

City Council
2022 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, April 12, 2022

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
 1. Council Minutes of the March 8, 2022, March 28, 2022 and April 6, 2022
 2. Bills paid between Council meetings and Council bills
 3. Liquor Store bills for March 2022
 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
- 5. 2022 Community Growth Partnership Grant**
- 6. Committee Reports**
 1. Parks
 2. Street Committee
 3. Comprehensive Planning
 4. Personnel Committee
 - a. Maintenance
 - b. Receptionist
 5. Planning Commission
 5. EDA/HRA
 6. Event Center
 6. Municipal Building-Telephone System
- 7. Staff Reports**
 - A. Utility Superintendent
 - B. Liquor Store Manager
 - C. Clerk-Treasurer
- 8. Information & Announcements**
 1. Otter Tail County Emergency Management Plan, April 21, 2022 (Mayor and Council) zoom
 2. Municipal Beverage Association (MMBA) (Theisen) April 30-May 3, 2022 Arrowwood
 3. Veteran's Memorial Dedication, June 11 (everyone)
 4. League of MN Cities Annual Conference (Mayor, Council & Lammers) June 22-24, 2022 Duluth (must register by April 29)
 5. Hazardous Waste Day, Thursday, July 7, 2022, from 10-2 (Everyone) Vergas Event Center
 6. Clerks Advanced Academy- (Lammers) September 15-16, 2022 New Ulm MN
- 9. Adjournment**

Table of Contents

4. Approval of Consent Agenda	3
5. 2022 Community Growth Partnership Grant	20
6. Committee Reports	27
7. Staff Reports	46
8. Information & Announcements	54

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Files Attached

- 2022 March 8 Council Minutes.pdf
- 2022 March 28 Council Agenda & Minutes.pdf
- 4-6-22 Board of Review.pdf
- April Council Bill Listing.pdf
- April Claims List.pdf
- Liquor Store Bill Listing.pdf
- Genreal Fund_Special Revenue Money Market Account Report.pdf
- Investment Schedule & Bond Schedule.pdf
- AgedBalance_04072022 (1).pdf

VERGAS COUNCIL
PUBLIC HEARING & MEETING MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, March 8, 2022

The City Council of Vergas met at 6:30 pm, on Tuesday, March 8, 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: Natalie Fischer, Paul Pinke and Logan Dahlgren. Absent: Bruce Albright. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Barbie Porter of the Frazee-Vergas Forum, Attorney Tom Winters, Engineer Emily Schauer, Keith Bunkowske, Shane Poss and Sherri Hanson.

Public Hearing – Weed Ordinance

Mayor Julie Bruhn called the public hearing to order and reviewed the proposed weed ordinance 92.16-92.44. Shane Poss questioned if this would change how we handle current weeds on non-property owners. Bruhn stated policy on how we handle weeds has not changed. Poss encouraged the City to be more proactive than it has been regarding this issue in the past years as there is known property which needs to be addressed. Albright agreed the City needs to look at this property early in the year and that Poss's concern is noted.

Bruhn closed the public hearing at 6:35 pm.

Call to Order

Mayor Julie Bruhn called the March City Council meeting to order.

Citizens' Concerns

No citizens' concerns addressed.

Agenda Additions and Deletions

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

Approval of Consent Agenda

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

Council Minutes of the February 8, 2022

Bills paid between Council meetings and Council bills totaling \$36,993.26.

Liquor Store bills for January 2022 totaling \$32,035.31.

General Fund/Special Revenue Money Market Account Report

2022 Investment Schedule/Bond Schedule

American Rescue Plan Funding 2021-2026

Late water/sewer bills

Vergas Lion's MN Gambling Permit for June 11, 2022.

Motion passed unanimously.

Bruhn asked Lammers to have Liquor Store Manager have a report for the next Council meeting. Bruhn reminded Council they need to be aware of general fund money market balance. Bruhn asked DuFrane to provide quote for generator for the water plant and fire hall. Pinke asked Lammers to review West Central Initiative savings accounts as Veteran's Memorial is stated twice in the report.

Weed Ordinance

Motion by Pinke, seconded by Albright to approve the weed ordinance replacing Chapter 92.35-92.44 in the City of Vergas Basic Code and publishing the summary ordinance in the Vergas-Frazee Forum. Motion passed unanimously.

Committee Reports

Park Board

Sherri Hanson reviewed the Park Board meeting held on February 24, 2022, (minutes available at the Vergas City Office). Motion by Pinke, seconded by Albright to accept the resignation of Maggie Putz. Motion passed unanimously. Motion by Pinke, seconded by Albright to assign Sydney Dahlgren to the Park Advisory Board to fulfill Putz's term. Motion passed unanimously. Park Advisory Board meetings will now be held the 4th Thursday

of the month at 5:00 pm at the Event Center. The swing set for Loon Park has been ordered and they are looking for volunteer to help install, Tony Sailor will coordinate and supervise the installation. Location of the swing set will be by Lion's shelter by trail as there is no room by the current playground without cutting trees. NDSU project is coming along, and we be updated soon.

Comprehensive Planning

Julie Bruhn updated Council on the Comprehensive Plan.

Planning Commission

Albright reviewed Planning Commission meeting minutes of February 28, 2022, (minutes available at the Vergas City Office). Reviewed the 2 public hearing that will be held by the planning commission. Keith and Shelly Bunkowske have requested a lot split and planning commission will hold a public hearing on March 28, 2022. Mark Sand and Gravel has applied for an Interim Use Permit and the planning commission will hold a public hearing on April 11, 2022. Motion by Pinke, seconded by Dahlgren to approve KLJ, Engineering task order 2204-00408-22 for 2022 Gravel Pit Survey and Inspection Reporting. Motion passed unanimously.

Personnel Committee

Lammers reviewed personnel committees' recommendation of approval of Employee Warning Form. Motion by Pinke, seconded by Dahlgren to approve the employee warning form. Motion passed unanimously. Discussed current Covid-19 Preparedness Plan. Motion by Pinke, seconded by Fischer to revoke the Vergas Covid-19 preparedness plan. Motion passed unanimously. Lammers reviewed Kyle Theisen's three-month review stating he is fully successful in meeting performance standards and is continuing to learn the position and try new ideas. Bruhn reviewed policy regarding employees coming to Council members with personnel issues. If an employee comes to Council members with concerns, please ask them if they have discussed with their supervisor. If they have and they do not feel they have received a satisfactory response, they need to write their concerns and provide to personnel committee.

Municipal Building

Lammers stated the remodeling project at the city office is 99% complete we are just waiting for a door handle.

Reviewed updated phone system proposals from both Arvig and Corporate Technologies for the City Offices and Liquor Store. Motion by Dahlgren, seconded by Pinke to approve the quote from Corporate Technologies for \$2,030. Motion passed unanimously. Motion by Pinke, seconded by Albright to use the funds coming from ARP funding. Motion passed unanimously.

Event Center

Lammers reviewed the Vergas Event Center meeting held on March 2, 2022 (minutes available at the Vergas City Office). Motion by Pinke, seconded by Dahlgren to approve event center advertising contract regarding the electronic sign at the event center. Motion passed unanimously. Motion by Pinke, seconded Dahlgren to approve updated Vergas Event Center rental contract. Motion passed unanimously. Lion's members Lyle Krieg and John Lotzer joined meeting and informed the Council the Lion's would no longer be handling the bar. Lammers stated she has liquor liability insurance from both Spanky's and Bleachers and will inform patrons of their choice with Spanky's being the City contact if a bar is needed.

Utility Superintendent Report

Engineering Contract: Lammers to provided Request For Proposals (RFP) for new engineering contract. KLJ has been our engineering firm for 9 years and our contract ends in May. Council discussed the pros and cons of doing an RFP for engineering. Motion by Albright, seconded by Pinke to advertise with proposals due May 2, 2022. Motion passed unanimously.

DuFrane provided following report:

1. Water
 - a. DuFrane attended the MNRWA Continuing Education in St Cloud, MN. Conference stressed funding for lead water lines which the City of Vergas does not have.
 - b. The media filter system will be completed once the MPCA approves the permit.
2. Wastewater
 - a. Phosphorus Management Plan will be submitted when he finds out where to send the permit.

- b. MPCA Compliance Officer has discussed with DuFrane the need for the road to the ponds to always be accessible. There is a possibility of not being accessed if we have a significant snowfall and he may need to hire someone to clear the road.
- 3. Parks
 - a. Ice rink has been closed due to the slush on the lake. The porta toilet has been picked up.
- 4. Streets.
 - a. The plow on the old truck is not useable due to damage. We are getting estimates on fixing and or replacing. [may be covered by insurance]
 - b. We picked up another load of sand (salt) from Otter Tail County.
 - c. Tractor broke down and was taken to Adkin's equipment for repairs.

Bruhn thanked Mike DuFrane and Matt Engebretson for all the work they have done this winter with the added snow.

Engineering Questions and Concerns

Engineer Emily Schauer of KLJ questioned E Lake Street. Attorney Tom Winters stated he would review and have that ready next week.

Questioned if exhibit on diagonal parking was complete. Parking has been approved by Otter Tail County with conditions regarding moving the center line and painting lines twice a year at the City's cost. DuFrane will provide cost to the Street Committee for their April meeting for recommendation at the April meeting.

Development costs associated with utility information to developers was discussed. Kolbinger stated the cost of getting utility easements for Laurance Lake development project would be less than \$5,500 charged at an hourly rate. Motion by Pinke, to approve a task order subject to the owner agreeing to reimburse the City the costs. Motion died for lack of second. Kolbinger will work with property owner for direction.

Information & Announcements

Reviewed the training provided with the agenda.

Adjournment

Meeting was adjourned at 7:50 pm.

Julie Lammers, CMC
Vergas Clerk-Treasurer

VERGAS COUNCIL
SPECIAL MEETING MINUTES
VERGAS EVENTS CENTER & ZOOM
MONDAY, MARCH 28, 2022

The City Council of Vergas met at 5:45 pm, on Monday, March 28, 2022, at the Vergas Event Center and on a Zoom for a hybrid special council meeting with the following members present: Mayor Julie Bruhn, Council Members: Natalie Fischer, Bruce Albright and Paul Pinke. Absent: Logan Dahlgren. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Scott Kolbinger and Sherri Hanson.

Call to Order

Mayor Julie Bruhn called the special City Council meeting to order.

Outdoor Recreation Grant

Sherri Hanson of the Vergas Pickleball group requested the City of Vergas apply for an Outdoor Recreation Grant from the State of MN. Hanson stated they have raised the 50% funding match and it is in the West Central Initiative City of Vergas Fund. Motion by Albright, seconded by Fischer to approve resolution 2022-003 (a complete text of the resolution is part of permanent public record in the City Clerk's office.) adopting legal sponsorship. Motion passed unanimously.

Storm Drain Issue by Altona Square and Liquor Store

Reviewed storm water drainage issue behind Liquor Store and along Altona Square. Kolbinger reviewed option of adding storm drain or adding a valley gutter along the alleys and parking lot. Motion by Albright, seconded by Pinke to approve task order titled On Call Services for hourly rate not to exceed \$6,000.00. Motion passed unanimously.

Adjournment

Meeting was adjourned at 6:00 pm.

Julie Lammers, CMC
Vergas Clerk-Treasurer

CITY OF VERGAS
Board of Review
Wednesday, April 06, 2022 1:00 P.M.

The City Council of Vergas met for the annual board of review at 1:00 p.m., Wednesday, April 6, 2022 in a hybrid meeting in the Smart Room at the Vergas Event Center and on zoom with the following members present: Mayor Julie Bruhn, Council Members, Logan Dahlgren, Paul Pinke, Bruce Albright and Natalie Fischer. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Otter Tail County Assessor Joel Dulski, Appraiser Assessor Dawn Swisher, John Thiessen, Kevin Niemann, Walter Kading and Kurt Fossee.

Mayor Julie Bruhn called the meeting to order.

County Assessor's reviewed rate changes for the City of Vergas and Otter Tail County.

General Assessment Information: 1. 2023 market values are based upon sales activity from 10-1-2019 to 9-30-21. 2. There was a county wide adjustment for everyone. 3. The Minnesota Department of Revenue requires a sales ratio of 90% to 105%. 4. Long Lake values increased by \$200 a foot (due to 18 sales) 5. Changes were made in the City of Vergas as the sales on water were at 79% of sales ratio and off the water was at 70%-properties were raised to 92%.

The following properties that did not contact the County Assessor Joel Dulski prior to the meeting:

Parcel	Address	Notes	Recommendations
82000990153000	460 Pelican Ave	Assessors will stop and view property.	No change.
Motion by Albright, seconded by Pinke to have no change at 460 Pelican Ave based on recommendation for the County Assessor. Motion passed unanimously.			
82000500012003	215 E Frazee Ave	Change of classification.	No change.
82000500012000		Value change.	
Motion by Albright, seconded by Pinke to have no change at 215 E Frazee Ave based on recommendation for the County Assessor. Motion passed unanimously.			
82000500038000	860 E Scharf Ave	23% increase on property	No appeal requested.
Motion by Albright, seconded by Pinke to have no change at 860 E Scharf based on recommendation for the County Assessor. Motion passed unanimously.			

The following properties contacted the County Assessor Joel Dulski prior to the meeting:

Parcel	Address	Notes	Recommendations
82000990158000	210 W Main St	Assessors were not able to view inside of property.	No change.
Motion by Albright, seconded by Pinke to have no change at 210 W Main St based on recommendation for the County Assessor. Motion passed unanimously.			
82000500188001	1206 E Frazee Ave	Assessors visited property and Property is well taken care of and is valued correctly.	No change.
Motion by Albright, seconded by Pinke to have no change at 1206 E Frazee Ave based on recommendation for the County Assessor. Motion passed unanimously.			
82000990116000	220 W Linden	Assessors were not able to view inside of property.	No change.
Motion by Albright, seconded by Pinke to have no change at 220 W Linden based on recommendation for the County Assessor. Motion passed unanimously.			

The business for which the meeting was called having been completed, the meeting was adjourned at 1:52 p.m.

Clerk-Treasurer Julie Lammers, CMC

CITY OF VERGAS

Bill Listing for March 9 to April 6 , 2022

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
Card Holder Services	Park, beach buoys	725.62
City of Vergas	Payroll	10,021.75
Internal Revenue Services	2022 Withholding Tax	2,959.83
Lake Region Electric	Sign, electricity	12.67
Lammers, Julie	Mileage, Conf & Safety meetings	233.42
MN Dept. of Revenue	Sales Tax	80.00
MN Dept. Revenue	2022 Withholding Tax	489.79
Public Employees Retirement Assoc.	Payroll	1,875.45
Vergas Fire Relief Assn	State Aid	21,585.47
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<u>\$38,001.10</u>

Date Range : 3/12/2022 To 4/12/2022

<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>
04/12/2022	Lakes Area Co-operative	St, operating fuel	45758	\$409.57	100-43110-210-	Highways, Streets & Roadways	\$409.57
04/12/2022	Lakes Country Service Cooperative	GG, 2022 Membership	45759	\$112.00	100-41010-345-	GENERAL GOVERNMENT	\$112.00
04/12/2022	Marco Inc	Copier, contract and service work	45760	\$187.98	100-41010-200- 601-49440-200- 602-49490-200-	GENERAL GOVERNMENT Water Utilities - Administration and General Sewer Utilities - Administration and General	\$62.66 \$62.66 \$62.66
04/12/2022	MENARDS - DETROIT LAKES	Event, supplies	45761	\$179.96	100-45110-210-	EVENT CENTER	\$179.96
04/12/2022	Madison National Life Ins Co, Inc	Employee short term Insurance (April-June22)	45762	\$238.45	100-45210-130- 601-49440-130- 602-49490-130- 100-41405-130- 100-49751-130- 100-43110-130-	Parks Water Utilities - Administration and General Sewer Utilities - Administration and General Clerk Liquor Store - Manager - Off-Sale Highways, Streets & Roadways	\$26.72 \$26.71 \$26.72 \$17.28 \$114.30 \$26.72
04/12/2022	Olson Oil Co.	All Depts, operating supplies	45763	\$1,058.74	100-43110-210-	Highways, Streets & Roadways	\$1,058.74
04/12/2022	OtterTail Lakes Country Tour Assn	GG, publications	45764	\$2,300.00	100-41010-340-	GENERAL GOVERNMENT	\$2,300.00
04/12/2022	Otter Tail Power Company	All depts, utility (2022)	45765	\$559.93	100-43160-380-	Street Lighting	\$559.93

Date Range : 3/12/2022 To 4/12/2022

<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>
04/12/2022	Paulnet Goup, LLC	GG, web site	45766	\$798.95	100-41010-300-	GENERAL GOVERNMENT	\$798.95
04/12/2022	Productive Alternatives, Inc.	Event Center, Cleaning Inv#70082 & 70337	45767	\$179.85	100-45110-300- 100-45110-300-	EVENT CENTER EVENT CENTER	\$74.38 \$105.47
04/12/2022	Zoe Rice	Event, return deposit 4/2/2022	45768	\$300.00	100-45110-999-	EVENT CENTER	\$300.00
04/12/2022	RMB Environmental Laboratories, Inc	Water & WWTF, Chemicals	45769	\$176.00	602-49490-218- 601-49440-218-	Sewer Utilities - Administration and General Water Utilities - Administration and General	\$98.00 \$78.00
04/12/2022	Steve's Sanitation, Inc.	Event, Parks, garbage pick up	45770	\$209.64	100-45110-384- 100-45210-384-	EVENT CENTER Parks	\$88.31 \$121.33
04/12/2022	Vergas Hardware	All Depts, supplies Account 3422091 for \$41.57 and 3422420 for \$36.26	45771	\$77.83	100-45110-210- 100-43110-210-	EVENT CENTER Highways, Streets & Roadways	\$0.48 \$77.35
04/12/2022	Victor Lundeen Company	All Depts, office supplies (receipt books)	45772	\$147.00	100-41010-200- 100-43128-200-	GENERAL GOVERNMENT YARD WASTE	\$73.50 \$73.50
04/12/2022	Ramstad, Skoyles & Winters, PA	Attorney fees	45773	\$920.82	100-41010-304-	GENERAL GOVERNMENT	\$920.82
04/12/2022	MPCA	Sewer, permit Annual Fees 100000141628, 1000014169	45774	\$850.00			

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<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					602-49490-354-	Sewer Utilities - Administration and General	\$345.00
					602-49490-354-	Sewer Utilities - Administration and General	\$505.00
04/12/2022	Kyle Theisen	LS, April 2022 cell phone expense	45775	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
04/12/2022	United States Postmaster	GG, Water, Sewer, postage	45776	\$348.00			
					100-41010-200-	GENERAL GOVERNMENT	\$58.00
					601-49440-200-	Water Utilities - Administration and General	\$145.00
					602-49490-200-	Sewer Utilities - Administration and General	\$145.00
04/11/2022	Vergas Fire & Rescue	GG, reimbursed training grant	45777	\$1,740.00			
					100-42210-999-	Fire Administration	\$1,740.00
04/12/2022	Art Anderson Septic Tank Pumping	Park, portable bathrooms for skating Rink Inv37329	54740	\$136.27			
					100-45210-210-	Parks	\$136.27
04/12/2022	Arvig Communication Systems	GG, Shop, LS, Event, phone, fax, security, internet	54741	\$1,388.41			
					100-45110-321-	EVENT CENTER	\$184.00
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$760.90
					100-43010-321-	City Shop	\$124.00
					100-41010-321-	GENERAL GOVERNMENT	\$319.51
04/12/2022	A.S.P. of Moorhead, Inc	Event, Gaurds 4/2/2022	54742	\$108.00			
					100-45110-300-	EVENT CENTER	\$108.00
04/12/2022	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, March & April 2022	54743	\$6,602.46			
					100-41405-131-	Clerk	\$424.30

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<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					601-49440-131-	Water Utilities - Administration and General	\$724.22
					602-49490-131-	Sewer Utilities - Administration and General	\$724.22
					100-43110-131-	Highways, Streets & Roadways	\$724.22
					100-45210-131-	Parks	\$724.22
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$3,281.28
04/12/2022	Card Member Service	Event Center, supplies Clerk, training	54744	\$400.89			
					100-41405-331-	Clerk	\$51.76
					100-45110-220-	EVENT CENTER	\$349.13
04/12/2022	Colonial Life	Employee, insurance employee reimbursed	54745	\$217.98			
					100-41405-999-	Clerk	\$29.06
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$188.92
04/12/2022	Michael DuFrane	St, Parks, Water, Sewer, cell phone	54746	\$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
04/12/2022	Matthew Engebretson	Parks, Street, cell phone	54747	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
04/12/2022	Dacotah Paper Company	Event, supplies Inv #8485, 22236	54748	\$308.54			
					100-45110-210-	EVENT CENTER	\$308.54
04/12/2022	Frazee-Vergas Forum	GG, legal ads Event, Advertisinhg	54749	\$413.40			
					100-45110-340-	EVENT CENTER	\$55.00
					100-41010-350-	GENERAL GOVERNMENT	\$358.40

Date Range : 3/12/2022 To 4/12/2022

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04/12/2022	Hansons Plumbing & Heating, Inc.	St, propane tank	54750	\$15.00			
					100-43110-220-	Highways, Streets & Roadways	\$15.00
04/12/2022	General Parts Group	Event, stove service work	54751	\$468.63			
					100-45110-300-	EVENT CENTER	\$468.63
04/12/2022	Gopher State One Call	Wtr, Swr, Locates INv #2030798, 2000797	54752	\$55.40			
					602-49490-210-	Sewer Utilities - Administration and General	\$27.70
					601-49440-210-	Water Utilities - Administration and General	\$27.70
04/12/2022	Great Plains Natural Gas Company	Event, Shop, utility	54753	\$1,147.09			
					100-45110-380-	EVENT CENTER	\$622.17
					100-43010-380-	City Shop	\$524.92
04/12/2022	Hawkins, Inc	Wtr, chemicals	54754	\$1,052.45			
					601-49440-218-	Water Utilities - Administration and General	\$1,052.45
04/12/2022	Hansons Plumbing & Heating, Inc.	Event, HVAC Service	54755	\$239.14			
					100-45110-220-	EVENT CENTER	\$239.14
04/12/2022	Julie Lammers	Clerk, cell phone reimbursement	54756	\$75.00			
					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
04/12/2022	KLJ Engineering LLC	Engineeringservices-	54757	\$3,369.73			
					100-43110-303-	Highways, Streets & Roadways	\$869.73
					601-49440-303-	Water Utilities - Administration and General	\$2,500.00

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Total For Selected Claims				\$26,918.11			\$26,918.11

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
Paul Pinke				City Council/Town Board			Date

City of Vergas Liquor Store Checks Paid in March 2022

Vendor	Description	Total
Absolute Ice		40.95
American Bottling Company		115.84
Arvig Communications	Security, phone, tv	288.45
Bergseth Bros		5,118.52
Beverage Wholesalers		1,021.88
Blue Cross/Blue Shield	Employee Insurance	1,640.63
Breakthru Beverage MN Wine and Spirits		1,299.14
Card Member Services-Bell Bank	Supplies	259.93
City of Vergas	Water/Sewer	59.30
City of Vergas	Payroll	7,003.48
Colonial Life	Em. Reimb. Life insurance	188.92
Datamann, Inc	Computer Support	27.60
Disgruntled Brewing		264.00
D-S Beverage		4,496.58
Frazee-Vergas Forum	Advertising	35.00
Great Plains Nat Gas	Utility	273.99
Henry's Foods Inc		1,051.39
Internal Revenue Service	2022 Withholding Tax	2,058.79
Johnson Brothers Liquor Co		5,170.76
Leighton Broadcasting	Advertising	399.00
Merchant Service	Credit Card Fees	525.17
MN Dept. of Revenue	Sales Tax	3,176.00
MN Dept. Revenue	2022 Withholding Tax	274.60
NCR	Credit Card Fees	54.38
Otter Tail Power Company	Utility	410.05
Outstate Brewing Company		64.00
Petty cash	supplies	5.37
Phillips Wine & Spirits		3,738.12
Public Employees Retirement Assoc.	Payroll	1,158.13
Southern Glazer's of MN		1,051.61
Summers Construction	Office, walls	5,120.76
Theisen, Kyle	Cell phone reimbursement	25.00
Tweeton Refrigeration	Cooler install	200.00
Vergas Hardware	Supplies	93.56
Viking Coca-Cola Bottling Co		285.02
Zitzow Electric	Electrically updates	285.06
Total		<u>\$47,280.98</u>
March Receipts		<u>41,991.03</u>
	March Operating Income (Loss)	<u>(5,289.95)</u>
	Jan-Feb Operating Income (Loss)	<u>(12,669.90)</u>
2022 Total Operating Income (Loss)		<u>(17,959.85)</u>

General Fund/Special Revenue Money Market Account

	2022 Balance	Interest	2022 Interest	2022 Purchased	2022 sold	3/31/2022 Balance
City Shop	3,043.22	3.24%	0.74			3,043.96
Easements	5,215.99	5.56%	1.26			5,217.25
Event Center	1,953.47	2.08%	0.47			1,953.94
General	10,463.93	11.15%	2.53			10,466.46
Park	14,110.62	15.03%	3.42			14,114.04
Sand Seal (Seal Coating)	23,867.92	25.42%	5.78			23,873.70
Sidewalk	11,862.83	12.64%	2.87			11,865.70
Street Improvements/Equipment	23,359.83	24.88%	5.66			23,365.49
Balance	\$93,877.81	100.00%	\$22.74	\$0.00	\$0.00	93,900.55 ***

***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	04/04/2022 Balance
Vergas Community Fund	99.92	0.02	0.00	0.00	99.94
Event Center	649.73	0.01	0.00	68.99	580.75
Trails, Parks & Recreation	53.54	0.00	0.00	0.00	53.54
Pickleball	15,371.21	0.23	1,200.16	64.00	16,507.60
Veteran's Memorial Fund	29,374.85	0.92	30,369.68	583.84	59,161.61
Economic Development	15,314.83	0.23	0.00	166.61	15,148.45
	60,764.16	0.00	31,569.84	883.44	91,451.95

City of Vergas
Investment Schedule
2022

	<u>Account Number</u>	<u>12/31/21</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>03/31/22</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	93,877.81	0.00	0.00	22.74	93,900.55	0.10	MMDA
Street Debt Service 2006	19919	10,013.55	0.00	10,036.27	22.72	(0.00)		Sold
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	71,316.47	0.00	0.00	0.00	71,316.47	0.25	6/10/2022
Totals		239,196.12	0.00	10,036.27	45.46	229,205.31		

City of Vergas
Bond Schedule
2022

<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	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	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	2/1/32	146,920.00	14,920.00	146,920.00
Total		\$1,891,000.00							1,834,463.97

AGED BALANCES

CITY OF VERGAS

DATE: 04/07/2022 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
21	N	BENJAMIN KRIEG	\$78.96	\$69.42	\$63.71	\$0.00	\$212.09
361	N	RHONDA UEKE	\$93.78	\$81.11	\$50.61	\$0.00	\$225.50
570	N	TONY LICENSE	\$104.72	\$113.80	\$109.94	\$36.91	\$365.37
711	N	OLSON, SHELBY	\$233.56	\$246.02	\$213.01	\$440.04	\$1132.63
Totals(4):			\$511.02	\$510.35	\$437.27	\$476.95	\$1,935.59

City Council
2022 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, April 12, 2022

5. 2022 Community Growth Partnership Grant

Files Attached

- 2022-004 RESOLUTION FOR APPROVING Grant for Hanson Property.pdf
- Request-City of Vergas Grant Supporting Document 1.pdf
- CommunityGrowthPartnershipGrantApp2020 (1) (002).pdf

CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA

RESOLUTION 2022-004

The City Council of the City of Vergas, Minnesota does hereby resolve as follows:

WHEREAS, the City of Vergas has identified a proposed project within the City that meets the Otter Tail County Community Development Agency (CDA) Community Growth Partnership Grant program's purposes and criteria; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Community Growth Partnership Grant program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

NOW THEREFORE BE IT RESOLVED that the City of Vergas approves the application for funding from the Otter Tail County CDA Community Growth Partnership Grant program for redevelopment project located on parcels 82000500024000 and 82000500024001.

BE IT FURTHER RESOLVED that upon approval of its application by the Otter Tail County CDA, the Vergas Clerk-Treasurer Julie Lammers, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted this 11th day of April 2021 by the City Council of the City of Vergas.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk/Treasurer

To whom it may concern:

City of Vergas Project (Redevelopment Grant)

Purpose of grant approval:

To provide needed housing within the city limits of Vergas. Potential for four residential single family lots ranging in size from 3 acres to 5 acres

- Demo and cleanup of existing building and debris around property to begin in spring of 2022
- Plat approval of lots to be scheduled for spring of 2022
- Utilities installed and road to be built in spring/summer of 2022
- property to be listed in summer of 2022
- Site has possibility to start groundwork in summer/fall of 2022

Funding-

- \$6,000 is committed by JRMH Holdings. Estimations for demolition/slum/blight are attached. Estimations for 1200sq foot single living houses from start to finish are \$300,000-\$350,000

Current funding will derive from developer (JRMH Holdings). Funding has been requested from local banks but not ensured yet. Lending institutions would prefer to see additional progress and clean up before funding is secured.

OTTER TAIL COUNTY - MINNESOTA

2022 Community Growth Partnership Grant Application

GENERAL INFORMATION

Project Name: City of Vergas Redevelopment Project

Project Type: Planning Activity ☐ Commercial Rehabilitation ☐ Affordable Housing ☐ Redevelopment ☒

Applicant City/Township: Vergas, MN

Application /Project Contact: Josh Hanson

Contact Email Address: josh@spankysstonehearth.com

Phone Number: 218-234-1685

Authorized Official(s) for Execution of Contract (name and title): _____

How much funding is being requested? \$ 9,800

Please provide a brief statement summarizing the proposal that will be reviewed as part of the approval process. Also include in the summary where this project is in the process (i.e., City process, site control, etc.).

This proposal is to request grant funding for the demolition of standing structures that are past their useful life on lots within the City of Vergas. This is the next step in developing these lots to provide up to four single family homes. Currently, lending institutions would like to see more cleanup before funding is secured.

I. PRE-DEVELOPMENT PLANNING ACTIVITY GRANT QUESTIONS

- Describe the planning activity for which funds are being requested and how this planning work will advance the potential for an affordable housing or redevelopment project. Attach any work proposals from consultants and/or contractors who would be completing the planning activity.
- Leverage: List all other funding sources and uses for the planning activity.

Source of Funds	Amount	Committed	Pending
	\$		
	\$		
	\$		
	\$		
Total:	\$ \$0.00		
Itemized Use of Funds/Expenses	Amount	Funding Source	
	\$		
	\$		
	\$		
	\$		
Total:	\$ \$0.00		

II. COMMERCIAL REHABILITATION GRANT QUESTIONS

1. Describe the rehabilitation program for which funds are being requested. Who will administer the program? Is this an existing program? Please attach proposed program guidelines.
2. Describe how the proposed project will benefit the community or area in which it is located, including direct and indirect employment benefits, effects on the tax base (if any), and benefits to other businesses.
3. Leverage: List all sources and uses of funding for the Commercial Rehabilitation Program.

Source of Funds	Amount	Committed	Pending
	\$		
	\$		
	\$		
	\$		
Total:	\$ \$0.00		

Itemized Use of Funds/Expenses	Amount	Funding Source
	\$	
	\$	
	\$	
	\$	
Total:	\$ \$0.00	

III. AFFORDABLE HOUSING AND REDEVELOPMENT PROJECT GRANT QUESTIONS

Project site address(es): First Lot/City Lot: 310 Lake Street W, Vergas, MN 56587

Second Lot: Parcel # 82-000-50-0034-000 (no address yet)

Acreage of site: 29 total acres **Number of parcels:** 2

Is the Project site publicly or privately owned? Publicly Owned Privately Owned X

Current Project site owner(s): JRMH Holdings and the City of Vergas

Current appraised or assessed value of the site: Vergas lot- Assessment market value \$61,400 - Taxable market value \$36,800. Parcel #82-000-50-0034-000 Assessment market value \$46,500 - Taxable market value \$46,500

**Projected appraised or assessed value of the site after development/
redevelopment** (Attach the appraisal or assessor's current and projected values.):

\$40,000 per each of the 4 Vergas City lots and between \$30,000-\$100,000 for the
4 lots on parcel #82-000-50-0034-000

1. Describe the Project and attach location map, photos, and current and projected site plans. Maps should include property boundaries for project.

See attached for both parcels.

2. Describe the Activities that are part of the Project.

Clearance for redevelopment including demolition, hauling, asbestos and metal testing, and leveling a building pad.

3. Describe the current condition of the site. Are there existing structures present? Are the structures vacant?

There are currently existing, vacant structures on both parcels including a trailer house and sheds. Sites contain debris and heavy machinery that needs to be cleared.

4. Is demolition of slum and blight or other structures an Activity of the Project?

Yes ☒ No ☐

5. Environmental Benefits: Has the redevelopment area been found or suspected to be contaminated?

Yes ☐ No ☒

6. Does the redevelopment plan require the cleanup of contaminated soils, hazardous waste or materials?

Yes ☐ No ☒

If yes, please describe information on the type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan.

7. Describe positive environmental impacts of the rehabilitation/expansion/new construction.

Clearing unused and outlived structures and debris will make way for new growth and clear the lots of potentially hazardous rotting material.

8. Economic Benefits: Project the number of new jobs created after redevelopment.

Total retained jobs = 0 FTEs. Total new jobs = 20 FTEs.

9. Describe how the Project will make more efficient/productive use of the site.

Building four new single family homes will create curb appeal and expand the residential community of Vergas. Currently, the sites are not being utilized and contain slum and blight.

10. Describe how the Project will benefit the community or area in which it is located.

This project will provide a much needed housing opportunity for new families to move to Vergas. Therefore, expanding the community and benefiting the local economy.

11. Leverage: Itemize all funding sources for the Project and the Activities identified as part of the Project.

Source of Funds	Amount	Committed	Pending
JRMH Holdings	\$ Undetermined		
	\$		
	\$		
	\$		
Total:	\$ \$0.00		

Itemize Project expenses for each Activity. *Be as detailed as possible.*

Project Activities/Expenses	Costs	Funding Source
Demo, hauling, and landfill fees of shed structures	\$ 3,300	JRMH Holdings
Demo, hauling, and landfill fees of condemned trailer home and heavy machinery	\$ 6,500	JRMH Holdings
	\$	
	\$	
Total:	\$ 9,800	

12. List other sources of funds requested or considered but not obtained for the Project and explain why they were not obtained, to the best of your knowledge. (The purpose of this question is to ensure all funding sources have been explored.)
Current funding will derive from developer JRMH Holdings. Funding has been requested from local banks but is not ensure yet. Lending institutions would prefer to see additional progress and clean up before funding is secured.

13. If the project includes property acquisition, clearance, and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated. *Attach relocation plan, if applicable.*

No tenants will be displaced during this project.

14. Readiness to Proceed. Please provide detailed project timeline with all actions, phases, and anticipated dates for completion.

See attached.

15. Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project:

Zoning approval or variances Yes ☐ No ☒ If **yes**, Status: _____

Environmental review Yes ☐ No ☒ If **yes**, Status: _____

Market or feasibility study Yes ☐ No ☒ If **yes**, Status: _____

City Council
2022 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, April 12, 2022

6. Committee Reports

1. Parks
2. Street Committee
3. Comprehensive Planning
4. Personnel Committee
 - a. Maintenance
 - b. Receptionist
5. Planning Commission
5. EDA/HRA
6. Event Center
6. Municipal Building-Telephone System

Files Attached

- 3.24.2022 Park DRAFT Minutespdf.pdf
- 03-28-2022 Planning Commission Meeting minutes.pdf
- 4-06-22 EDA-HRA Minutes.pdf
- Arvig - City of Vergas HPBX Revised 2022.pdf
- 2022-04-06 Event Center Meeting Agenda Minutes.pdf
- Event Center Proposal from the Lion's.pdf
- Event Center Policy Draft.pdf
- Event Center Electronic Sign Policy.pdf
- 04-11-2022 Planning Commission Meeting minutes.pdf

**3.24.2022 DRAFT MINUTES Vergas Parks & Rec Advisory Board
Vergas Event Center 5:00 p.m.**

- 1. Members Present:** Sherri Hanson, Steph Hogan, Sydney Dahlgren (new member to replace Maggie Puetz), Carol Albright, Tony Sailer, Paul Pinke and Mike DuFrane.
- 2. No others present.**
- 3. No corrections/additions to February minutes.** Motion by Pinke/second by Sailer to approve February minutes as submitted by Steph Hogan.
- 4. Additions to Agenda:**
 - a. Boardwalk**
 - b. Wiebe Property**
 - c. Permit to Place Bench in Tin Can Alley**
 - d. Fence along Trail**
- 5. Swingset:** Hanson communicated with Chris Johnson. **The swingset will arrive Wednesday, June 1. Sailer will coordinate the project. DuFrane will try to get woodchips from an area city. We will set up the swingset on Saturday, June 4. Volunteers are needed.**
- 6. Swimming Lessons:** The City is currently losing about \$550 per year on the swimming lessons project. **Albright and Hanson will meet with Nancy Jacobson to try to alleviate that problem.**
- 7. NDSU Park Plans:** We have not heard any updates from Matthew Kirkwood since February 25 after the ZOOM meeting. **Albright will contact Kirkwood for an update.**
- 8. AARP Grant:** A representative from WCI, Celeste, contacted Albright about a grant opportunity from AARP. It seems like a good match for some of our needs. We will keep it in mind for next year since the March 22 deadline has already passed. There are lots of other grant opportunities available: Otto Bremer, KLN, Sanford.
- 9. Marketing Materials:** We could use marketing for donations but have not yet developed any materials. Should we advertise with the entire Community Fund? Or only for Parks & Rec?
- 10. Budget: DuFrane will purchase and install a grill near the boat dock.**
He will also purchase another garbage can and brush hog.
- 11. Other: DuFrane Report/Questions:**
 - a. Where to place the two benches? One at Pickleball Court, one near swingset.**
 - b. DuFrane will have Dakota Fence reps at next meeting to talk about replacing the split rail fence along the Trail.**
 - c. DuFrane will have parks and streets cleaned up for Maple Fest.**
 - d. He will contact the Boardwalk company to ask about damages to it from the winter. He has photos of the damage.**
 - e. Board agreed no other doggie waste stations are needed at this time but garbage cans should be placed at each Trail head.**
 - f. Board agreed to leave willows in place at 88 Parkview which helped re-route snowmobiles. The lath markers along the Trail easement on that property indicate permanent underground markers according to DuFrane.**
- 12. Wiebe Request:** Motion by Pinke second by Hogan passed to deny Wiebe's request to store his dock/lift on park property like the previous landowner did. A swingset will now be placed in that area of the park.
- 13. Permit for Bench:** Motion by Hanson/second by Pinke passed to allow placement of a memorial bench in Tin Can Alley. It will be set near the large flat rock towards the end of the Trail by the Glawe family in memory of Smilie (Kevin Glawe). Nancy Glawe will be directed to work with DuFrane for installation.

Next meeting will be Thursday, April 28, 2022 at 5:00 p.m. in the Vergas Event Center.

CITY OF VERGAS PLANNING COMMISSION PUBLIC HEARING MINUTES

Monday, March 28, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission held a public hearing on Monday, March 28, 2022, at 6:00 pm for a hybrid meeting with the following members present: Van Bruhn, Robert Jacoby, Neil Wothe, Bruce Albright and Paul Pinke. Absent: none. Also present: Clerk- Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Scott Kolbinger, Dan Beide, Sherri Hanson, Julie Bruhn, Carol Sharp, Keith Bunkowske, Brenda Goldstein and Mitch Goldstein.

Public Hearing – Keilley Shores

Bruce Albright reviewed the proposed plot slit of parcel 82000500037000. Letters which were submitted before the meeting were provided to planning commissioners.

Concerns from neighboring properties discussed:

1. Repairs to paved road with construction traffic
2. Water pressure with additional 14 lots
3. Requirements of home will they be the same as 1st and 2nd Addition on Scarf
4. Stormwater in current ditches and retention ponds.
5. Traffic and emergency vehicle flow.
6. Secondary road from traffic of current 33 homes and additional 14 homes.
7. Current lift station has freeze up issues – will additional lots cause more concerns.

Closed public hearing at 6:33 pm.

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, March 28, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, March 28, 2022, at 6:00 pm for a hybrid meeting with the following members present: Van Bruhn, Robert Jacoby, Neil Wothe, Bruce Albright and Paul Pinke. Absent: none. Also present: Clerk- Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Scott Kolbinger, Sherri Hanson and Keith Bunkowske.

Call to Order

Chairman Bruce Albright called meeting to order at 6:35 pm.

Agenda Additions and Deletions

Approved agenda as provided.

Minutes

Motion by Pinke, seconded by Wothe to approve minutes of the Monday, February 28, 2022, Planning Commission meeting. Motion passed unanimously.

Status of Council Recommendations

Council has held the first and second reading of the grass and weed ordinance and has held the public hearing on March 8, 2022, approving the ordinance. When it is published for the second time in the Frazee-Vergas Forum it will

become law.

Old Business:

Nuisance Properties

Lammers asked Commissioners to provide address they would like the city to look at as nuisance properties for the May meeting.

Townline Road

Townline Road was discussed. The Attorney has prepared and mailed certified letters which were lost in the mail and have been replaced and remailed to the owners giving them until March 15, 2022, to respond. Two owners have responded, one requesting a meeting to discuss, and one stated he would agree to easement.

Vergas Snowmobile Ordinance

Bruhn stated that he and DuFrane are looking at the current Vergas snowmobile ordinance and changes that need to be made. They will bring more information to future meetings.

Parcel Lot Split on Scharf Avenue

Discussed concerns brought up by neighboring property owners at the public hearing. Questioned Keith Bunkowske regarding adding a road from Townline to connect to Scharf. City Engineer Kolbinger questioned length of road with no other access point for property owners. Stated the sanitary sewer system will cover the new development but property owners may need to add an injector pump. Storm water is not accounted for in the map and asked Bunkowske to provide design plans as utility easements and wetlands need to be identified. Both Bruhn and Jacoby stated they need more information on drainage and road access before they could approve the plot split. Motion by Jacoby, seconded by Pinke to table discussion until April 11 meeting with more information provided by the engineers on access and drainage. Motion passed unanimously.

2022 Mark Sand and Gravel Interim Permit Application

Kolbinger stated they could do the Gravel Pit Survey and Inspection Report as soon as the snow is gone, hopefully before the Public Hearing for 6 pm on Monday, April 11, 2022.

Plan Review Fee

Discussed if City should be charging a plan review fee on developments as they are costing the City Engineering fees. Commissioners felt they would like the EDA/HRA to give their comments regarding a plan fee before pursuing the idea.

Commissioners asked Lammers to get examples from other cities as to what they do.

New Business:

Snow Emergency Routes

Albright reviewed the need for snow emergency routes and stated we will hopefully have something prepared by fall for next winter.

Parking

Railway/Main

Property Owner has requested yellow lines be painted where no parking exists. DuFrane stated this property is located in Otter Tail County road right of way and has tried to get ahold of them but has been unable to. DuFrane will provide more information at the April meeting.

First Avenue

Discussed the parallel parking approved for First Avenue. The County has approved parallel parking as long as it is at the City's expense. Street committee will review and inform Planning Commission of their decision in April.

Laurance Lake Project

Water/Sewer

Engineer Kolbinger has provided a memo with cost of water and sewer to parcel wanting to be developed. Further discussion must occur before Planning Commission will decide if they will enforce City water and sewer on the parcels.

Development

No plans have been provided and developer has asked for meeting to discuss criteria of developing lots. When developer gets back to Vergas (he is out of town) we will set up meeting.

Meeting adjourned at 7:25 pm.

Secretary,
Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

DuFrane contact Otter Tail County Highway Department regarding no parking on Railway/Main.

Street committee make recommendation on parallel parking on First Avenue.

Lammers email concerns to Bunkowske. Done 3/29/2022

Lammer to get engineering information from Moore Engineering regarding lot spit to Kolbinger for review.

Lammers to get information from EDA/HRA on plan review fee.

Lammers to get information from other cities on plan review regulations.

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

350 Pelican Avenue construction assessment (Tanya at Otter Tail County HRA)

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

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

Public Hearing – Interim Use Permit – April 11, 2022

Council recommendations:

None.

CITY OF VERGAS EDA/HRA
Wednesday, April 6, 2022
2:00 pm
Billy's Corner Bar

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, April 6, 2022, at 2:00 pm at Billy's Corner Bar with the following members present: Bruce Albright, Paul Pinke and Kevin Zitzow. Absent: Austin Tegtmeier and Vanessa Perry. Also present: Clerk/Treasurer Julie Lammers and Bob Williams of the Frazee-Vergas Forum.

Call to Order

Meeting was called to order by Vice President Bruce Albright at 2:25 pm.

Approval of Agenda

Approved agenda as presented.

Approval of Minutes

Motion by Albright, seconded by Pinke to approve February 2, 2022, 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

Financial Update

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

Old Business

EDA-HRA Goals

2022 EDA and HRA goals were discussed, and goal is to finalize in May.

Ehlers' 2022 MN Public Finance Seminar

Lammers reviewed MN Public Finance Seminar she attended.

Housing Summit

Albright will be attending Housing Summit meeting Thursday, April 7 at Thumber Pond.

Kevin Zitzow joined the meeting.

New Business

Construction Permit Fees-waived

Motion by Pinke, seconded by Albright to waive construction fees for 110 S Broadway and 111 Main Street. Motion passed unanimously.

Plan Review Fees

Lammers reviewed request from Planning Commission regarding adding a plan review fee to new developments. Discussed not having a fee but City receiving a deposit and when project is completed within a certain amount of time it is returned to the developer. Asked Lammers to provide information on what other communities are doing.

2022 Annual Meeting

Discussed surveying businesses regarding their needs and having a job fair for annual meeting, discussed tours of the two new businesses in town and comprehensive planning results. Motion by Albright, seconded by Pinke to conduct a survey of needs for our businesses. Motion passed unanimously. Motion by Zitzow, seconded by Albright to hold meeting on Tuesday, May 24 at 6 pm at the Event Center. Motion passed unanimously. Lammers will put together survey monkey for survey. Zitzow will contact new building owners regarding tours. Lammers will ask at comp plan meeting if they are ready to release information. We will finish planning at next month's meeting.

Meeting adjourned at 3:15 p.m. The next meeting will be held May 4, 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.

Zitzow contact new building owners for annual meeting. (Done 4/7/2022 both agreed.)

Lammers put questions together for survey and email members.

Lammers conduct survey.

Lammers contact Comp Plan regarding speaking at the annual meeting.



www.arvigbusiness.com

150 Second Street SW
Perham, MN 56573
888.992.7844

Name: Vergas Off Sale Liquors

Date: 2/17/2022

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 - Edgemarc 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.
	Total Additional Equipment				

Below are Estimated Values Only

Total Monthly Recurring for Services (including surcharges and features)
Total MRC for Phones, Routers, Switches & Additional Equip. - 36 Month Managed
Total MRC for Phones, Routers, Switches & Additional Equip. - 60 Month Managed
Total One Time Purchase for Phones, Switches & Add'l Equip. - 36 Month Pricing
Total One Time Purchase for Phones, Switches & Add'l Equip. - 60 Month Pricing
Total Monthly Recurring for Router if Equipment is Purchased - 36 Mo Managed
Total Monthly Recurring for Router if Equipment is Purchased - 60 Mo Managed
Total Monthly Recurring for Additional Equipment (Circled on Previous Sheet)
Total One Time Purchase for Additional Equipment (Circled on Previous Sheet)
Installation - 36 Month
Installation - 60 Month
Estimated Total Monthly Recurring
Estimated Total NON Recurring (One Time Charges)
Long Distance: 500 Min. included-3 cents ☒ 1,000 Min. included-3 cents ☐

Check Box

\$210.22	<input type="checkbox"/>
\$34.75	<input type="checkbox"/>
\$24.75	<input type="checkbox"/>
\$575.00	<input type="checkbox"/>
\$505.00	<input type="checkbox"/>
\$13.95	<input type="checkbox"/>
\$7.95	<input type="checkbox"/>
\$0.00	<input type="checkbox"/>
\$0.00	<input type="checkbox"/>
\$650.00	<input type="checkbox"/>
\$500.00	<input type="checkbox"/>



www.arvigbusiness.com

150 Second Street SW
Perham, MN 56573
888.992.7844

Name: Vergas Off Sale Liquors

Date: 2/17/2022

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.

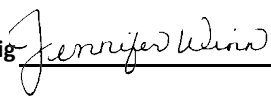
Monthly rate available for customers who sign agreement to keep service for such time period. Customers who terminate service or who are disconnected for non-pay, prior to fulfilling agreement, will be charged all remaining recurring charges that would have been due to the company under the terms of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

Signature

Print

Date

Customer _____

Arvig 

Jennifer Winn

02/17/2022

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

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, April 6, 2022 at 6:34 pm with the following members present: Julie Lammers, Paul Haarstick, Logan Dahlgren, Paul Pinke, Mary Ditterich, and Vanessa Perry. Absent: Lyle Krieg. Guests included: None.

Approval of the Agenda

Motion made by Ditterich, seconded by Perry to approve the agenda. Motion carried unanimously.

Approval of Minutes

Motion by Perry, seconded by Ditterich to approve the meeting minutes. Motion carried unanimously.

2022 Income and Expense

Lammers presented to the committee the income and expense report. Two weddings are scheduled at the Event Center and the Vergas Maple Syrup Festival will be held this weekend. As requested by the committee, Lammers will add a budget comparison to future reports.

Building update

Carbon monoxide and smoke detectors have been installed in the Event Center. The stove was inspected and serviced and has been operational for the past two weeks. It is ready for the Maple Syrup Festival this weekend. Lammers stated that no previous tenants have reported issues with the stove. The cost for the repairs was approximately \$460.

Tenants have expressed concerns with the flooring in several areas, including missing and broken tiles. Committee members are asked to inspect the flooring before the next meeting. The flooring in the bar area and the flooring on the east side of the building are sloping and committee members are asked to pay special attention to that area for any problems with the flooring. Committee will table discussion the doors between the kitchen and main area until the next meeting

Event Center Walking

Consensus among committee members was to allow walking in the Event Center until April 30.

Electronic Sign

Lammers will send a note to businesses listed in the online business directory to see if there is interest in the last remaining sign spot.

Event Center Policy

Policies have been reformatted to be match existing city policies. Motion by Pinke, seconded by Haarstick to recommend the City Council approve the Event Center Policy. Motion carried unanimously. Motion by Pinke, seconded by Perry to recommend the City Council approve the Electronic Sign Policy. Motion carried unanimously.

Event Center Rates & Rental Agreement

No update.

Event Center Bar and Office Area

The Vergas Lions have proposed to sell to the City the existing bar equipment for one dollar and to have a ten-year lease of the office area for one dollar. Committee has asked for the City Attorney review the proposal and to report back the legal consequences of the proposal. Discussions will be tabled until next month.

Kitchen Project Update

City Utilities employees have worked in the kitchen, labeled areas, and improved storage. The Committee expresses gratitude for their hard work and dedication to improving the facility.

Council Recommendations

- Approve Event Center Policy
- Approve Electronic Sign Policy
- Hire 2 employees for event security

Follow up Actions

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

DRAFT

March 15, 2022

To: Mayor Bruhn and the Vergas City Council,

The Vergas Lions Club wishes to donate (sell for \$1.00) the bar equipment owned by the Lions at the VEC. The Lions would like to continue to use the small Coke cooler, located next to the back walk-in door, until the end of 2022 as the Lions Club has a 3.2 liquor license until then and would store the 3.2 beer and pop in that cooler and use as refreshments at Lions meetings.

The Lions plan to clean out the large cooler and under counter storage in the remainder of the bar area on the afternoon of March 22, 2022. Since the Lions will no longer be taking care of the bar for VEC events the Lions agree to allow the City, and whoever they chose, to accommodate VEC events with liquor, to use the bar area and equipment prior to a formal agreement by the City with the Lions, basically upcoming events in April 2022.

As part of the agreement the Lions are also requesting that the City allow the Lions continued and ongoing use of the small closet next to the bar area.

Attached to this letter is an agreement that would formalize the agreement between the City of Vergas and the Vergas Lions.

The Lions Club will be bringing the proposal to the full club membership for a vote of approval at the next regular monthly meeting on April 12, 2022, and hopefully the City Council can do the same at the April 12 meeting.

In the meantime, if you have questions prior to the April meeting you can contact Mary Ditterich (320-226-1074); Richard Hanson (320-492-4910) or Doug Safar (218-201-2554).

Thank you for your consideration of the attached proposed agreement.


Doug Safar, Assistant Treasurer
Vergas Lions Club

Bill of Sale & Lease Agreement

In consideration of \$1.00 (one dollar) receipt of which is hereby acknowledged, **Vergas Lions Club**, (seller) does hereby sell, transfer, and conveys all rights and ownership to the **City of Vergas**, (buyer) the following equipment associated with the bar area at the Vergas Events Center (VEC):

Wooden Bar with drawers and storage space, located on back wall of VEC;
Serving Bar
Apartment size upright freezer
3 Door Pepsi Cooler
1 Door Coke Cooler

In addition, the City of Vergas will allow the Vergas Lions Club sole unlimited use of the 1 Door Coke Cooler to midnight on December 31, 2022.

The City of Vergas does hereby agree to lease the small storage closet next to the bar area at the VEC to the Vergas Lions Club for a period of 10 years beginning May 1, 2022 and ending April 30, 2032. In consideration of this 10 year lease the Vergas Lions Club shall pay the City of Vergas \$1.00 (one dollar), receipt of which is hereby acknowledged, and covers the entire 10 year period. At the end of said lease the parties may consent to continue the lease under terms negotiated at that time.

This Bill of Sale and Lease Agreement was executed by the seller this _____ day of April, 2022.

This Bill of Sale and Lease Agreement was accepted by the buyer this _____ day of _____, 2022.

Seller: Vergas Lions Club
Mary Ditterich, Acting President

Buyer: City of Vergas
Julie Bruhn, Mayor

City of Vergas Vergas Event Center

INTRODUCTION: To outline policy and procedures regarding the oversight, use, safety, and maintenance of the Vergas Event Center.

POLICY:

1. The Vergas Event Center is available for rent as outlined in the City Event Center Rental Agreement. Rental inquiries and the rental agreement are available at the City of Vergas Office. The rental agreement must be completed prior to any scheduled rental.
2. The Vergas Event Center offers a meeting room space with smart technology. Use of the smart room is as outlined in the City of Vergas policy; Vergas Event Center Smart Room Use Policy and requires reservations and completion of Vergas Event Center Rental Agreement.
3. Any untoward incident or accident requires the completion of the city incident report, which is to be filed with the City Office within 24 hours. If the incident or accident occurs on the weekend, reports must be received in the City Office immediately Monday morning. Any incident resulting in significant damage to the Event Center or injury to anyone in attendance at an event; requires an immediate phone call to the City Clerk. If a city employee is injured, the City Clerk must complete the Supervisor's Report of Injury and ensure treatment has been provided and conducts further review to address future action needs and/or policy change needs.

RESPONSIBILITIES:

1. Event Center Advisory Board provides oversight and guidance to the City of Vergas regarding Event Center policy, use, safety, maintenance, budget, and action needs.
2. City Clerk-Treasurer:
 - a. Provides administrative oversight of the event center and provides day to day direction, management of the rentals, response to safety issues, complaints and concerns, and addresses any disputes or incidents that may occur.
 - b. Prepares and reviews the Event Center budget with the Event Center Advisory Board.
 - c. Provides a summary of Event Center activities to the Event Center Advisory Board and brings recommendations for action and policy.
3. City Receptionist:
 - a. Responds to rental inquiries and provides information regarding availability, policy and completion of a rental agreement.
 - b. Schedules events upon the completion of a rental agreement.
 - c. Provides tours of the Event Center.
 - d. Receives completed Event Center rental agreements, rental deposits and rental payments, and return of deposits.
 - e. Schedules Event Center security and verifies proof of liquor liability insurance with patrons scheduling an event that involves the offering of alcohol.
 - f. Provide patrons with the Event Center entry code; logging who code was given to, and date code was entered and removed from keypad.

- g. Provides information regarding rental of sign, takes payments, schedules and updates posts in accordance with the Event Center Sign Policy.
- 4. Liquor Store Staff
 - a. In absence of the City Receptionist, Liquor Store employees will provide patrons with the Event Center Agreement form, take payments, and provide the Event Center entry code; logging who the code was given to and date.
- 5. City Maintenance Staff
 - a. Provides general maintenance and repair of the Event Center, which includes the indoors and outdoors, and completes the laundry needs of mop heads, towels, etc.
 - b. Maintains the maintenance logs for fire extinguishers, smoke alarms, carbon dioxide alarms, and all annual inspections; as well as the physical care and conditions of items in the event center.
 - c. Unlocks the doors prior to Event Center events when keyless entry is not being used.
 - d. Sets up meeting room for Council, Planning Commission and other meetings as indicated.
 - e. Sets up Chairs for funerals and public hearings and when necessary, takes down chairs.
 - f. Provides seasonal landscaping, as mowing of lawn and snow removal of sidewalk and parking lot.
- 6. Cleaning Service
 - a. Cleaning of the Event Center is through a cleaning service contractor, that reports to the City Clerk-Treasurer.
 - b. If Event Center needs additional cleaning, the City Utilities Department will provide.
- 7. Security Service
 - a. Security of the event center is through a contract with a security service, that reports to the City Clerk-Treasurer.
 - b. The Security Service ensures no alcohol is brought in or taken out of the Event Center, other than the organization with liquor liability insurance.
 - c. Monitors and intervenes when underage drinking.
 - d. Monitors and intervenes if any disruptions, i.e., fight, and contacts the Otter Tail County Sheriff's Department (218) 998-8555 for back up needs.

Adopted this 12th day April by the City Council of the City of Vergas

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

**City of Vergas
Vergas Event Center
Electronic Sign Policy**

INTRODUCTION: To outline policy and procedures regarding the use and maintenance of the Vergas Event Center Electronic Sign.

POLICY:

1. Event Center rented events may be on sign for 2 weeks with no additional charge.
2. Non-profit events excluding fundraising events, will be placed on the sign for 3 days at no charge. Examples include: The Bridge Food Shelf, Boy Scouts, Girl Scouts, etc.
3. All City of Vergas Events, such as Liquor Store tastings, Hazardous Waste, etc., may be on the sign for 2 weeks with no charge.
4. Community or non-profit fundraising events can be put on the sign for \$25.00 for up to 5 days not to exceed 10 days. (price is for 1 slide on the sign)
5. For profit events, may advertise on the sign for \$50.00 for 5 days not to exceed 10 days. (price is for 1 slide on the sign)
6. Personal messages may be put on the sign for \$15.00 a day. Examples: Happy Birthday or Happy Anniversary, etc. (price is for 1 slide on the sign)
7. The sign is limited to 10 messages which will be sold to the first 10 paid ads.
8. City Clerk-Treasurer has right to modify requests or deny requests that are demeaning or derogatory.

Adopted this 11 day of April by the City Council of the City of Vergas

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

CITY OF VERGAS PLANNING COMMISSION PUBLIC HEARING MINUTES

Monday, April 11, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission held a public hearing on Monday, April 11, 2022, at 6:00 pm for a hybrid meeting with the following members present: Van Bruhn, Robert Jacoby, Neil Wothe and Bruce Albright. Absent: Paul Pinke. Also present: Clerk- Treasurer Julie Lammers, Scott Kolbinger, Julie Bruhn, Shane Poss, Wayne Johnson, Jeff Hatlewick and someone on iPhone that would not identify themselves.

Chairman Bruce Albright opened public hearing.

Public Hearing – Mark Sand and Gravel Interim Use Permit

Jeff Hatlewick, Vice President of Administration of Mark Sand and Gravel reviewed permit application. Bruce Albright questioned state permits in the application which were expiring in May and Hatlewick stated they have submitted permit applications and they are waiting for the state to approve.

Concerns from neighboring properties discussed:

1. Dead and missing trees which are required in ordinance
2. Work being done before 7 am (ordinance states work can only be done between 7 am and 7 pm)
3. Large amount of smoke coming from pit last year.

Hatlewick addresses concerns with the following information: trees will be replaced as soon as weather allows. Gave his card to property owner Shane Poss and asked him to call him personally if any work begins before 7 am.

Closed public hearing at 6:20 pm.

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, April 11, 2022

Following public hearing

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, April 11, 2022, at 6:22 pm for a hybrid meeting with the following members present: Van Bruhn, Robert Jacoby, Neil Wothe and Bruce Albright. Absent: Paul Pinke. Also present: Clerk- Treasurer Julie Lammers, Scott Kolbinger, Jon Pauna, Shelley Bunkowske and Keith Bunkowske.

Call to Order

Chairman Bruce Albright called meeting to order at 6:22 pm.

Agenda Additions and Deletions

Approved agenda with the following deletions: Snow Emergency Routes and Laurance Lake Project.

Minutes

Motion by Bruhn, seconded by Wothe to approve minutes of the Monday, March 28, 2022, Planning Commission meeting. Motion passed unanimously.

Status of Council Recommendations

Council has held the first and second reading of the grass and weed ordinance and has held the public hearing on March 8, 2022, approving the ordinance. Ordinance has been published and is now in effect.

Old Business:

2022 Mark Sand and Gravel Interim Permit Application

Kolbinger stated they could do the Gravel Pit Survey and Inspection Report as soon as the snow is gone. Planning Commissioners decided not to act until they receive the report.

Plan Review Fee

Lammers provided plan review fee information from Perham, Otter Tail City and Battle Lake. EDA has stated they would like to see a permit which sets a deposit that would be returned when the project has been completed. Commissioners asked for a definition of review plan and time to consider.

Parking

Railway/Main

DuFrane has spoken with Otter Tail County regarding parking and signage on the corner of Railway and Main St and they will review request for removal of signs and yellow marking.

First Avenue

Discussed the parallel parking approved for First Avenue. The County has approved parallel parking as long as it is at the City's expense. Street Committee will make recommendation to proceed with parallel parking to Council on April 12, 2022.

Bruce Albright left meeting; Robert Jacoby chaired.

Parcel Lot Split on Scharf Avenue

Keith Bunkowske addressed concerns brought up by neighboring property owners at the public hearing. Jon Pauna, Moore Engineering Engineer representing Keith and Shelly Bunkowske, stated the storm water from the lake side lots will travel downhill to the lake and the new road will direct the storm water to the pond at the end of the development. Shelly Bunkowske stated the lay of the land does not impede putting a road through to Town Line Road. Pauna stated he would have drawings to Lammers and Kolbinger by Friday to be reviewed and provided to Planning Commission for meeting on April 25, 2022.

New Business:

Meeting adjourned at 7:32 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

DuFrane contact Otter Tail County Highway Department regarding no parking on Railway/Main.

Street committee make recommendation on parallel parking on First Avenue.

Lammers to get engineering information from Moore Engineering regarding lot split to Kolbinger for review.

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

350 Pelican Avenue construction assessment (Tanya at Otter Tail County HRA).

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

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

Lammers provide a definition of review plan.

Council recommendations:

None.

City Council
2022 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, April 12, 2022

7. Staff Reports

A. Utility Superintendent
B. Liquor Store Manager
C. Clerk-Treasurer

Files Attached

- Liquor Store Manager Report for April.pdf
- Liquor Store Q1 19v22.pdf
- Liquor Store Q1 20v22.pdf
- Liquor Store Q1 21v22.pdf
- 4 April 2022 Council report.pdf
- 2022 Clerks Conference Report.pdf

Liquor Store Manager Report:

Financial:

The following has been transferred to the general fund:

2014-\$0.00 2015-\$0.00 2016 \$0.00 2017- \$5,000 2018 - \$10,000 2019 - \$48,400
2020 - \$30,000 2021- \$30,000

	2014	2015	2016	2017	2018	2019	2020	2021
Sales and Cost of Goods Sold								
Sales	485,749	521,592	509,898	528,623	590,936	598,425	736,331	731,290
Cost of Goods	(389,980)	(393,167)	(393,365)	(394,104)	(443,491)	(447,799)	(532,594)	(507,852)
Gross Profit	95,769	128,425	116,533	134,519	147,445	150,626	203,737	223,438
Operating Expenses								
Personnel Services	77,858	68,694	62,837	48,791	51,215	53,807	54,343	68,350
Professional Services	1,800	1,800	1,800	1,800	1,800	5,044	4,175	6,106
Advertising	3,796	1,699	6,008	3,143	4,843	6,274	7,323	4,809
Insurance	2,938	3,631	3,927	3,670	4,180	4,167	6,330	7,764
Repairs and Maintenance	4,934	3,003	3,304	10,141	2,386	6,620	6,271	1,827
Supplies	2,838	2,134	1,921	1,288	2,753	2,777	16,083	6,035
Utilities	9,716	9,277	10,031	14,334	11,324	8,281	8,827	9,811
Miscellaneous	2,258	2,562	2,100	2,174	4,334	5,173	2,987	12,039
Depreciation	17,653	21,639	19,131	19,131	15,145	15,145	15,145	15,145
Total Operating Expenses	123,791	114,439	111,059	104,472	97,980	107,288	121,484	131,886
Operating Income (Loss)	(28,022)	13,986	5,474	30,047	49,465	43,338	82,253	91,552
								not audited

Employees:

Currently at 4 part-time employees and 2 full-time employees.

Liquor Store Manager Kyle Theisen started on November 1, 2021.

Building:

The new beer cooler was ordered on December 16th. It was delivered on March 18th. All craft beer / micro brews have been moved into this cooler. We expect to see an increase in sales for these beers.

We are currently reorganizing the walk-in beer cooler to a better layout and accurate pricing on all products.

The entire store has been repainted except for behind 2 shelves which will be removed in the future.

The wine racks have all been moved to a different layout and new signs were provided free of charge. This should make it much easier for customers to find what they need.

Pricing has increased on almost every product bought since Feb. 1st. One of the beer reps who has been in the industry for over 16 years said this is the largest price increase he has ever seen. I receive product in weekly with a different price (still now in April). I've been having to increase our prices and relabel the shelves to accurately reflect the new price.

Vergas Liquor
Sales Analysis by Item category

Select all
Order by (Item) Item category
Ranking value is shaded.
Store: TEMPLATE

Period A: From 1/1/2022 thru 3/31/2022
Period B: From 1/1/2019 thru 3/31/2019

Item category Description	Rank	Period	Sales % Tot	Profit \$ % Tot	Profit %	# of tickets	Average ticket
N/A	1	A	32.98 0.0	11.06 0.0	33.5	2	16.49
N/A		B	1,607.03 1.8	419.50 1.7	26.1	146	11.01
BAR SUPPLY	2	A	5.99 0.0	2.89 0.0	48.2	1	5.99
Bar supplies		B	1.49 0.0	1.00 0.0	67.1	1	1.49
BEER	3	A	51,810.65 48.3	13,004.07 45.4	25.1	2,550	20.32
Beer		B	43,920.10 50.0	11,033.28 46.0	25.1	2,461	17.85
GARNISH	4	A	209.74 0.2	73.47 0.3	35.0	59	3.55
Drink Garnish		B	139.03 0.2	36.22 0.2	26.1	37	3.76
LIQUOR	5	A	37,412.98 34.9	9,915.68 34.7	26.5	1,947	19.22
LIQUOR		B	28,452.42 32.4	8,441.83 35.2	29.7	1,601	17.77
NONALCOHOL	6	A	2,898.41 2.7	775.59 2.7	26.8	471	6.15
Non Alcohol items		B	1,601.21 1.8	504.49 2.1	31.5	364	4.40
OTHER	7	A	288.53 0.3	117.96 0.4	40.9	142	2.03
OTHER		B	501.17 0.6	156.03 0.6	31.1	184	2.72
SMOKES	8	A	1,320.00 1.2	189.68 0.7	14.4	87	15.17
SMOKES		B	1,111.25 1.3	94.90 0.4	8.5	89	12.49
WINE	9	A	13,261.93 12.4	4,524.65 15.8	34.1	681	19.47
WINE		B	10,493.79 11.9	3,321.26 13.8	31.6	704	14.91
Report totals							
9 groups		A	107,241.21	28,615.05	26.7		
		B	87,827.49	24,008.51	27.3		

-- End of report --

Vergas Liquor
Sales Analysis by Item category

Select all
 Order by (Item) Item category
 Ranking value is shaded.
 Store: TEMPLATE

Period A: From 1/1/2022 thru 3/31/2022
 Period B: From 1/1/2020 thru 3/31/2020

Item category Description	Rank	Period	Sales	% Tot	Profit \$	% Tot	Profit %	# of tickets	Average ticket
N/A	1	A	32.98	0.0	11.06	0.0	33.5	2	16.49
N/A		B	1,460.27	1.4	237.63	0.9	16.3	129	11.32
BAR SUPPLY	2	A	5.99	0.0	2.89	0.0	48.2	1	5.99
Bar supplies		B	26.12	0.0	8.60	0.0	32.9	6	4.35
BEER	3	A	51,810.65	48.3	13,004.07	45.4	25.1	2,550	20.32
Beer		B	52,670.12	50.4	12,731.91	45.8	24.2	2,753	19.13
GARNISH	4	A	209.74	0.2	73.47	0.3	35.0	59	3.55
Drink Garnish		B	289.63	0.3	68.90	0.2	23.8	43	6.74
LIQUOR	5	A	37,412.98	34.9	9,915.68	34.7	26.5	1,947	19.22
LIQUOR		B	32,534.86	31.1	8,884.59	32.0	27.3	1,756	18.53
NONALCOHOL	6	A	2,898.41	2.7	775.59	2.7	26.8	471	6.15
Non Alcohol items		B	2,585.47	2.5	758.49	2.7	29.3	468	5.52
OTHER	7	A	288.53	0.3	117.96	0.4	40.9	142	2.03
OTHER		B	404.51	0.4	161.74	0.6	40.0	180	2.25
SMOKES	8	A	1,320.00	1.2	189.68	0.7	14.4	87	15.17
SMOKES		B	922.25	0.9	109.75	0.4	11.9	75	12.30
WINE	9	A	13,261.93	12.4	4,524.65	15.8	34.1	681	19.47
WINE		B	13,667.99	13.1	4,835.90	17.4	35.4	777	17.59
Report totals									
9 groups		A	107,241.21		28,615.05		26.7		
		B	104,561.22		27,797.51		26.6		

-- End of report --

Vergas Liquor
Sales Analysis by Item category

Select all
 Order by (Item) Item category
 Ranking value is shaded.
 Store: TEMPLATE

Period A: From 1/1/2022 thru 3/31/2022
 Period B: From 1/1/2021 thru 3/31/2021

Item category Description	Rank	Period	Sales	% Tot	Profit \$	% Tot	Profit %	# of tickets	Average ticket
N/A	1	A	32.98	0.0	11.06	0.0	33.5	2	16.49
N/A		B	926.71	0.8	297.66	0.9	32.1	52	17.82
BAR SUPPLY	2	A	5.99	0.0	2.89	0.0	48.2	1	5.99
Bar supplies		B	4.99	0.0	3.02	0.0	60.5	1	4.99
BEER	3	A	51,810.65	48.3	13,004.07	45.4	25.1	2,550	20.32
Beer		B	58,727.68	51.0	15,303.54	46.9	26.1	2,992	19.63
GARNISH	4	A	209.74	0.2	73.47	0.3	35.0	59	3.55
Drink Garnish		B	203.68	0.2	46.75	0.1	23.0	75	2.72
LIQUOR	5	A	37,412.98	34.9	9,915.68	34.7	26.5	1,947	19.22
LIQUOR		B	36,108.72	31.4	10,489.94	32.2	29.1	1,893	19.07
NONALCOHOL	6	A	2,898.41	2.7	775.59	2.7	26.8	471	6.15
Non Alcohol items		B	2,820.58	2.4	917.46	2.8	32.5	513	5.50
OTHER	7	A	288.53	0.3	117.96	0.4	40.9	142	2.03
OTHER		B	370.83	0.3	174.05	0.5	46.9	164	2.26
SMOKES	8	A	1,320.00	1.2	189.68	0.7	14.4	87	15.17
SMOKES		B	1,085.50	0.9	111.64	0.3	10.3	73	14.87
WINE	9	A	13,261.93	12.4	4,524.65	15.8	34.1	681	19.47
WINE		B	14,906.40	12.9	5,275.46	16.2	35.4	827	18.02
Report totals									
9 groups		A	107,241.21		28,615.05		26.7		
		B	115,155.09		32,619.52		28.3		

-- End of report --

April 2022 Utilities Superintendent Council Report.

1. Water
 - a. The work is taking place on the water treatment filters.
 - b. The tower is running in summer mode.
 - c. The wells are set at running 75 gpm
 - d. I talked to fire chief and let them know we are running at half capacity.
2. Wastewater
 - a. The city wastewater ponds are about at full capacity. I will be starting my spring Discharge when legal to do so.
3. Parks
 - a. Spoke with Travis from Mn boardwalks. He said they will be coming and checking on floats and pipes. No time was set when they would be here.

Attended the 2022 MCFOA Conference from March 22-25, 2022

301 MN Clerks attended, with 90 first time clerks.

Athenian Dialogue – The Glass Castle

Learned about dealing with citizens from different financial perspectives. How citizens look at things in the community from their financial status or value system. Example: paying a utility bill will never be a priority for someone who see drinking or entertainment as a priority. Discussed the mental disabilities and how they effect expectations regarding city services.

Building Iron Strong Teams: Creating Drama Free Environments

Looked at different personality types and how they work together and what is seen as progress for one person is seen as a challenge for someone else. Some people feel nothing is accomplished unless people are having fun, other make research a priority and do not care how long it takes for projects to be completed while others have an end goal and feel the most important thing is to finish. While we need every personality type to accomplish anything it can be a challenge for groups to work with people from different mindsets.

Budgeting

City Council sets the course, and the city employees steer the ship.

Important to know the goal of the council for the employees to complete the budget and meet the goals. We need to start goal setting at Council meetings.

Levy/Tax capacity = Tax Rate

I love my job. It's the people I can't stand.

Cooperation, collaboration and compromise will improve workplace satisfaction and productivity. People never argue about things they do not care about.

ARPA (American Rescue Plan)

744 Cites received funding. Final guide will be out by April 1, 2022.

Unused funds will be sent to the US Treasury.

First report due April 29, 2022

Cannot spend money on: Pension Fund, Debt Service, Savings, settlements or violations to local laws.

City Council
2022 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, April 12, 2022

8. Information & Announcements

1. Otter Tail County Emergency Management Plan, April 21, 2022 (Mayor and Council) zoom
2. Municipal Beverage Association (MMBA) (Theisen) April 30-May 3, 2022 Arrowwood
3. Veteran's Memorial Dedication, June 11 (everyone)
4. League of MN Cities Annual Conference (Mayor, Council & Lammers) June 22-24, 2022 Duluth (must register by April 29)
5. Hazardous Waste Day, Thursday, July 7, 2022, from 10-2 (Everyone) Vergas Event Center
6. Clerks Advanced Academy- (Lammers) September 15-16, 2022 New Ulm MN