085.00	10,641.00
Health/Life Insurance (131)	2,056.10	2,700.00	2,700.00	2,310.00	2,310.00
Telephone	275.00	300.00	300.00	300.00	300.00
Workers Compensation	339.32	400.00	400.00	350.00	350.00
Travel, Mtgs & Schools	1,232.85	1,200.00	1,200.00	1,300.00	1,300.00
Legal Servic Attorney (304)	10,515.30	7,500.00	10,500.00	14,500.00	10,500.00
Elections (4)					
Wages and Salaries (100)	0.00	0.00	1,500.00	1,500.00	1,500.00
Office Supplies (200)	0.00	0.00	100.00	100.00	100.00
Travel, Mtgs. & Schools (211)	0.00	0.00	400.00	400.00	400.00
Total Clerk, Legal services and Elections	38,461.75	41,100.00	46,970.00	50,812.00	45,609.00
Public Safet Part-Time Employees (103)					
	0.00	0.00	0.00	0.00	0.00
Fire (42200)					
Pensions-Relief Assoc. (120)	0.00	0.00	0.00	0.00	0.00
Workers Compensation	5,411.00	4,000.00	4,000.00	5,500.00	5,500.00
Insurance (360)	4,733.00	6,000.00	6,000.00	5,000.00	5,000.00
V-CDH Budgeted amount	8,713.89	12,500.00	12,500.00	12,000.00	12,000.00
Miscellaneous (430)	0.00	0.00	0.00	0.00	0.00
Reimbursed Expenses (810)	0.00	0.00	0.00	0.00	0.00
Total for Public Safety, Traffic, Fire	18,857.89	22,500.00	22,500.00	22,500.00	22,500.00
City Shop (4)					
Operating Supplies (210)	59.64	200.00	200.00	100.00	200.00
Repair & Maint. Supplies (220)	134.96	200.00	200.00	100.00	200.00
Small Tools & Minor Equip (240)	3,400.00	1,000.00	1,000.00	1,000.00	1,000.00
Internet (321)	704.00	804.00	804.00	804.00	804.00
Insurance (360)	1,212.00	500.00	500.00	800.00	1,200.00
Utility Services (380)	2,186.81	3,000.00	3,000.00	2,000.00	3,000.00
Repair & Maintenance Service (400)	598.99	500.00	500.00	300.00	600.00
City Share/Assessments	260.37	1,000.00	1,000.00	60.00	300.00
Improvements (530)	0.00	1,000.00	1,000.00	5,000.00	1,000.00
Total For City Shop	8,556.77	8,204.00	8,204.00	10,164.00	8,304.00
Highways, S					
Wages and Salaries (100)	16,821.16	27,324.00	21,000.00	21,026.00	20,185.00
(43100) Employer Cont./Soc.Sec. (122)	10,301.89	10,500.00	12,815.00	12,876.00	12,361.00
Health Insurance (131)	3,520.42	3,500.00	6,000.00	6,000.00	6,000.00
Workers Compensation (150)	1,300.00	200.00	200.00	1,300.00	1,300.00
Office Supplies (200)	78.67	200.00	200.00	200.00	200.00
Operating Supplies (210)	5,439.05	7,000.00	6,000.00	6,000.00	6,000.00
Travel, Mtgs, & Schools	295.24	300.00	300.00	300.00	300.00
Repair & Maint. Supplies (220)	1,505.70	1,500.00	2,000.00	2,000.00	2,000.00
Small Tools & Minor Equip (240)	500.00	500.00	500.00	500.00	500.00
Employee Clothing Allowance (245)	411.21	300.00	300.00	350.00	350.00

Engineer (303)	12,256.93	10,000.00	12,000.00	16,000.00	12,000.00
Telephone	325.00	375.00	375.00	375.00	375.00
Insurance (360)	3,197.00	3,000.00	3,000.00	3,200.00	3,200.00
Repair & Maintenance Service (400)	2,242.26	3,500.00	3,500.00	3,500.00	3,500.00
Seal Coating (410)	0.00	7,500.00	7,500.00	7,500.00	7,500.00
Improvements (530)	20,871.14	17,000.00	17,000.00	17,000.00	17,000.00
Other Equipment (580)	0.00	25,000.00	25,000.00	25,000.00	25,000.00
Sidewalk Repair & Maintenance (400)	0.00	3,000.00	1,500.00	1,500.00	1,500.00
Ice and Snow Part-Time Employees (103)	0.00	0.00	0.00	0.00	0.00
Employer Cont./Soc.Sec. (122)	0.00	0.00	0.00	0.00	0.00
Operating Supplies (210)	0.00	0.00	0.00	0.00	0.00
Fuel/Lubricants (212)	0.00	0.00	0.00	0.00	0.00
Sand & Salt	768.30	1,000.00	1,000.00	1,000.00	1,000.00
Repair & Maintenance (400)	0.00	0.00	0.00	0.00	0.00
Snow Removal (415)	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	5,000.00	5,000.00	5,000.00	5,000.00
Total for Streets, Sidewalks, Ice Control	79,470.93	126,699.00	125,190.00	130,627.00	125,271.00
Recycling Center (43218)					
Wages and Salaries (100)	5,987.75	6,000.00	6,180.00	7,485.00	7,185.00
Employer Cont./Soc.Sec. (122)	3,489.87	4,000.00	4,120.00	4,361.00	4,185.00
Repair & Maintenance (220)	2,139.12	25.00	2,500.00	2,500.00	2,500.00
Office Supplies (200)	251.57	300.00	300.00	500.00	300.00
Printing & Publishing (350)	120.49	40.00	40.00	600.00	120.00
Street Lighting (380)	466.53	650.00	650.00	400.00	600.00
City Share/Assessments	260.37	500.00	525.00	300.00	300.00
Improvements (530)	11,796.15	10,000.00	10,000.00	10,000.00	5,500.00
Total for Recycling Center	24,511.85	21,515.00	24,315.00	26,146.00	20,690.00
Street Light Utility Services (380)	7,976.36	10,000.00	10,000.00	8,750.00	8,750.00
Event Center Part-Time Employees (103)	0.00	500.00	300.00	300.00	300.00
Employer Cont./Soc.Sec. (122)	0.00	100.00	0.00	0.00	0.00
Professional Services	2,335.75	2,000.00	1,500.00	2,500.00	2,500.00
Office Supplies (200)	0.00	150.00	150.00	100.00	100.00
Operating Supplies (210)	1,310.82	2,500.00	2,200.00	1,700.00	1,700.00
Repair & Maint. Supplies (220)	427.00	1,500.00	1,500.00	1,000.00	500.00
Internet	869.55	0.00	2,000.00	1,000.00	1,000.00
Security Services (300)	0.00	2,000.00	1,000.00	1,000.00	1,000.00
Advertising	2,917.75	1,500.00	2,000.00	3,500.00	2,500.00
Insurance (360)	1,860.00	2,000.00	2,000.00	1,900.00	1,900.00
Rug Rental (370)	478.87	1,000.00	1,000.00	1,000.00	1,000.00
Utility Services (380)	5,700.59	6,000.00	6,000.00	6,000.00	6,000.00
Rubbish Service (384)	1,166.86	1,500.00	1,500.00	1,500.00	1,500.00
Repair & Maintenance (400)	888.35	2,000.00	1,800.00	2,000.00	1,500.00
City Share/Assessments (440)	398.91	700.00	500.00	400.00	400.00
Improvements (530)	8,244.73	20,000.00	15,000.00	15,000.00	5,000.00
Refunds & Reimbursements	7,464.86	0.00	0.00	0.00	0.00
Total for Event Center	34,064.04	43,450.00	38,450.00	38,900.00	26,900.00
Parks (4520) Wages and Salaries (100)	24,687.60	17,000.00	22,000.00	30,860.00	29,625.00
Employer Cont./Soc.Sec. (122)	11,691.92	11,500.00	13,120.00	14,600.00	14,030.00
Health Insurance (131)	3,554.17	3,500.00	5,700.00	5,700.00	5,700.00
Workers Compensation	1,517.00	450.00	650.00	1,500.00	1,500.00
Engineering	0.00	0.00	2,500.00	2,500.00	2,500.00
Office Supplies (200)	0.00	100.00	100.00	100.00	100.00
Operating Supplies (210)	7,274.36	7,000.00	7,000.00	7,000.00	7,000.00
Telephone	325.00	375.00	375.00	375.00	375.00
Travel, Mtgs, & Schools	0.00	400.00	300.00	300.00	300.00
Repair & Maint. Supplies (220)	6,178.95	1,500.00	3,000.00	6,500.00	3,000.00
Employee Clothing Allowance(245)	265.90	200.00	200.00	250.00	200.00
Printing & Publishing (350)	0.00	50.00	100.00	100.00	100.00
Licenses/Permits	3,500.00	350.00	35.00	35.00	35.00
Insurance (360)	3,710.00	5,000.00	5,000.00	5,000.00	5,000.00

Utility Services (380)	2,008.02	2,500.00	3,000.00	3,000.00	3,000.00
Rubbish Service (384)	2,182.31	1,500.00	2,400.00	2,400.00	2,400.00
Repair & Maintenance Service(400)	2,406.84	2,600.00	2,600.00	2,600.00	2,600.00
City Share/Assessments (440)	1,003.75	1,200.00	1,200.00	1,200.00	1,200.00
Improvements (530)	16,071.15	18,000.00	21,000.00	21,000.00	18,000.00
Refunds & Reimbursements	7,231.04	0.00	0.00	0.00	0.00
Total for Parks	90,143.01	73,225.00	90,280.00	105,020.00	96,665.00
Cemetery (4 Insurance (362)	0.00	250.00	0.00	0.00	0.00
Non-Expenc Economic Development (46510)	7,000.00	7,000.00	8,000.00	8,000.00	7,000.00
Total Disbursements	\$335,637.58	\$381,551.00	\$401,964.00	\$428,764.00	\$389,374.00
Difference	\$102,247.84	\$0.00	\$0.00	\$0.00	\$0.00

* no longer paying insurance on cemetery (cemetery is not owned by City)

CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
RESOLUTION 2021-17

RESOLUTION ADOPTING TAX LEVY, COLLECTIBLE IN 2022

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

BE IT RESOLVED that the City Council of the City of Vergas, County of Ottertail, Minnesota, that the following sums of money be levied for the current year, collectible in 2022, upon taxable property in the City of Vergas, for the following purposes:

Total Levy	\$_____
Street Department Service 2006	\$ 12,763.00
Street Department Service 2019	\$ 24,140.21
Total	\$ _____

The city clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Ottertail County, Minnesota.

Adopted this 14th day of December 2021 by the City Council of the City of Vergas.

Julie A. Bruhn, Mayor

Attested:

Julie Lammers, City Clerk-Treasurer

City of Vergas
Water and Sewer Committee Meeting

The Water/Sewer Committee was called to order on Monday, December 13, 2021, at 5:30 pm on Teams. Present were Natalie Fischer, Logan Dahlgren, Mike DuFrane and Julie Lammers.

Agenda: filter media, water pumps and funding for future infrastructure

Filter Media – approve replacing at the November Council meeting and the only funding available is the micro loan from MN Rural Water to pay for the project. Cost \$113,400. Program fee cost is \$5,050 for loans from \$100,000 to \$250,000. Committee recommended apply for the loan.

DuFrane stated he has a pump making noise and needs to be pulled and inspected. The estimate for the equipment to pull and install pump as well as repair is \$8,251.50. We have 2 pumps, both due for inspections. Pulling the other pump for inspection will cost \$4,050.00. There is a cost savings of \$650 if the city pulls both pumps saving Thein Well Company from making another trip.

Committee recommended pulling both pumps, making repairs and adding the \$13,000 to the micro loan we are applying for with Mn Rural Water.

Committee discussed the following grant programs within the state of Minnesota: Drinking Water State Revolving and Legacy Fund (DWRD), Clean Water Revolving Fund (CWRD), Water Infrastructure Fund, Point Source Grant, Public Facilities Authority (PFA), USDA Rural Development and MPCA. With all funds the City would need to be on a project priority list and the intended use plan list for consideration. Committee asked Lammers and DuFrane to spend the time to fill out the applications, request public hearings and keep committee informed by calling water and sewer committee meetings when they are needed.

Council Recommendations:

Apply for Micro Loan with MN Rural Water for \$126,000.

Approve applying for the Minnesota Project priority list and the intended use plan.

Follow Up Actions:

Lammers & DuFrane prepare and apply for the Minnesota Project Priority List by March 4, 2022.

Lammers and DuFrane prepare and apply for the Intended Use Plan by June 3, 2022.

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

7. Construction Permits

- A. 410 E Scharf Ave - sign
- B. 906 E Frazee Ave - siding
- C. 137 Main - archway door

Files Attached

- Construction Permit 410 E Scharf Ave.pdf
- Construction Permit 906 E Frazee Ave.pdf
- Construction Permit 137 E Main.pdf

Permit Number: _____ Date Received: 11/17/21 Parcel Number: 82 000 500001 001

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: ST. JOHN'S CHURCH

Address of Construction Project: 410 E. SCHARF AVE.

Mailing Address: _____ Phone: _____

Name of Owner (If not the Applicant) : _____

Address of Owner (If not the Applicant) : _____

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Description of work to be done:

Replace cemetery sign with new sign

2. Proposed use of building: (CIRCLE ONE)

Residential

Commercial

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

Building Contractor:

Name: _____ License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

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

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: Keith Bunkowske DATE: 11-11-21

FOR OFFICE USE ONLY

\$ _____ Water Hook-up

\$ _____ Sewer Hook-up

\$ 25.00 Permit Fee

\$ _____ Tar Break Up Deposit

\$ 25.00 Total Fees

Receipt # 144537 Date Paid 11/17 2021

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

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

Date Approved by Council: _____, 20__

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

Permit Number: 2021-043 Date Received: 11-29-21 Parcel Number: 82000500185001

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: ASHLEY & BENJAMIN RATZ

Address of Construction Project: 900 E. FRAZER AVE.

Mailing Address: 900 OLD DETROIT RD. Phone: 218-849-0885

Name of Owner (If not the Applicant) : _____

Address of Owner (If not the Applicant) : _____

1. Permit to (CIRCLE ONE)

Build	Install	Addition	Alter
Move	Demolish	Repair	Remodel

Description of work to be done: Added 2 egress windows in place of old windows, had to change siding around it to fit windows.

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

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

Building Contractor:

Name: Summers Construction License Number: _____ Phone: _____

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

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

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: 11/29/2021

FOR OFFICE USE ONLY
\$ 25.00 work w/o permit fee
\$ _____ Water Hook-up \$ _____ Sewer Hook-up
\$ 25.00 Permit Fee \$ _____ Tar Break Up Deposit
\$ 50.00 Total Fees

Receipt # 144540 Date Paid Nov. 29, 20 21

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

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

Date Approved by Council: _____, 20____

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

Permit Number: _____ Date Received: 12/7/2021 Parcel Number: _____

Construction Permit Application

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

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

Property Description: (NEW CONSTRUCTION ONLY)

Lot _____, Block _____, Addition _____

Property: Width _____ feet, Length _____ feet

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

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

Name of Applicant: VERGAS HARDWARE

Address of Construction Project: 137 E MAIN

Mailing Address: 34226 Sybil Lake Rd Phone: 218-234-1163

Name of Owner (If not the Applicant): BRAD Huddleston

Address of Owner (If not the Applicant): 34226 SYBIL LAKE ROAD

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Description of work to be done:

INSTALL DOOR IN ARCHWAY

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

3. **VALUATION** (not just your cost) of work being completed: \$ 800.00

Building Contractor:

Name: BRAD HUDDLESTON License Number: _____ Phone: 218-234-1163

Plumber: (must have MN License)

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: _____ License Number: _____ Phone: _____

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

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

7. APPLICANT'S SIGNATURE: Bruce Ann DATE: 12/7/21

FOR OFFICE USE ONLY

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

Receipt # 144552 Date Paid Dec-07, 2021

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

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

Date Approved by Council: _____, 20__

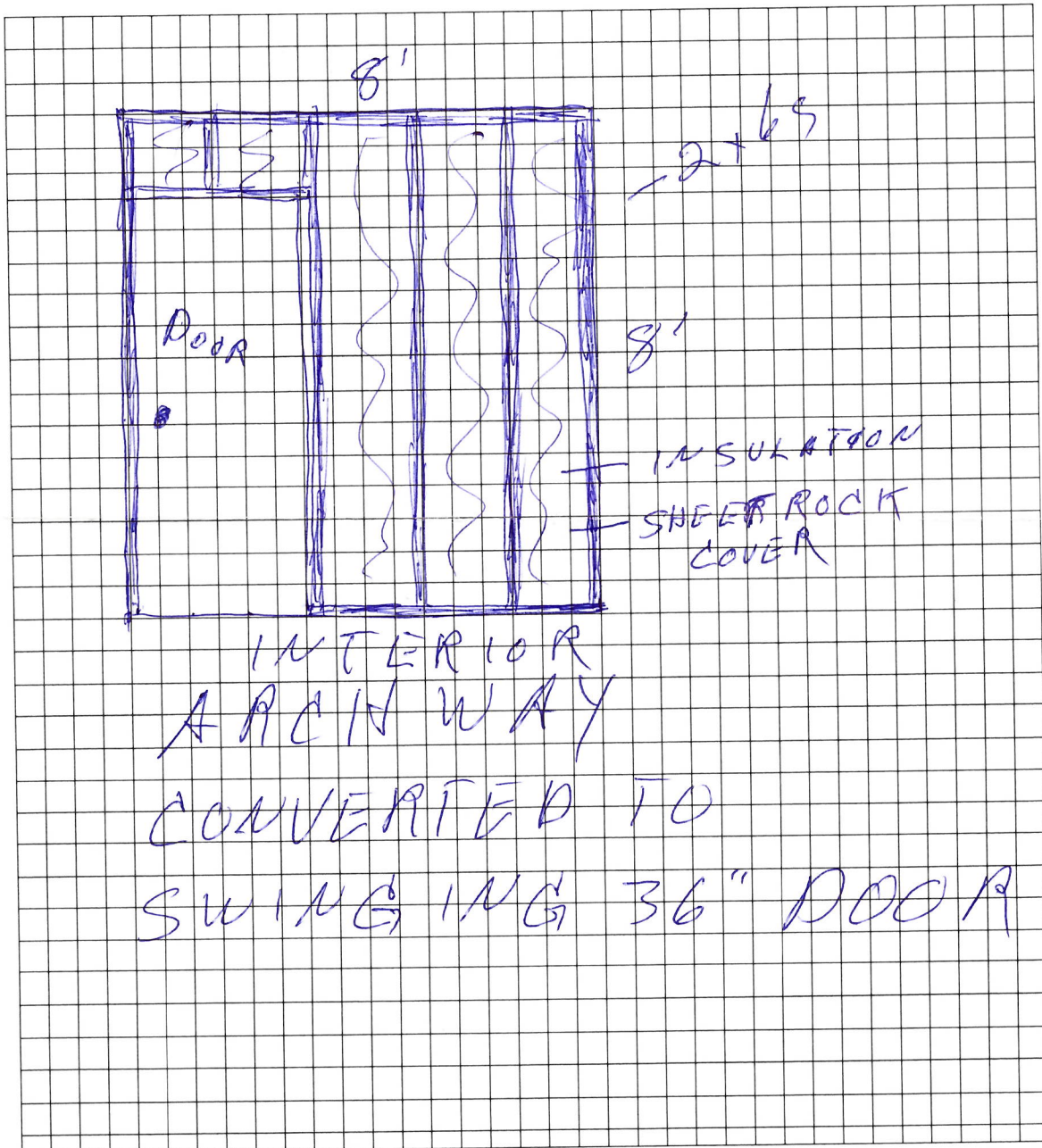
Permit expires in one year if project is not complete please reapply for permit.

CONSTRUCTION APPLICATION SITE PLAN DESIGN

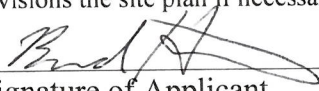
1. Please identify and describe the work to be covered by the permit for which application is being made on the line provided below:

INTERIOR ARCHWAY TO BACK ROOM
CONVERTED TO 36" HINGED DOOR

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



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


Signature of Applicant

Date

Zoning Official

Date

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

