

City Council
2022 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, February 8, 2022

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
 - a. Council Minutes of the January 11, 2022
 - b. Bills paid between Council meetings and Council bills
 - c. Liquor Store bills for January 2022
 - d. General Fund/Special Revenue Money Market Account Report
 - e. 2022 Investment Schedule/Bond Schedule
 - f. American Rescue Plan Funding 2021-2026
 - g. Late water/sewer bills
 - h. Lion's MN Gambling Permit-June 11, 2022
- 5. Committee Reports**
 - a. CDH-Vergas Fire Board Report
 - b. Comprehensive Planning
 - c. Planning Commission
 - d. Street/Sidewalk/Yard Waste Committee
 - e. EDA/HRA
 - f. Personnel Committee
 - g. Event Center
 - h. Municipal Building
 - i. Financial
- 6. Utility Superintendent Report**
- 7. Information & Announcements**
 - 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. Board of Review, April 6, 2022, at 1:00 (Council & Lammers) Vergas Event Center
 - d. Hazardous Waste Day, Thursday, July 7, 2022, from 10-2 (Everyone) Vergas Event Center
 - e. Clerks Advanced Academy- (Lammers)Waite Park
 - f. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)
 - g. League of MN Cities Annual Conference (Mayor, Council & Lammers)
 - h. Municipal Beverage Association (MMBA) (Theisen) Arrowwood
- 8. Adjournment**

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Discussed the electronic sign as the warranty is no longer active and the advertising contracts are up for renewal. Asked Lammers to contact current sign advertisers if they would like to renew their contracts and open advertising up to any other bus.....	48
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- g. Late water/sewer bills
- h. Lion's MN Gambling Permit-June 11, 2022

Files Attached

- 01-11-2022 Council Agenda & Minutes.pdf
- City Disbursements between Council Meetings-approved Feb 2022.pdf
- City of Vergas Claims List for Approval.pdf
- January Liquor Store bill listing.pdf
- Utility Billing AgedBalance_02042022.pdf
- Lion's LG220 Application for Exempt Permit-June 11, 2022.pdf
- American Rescue Plan Funding 2021-2026.pdf
- Genreal Fund_Special Revenue Money Market Account Report.pdf
- Investment Schedule & Bond Schedule.pdf

City Council
2022 January Council Meeting
Event Center and Zoom
Id number 267-094-2170 password 56587
6:30 PM on Tuesday, January 11, 2022

- 1. Call to Order**
- 2. Mayor's State of Address**
- 3. Citizens' Concerns**
- 4. Agenda Additions and Deletions (Water, Comp Plan & Ordinance Update)**
- 5. Approval of Consent Agenda**
 - a. Council Minutes of the December 14, 2021
 - b. Bills paid between Council meetings and Council bills
 - c. Liquor Store bills for December 2021
 - d. General Fund/Special Revenue Money Market Account Report
 - e. 2022 Investment Schedule/Bond Schedule
 - f. American Rescue Plan Funding 2021-2026
 - g. Late water/sewer bills
- 6. Set Time, Place and Date of Regular 2022 Council Meetings**
- 7. Appointment of Acting Mayor**
- 8. Appointments**
 - a. Council Portfolios & Committee Representatives
 - b. Appoint City Attorneys: Ramstad, Skoyles & Winters, P.A.
 - c. Designate Official Newspaper: Frazee-Vergas Forum
 - d. Designation of official place of advertisement of projects: cityofvergas.com website
 - e. Designate Official Depositories: Vergas State Bank
- 9. Main Street Food Trucks & Music**
- 10. Committee Reports**
 - a. Park Board
 - b. Personnel
- 11. Construction Permits**

101 1st Ave N-sign
- 12. Staff Reports**

Utilities Superintendent Report
- 13. Information & Announcements**
 - 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

14. Adjournment

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, January 11, 2022

The City Council of Vergas met at 6:30 pm, on Tuesday, January 11, 2022, 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, Barbie Porter of the Frazee-Vergas Forum, Attorney Tom Winters and Engineer Scott Kolbinger.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Mayor's State of Address

Bruhn reviewed the past year of Vergas.

Citizens' Concerns

No citizens' concerns were addressed.

Agenda Additions and Deletions

Motion by Dahlgren, seconded by Fischer to approve the agenda with the following additions: water, ordinance update and comprehensive plan. Motion passed unanimously.

Approval of Consent Agenda

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

1. Council Minutes of the December 14, 2021
2. Bills paid between Council meetings and Council bills totaling \$120,266.83.
3. Liquor Store bills for December 2021 totaling \$42,963.16.
4. General Fund/Special Revenue Money Market Account Report
5. 2022 Investment Schedule/Bond Schedule
6. American Rescue Plan Funding 2021-2026
7. Late water/sewer bills

Motion passed unanimously.

Set Time, Place and Date of Regular 2022 Council Meetings

Motion by Dahlgren, seconded by Fischer to hold 2022 Council meetings on the 2nd Tuesday of each month at 6:30 p.m. in a hybrid setting at the Vergas Event Center. Motion passed unanimously.

Appoint Acting Mayor

Motion by Albright, seconded by Dahlgren to appoint Natalie Fischer as acting Mayor. Motion passed unanimously.

Ordinance Update

Bruhn reviewed the ordinance change regarding Planning Commission Members and Advisory Board Members. Motion by Albright, seconded by Pinke to approve Ordinance No. 2022-001, (complete text available at the City Office) an ordinance amending chapter 31.46(A) and 31.50 of the Vergas City Code. Motion passed unanimously.

Appointments

Bruhn reviewed the 2022 City of Vergas Portfolio's/Councils/Committees/Board. The following changes were made with the adoption of Ordinance 2022-001: Planning Commission to be a two-year term with a limit of 3-terms, the Event Center and Park Board Advisory Boards will be serving 3-year terms with members serving an unlimited number of terms. Discussed changing the term of Planning Commission member Robert Jacoby so the planning commission members would have 2 members ending their terms each year. Motion by Pinke, seconded by Dahlgren to approve the 2022 portfolios with the changes discussed. Motion passed unanimously.

Motion by Pinke, seconded by Fischer to approve the following appoints: City Attorneys: Ramstad, Skoyles & Winters, P.A.; Designate Official Newspaper: Frazee-Vergas Forum; Designation of official place of advertisement of projects: cityofvergas.com website; and Designate Official Depositories: Vergas State Bank. Motion passed unanimously.

Main Street Food Trucks and Music

Lammers reviewed request from Jill Shipman, owner of Otter Coffee to hold music and food trucks on Main Street during the summer of 2022 as she did in 2021. Motion by Pinke, seconded by Fischer to allow the use of Main Street for food truck and music. Motion passed unanimously.

Committee Reports

Sherri Hanson reviewed the Park Board meeting held on December 16, 2021 (minutes available at the Vergas City Office). Skating rink has been a challenge with the weather. The rink is once again open, and it is great to see all the kids skating. Thanked the city crew and volunteers for flooding and upkeep of the rink. Motion by Pinke, seconded by Dahlgren to add Tony Saylor to the park board. Motion passed unanimously. Reviewed a plan for NDSU Landscaping program to do a project in the Vergas Long Lake Park. Motion by Albright, seconded by Dahlgren to hire NDSU Landscaping program to complete phase 1 for \$1,250 with funds coming from AARP. Motion passed unanimously.

Bruhn reviewed personnel committee meeting held January 6, 2022 (minutes available at the Vergas City Office).

Stated both Julie Lammers City Clerk-Treasurer/Liquor Store Manager and Mike DuFrane Utilities Superintendent are fully successful in meeting their performance standards. Motion by Pinke, seconded by Albright to lower Lammers wage by \$5.00 with the position change from City Clerk-Treasurer/Liquor Store Manager to City Clerk-Treasurer and to provide Lammers compensation for accrued leave at the higher pay, compensating only the difference between the prior and lower new salary for her Personal Time Off (PTO) of 191.94 hours. Motion passed unanimously.

Comprehensive Plan

Bruhn reviewed the Comprehensive Planning Committee's progress. A survey has been made available for area residents of Vergas and focus groups are being planned. Bruhn invited everyone to fill out the survey and to attend focus groups. A focus group will be held with the Vergas Community Club membership drive on February 7, 2022, at the Vergas Event Center.

Construction Permits

Motion by Pinke, seconded by Albright to approve the following construction permit: 101 1st Ave N for a sign. Motion passed unanimously.

Water

Lammers provided documentation for financing with Minnesota Rural Water for 10 years with a Micro Loan for \$132,000 to pay for wells and media being repaired and/or replaced. Motion by Pinke, seconded by Dahlgren to approve pre-and post-issuance compliance policy and procedures, declaration of official intent and resolution 2022-001 (complete text on file at the City Clerk's office) a resolution authorizing the

issuance, sale and delivery of a \$132,000 general obligation water revenue note, series 2022A. Motion passed unanimously.

Staff Reports

DuFrane stated Well #2 has been checked and 1 pipe and the backflow preventor has been replaced. Well #1 needed another rig to be able to get to and will be repaired soon.

Information & Announcements

Reviewed the training provided with the agenda and added the Board of Review for April 6, 2022, at 1:00 pm and Hazardous Waste on July 7, 2022, from 10 am -2 pm.

Adjournment

The business for which the meeting was called having been completed, the meeting was adjourned at 7:10 pm.

Vergas Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS

Bill Listing for January 14, 2022 to February 3, 2022

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	9,736.43
Colonial Life	Employee Reimbursed Insurance	58.12
Internal Revenue Services	2022 Withholding Tax	1,495.77
Lake Region Electric	Sign, electricity	14.78
MN Dept. of Revenue	Sales Tax	75.00
MN Dept. Revenue	2022 Withholding Tax	477.47
Public Employees Retirement Assoc.	Payroll	2,044.63
Vergas Post Office	All Departments, Stamps	348.00
Vergas State Bank	Shazam Fee	1.00
Total for bills paid between Council Meetings		<u>\$14,267.30</u>

Date Range : 2/8/2022 To 2/8/2022

<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>
02/08/2022	Arvig Communication Systems	GG, Shop, LS, Event, phone, fax, security, internet	516091	\$675.72			
					100-45110-321-	EVENT CENTER	\$92.00
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$288.45
					100-43010-321-	City Shop	\$62.00
					100-41010-321-	GENERAL GOVERNMENT	\$233.27
02/08/2022	Bell Bank	Parks, EDA, Water, GG, Credit Card charge flags, hotel, postage, 1099's and envelopes	516092	\$410.22			
					100-45210-210-	Parks	\$154.58
					290-46510-331-	Economic Development and Assistance	\$154.65
					601-49440-210-	Water Utilities - Administration and General	\$26.95
					100-41010-200-	GENERAL GOVERNMENT	\$74.04
02/08/2022	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, January 2022	516093	\$4,333.71			
					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	\$2,885.09
02/08/2022	Colonial Life	Employee, insurance employee reimbursed	516094	\$217.98			
					100-41405-999-	Clerk	\$29.06
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$188.92
02/08/2022	Corporate Technologies, LLC	AARP- Computer Services (2022)	516095	\$516.00			
					100-41990-999-	Other General Government - CARES	\$516.00

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02/08/2022	Core & Main LP	Sewer & Water, computer support	516096	\$2,340.00			
					601-49440-300-	Water Utilities - Administration and General	\$1,170.00
					602-49490-300-	Sewer Utilities - Administration and General	\$1,170.00
02/08/2022	Michael DuFrane	St, Parks, Water, Sewer, cell phone	516097	\$75.00			
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
02/08/2022	Dacotah Paper Company	Fire Hall, supplies to be reimbursed by fire dept (2022)	516098	\$31.44			
					100-41010-999-	GENERAL GOVERNMENT	\$31.44
02/08/2022	Dewey's Septic Service	Sewer, jetting main line on Scharf Avenue	516099	\$475.00			
					602-49490-300-	Sewer Utilities - Administration and General	\$475.00
02/08/2022	Frazee-Vergas Forum	GG, Event, Legal, subscription, advertising	516100	\$200.00			
					100-41010-200-	GENERAL GOVERNMENT	\$35.00
					100-41010-350-	GENERAL GOVERNMENT	\$70.00
					100-45110-340-	EVENT CENTER	\$95.00
02/08/2022	Great Plains Natural Gas Company	Event, Shop, utility	516101	\$1,239.15			
					100-45110-380-	EVENT CENTER	\$737.24
					100-43010-380-	City Shop	\$501.91
02/08/2022	Hawkins, Inc	Wtr, chemicals	516102	\$182.55			
					601-49440-218-	Water Utilities - Administration and General	\$182.55

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02/08/2022	HOBART TOWNSHIP	2020 Town Line Road grading \$90.39, 2021 grading \$365.81	516103	\$456.20			
					100-43110-400-	Highways, Streets & Roadways	\$456.20
02/08/2022	Julie Lammers	All Depts, cell phone reimbursement & EDA Mileage	516104	\$318.47			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
					290-46510-331-	Economic Development and Assistance	\$243.47
02/08/2022	Lakes Area Co-operative	St, operating fuel	516105	\$193.72			
					100-43110-210-	Highways, Streets & Roadways	\$193.72
02/08/2022	KLJ Engineering LLC	Engineeringservices- E Lake St Project	516106	\$1,749.00			
					100-43110-303-	Highways, Streets & Roadways	\$1,749.00
02/08/2022	KLM Enginneering Inc.	Water, tower external cleaning	516107	\$3,666.00			
					601-49440-310-	Water Utilities - Administration and General	\$3,666.00
02/08/2022	Marco Inc	Copier, contract and service work	516108	\$251.39			
					100-41010-200-	GENERAL GOVERNMENT	\$83.79
					601-49440-200-	Water Utilities - Administration and General	\$83.80
					602-49490-200-	Sewer Utilities - Administration and General	\$83.80
02/08/2022	DVS Renewal	St, Vehicle tabs	516109	\$96.25			
					100-43110-220-	Highways, Streets & Roadways	\$96.25
02/08/2022	MN Department of Natural Resources	2022 Water Use	516110	\$200.77			
					601-49400-354-	Water Utilities - Source of Supply	\$200.77

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02/08/2022	Taylor Mireles	Event, return dep paid 11-29-2021 for 1-29-2022	516111	\$75.00			
					100-45110-999-	EVENT CENTER	\$75.00
02/08/2022	Napa Auto Parts	Str, supplies	516112	\$116.12			
					100-43110-210-	Highways, Streets & Roadways	\$116.12
02/08/2022	Nardini Fire Equipment Co.,Inc.	Event, LS, Shop, 2022 service Inspection	516113	\$617.50			
					100-45110-400-	EVENT CENTER	\$432.25
					100-43010-400-	City Shop	\$26.47
					609-49751-400-	Liquor Store - Manager - Off-Sale	\$52.93
					100-43110-400-	Highways, Streets & Roadways	\$52.93
					601-49440-400-	Water Utilities - Administration and General	\$26.46
					602-49490-400-	Sewer Utilities - Administration and General	\$26.46
02/08/2022	Olson Oil Co.	All Depts, operating supplies	516114	\$698.05			
					100-43110-210-	Highways, Streets & Roadways	\$698.05
02/08/2022	Otter Tail Power Company	All depts, utility (2022)	516115	\$3,919.75			
					100-43160-380-	Street Lighting	\$1,460.46
					100-45110-380-	EVENT CENTER	\$579.88
					601-49440-380-	Water Utilities - Administration and General	\$934.79
					602-49490-380-	Sewer Utilities - Administration and General	\$392.30
					100-43010-380-	City Shop	\$303.54
					100-45210-380-	Parks	\$248.78
02/08/2022	Productive Alternatives, Inc.	Event Center, Cleaning Inv#69527	516116	\$80.34			
					100-45110-300-	EVENT CENTER	\$80.34
02/08/2022	Quill Corporation	CH, Office Supplies Inv 22027685	516117	\$75.24			
					100-41010-200-	GENERAL GOVERNMENT	\$75.24

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02/08/2022	RMB Environmental Laboratories, Inc	WWTF,Chemicals	516118	\$192.00			
					602-49490-218-	Sewer Utilities - Administration and General	\$192.00
02/08/2022	Sign Solutions	Street and Yard Waste, signs (Inv 226908)	516119	\$141.09			
					100-43110-210-	Highways, Streets & Roadways	\$102.58
					100-43128-210-	YARD WASTE	\$38.51
02/08/2022	SCSU Welcome Center	Clerk, 2022 Confernce	516120	\$365.00			
					100-41405-330-	Clerk	\$121.66
					601-49440-330-	Water Utilities - Administration and General	\$121.67
					602-49490-330-	Sewer Utilities - Administration and General	\$121.67
02/08/2022	Vergas Fire & Rescue	GG, municipal contribution	516121	\$136.18			
					100-42210-130-	Fire Administration	\$136.18
02/08/2022	Victor Lundeen Company	All Depts, office supplies	516122	\$365.00			
					100-41010-200-	GENERAL GOVERNMENT	\$60.83
					100-43110-200-	Highways, Streets & Roadways	\$60.83
					100-45210-200-	Parks	\$60.83
					601-49440-200-	Water Utilities - Administration and General	\$60.85
					602-49490-200-	Sewer Utilities - Administration and General	\$60.83
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$60.83
Total For Selected Claims				\$24,409.84			\$24,409.84

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

City of Vergas Liquor Store Checks Paid in January 2022

Vendor	Description	
Artisan Beer Company		460.60
Bell Bank Credit Card	LS, supplies and products	58.94
Bergseth Bros		11,076.60
Beverage Wholesalers		2,739.67
Breakthru Beverage		1,809.40
City of Vergas	Payroll	5,340.41
Colonial Life	Employee Reimbursed Ins	377.84
Datamann, Inc	Computer Support	58.00
D-S Beverage		9,553.58
Frazee-Vergas Forum	Advertising	140.00
Great Plains Nat Gas		287.17
Henry's Foods Inc		1,071.12
Internal Revenue Service	2022 Withholding Tax	1,507.14
Johnson Brothers Liquor Co		7,270.50
Leighton Broadcasting	advertising	350.00
Menards-Detroit Lakes	Supplies	57.91
Merchant Service	2021 Dec. Credit Card fees	776.63
MN Dept. of Revenue	Sales Tax-Dec 2021	4,617.00
MN Dept. Revenue	2022 Withholding Tax	180.00
Otter Tail Power	Utility	465.02
Phillips Wine & Spirits		2,664.86
Public Employees Retirement Assoc.	Payroll	835.33
Southern Wine & Spirits of MN		4,292.90
The Wine Company		115.13
Theisen Kyle	Cell Phone reimbursement	25.00
Vergas Hardware	Supplies	98.67
Viking Coca-Cola Bottling Co		205.95
Total		<u>\$56,435.37</u>
January Receipts		<u>39,182.51</u>
	Total Operating Income (Loss)	(\$17,252.86)

AGED BALANCES

CITY OF VERGAS

DATE: 02/04/2022 AUTHOR: VERJL22

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

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

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
110	N	DAY, SHAWN	\$98.04	\$83.81	\$71.12	\$0.00	\$252.97
211	N	LEMON, BRANDON	\$272.88	\$139.75	\$125.41	\$170.56	\$708.60
230	N	WELDON, BEN &	\$134.99	\$140.17	\$20.20	\$0.00	\$295.36
331	N	NASH, DUSTN	\$107.23	\$94.67	\$87.15	\$0.00	\$289.05
470	N	TRISTYN LEWIS	\$100.27	\$88.25	\$88.95	\$0.00	\$277.47
530	N	DANIEL HOARD	\$83.42	\$73.47	\$91.19	\$0.00	\$248.08
570	N	TONY LICENSE	\$109.94	\$90.04	\$149.49	\$47.38	\$396.85
621	N	WOODS, CASSANDRA	\$128.95	\$115.26	\$105.33	\$301.77	\$651.31
711	N	OLSON, SHELBY	\$213.01	\$142.69	\$191.35	\$106.00	\$653.05
1361	N	LONGTIN, TRISHA	\$85.51	\$88.95	\$81.41	\$34.60	\$290.47
1371	N	DARYL PIXLEY	\$69.34	\$62.99	\$58.35	\$0.00	\$190.68
1651	N	WEIBYE, RYAN	\$78.40	\$64.13	\$69.75	\$0.00	\$212.28
2000	N	LENDE, BRIAN	\$131.06	\$106.33	\$53.78	\$0.00	\$291.17
7701	N	BRACKEN, JOSEPH &	\$118.32	\$97.33	\$149.80	\$0.00	\$365.45
Totals(14):			\$1,731.36	\$1,387.84	\$1,343.28	\$660.31	\$5,122.79

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

11/17
Page 1 of 2

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-07445-22-030

Minnesota Tax ID Number, if any: 1362082

Federal Employer ID Number (FEIN), if any: 416090464

Mailing Address: PO Box 12

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

Name of Chief Executive Officer (CEO): Mary Ditterich

CEO Daytime Phone: 320-226-1074 CEO Email: mditterich@arvig.net

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

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 230 E. Frazee Ave.

Check one:

☒ City: Vergas Zip: 56587 County: Ottertail

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): June 11, 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

11/17
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: Vergas

Signature of City Personnel:

Julie Camner

Title: Clerk - Treasurer Date: 01/31/2022

**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: 1/27/22

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

Print Name: Dennis E. 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)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

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	9/14/2021
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	9/14/2021
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	\$4,373.00	2	9/14/2021
NDSU Landscaping Phase 1 of Long Lake Park	Parks	\$1,250.00	4	1/11/2022

Income:

9/7/2021 Grant Funds	18,623.80
11/22/2021	<u>609.88</u>
Total Income	\$19,233.68

Expenses:

Dehumidifier	Water Plant	2,470.00	
Fire Wall	General Government	848.44	
Microsoft 365	General Government	1,124.56	
Computer Tech. Support	General Government	2,400.00	
NDSU Landscaping	Parks	1,250.00	
Total Expenses		<u>\$6,843.00</u>	
Total in Fund			<u>12,390.68</u>

General Fund/Special Revenue Money Market Account

	2022 Balance	Interest	2022 Interest	2022 Purchased	2022 sold	1/31/2022 Balance
City Shop	3,043.22	3.24%	0.25			3,043.47
Easements	5,215.99	5.56%	0.42			5,216.41
Event Center	1,953.47	2.08%	0.16			1,953.63
General	10,463.93	11.15%	0.84			10,464.77
Park	14,110.62	15.03%	1.14			14,111.76
Sand Seal (Seal Coating)	23,867.92	25.42%	1.92			23,869.84
Sidewalk	11,862.83	12.64%	0.96			11,863.79
Street Improvements/Equipment	23,359.83	24.88%	1.88			23,361.71
Balance	\$93,877.81	100.00%	\$7.57	\$0.00	\$0.00	93,885.38 ***

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

West Central Initiative Account

	12/31/2022 Interest	Donations	Purchases	01/31/2022 Balance
Vergas Community Fund	103.20	0.00	0.00	103.20
Veterans Memorial	32,221.33	0.00	0.00	32,221.33
Event Center	649.72	0.00	0.00	649.72
Trails, Parks & Recreation	53.54	0.00	0.00	53.54
Pickleball	15,388.09	0.00	0.00	15,388.09
Veteran's Memorial Fund	27,070.97	0.00	0.00	27,070.97
Economic Development	15,314.67	0.00	0.00	15,314.67
	90,698.32	0.00	0.00	90,698.32

City of Vergas
2022 Investment Schedule

	<u>Account Number</u>	<u>12/31/22</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>01/31/21</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	93,885.38	0.00	0.00	0.00	93,885.38	0.10	MMDA
Street Debt Service 2006	19919	10,013.55	0.00	0.00	0.00	10,013.55	1.40	2/24/2022
Sewer Reserve	19753	26,723.23	0.00	0.00	0.00	26,723.23	0.50	6/27/2022
Sewer and Water Debt Service	19759	37,265.06	0.00	0.00	0.00	37,265.06	0.55	7/17/2022
Liquor Fund	20097	71,201.34	0.00	0.00	0.00	71,201.34	0.35	12/11/2021
Totals		239,088.56	0.00	0.00	0.00	239,088.56		

City of Vergas
2022 Bond Schedule

<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 12/31/2021</u>	<u>Interest Due 12/31/2022</u>	<u>Total Due 12/31/2021</u>
General Obligation Improvement Refunding Bonds, Series 2015A	12/15/2015	\$299,000.00		2.43%	Vergas State Bank	2/1/27	278,315.75	33,263.00	252,315.75
2009 Gen. Obligation Water/Sewer Refunding Bonds	6/9/2009	\$475,000.00		4.09%	US Bank N.A.	1/1/23	187,150.00	83,352.50	270,502.50
General Obligation Improvement Refunding Bonds, Series 2019A	6/11/2019	\$985,000.00		3.10%	Northland Trust Services, Inc	2/1/40	1,351,645.72	352,715.09	1,311,645.72
General Obligation Water Revenue Note, Series 2022A	2/1/2022	\$132,000.00		2.00%	Vergas State Bank	2/1/32	146,920.00	14,920.00	146,920.00
Total		\$1,891,000.00							1,981,383.97

City Council
2022 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, February 8, 2022

5. Committee Reports

- a. CDH-Vergas Fire Board Report
- b. Comprehensive Planning
- c. Planning Commission
- d. Street/Sidewalk/Yard Waste Committee
- e. EDA/HRA
- f. Personnel Committee
- g. Event Center
- h. Municipal Building
- i. Financial

Files Attached

- Fire Board Report 2021.pdf
- 01-24-2022 Planning Commission Meeting minutes.pdf
- Grass and Weed Ordinance 01.19.22.pdf
- 01.20.22 SSYW minutes.pdf
- 2-02-22 EDA-HRA Minutes.pdf
- 02-08-2022 Personnel Policy City of Vergas Draft.pdf
- 2022-02-02 Event center Meeting Minutes.docx
- Summers City Office estimate 4.pdf
- Est_2346_from_Andy_Pettow_Construction_2948.pdf
- Arvig Proposal.pdf
- 20220208-Vergas-ParkingConcept1.pdf
- Resolution Parking Vergas diagonal -proposed.pdf
- 20220227-Vergas-Amendment4-TermExt.pdf

Fire Board Report

CDH-Vergas Fire & Rescue Board conducted the annual meeting on February 1, 2022, 7pm, at the Fire Hall.

Fire:

1. Responded to 39 fire calls in 2021: 10 grass fire (26%) with another 3 (8%) grass/brush mixture fires and 8 (21%) building fires were the major categories of fire response.
2. There were 11 mutual aid calls. Reflects 4 Dent, 3 Frazee, 3 DL, 1 Perham
3. No trends by day or time of day. Did respond to more grass fires in 2021.
4. 39 response calls in 2021, compares to 40 fire calls in 2020 and 43 in 2019.
5. There are 24 fireman. Down 1 fireman, however compared to other communities Vergas is sitting good.
6. Experiencing increased costs impacting budget. Need to purchase 4 sets of gear this year and cost went up \$400. (Was \$1200, now \$1600). A 3% budget increase was previously approved for 2022.
7. Need to be finish outfitting engine 2 and look at fire vehicle replacements, which is very costly.

Rescue:

1. Responded to 90 calls on 2021: 30 (33%) Medical and 23 (26%) falls were the major categories of response.
2. Number of calls is consistent with prior years. No trends by day or time of day.
3. Breakdown of where responded: Hobart 35 (39%); Vergas 24 (27%); Candor 20 (22%), Dora 10 (11%); and Lida1 (1%).
4. There are 15 rescue members, 4 which are also fireman. There were 3 retirements in 2021 and recruited 2 new members. Could use 5-6 more. The fact that rescue is not deemed an essential service in Minnesota, with no retirement benefit, is problematic.
5. Purchased a Binder Lift in 2021 to assist in lifts from the ground, which has been very effective.

Annual Audit was completed on January 31, 2022 with no issues.

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, January 24, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, January 24, 2022, at 6:00 pm for a hybrid meeting with the following members present Bruce Albright, Van Bruhn, Robert Jacoby, Neil Wothe and Paul Pinke. Absent: none. Also present: Clerk- Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Emily Reno and Celeste Koppe.

Call to Order

Chairman Bruce Albright called meeting to order at 6:00 pm.

Set Time, Place and Date of 2022 Meetings

Motion by Pinke, seconded by Jacoby to hold Planning Commission meetings on the 4th Monday of the month at 6:00 pm in a hybrid setting at the Event Center and on zoom. Motion passed unanimously.

Agenda Additions and Deletions

Approved agenda as presented.

Minutes

Motion by Jacoby, seconded by Pinke to approve minutes of the November 22, 2021, Planning Commission meeting. Motion passed unanimously.

Status of Council Recommendations

Grass and weed ordinance was returned to the planning commission to discuss two changes made by the Mayor. Attorney Tom Winters has advised to pass ordinance. Motion by Pinke, seconded by Bruhn to recommend to Council to approve presented grass and weed ordinance. Motion passed unanimously.

Old Business:

Property with trailer house and loader located on has been established as a nuisance property with the planning commission having asked Attorney to write nuisance letter has been sold and new owner has assured Lammers the property will be cleaned up by June 1, 2022. Commissioners stated Attorney does not need to prepare letter.

Townline Road was discussed, and the City is waiting for Attorney to prepare and send letters. Commissioners were informed the City has been given permission to cut trees along Keith and Shelly Bukowski property.

Vergas snowmobile ordinance was discussed and Bruhn and DuFrane will continue to look at current routes and changes that need to be made. Language needs to be changed in city ordinance 72.04.

New Business

Members of the public joined meeting to discuss land use for the comprehensive plan. Celeste Koppe led discussion for the 15-year comprehensive plan study focus group.

Snow emergency routes and parking will be discussed at the March meeting.

Meeting adjourned at 7:30 pm.

Secretary,
Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

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

Attorney Winters supply letters for property owners along Townline Road.

350 Pelican Avenue construction assessment

Nuisance property located at parcel 82000500034000 of an old trailer house and loader removed by June 1, 2022.

Council recommendations:

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

Approve grass and weed ordinance.

DRAFT

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.

INSPECTORS. “Inspector” means the commissioner of agriculture, agent of the commissioner, county agricultural inspector, local weed inspector, or assistant weed inspector. The supervisors of each town board and the mayor of each city shall act as the local weed inspectors within their respective municipalities. A municipality may appoint one or more assistants to act on behalf of the appointing authority as a weed inspector for the municipality. The appointed assistant or assistants have the power, authority, and responsibility of the city mayor in the capacity of weed inspector, M.S. ‘ 18.80.

MEADOW VEGETATION. Grasses and flowering broad-leafed 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, weed inspector or their assistant(s) shall make an inspection and prepare a written report regarding the condition. Upon concluding that there is a probable belief that this subchapter has been violated, the City Clerk 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 weekends and holidays, if the property owner contests the findings of the Inspector. 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.

**Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas City Office
January 20, 2022**

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Thursday, January 20, 2022 at 9:00 AM at the Vergas City Office. Present was Bruce Albright and Paul Pinke (via Zoom), Vergas City Council; Mike DuFrane, Utility Superintendent; and Julie Lammers, City Clerk. Albright called the meeting to order at 9:00 AM.

2.) Agenda Additions or Deletions. Albright thought we should add replacement of the City's pay loader.

3.) Diagonal Parking. SSYW Committee will have to adopt a Resolution for Diagonal parking along 1st Avenue (AVE) from the corner of Linden Street (ST) to West Main ST. Diagonal parking in this area was discussed with the development of the S & Z Properties LLC (former Goodman building). A map showing the area in question will need to be developed by the City's Engineer, KLJ. The SSYW Committee agreed to adopt said Resolution and to have KLJ develop the needed map. The matter can be placed on the 02/08/22 Council meeting agenda for final adoption.

4.) Main ST Snow Removal. Vergas Ordinance ' 93.03, (B) (1) states "No person shall obstruct any street or sidewalk by depositing snow or ice thereon". A new Snow Removal and Ice Control Policy was adopted but the Council on February 9, 2021. That Policy (#5), states "Snow and ice removal from driveways and sidewalks are the responsibility of residential and business property owners".

Councilperson Fischer contacted the City about where and when businesses along Main ST should do their sidewalk snow removal. The only place they really have to put their snow is on the street. Her contact also included information from the City of Perham's website on how they handle snow removal. They have an ordinance in place for the winter months (November 1 - May 1) regarding parking on odd and even sides of the streets. For example, if the date was December 6th, you'd park on the even side of the street. Hauling of snow from the downtown area and parking lots usually starts the day after the plowing is done. They put up signs beforehand so no parking is allowed in those areas. They also note where the "city owned" sidewalks are located. Fischer feels that if we don't follow what we have in our current Ordinances and Policies, then they should be changed.

Lammers also included the City of Frazee's Ordinance on snow removal. They give businesses 24 hours to remove snow/ice. If it is not removed, it is removed by City forces, and the business owner is billed accordingly. DuFrane said he contacted Sonnenberg Excavating this morning, and they charge \$250/hour for a loader and truck for snow removal. Albright suggested that it might be beneficial if the City's Policy had a map attached showing where the public and business owned sidewalks are located. That way, there is no question as to what areas we are talking about. For example there is the sidewalk on the east side of Billy's (N Railway AVE), where they claim they don't shovel so snowmobiles can park there. DuFrane felt that maybe a time frame had to be set (like 5:45 AM), as to when businesses can place their snow on Main ST, and have it hauled away by the City. The County reimburses the City for any snow removal done on the County Roads (60/17/4/35). For 2020, the reimbursement totaled \$2,573.70.

The SSW Committee felt that Lammers should gather some more information from neighboring cities (similar to Vergas) regarding their snow removal policies, and we can meet again for further discussion.

5.) Sidewalk Policy (see discussion above, #4).

6.) City Long Range Road Plan/Funding. Albright commented that he has not had time to work on the long range road plan funding. We have numbers now from Otter Tail County, regarding blading, graveling, seal coating, and mill and overall costs. Based on the number of paved and unpaved roads in the City limits we are responsible for maintaining, we should be able to estimate annual costs for each, and hopefully budget accordingly.

DuFrane asked Committee members to look at Townline Road. With this year's snowfall and wind, he is starting to run out of room to push the snow. Complaints have been filed in the past by neighboring landowners, that snow is pushed onto to their fences, causing damage. DuFrane said his department has been able to clear some of the brush encroaching on the graveled road surface, via the temporary easement the Bunkowski family signed. Lammers said the City Attorney, Tom Winters, Ramstad, Skoyles & Winter, P.A., has the permanent easements ready to go, and they will be mailed to the City. Albright will go with DuFrane to look at the road after today's meeting.

7.) East Lake Street Relocation. Winters also has the documents ready for the City's review. The City will be trading easements with Franklin Fence, to acquire ownership of the current road's location. The platted road location and associated right-of-way (R/W), have to be kept, because the water and sewer lines are located there. A hearing will ultimately be held to complete the process.

8.). Loader Replacement. Lammers distributed a vehicle listing showing a possible replacement schedule for a number of City owned vehicles. Albright has printed a document he found on the internet titled "What is Equipment Depreciation and How to Calculate It". He has not had time to run the math for the City's loader, purchased in 2017 for \$140,500, and initially scheduled for replacement in 2023 (7 years). General Equipment and Supplies, Inc., Fargo, North Dakota (ND) furnished a replacement quote on November 16, 2021. They bid a Komatsu 2022 Loader with a 5 year/2000 hour premier warranty. The cost was \$170,600. They were going to offer \$105,000 for our loader. The City was going to keep our attachments. The difference, or \$65,600, could be financed over 3-4 years at 5% interest. Monthly payments for each, are \$1,969 (\$23,628 annually) and \$1,514 (\$18,168 annually). DuFrane said another salesman from General Equipment also contacted him, and he works exclusively with City contracts, and might be able to offer a better deal. Albright questioned if we could get a new loader through the State's procurement contract? DuFrane said they don't offer Komatsu. Our current payments and warranty ended in 2021. Costs in the past for the loader have been split equally between Streets, Yard Waste, and Wastewater (plowing road to lagoons). Fischer has asked for a more detailed breakdown of actual loader use. When the last loader was purchased in 2017, there was discussion to replace the loader every 5 years to get the maximum trade-in value while still under warranty (5 years). Without a warranty, DuFrane felt repair costs could be quite costly. While he knows of no current loader problems, future repairs could be very expensive, most likely requiring the loader to be hauled to Fargo, or an expensive service call. DuFrane has not had time to follow-up with any more quotes, due to snow removal, etc. He would like some type of commitment from the Council, before doing so. Albright felt it really boiled down to "pay me now, or pay me later", as "depreciation" will continue to lower the trade-in value of our loader as time goes on. Our loader is currently worth \$35,500, or about \$7,100 annually, less than we paid for it in 2017. Albright will run some numbers and bring the information back to our next SSW meeting.

DuFrane also questioned replacement of the City's 2005 Chevrolet pickup, acquired in 2008. He would like to get either a 3/4 or one ton pickup. Hauling the City's water tank around is heavy. Both of the City's pickups are 4-wheel drive. Lammers went over the City's budget for the pickup replacement and the various account funds that are budgeted for such.

The meeting was adjourned at 10:45 AM

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations

- Adopt Resolution for Diagonal Parking Only with map showing area prepared by KLJ Engineering. Submit to Otter Tail County Highway Department.

Follow up Actions

- Continue to evaluate new loader options/costs.
- Finish meetings with neighboring Townships regarding Yard Waste disposal site issues/concerns/costs. Hobart - done, Candor and Dora left.
- 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, and future City needs for growth. Factor In County Shop.

CITY OF VERGAS EDA/HRA
Wednesday, February 2, 2022
11:00 am
Billy's Corner Bar

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, February 2, 2022, at 11:00 am Billy's Corner Bar with the following members present: Bruce Albright, Paul Pinke and Vanessa Perry. Absent: Austin Tegtmeier and Kevin Zitzow. Also present: Clerk/Treasurer Julie Lammers.

Call to Order

Meeting was called to order by Vice President Bruce Albright at 11:30 am.

Approval of Agenda

Approved agenda as presented.

Set Time, Place and Dates of Regular 2022 Minutes

Motion by Perry, seconded by Pinke to set the 2022 EDA/HRA meetings to the first Wednesday of the month at 2 pm at Billy's Corner Bar. Motion passed unanimously.

Approval of Minutes

Motion by Pinke, seconded by Perry to approve December 1, 2021, minutes. Motion passed unanimously.

Status of Council Recommendations

Council has sold the West Lake Street property and \$8,000 was transferred to the EDA/HRA budget for 2022. County has increased the City contributions for housing projects from \$25,000 to \$50,000 limiting each project to \$25,000.

Financial Update

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

Old Business

2022 EDA and HRA goals were discussed and updated with the consensus to further discuss at the March meeting.
HRA - Housing:

1. Identify buildable lots: Review housing study determine the types of housing needed, work with City and private development to furnish said housing.
 - a. Identify lots within current city limits, who owns said lots, their price, and whether they have City services (water/sewer), or their potential for said services.
 - b. Identify potential building lots within a one-mile radius of Vergas, who owns the lots, and their selling price. Assess potential of providing City services.
2. Determine interest in grant or low interest housing program to repair or improve existing housing. Assisting current residents in retaining and maintaining their properties through knowledge of available programs.
3. Aid residential developers by making new housing more available through support of waived permitting fees; tax abatements or tax increment financing; etc.
4. Convey the message that all aspects; live, work, and play; contribute to the existing high quality of life in our community.
5. Work with developer of Lawrence Lake Lots, as well as owners of other available lots within Vergas City limits on a marketing campaign to help sell said lots.
6. Look at grants, loans, programs, at the local, state, and federal levels to make city services (water/sewer) available and affordable for new developments.
7. Continue to be involved with City Comprehensive planning process, focusing on housing issues/concerns within said study.

EDA-Commercial:

1. Meet with existing business owners, determine how things are going for them, or if they need our assistance to stay in business or to expand their business.
2. Support current commercial businesses with training and information on available or upcoming funding in order to help them maintain and grow at a successful rate.

3. Continue to explore options for bringing a grocery store to Vergas.
4. Work with Planning and Zoning to review areas within current city limits and within a one-mile radius for potential future business development/growth.
5. Continue redevelopment efforts of unoccupied commercial buildings within the city of Vergas.
6. Encourage well planned quality development of commercial areas.
7. Continue to work on parking issues within business district (availability/handicap), identify solutions, both short-term and long-range. Some solutions might involve buyout of existing businesses, identify funding sources, etc.
8. Continue to be involved with City Comprehensive planning process, focusing on business issues/concerns within said study.
9. Meet with Commercial Club to review each other's goals, common interests, and where interests may overlap. Work together to enhance each other's missions.

Albright reviewed Northwest MN Regional Housing Forum he attended on zoom. Housing is an issue all over the state with high cost of homes and many annual incomes ranging from \$22,000-\$27,000 per year.

Lammers reviewed MN Public Finance Seminar she will be attending Thursday, February 3 and Friday, February 4, 2022.

New Business

Members of the community joined meeting to discuss housing in the 15-year compressive plan. Comprehensive planning focus group regarding housing was led by Celeste Koppe.

Discussed allowing Tegtmeier a leave of absence until June 2022. Motion by Perry, seconded by Albright to grant a leave of absence to Tegtmeier until April of 2022. Motion passed unanimously.

Meeting adjourned at 1:36 p.m. The next meeting will be held March 2, 2022, at 2:00 pm at Billy's Corner Bar.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

None.

Follow up Actions.

Review and update 2022 EDA/HRA goals.

City of Vergas Personnel Policy

Introduction

1. It is the purpose of this policy to establish a uniform and equitable system of personnel administration for employees of the City of Vergas. The policy provides information about certain terms and conditions of employment and should not be construed as contract terms for any city employee. No supervisor or City representative has the authority to enter into any agreement for employment or make an agreement contrary to this policy.
2. Nothing in this policy, or in other City policies which may be communicated, constitutes a contract of employment. Policies serve as an informational guide to help employees become better informed and make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and as approved by the City Council for achievement of objectives of that department. Employee's will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed by the assigned supervisor.
3. Policies are not intended to cover every situation that might arise and can be amended at any time at the discretion of the City Council. As an employee, you are responsible for complying with current city policy at all times.

Policy

1. Scope of Policy

This policy applies to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected officials
2. City Attorney
3. Members of city boards, commissions, and committees
4. Consultants and contractors
5. Volunteers

2. Definitions

1. Employee: A person employed by the City of Vergas, whether on a full (33 hours or more a week) or part-time (32 or less hours per week) basis.
2. Seasonal Employee: A person who works only part of the year, 100 days or less to conduct seasonal work. Seasonal employees do not earn benefits or credit for seniority.
3. Temporary Employee: Person who works a temporary job with a defined start and end date or for the duration of a project. This may be on a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.
4. Employer: The City of Vergas.

3. Equal Employment Opportunity (EEO)

The City of Vergas is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring demotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Vergas will not discriminate against any employee or

job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

4. Discrimination

No person shall be employed, promoted, demoted or discharged by the City or in any way favored or discriminated against because of political opinions or affiliations, race, color, national origin, religion, sex, marital status, status with regard to public assistance or disability, or because of the exercise of rights under provisions of the Public Employment Labor Relations Act, Minnesota Statutes, Sections 179.61 to 179.76. No person who is between 18 and 70 years of age shall be discriminated against with reference to City employment in any way forbidden by federal law.

5. Data Practices Advisory

Employee records are maintained in a secure location designated by the City Clerk. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance.

6. Drug Free Workplace

In accordance with Federal Law, the City has adopted the following on drugs/alcohol in the workplace.

- 1) Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City intent and obligation to provide a drug-free, safe and secure work environment.
- 2). The unlawful manufacture, distribution, possession, or used of a controlled substance on City property or while conducting City business is absolutely prohibited. The use of alcohol while on duty is prohibited. Violations of this policy will result in disciplinary action, up to and including termination and may have legal consequences.
- 3). The City recognizes alcohol/drug abuse as a health, safety, and security problem. Employees needing help are encouraged to use the health insurance plan and assistance programs, as appropriate.
- 4). Employees, as a condition of employment, must abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off the work premises. A report of a conviction must be made within five (5) days after conviction as required by the Drug-Free Workplace Act of 1988.

City Work Rules and Code of Conduct

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies and procedures.

1. Falsification of Records. No person shall knowingly make any false statement, certificate, mark, rating or report regarding any test, certificate, work hours, or appointment held or made under the City personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this policy. Immediate disciplinary action will be taken up to and including termination or potential criminal prosecution dependent on the nature of the fraud.

2. Rendering of Consideration. No person seeking employment to or promotion in the municipal service

shall either directly or indirectly give, render or pay any money, service or other valuable consideration to any person or on account of or in connection with his test, appointment or promotion, or proposed appointment or promotion.

3. **Conflict of Interest.** City employees are to remove themselves from situations in which they would take action or make a decision where that action or decision could be perceived or actual conflict of interest or could result in a personal benefit from themselves or a family member. If an employee has any questions about whether such a conflict exists, he/she should consult their supervisor.

4. **Access and Use of City Property.** Any employee who has authorized possession of keys or other city owned equipment must register his/her name and serial number or identifying information about the equipment with the City Office. City property must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing. Employees are responsible for the safe keeping and care of such city keys. The duplication of keys is prohibited unless authorized by the City. Unauthorized duplication of keys will be subject to disciplinary action. Employees will be responsible for the cost to replace lost keys and required lock rekeying. Personal access and use of city buildings after hours is prohibited unless prior approval by the City Council.

5. **Cellular Phone Use.** All employees are expected to follow applicable local, state, federal laws and regulations regarding cellphones at all times. Use should in no way limit the conduct and completion of work. Regardless of who pays the bill; cellphone records about city business are subject to the Minnesota Government Data Practices Act. Refer to City policy "Use and Maintenance of City Vehicles" regarding cellular phone policy for those employees driving a city vehicle.

6. **Social Media.** What employees write or post is public and reflects on the city. Personal social media account name or email name is not to be tied to the city. Refer to City policy entitled "Social Media".

7. **Smoking.** The City of Vergas observes and supports the Minnesota Clear Indoor Air Act. All city buildings and vehicles, in their entirety, are designated as tobacco free. This means that smoking in any form through the use of tobacco products such as pipes, cigars, cigarettes or vaping with e-cigarettes is prohibited. Employees are allowed to smoke only during breaks and lunch and cannot smoke on city property or in city vehicles.

8. **Weapons.** Possession or use of a dangerous weapon is prohibited on city property, in city vehicles, or in personal vehicle being used for city business. This includes employees with valid permits to carry firearms. Exceptions to the dangerous weapon prohibition include 1) employees legally in possession of a firearm, for which the employee holds a valid permit as required, and the said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while working on city property and 2) Rodent control by City Utilities Supervisor or Maintenance Operator at the City lagoon.

New Hire Probationary Period

The City of Vergas is committed to hiring the most qualified applicant into new and vacant positions and adhering to the guidelines established by the US Equal Employment Opportunity Commission on selection and employment. Hiring is conducted as outlined in City of Vergas Policy for Hiring Employees.

1. The **probationary period** is an integral part of the selection process and is utilized for training and to

evaluate the employee's work performance and work results, ensure an effective adjustment by the employee to the position, and for purposes of determining need for termination when the employee's performance does not meet required work standards.

2. **Duration.** Every original appointment and every promotional appointment are subject to a probationary period of up to a year. At three months a progress review is held to determine to evaluate performance or whether a performance improvement plan or additional training may be needed.

3. **Termination.** The City Council may terminate a probationary employee at any time during the probationary period if in the Council's opinion, based upon work observation & review, indicates the employee is unable or unwilling to perform the duties of the position satisfactorily or that work habits and dependability do not merit continuance in the position.

Performance Review

1. An objective performance review will be conducted within 30 days before or after the employee anniversary dated, based on the assigned performance evaluation standards. Performance reviews are discussed with the employee and the employee is given an opportunity to provide a self-assessment utilizing the provided self-assessment form.
2. The quality of an employee's performance will be considered in personnel actions and salary adjustments.
3. Certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate, are challengeable using the city's grievance process. Subjective assessments are not challengeable. For those parts an employee may submit written response that will be attached to the performance review.
4. Signing of the performance review acknowledges the review has been discussed with the assigned supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

Compensation

1. **Monetary:**

A) An employee of the City shall be paid according to the employee's designated position and assigned step on a ten step pay scale. Each step shall provide a specific hourly rate to be paid to the employee assigned that step.

B) An annual Cost of Living Allowance (COLA) is reviewed and recommended by the Personnel Committee and approved by the City Council.

C) A step increase is provided every 3 years of service if the employee has a satisfactory or higher rating. A step increase can be recommended prior to the 3-year period based on high satisfactory or exceptional performance as recommended by Personnel Committee and approved by the City Council.

D) When an employee is at the tenth step of the pay scale, the wage increase, if the employee is otherwise eligible for advancement, is the annual COLA or as otherwise recommended by the Personnel Committee and approved by the City Council.

E) Unless approved by the City Council, no employee shall receive pay from the City in addition to the salary authorized for the position to which he/she has been appointed.

F) Pay tables will be established for new positions and at time of a position vacancy. Pay tables may also be reviewed when experiencing significant turnover or when critical positions are not getting filled or are delayed in getting filled. Pay tables are reviewed and approved by the City Council.

G) Compensation for seasonal and temporary employees is set by the City Council at time of hire.

H) **Work hours between 12 am to 6 am are paid a 10% higher differential pay rate above the employees base regular pay. Nighttime hours are as approved by a council member serving on the Personnel Committee.**

2. Holidays:

A) The City observes the following official holidays for full-time and part-time employees

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

B) When a holiday falls on a Sunday, the following Monday will be the “observed holiday” and when Holiday falls on Saturday, the preceding Friday will be the “observed holiday” for city operations, which will be closed on holidays.

C) Regular, full-time employees will receive regular hourly rate of pay observed holiday days which they are not required to work:

D) For employees required to work on the “actual” holiday, the pay will be at 1.5 times the hourly wage.

3. Overtime:

A) Employees shall be compensated for overtime rates at one and one-half (1.5) the regular rate of pay. Overtime will be calculated to the nearest 15 minutes. The established work week is Monday morning from 12:00 a.m. to Sunday evening at 11:59 p.m., or such other seven-day period as may be designated from time to time by the City.

B) A Council member on the Personnel Committee must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action and may be denied pay for the overtime worked.

4. Compensatory Time

A) Overtime hours shall be compensated in the form of compensatory time off at the discretion of the employer. Compensatory time for overtime worked will be time and a half. The method of compensation will be determined from time to time by the City Council.

B) No employee shall accumulate more than 42 hours of unused compensatory time (resulting from 28 hours of overtime worked). Any accrual of compensatory time above the 42 hours limit shall be lost unless payment for the excess compensatory time is authorized by Personnel Committee prior to the performance of the overtime work. An employee may not be required to work overtime in any situation where compensatory time will be lost without pay.

C) In December of each year all employees carrying a compensatory time balance shall be paid in full for said balance at the employee's hourly pay rate at the time payment is made. The payment shall accompany or be added to the payroll check for the second to last pay period of the calendar year, less normal payroll deductions. All efforts are made to support use of compensatory time prior to the end of the year.

D) Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The City Clerk/Treasurer will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

5. Payday: Employees are paid bi-weekly on alternate Wednesdays. Bi-weekly pay periods are designated by the City and begin on a Monday and end on the second Sunday after such Monday. Work shifts that begin on a Sunday are treated as entirely worked on that Sunday, even though a portion of that shift may actually be worked on Monday. When a pay day falls on a holiday, employees shall receive their pay the preceding Tuesday. An employee shall turn in his or her time sheet for a bi-weekly pay period on or before the Monday upon which the bi-weekly pay period ends.

6. Work Hours: Work schedules are established for each pay period and posted in the City Office. Work schedules are devised to communicate work hours and availability of city personnel to ensure good customer service and effective work coverage to minimize the use of overtime and compensatory time.

7. Time Sheets: All employees shall keep accurate records of the time worked in the manner and on the defined forms as specified by the City Council. Falsifying of time sheets by an employee shall be cause for immediate dismissal of that employee from City employment. Time sheets are signed by the employee confirming correct with verification and attestation by the next level supervisor or Personnel Committee.

8. Compensatory Time of Officers and Employees (MN Stat. 30.09):

Members of the Vergas-CDH Fire and Rescue Department who are employees of the city may respond to calls or when paged during their regular work schedule. When an employee (who is also a Vergas-CDH Firefighter or First Responder) responds to a call or page when they are engaged in city compensated employment, will be paid for that time period, based upon their hourly rate or a pro-rated portion of their non-hourly flat rate compensation. They must note on their bi-weekly time sheet the time they were away from the worksite or provide other acceptable written evidence of the time spent away from city employment.

Attendance and Leave

The operations and standards of services in the City of Vergas require that employees be at work unless valid reasons warrant absence, or an employee has a position approved to work remotely. Employees who are going to be absent from work are required to notify their supervisor or the City Office as soon as possible in advance of the absence.

1. Paid Time Off (PTO)

After six (6) months of service (part time or full time), vacation leave may be used as it is earned, subject to approval by assigned supervisor. PTO replaces separately assigned sick, emergency or vacation leave and is combined into a single benefit program. PTO does not replace City observed holidays, or other leave such as jury duty or military leave. Temporary, seasonal and part-time employees are not entitled to paid time off (PTO) or holidays with pay. It is the policy of the City of Vergas to grant PTO with pay to regular employees in accordance with the guidelines established below:

A) An employee's anniversary date and years of service will be used to determine an employee's eligibility for PTO. PTO for regular full-time employees will accrue as follows:

B) Accrued PTO will be added to the employee's leave balance each pay period.

1-5 Years 2 hours per week (104 hours per year)

6-14 Years 3 hours per week (156 hours per year)

*Those employed prior to Oct 2019, will maintain 3.08 annual leave accrued.

15+ 4 hours per week (208 hours per year)

C) PTO will not accrue during unpaid leaves.

2. PTO Leave Requirements

A). To remain eligible for health or emergency related PTO leave, the employee is responsible for keeping their supervisor advised of health status. If a health-related cause for PTO leave results in an absence from work of more than 3 consecutive workday duration, a health professional's written verification of the nature and anticipated length of the employee's health related absence must be submitted prior to the end of business on employee's third day of absence from work. If a doctor's verification is not received, no PTO pay will be issued, and employee's continued absence will be deemed "unexcused".

B). The maximum amount of PTO time that shall be allowed to accrue is 200 hours for employees.

C). Should an employee reach the accrued PTO maximum of 200 hours, A plan for leave usage is to be devised to get under the 200 hours with approval at the following City Council meeting.

D). The City of Vergas will pay employees for all accrued PTO leave upon resignation or retirement for those employees leaving in good standing.

E) Leave requested in which there is no PTO available; will be at the discretion and approval of the supervisor. Should time and attendance become an issue, the employee may be subject to disciplinary actions.

3.Non-Accrued PTO (NAPTO)

A) Eligibility:

An employee may elect to receive up to 64 hours of non-accrued PTO ("NAPTO") if the employee cannot work due to a health-related disability and when the employee does not have sufficient accrued PTO to provide benefits during the term of the employee's health related absence from work. An employee may elect to receive NAPTO by submitting a written request to their supervisor on the application form provided for such purpose. A treating provider's written confirmation of employee's health related restriction from work must accompany this application.

B). Reimbursement.

1). All NAPTO wages and benefits must be reimbursed to the City within twelve (12) months of the date of the last pay period in which the Employee receives NAPTO wages and benefits. The method of reimbursement shall be agreed upon between the City and the employee. The City retains the sole authority to determine what hours, if any, may be accrued as compensatory time.

2). At the employee's election, reimbursement may be from employee's subsequently accrued PTO at a rate not less than 50% of the employee's accrued PTO wages and benefits per pay period or from accrued compensatory time or by direct payment of the value of all wages and benefits provided.

4. Light Duty/Modified Work Assignment

A) Light duty is evaluated by the City Council on a case-by-case basis. Temporary assignment of work will be evaluated for temporarily disabled employees who are medically unable to perform their regular work duties. Such assignments are for short-term, temporary disability-type purposes. The City Council will determine when and if light duty work will be assigned. This policy does not guarantee assignment of light duty. When an employee is unable to perform the essential requirements of his/her job due to temporary disability, he/she must notify their supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the assigned job description, along with a written request for light duty.

- B) Upon receipt of the written request, the supervisor will forward copy of the report to the City Council. The City may require additional medical information or exam.
- C) The circumstances of each disabled employee performing light duty work will be reviewed at regular intervals. Any light duty/modified work assignment may be discontinued at any time.
- D) If a light duty assignment is offered to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act (FMLA) to accept a light duty assignment.

5. Employee Health Conditions Relating to Pregnancy

- A) The city will attempt to provide a female employee who requests reasonable accommodation with the following health conditions related to pregnancy or childbirth.
- More frequent restroom, food and water breaks;
 - Seating;
 - Limits on lifting over 20 pounds; and/or
 - Temporary transfer to a less strenuous or hazardous position, should one be available.
- B) Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

Leave without Pay

1. Pregnancy and Parental Leave (MN Stat. 181.940 – 181.944)

- A). Eligible employees who are a biological or adoptive parent will be provided an unpaid leave of absence of up to twelve (12) weeks for the birth or adoption of a child, (as defined in MN Stat. 181.940 Subd. 4), or for the placement of a child in foster care. Leave may begin at the time designated by the employee but must start within twelve (12) months of the date of the birth, adoption, or placement of the child and be completed within that year. However, if the child remains in the hospital longer than the mother, leave commences at the time the child leaves the hospital.
- B). An employee shall provide at least 30 days' notice of the date leave is to commence and its expected duration. If leave is longer than 1 month the employee shall provide at least 2 week's notice of employees expected return date.
- C). An eligible employee is one who has completed twelve (12) months of fulltime employment immediately preceding the requested leave date and who has worked an average number of hours each week that is at least equal to one-half the fulltime equivalent position in the employee's job classification.
- D). An employee may choose to use paid time off (PTO) during the parental leave of absence. This leave will not extend beyond the 12 week leave period. All other time will be unpaid. However, the employee's benefits will continue as if the employee were still at work. No PTO benefits shall accrue during a leave of absence without pay.
- E). An employee failing to return to work as scheduled after completion of an approved leave will be considered to have voluntarily terminated employment with the City of Vegas.
- F). If an employee needs to request a longer leave of absence the employee may do so under the city's General Leave without Pay Policy.

2. General Leave without Pay

The City Council may grant any permanent employee a leave of absence without pay for a period not to exceed 90 days except that it may extend such leaves to a maximum of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension. No PTO benefits shall accrue during a leave of absence without pay.

3. Leave for School Conferences and Activities (Mn Stat. 181.9412)

Employees with children receiving childcare services or attending a prekindergarten, regular or special education program or attending elementary through high school may take up to 16 hours of leave each 12-month period for school conferences and activities each year provided the conferences or activities cannot be scheduled during nonwork hours. The employee must request leave at least 1 week in advance of the scheduled leave date. All school conference and activity leave covered by this section is unpaid. However, employees may use accrued PTO in place of unpaid leave.

4. Military Leave

- A). State and Federal laws provide protections and benefits to city employees who are call to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total 15 days in any calendar years.
- B). The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or service beyond the 15-day paid leave of absence.
- C). Employees on extended unpaid military leave will receive 15 days paid leave of absence in each calendar year, not to exceed 5 years.

5. Family Medical Leave

A). Basic Leave Entitlement FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or childbirth;
 - to care for the employee's child after birth, or placement for adoption or foster care;
 - to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
 - for a serious health condition that makes the employee unable to perform the employee's job.
- Military Family Leave Entitlements Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

- B). Employees are eligible if they have worked for the City of Vergas for at least 12 months and have 1,250 hours of service in the previous 12 months.
- C). Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When a 30day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.
- D). The City of Vergas will inform employees requesting leave whether eligible under FMLA. If eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If not eligible, the employee will be provided a reason for the ineligibility.

Jury or Witness Duty

When an employee performs jury duty or is subpoenaed as a witness in court or voluntarily serves as a witness in a case in which the City is a party, the employee is entitled to compensation from the City equal to the difference between his regular pay and the amount received as a juror or witness.

Meal Break and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time end time by saving the breaks and applying to scheduled work shift.

Resignation

Any employee wishing to leave municipal service in good standing, shall file with the City Council at least 14 days before leaving, provide a written resignation stating the effective date of the resignation and the reason for leaving.

Failure to comply with this procedure may be considered cause for denying the employee future employment by the City. Unauthorized absence from work for a period of three working days may be considered by the City Council as a resignation without such benefits.

Lay-off

After at least two weeks notice to the employee, the City Council may lay off any employee whenever such action is necessary because of shortage of work or funds, the abolition of a position, or changes in organization. No permanent or probationary employee shall be laid off while there is a temporary employee serving in the same class of position for which the permanent or probationary employee is qualified, eligible and available.

Grievance

It is the policy of the City to prevent the occurrence of grievances and to deal promptly to resolve disputes at the time of occurrence. If the employee deems the dispute issue unresolved, it will be settled in the following manner.

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, date occurred, facts on which it is based, and the provision(s) of personnel policy allegedly violated, and remedy requested. The grievance is to be filed to the supervisor within twenty-one (21) days after the alledged violation or dispute. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been resolved in accordance with Step 1, it must be presented in writing, stating the nature of grievance, date at which the incident allegedly occurred, the facts on which is based, provision(s) of the Personnel Policy allegedly violated, and the remedy requested by the employee to the next level supervisor. If no next level supervisor, the grievance is to be submitted to the Personnel

Committee. The next level supervisor or Personnel Committee will respond to the employee within seven(7) calendar days. The decision at this level is final, except for those specific components in a performance evaluation subject to challenge through the Minnesota Department of Administration.

Discipline

Employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including compliance of work rules, city policies and standards of conduct. Discipline will be administered in a non-discriminatory manner. There will be an investigation into any allegation of which disciplinary action might be based before any disciplinary action is taken. If an employee believes the discipline applied is either unjust or disproportionate to the offense, may pursue a remedy through city grievance procedures.

1. Forms of Discipline. Discipline will be in one or more of the following forms

- (a) oral reprimand;
- (b) written reprimand;
- (c) suspension with or without pay;
- (d) termination

2. Notices. Notices of suspension, demotions and termination will be in written form and will state the reasons for the action taken. The employee shall be provided with a copy of such notice.

3. Written Records. Written reprimands, notices of suspension, and notices of termination which are to become part of an employee's personnel file and shall be read and acknowledged by signature of the employee. The employee will receive a copy of such reprimands and/or notices.

4. Examination. Employees may examine their own individual personnel files at reasonable times under the direct supervision of the City Clerk/Treasurer.

5. Other Disciplinary Actions. The following other disciplinary actions may be taken after the foregoing steps have been followed:

- A) Involuntary demotion. This step shall be taken only if the employee does not have the ability to function at the higher level.
- B) Withholding a salary increase or decreasing the employee's salary. The employee shall be notified in writing of the action and the reasons. A copy of the notice shall be placed in the employee's file.
- C) Required completion of specific disciplinary or corrective action by the employee.

6. Hearing. In any case of disciplinary action, the employee shall be granted a hearing before the City Council if the employee submits a written request for such a hearing to the Council within five working days of notification of the action taken. The hearing shall be held within ten working days from the date the request is filed unless the City and the employee agree on an earlier or later date. If the disciplinary action involves the removal of a veteran, the hearing shall be held in accordance with Minnesota Statutes, Section 197.46.

Insurance

1. Employer Contribution. The City will pay 100 percent of employee coverage and employees will pay for dependents coverage. In addition, the City will pay 100 percent of life and disability insurance premiums at current benefit levels. The contribution terms and conditions set forth in this subdivision regarding insurance benefits may be changed by resolution of the City Council.

2. Part-Time Employees. The City does not provide a city contribution for health/hospital insurance for any part-time city employees. However, part-time employees who work over 30 hours a week may purchase at their own expense such insurance coverage as may be available from time to time for part-time employees through the City's group insurance carriers. This right to purchase such insurance is subject to any availability restrictions or other limitations imposed by said group insurance carriers.

3. Single Coverage. Employees not choosing dependent coverage cannot be covered at City expense for any additional insurance, nor will they receive a cash payment for the difference between the cost of single coverage and the maximum monthly dollar cost paid by the City.

4. Additional Coverage. Under the group insurance program, an employee may purchase additional health, disability and life insurance for the employee and the employee's dependents provided that the employee pays the full cost of such additional coverage.

Retirement

The city participates in the Public Employees Retirement Association(PERA) to provide pension benefits for eligible employees, per Minnesota statute based on pay or hours worked, to help plan for a successful and secure retirement. Participation is mandatory for most employees, and contributions into PERA begins immediately on employment. The city and employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare. The city matches the employee's Social Security and Medicare withholding.

Safety

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the City of Vergas. To the greatest extent possible, an environment free from unnecessary hazards and established policies and procedures will be in place.

1. Exposure to Hazardous Substances. Any employee routinely exposed to hazardous substances or harmful physical agents as defined in the Minnesota Employee Right to Know Act of 1983 shall be trained before being assigned or reassigned work exposing him or her to such substances or agents and shall be given training annually thereafter. Training shall include an explanation of how and where information about hazards is stored in the workplace, how the hazards are labeled, and where to obtain specific information. An employee acting in good faith has the right to refuse to work under conditions which the employee reasonably believes presents and imminent danger or serious physical harm to the employee.

2. Safety Equipment/Gear. Where safety equipment is required by federal, state or local rules and regulations, it is a condition of employment that such equipment be used or worn by the employee.

3. Reporting of Accidents and Illness. Minnesota workers' compensation laws and state and federal Occupational Safety and Health Acts require all job-related injuries or illnesses be reported as soon as possible to the supervisor. The supervisor in collaboration with the employee, will complete a First Report of Injury and other forms necessary related to the injury or illness on the job and evaluate for workplace improvement needs.

4. Unsafe Behavior. Supervisors are authorized to take immediate action, including sending employee home, when employee's behavior violates city personnel policies, department policies and creates a potential health or safety risk for employee or others.

5. Near Miss Event. It is important to report near miss events, which is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. This provides an opportunity to address before there is harm.

Employee Education & Training

The City of Vergas promotes staff development as an essential and ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure the employees develop and maintain knowledge and skills necessary for effective job performance.

1. The City will pay the costs of employee participation in training and job-related meetings provided the attendance is approved in advance by supervisor or City Council and meets the criteria of job-relatedness.
2. Payment information, as invoices and billing statements, are to be forwarded for prompt payment.
3. Attendance at professional meetings not directly related to employee work responsibilities require supervisor approval to ensure adequate department work coverage.

Media Request

1. With the exception of routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Office. No city employee is authorized to speak on behalf of the city without prior authorization from City Official. Media requests include anything intended to be published or viewable to others in some form, such as television, radio, newspaper, newsletters, social media postings or websites.
2. When responding to media requests, employees should follow these steps:
 - A) If the request is for routine or public information (such as meeting time or agenda) provide the information and notify the City Office of the request.
 - B) If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a “routine” question, forward the request to the City Office.
3. All news releases concerning the city and city personnel is the responsibility of the City Clerk.

Whistleblower

1. An employee of the City who, in good faith, reports an activity that he/she considers illegal or dishonest to one or more parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate City Management Officials are charged with these responsibilities.
2. Examples of illegal or dishonest activities include violations of federal, state or local laws, billing services not performed or goods not delivered and other fraudulent reporting.
3. If an employee has knowledge of a concern of illegal or dishonest fraudulent activity, the employee is to contact their assigned supervisor. If the City Council has the assigned supervision, contact the Personnel Committee.

4. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to disciplinary actions.
5. It is the city's legal responsibility to protect employees who make a complaint. Whistleblower protections are provided in two important ways: confidentiality and protection from retaliation, consistent with the Minnesota Data Practices.

Adopted this Day of February 2022 by the City Council of the City of Vergas.

Julie A Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
6:30 P.M. on Wednesday, February 2, 2022

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, February 2, 2022, at 6:40 pm with the following members present Julie Lammers, Vanessa Perry, Logan Dahlgren, Paul Pinke, Lyle Krieg and Mary Ditterich. Absent: Paul Haarstick. Guests included: Robert Jacoby and Pam Krieg.

Approval of the Agenda

Motion made by Perry, seconded by Pinke to approve the agenda as presented. Motion passed unanimously.

Approval of Minutes from January 12, 2022

Minutes were not provided.

Natural Gas Line

Gas line has been repaired by Hanson's and checked by Great Plains Natural Gas. For a repair person to come look at the gas stove it will cost around \$700.00. We are having maintenance personnel check the stove and will call if we smell gas. The commercial oven will always have a hot stovetop when gas is turned on the stove will need to be lite with sparker before use. Event Center Rental contract has been updated to ask for exact time renters will need stove if needed. Perry stated she would get Lammers contact names for carbon detectors and smoke detectors as Nardini Fire has not provided a quote. A sign will be placed by stove stated not to light stove without authorization.

Kitchen Project Update

Will continue to review updates after we get costs for sliding door and smoke and carbon dioxide detectors.

Rates & Agreement Form

Haarstick was not at meeting to provide information.

Lion's Bar

Lion's have requested the city charge the Lion's bar 1-4 day license fee of \$125.00 to renters of the Event Center. After some discussion regarding event center rental fees and the ability for renters to have their bar provided by anyone with a liquor liability insurance. Motion by Pinke, seconded by Ditterich to remove Lion's bar from Event Center Contract and allow all servers with liquor liability insurance to use bar area. Motion passed unanimously.

Electronic Sign

Discussed the electronic sign as the warranty is no longer active and the advertising contracts are up for renewal. Asked Lammers to contact current sign advertisers if they would like to renew their contracts and open advertising up to any other business or group to advertise if they decline.

Council Recommendations

- Approve updated contract removing Lion's bar and adding a sheet with businesses that have provided liquor liability insurance to City for renters to provide their own bar.
- Update electronic sign advertisers.

Follow up Actions

- Quote for carbon dioxide and smoke detectors.
- Contact and renew electronic sign advertisers.

The business for which the meeting was called having been completed, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Julie Lammers, Acting Secretary

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

Estimate

Date	Estimate #
1/13/2022	10

Name / Address
City of Vergas.

Project

Description	Qty	Cost	Total
Wall #1: New Wall with Walk Through Door, Shiplap, Painted One Color		5,600.00	5,600.00
Wall #2: New Wall with Glass and Walk Through Door			
		Total	\$5,600.00

Customer Signature _____

PO Box 268
 98 7th Ave NE

Estimate

Date	Estimate #
2/3/2022	2346
Phone #	(218)346-2679
Fax #	218-346-3698

Name / Address
City of Vergas -

Project

Description	Total
<p>Proposal for the City of Vergas includes:</p> <p>New 2 x 4 wall Insulation of wall Prefinished white nickle gap installed on wall on both sides (2) 3'-0" solid core 6 panel white doors with white trim (2) privacy lever locks Prefinished white poplar base</p> <p>TOTAL FOR ABOVE:</p> <p>DOES NOT INCLUDE: Building permit Any electrical wiring Porta johns Touch up / repainting of trim No window</p>	<p>7,988.95</p>
Thank you for the opportunity to work with you. Please feel free to call with any questions.	\$7,988.95

E-mail	Web Site	Signature _____	Date _____
info@pettowconstruction.com	www.pettowconstruction.com	Signature _____	Date _____



www.arvigbusiness.com

150 Second Street SW
Perham, MN 56573
888.992.7844

Name: Vergas Off Sale Liquors Date: 12/21/2021
Street: 117 E Main St
City: Vergas State: MN Zip: 56587 Arvig Rep
Phone: Contact: Julie Lammers Email: NA Jennifer Winn

Qty	Routers	Managed Total		Purchased Total	
		36-mo.	60-mo.	36-mo.	60-mo.
1	Router - Edgemark 2900E - 5 Sessions	\$13.95	\$7.95	\$0.00	\$0.00
1	Total Routers/Switches	\$13.95	\$7.95		

Qty	Additional Equipment	Managed Total		Purchased Total	
		36-mo.	60-mo.	36-mo.	60-mo.
2	Polycom VVX Wall Bracket (300-400-500)	\$0.00	\$0.00	\$40.00	\$35.00
2	Polycom AC Adaptor (300-400-500)	\$0.00	\$0.00	\$70.00	\$60.00
4	Total Additional Equipment			\$110.00	\$95.00

Below are Estimated Values Only		Check Box	
Total Monthly Recurring for Services (including surcharges and features)	\$260.92		<input type="checkbox"/>
Total MRC for Phones, Routers, Switches & Additional Equip. - 36 Month Managed	\$39.70		<input type="checkbox"/>
Total MRC for Phones, Routers, Switches & Additional Equip. - 60 Month Managed	\$28.70		<input type="checkbox"/>
Total One Time Purchase for Phones, Switches & Add'l Equip. - 36 Month Pricing	\$890.00		<input type="checkbox"/>
Total One Time Purchase for Phones, Switches & Add'l Equip. - 60 Month Pricing	\$780.00		<input type="checkbox"/>
Total Monthly Recurring for Router if Equipment is Purchased - 36 Mo Managed	\$13.95		<input type="checkbox"/>
Total Monthly Recurring for Router if Equipment is Purchased - 60 Mo Managed	\$7.95		<input type="checkbox"/>
Total Monthly Recurring for Additional Equipment (Circled on Previous Sheet)	\$0.00		<input type="checkbox"/>
Total One Time Purchase for Additional Equipment (Circled on Previous Sheet)	\$0.00		<input type="checkbox"/>
Installation - 36 Month	\$650.00		<input type="checkbox"/>
Installation - 60 Month	\$500.00		<input type="checkbox"/>
Estimated Total Monthly Recurring			
Estimated Total NON Recurring (One Time Charges)			
Long Distance: 500 Min. included-3 cents <input checked="" type="checkbox"/> 1,000 Min. included-3 cents <input type="checkbox"/>			



Name: Vergas Off Sale Liquors **Date:** 12/21/2021
Street: 117 E Main St
City: Vergas **State:** MN **Zip:** 56587 **Arvig Rep**
Phone: Contact: Julie Lammers **Email:** NA Jennifer Winn

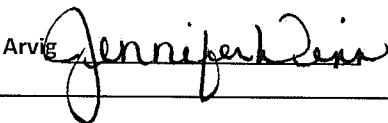
Additional Notes & Comments

1. Cat 5e or greater wire is required for each Network Connection for the Hosted PBX devices. Any additional wiring that is needed will be done on a Time and Material basis.
2. Installation includes the following: Programming and testing of all equipment along with on site installation. If Arvig is required to come on site for additional training at a later date, additional charges may apply.
3. Prior to the installation, Arvig will work remotely with the customers designated IT representative to identify any internal requirements for the network equipment. If the customer is unable to provide Arvig with the required information and an Arvig IT Representative is required to go on site to gather this information, additional charges may apply.
4. Arvig's Edgewater Router will need to be managed by Arvig in ALL instances and CAN NOT be purchased by the customer, even if all other devices are being purchased. This device allows Arvig the ability to remotely trouble shoot and assist the customer with their Hosted PBX System. If Arvig is not placing an Edgewater Router on site, the customer understands that Arvig's remote trouble shooting ability is minimal and additional charges may apply if a technician is required to come on site to trouble shoot the system.
5. Management & Device Support includes, but is not limited to, Arvig spending additional time the day of the installation working with the customers' designated Business Group Administrator for advanced training and understanding.

Agreement

This Agreement including Arvig's Master Service Agreement, any schedules or attachments hereto, and Arvig's policies and procedures, incorporated by reference herein, constitute a binding commitment between Arvig and Customer, effective upon execution of this Agreement, and supersedes all prior written or verbal agreements or understandings. Customer acknowledges that Customer has received, read, and understands this Agreement and the Master Service Agreement, and agrees to all of the terms and conditions of the foregoing documents and policies. Early Termination fees may apply as set forth in the Arvig Master Service Agreement.

Monthly rate available for customers who sign agreement to keep service for such time period. Customers who terminate service or who are disconnected for non-pay, prior to fulfilling agreement, will be charged all remaining recurring charges that would have been due to the company under the terms of the agreement. All basic terms and conditions apply.

Signature	Print	Date
Customer _____	_____	_____
Arvig 	Jennifer Winn	1/20/2022



- NOTES:
1. CURB LINES DRAWN FROM AERIAL IMAGERY.
 2. PROPERTY INFORMATION OBTAINED FROM OTTER TAIL COUNTY GIS.
 3. 1ST AVENUE S ADT ~ 2,350 PER MNDOT.
 4. PARKING SETBACKS PER MN STATUE 169.34.
 5. ROADWAY WIDTH AND PARALLEL PARKING PER MN STATUE 8820.9936 FOR ADT<10,000.
 6. 45° ANGLED PARKING PER MN STATUE 8820.9961 FOR ADT<3,000.

NO.	DATE	REVISION

DRAFTED
SAK
REVIEWED
JJD
PROJECT NUMBER
2104-01786
ISSUE DATE
2/8/2022

1ST AVENUE PARKING
CITY OF VERGAS
VERGAS, MINNESOTA
CONCEPT 1

SHEET
1

RESOLUTION 2022-002
RESOLUTION FOR DIAGONAL PARKING ONLY

WHEREAS, the City of Vergas has submitted to the Commissioner of Transportation the plans and specifications for the improvement of 1st Avenue (Otter Tail County State Highway No. 4) from the corner of Linden to the corner of Main Street Otter Tail County State Highway No. 17 in Vergas.

WHEREAS, state-aid funds will be expended on the improvement of this street, and

WHEREAS the approved state aid standards as applicable to this project limit and restrict all parking to that which is diagonal with the curb.

NOW, THEREFORE, BE IT RESOLVED that said City of Vergas shall require that parking of all vehicles within the corporate limits on 1st Avenue (Otter Tail County State Highway No. 4) be diagonal with the curb in accordance with the State Aid Standards.

Passed and Adopted by the Council on this 8th day of February 2022.

CITY OF Vergas

By: Julie Bruhn

Its Mayor

ATTEST:_____

By: Julie Lammers

Its City Clerk-Treasurer

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 4

Background Data

- a. Effective Date of Engineer-Owner Agreement: May 6, 2013
- b. Engineer: KLJ Engineering LLC
- c. Owner: City of Vergas
- d. Project: Standard Form of Agreement Between Owner and Engineer for Professional Services
- e. This Part of the Project: Extension of Term

Nature of Amendment (check all that apply)

- ☐ Additional services to be performed by Engineer
- ☐ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☐ Modifications to payment to Engineer
- ☒ Modifications to time(s) for rendering Services

Description of Modifications

The amendment per Article 3 – Term; Times for Rendering Services of the original agreement will extend the effective date of the agreement and applicable task orders through 5/12/2023. (1 year)

Agreement Summary

- a. Original agreement amount: \$NA
- b. Net change for prior amendments: \$NA
- c. This amendment amount: \$NA
- d. Adjusted Agreement amount: \$NA

Engineer and Owner hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

ENGINEER: KLJ Engineering LLC

OWNER: City of Vegas

By: Mark Anderson

By: Julie Bruhn

Title: Senior Vice President EPW

Title: Mayor

Date Signed: _____

Date Signed: _____

City Council
2022 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, February 8, 2022

7. Utility Superintendent Report

Files Attached

- 1 Feb 2022 Utilities council report.pdf
- TaskOrder22-WaterFilter.pdf

Jan 2022 Council report from City of Vergas Superintendent

1. Wastewater
 - a. Received our new wastewater permit. Expiration date is 1/31/2027
2. Water
 - a. Treated 10 million gallons of water last year.

TASK ORDER

This is Task Order No. 2204-00271- 22, consisting of 2 pages.

Task Order

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

1. **Specific Project Data**

- A. Title: Water Filter Replacement
- B. Description: Design plans for permit approval.

2. **Services of Engineer**

- Engineer will:
 - Conduct a site visit to obtain information in order to develop a plan based on the proposal from Kurita (Tonka) to replace two (2) vertical filter tanks.
 - Prepare an engineered plan and permit application to submit to MDH for approval.
- Items not included:
 - Analysis of the water system pressures
 - Estimating construction costs
 - Preparation of a Preliminary Engineering Report (PER)
 - Bidding or construction services
- Other items to be noted:
 - Engineer's fees do not include permit, submittal or review fees. These fees are to be paid for by the Owner.

3. **Owner's Responsibilities**

- A. Owner shall have those responsibilities set forth in Article 2 and in Exhibit B.

4. **Payments to Engineer**

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

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Estimated Compensation for Services</i>
<i>Design Phase</i>	<i>Lump Sum</i>	<i>\$2,500.00</i>

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

TASK ORDER

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

The Effective Date of this Task Order is February 8, 2022.

OWNER: City of Vergas

ENGINEER:

By: _____

By: _____

Name: Julie Bruhn

Name: Mark Anderson

Title: Mayor

Title: Senior Vice President - EPW

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Julie Lammers

Name: Scott Kolbinger, PE

Title: City Clerk/Treasurer

Title: City Engineer

Address: 111 Main Street
Vergas, MN 56587

Address: 300 23rd Avenue E, Suite 100
West Fargo, ND 58078

E-Mail Address: cityofvergas@arvig.net

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

Phone: 218-342-2091

Phone: 701-271-4846

City Council
2022 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, February 8, 2022

8. Information & Announcements

- 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. Board of Review, April 6, 2022, at 1:00 (Council & Lammers) Vergas Event Center
- d. Hazardous Waste Day, Thursday, July 7, 2022, from 10-2 (Everyone) Vergas Event Center
- 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