

**City Council**  
**2022 May Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, May 10, 2022**

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
  1. Council Minutes of the April 12, 2022
  2. Bills paid between Council meetings and Council bills
  3. Liquor Store bills for April 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. 2021 Multi-Hazard Mitigation Plan**

<http://ottertailcountymn.us/content-page/mitigation/>
- 6. Construction Permits**
  - a. 131 E Main, 4 windows
  - b. 130 E Main, replace roof over awning and sign
  - c. 140 E Main St, replace sign
  - d. 106 E Main, window
- 7. Committee Reports**
  1. Parks
  2. Street Committee
  3. Comprehensive Planning
  4. EDA/HRA
  5. Planning Commission
  5. Event Center
- 8. Staff Reports**

Utility Superintendent
- 9. Budget- goal setting**
- 10. Engineering Firm Request of Proposals (RFP)**
- 11. Information & Announcements**
  1. Veteran's Memorial Dedication, (everyone) June 11, 2022 1:00 pm dedication
  2. Comprehensive Plan Public Review, (everyone) Public Review, 5:30-7pm in front of municipal building
  3. League of MN Cities Annual Conference (Bruhn & Albright) June 22-24, 2022 Duluth
  4. Comprehensive Public Hearing, (everyone) June 27 Vergas Event Center
  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
- 12. Adjournment**

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5. 2022 Investment Schedule/Bond Schedule
6. American Rescue Plan Funding 2021-2026
7. Late water/sewer bills

**Files Attached**

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- 2022 April 12 Council Agenda & Minutes.pdf
- May Council Bill Listing.pdf
- Claims List for Approval.pdf
- Liquor Store Bill Listing.pdf
- Genreal Fund\_Special Revenue Money Market Account Report.pdf
- Investment Schedule & Bond Schedule.pdf
- American Rescue Plan Funding 2021-2026.pdf
- AgedBalance\_05052022 (3).pdf

VERGAS COUNCIL  
MEETING MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, April 12, 2022

The City Council of Vergas met at 6:30 pm, on Tuesday, April 12, 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, Bruce Albright and Logan Dahlgren. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Robert Williams of the Frazee-Vergas Forum, Attorney Tom Winters, Engineer Emily Schauer, Brianne Balcer, Jeff Hatlewick, Kyle Theisen and Sherri Hanson.

**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 with the addition of a construction permit. Motion passed unanimously.

**Approval of Consent Agenda**

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

Council Minutes of the March 8, 2022, March 28, 2022 and April 6, 2022

Bills paid between Council meetings and Council bills

Liquor Store bills for March 2022

General Fund/Special Revenue Money Market Account Report

2022 Investment Schedule/Bond Schedule

American Rescue Plan Funding 2021-2026

Late water/sewer bills

Motion passed unanimously.

**2022 Community Growth Partnership Grant**

Lammers reviewed the application from JRMH Holdings regarding the Laurence Acres blight conditions. This will be a 50% grant thru the Otter Tail County to the City of Vergas. Once items are cleared off property copies of paid invoice from property owner will be submitted to Otter Tail County and check for 50% of expenses will be sent to City and City will write check to property owner. Motion by Albright, seconded by Pinke to approve Resolution 2022-004, (complete text available at the City Office) regarding the Otter Tail County Growth Partnership Grant. Motion passed unanimously.

**Construction Permit**

Albright motion, seconded by Pinke to approve a construction permit for 281 Bennet Road 12x16 shed. Motion passed unanimously.

**Committee Reports**

**Park Board**

Sherri Hanson reviewed the Park Board meeting held on March 24, 2022, (minutes available at the Vergas City Office). Motion by Pinke, seconded by Albright to deny the request to allow docks and lifts from 1156 Frazee Avenue on city property due to park playground being placed in this area. Motion passed unanimously. Discussed damage done to the boardwalk from snowmobiles, DuFrane is checking with

Travis of MN Boardwalks regarding pins and repairs to the boardwalk. Working with Nancy Jacobson regarding swimming lessons. Hanson stated they are working with NDSU on a final plan and hope to have to council in June. Discussed the need for the swimming park, loon park, Long Lake park etc. have a name.

#### Street Committee

Albright reviewed street committee meeting held on Wednesday, April 6, 2022, (minutes available at the Vergas City Office). Discussed diagonal parking on 1<sup>st</sup> Avenue, looking into the painting being done once a year. DuFrane has provided quotes for pickup and v-plow. The 2023 price will not be available until August. Council asked DuFrane to provide trade in price for city pickup and quotes. Motion by Pinke, seconded by Dahlgren to proceed in getting price of pickup and plow as well as price for current pickup. Motion passed unanimously. Discussed drainage on the alley between Altona Square and the Municipal Building.

#### Comprehensive Planning

Julie Bruhn updated Council on the Comprehensive Plan.

#### Personnel Committee

Fischer stated personnel committee has reviewed the Matthew Engebretson, Maintenance Employee with a satisfactory rating and no raise at this time as he received a cost of living raise in January. Lammers stated she has done the annual review of Ronola Richards, Receptionist with a satisfactory rating and no raise at his time as she received a cost of living raise in January. Motion by Pinke, seconded by Albright to approve reviewed for maintenance and receptionist employees. Motion passed unanimously.

#### Planning Commission

Albright reviewed Planning Commission meeting minutes of March 28 and April 11, 2022, (minutes available at the Vergas City Office). They will be having two public hearings regarding new developments. Reviewed the Interim use permit for Mark Sand and Gravel. Vice President Mark Hattlewick asked council to approve the permit due without the report as they have projects they need to start hauling for as soon as road restrictions are off to do so crushing needs to begin as soon as possible. This report has been completed in past years and could take up to 30 days to receive. Motion by Albright, seconded by Pinke to approve the permit with the condition if findings are found in the Engineer report will be added to the permit. Motion passed unanimously.

#### EDA/HRA

Albright reviewed EDA/HRA meeting minutes of April 6, 2022, (minutes available at the Vergas City Office). Annual meeting will be held on Tuesday, May 24 at 6 pm.

#### Event Center

Lammers reviewed the Vergas Event Center meeting held on April 6, 2022 (minutes available at the Vergas City Office). Event Center will be closing on April 28 for walking. Five of the six advertisers on the sign will be renewing leaving one spot needing to be filled. Motion by Dahlgren, seconded by Pinke to approve event center policy and sign policy. Motion passed unanimously. Discussed security at the event center and the difficulty we are having with them in the past we have had security as part time employees. Motion by Pinke, seconded Albright to approve hiring security employees at the event center. Motion passed unanimously. Personnel will review hiring part-time employees as security for the event center. Lions have sent a letter and agreement stating they would like to sell us the bar for \$1.00 and rent the community room for \$1.00 for ten years, committee recommend the attorney review. Motion by Albright, seconded by Dahlgren to accept the bar property for \$1.00 and have attorney rewrite the lease through 2022 and Lion's provide city key to room. Motion passed unanimously.

### Municipal Building Telephone System

Corporate Technologies is not able to install the Microsoft phone systems with our current phone numbers. Arvig owns the rights to this phone number, so we need to either change our phone number or stay with Arvig. Winters will look into legality of Arvig releasing the phone number. Microsoft phones with corporate technologies will need to change the phone number if we are unable to get Arvig to release our phone number.

### **Staff Report**

#### Utility Superintendent Report

Bruhn provided DuFrane with certificate from the Minnesota Pollution Control Agency for exceptional compliance. Bruhn thanked Mike DuFrane and Matt Engebretson for their work on reports. DuFrane provided following information the cost for generator hookups is \$41,000 and \$50,000 for the pull behind generator. We can get a generator from MNWarn if an emergency occurs.

Report provided by DuFrane:

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.

#### Liquor Store Manager

Theisen reviewed financials for 2021 and the first quarter of 2022. New cooler has been installed and refacing the walk-in cooler. The inside of the store has been painted. Largest concerns are parking and price increases. Inventory value is lower than a year ago.

#### Clerk-Treasurer

Lammers provided report on the 2022 MCFOA Conference she attended March 22-25, 2022.

### **Information & Announcements**

Reviewed the training provided with the agenda.

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

### **Adjournment**

Meeting was adjourned at 8:40 pm.

## CITY OF VERGAS

Bill Listing for April 1 to May 5, 2022

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
City of Vergas	Payroll	4,922.78
Frazee-Hornet Baseball	Event, softener salt	441.00
Internal Revenue Services	2022 Withholding Tax	3,391.35
Lake Region Electric	Sign, electricity	12.67
MN Dept. of Revenue	Sales Tax	80.00
MN Dept. Revenue	2022 Withholding Tax	481.29
Public Employees Retirement Assoc.	Payroll	14,107.08
Vergas Fire & Rescue	Reimbursed Training	150.00
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<u>\$23,603.27</u>

Date Range : 4/9/2022 To 5/11/2022

<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>
05/10/2022	Adkins Equipment, Inc.	Street, repair boomer	45816	\$1,258.75	100-43110-400-	Highways, Streets & Roadways	\$1,258.75
05/10/2022	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, May 2022	45817	\$3,301.23	100-41405-131- 601-49440-131- 602-49490-131- 100-43110-131- 100-45210-131- 609-49751-131-	Clerk Water Utilities - Administration and General Sewer Utilities - Administration and General Highways, Streets & Roadways Parks Liquor Store - Manager - Off-Sale	\$212.15 \$362.11 \$362.11 \$362.11 \$362.12 \$1,640.63
05/10/2022	Corporate Technologies, LLC	AARP- Computer Services (2022)	45818	\$304.00	100-41990-999-	Other General Government - CARES	\$304.00
05/10/2022	Card Member Service	Event, supplies	45819	\$15.82	100-45110-210-	EVENT CENTER	\$15.82
05/10/2022	Colonial Life	Employee, insurance employee reimbursed	45820	\$108.99	100-41405-999- 609-49751-999-	Clerk Liquor Store - Manager - Off-Sale	\$29.16 \$79.83
05/10/2022	CDH-Vergas Fire Department	Fire and Rescue, 2nd Quarter contribution	45821	\$2,991.77	100-42210-405-	Fire Administration	\$2,991.77
05/10/2022	Michael DuFrane	St, Parks, Water, Sewer, cell phone	45822	\$75.00	100-43110-321- 100-45210-321- 601-49440-321- 602-49490-321-	Highways, Streets & Roadways Parks Water Utilities - Administration and General Sewer Utilities - Administration and General	\$18.75 \$18.75 \$18.75 \$18.75

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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>
05/10/2022	Matthew Engebretson	Parks, Street, cell phone	45823	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
05/10/2022	Essentia Health	Str, Engebretson physical	45824	\$100.00			
					100-43110-300-	Highways, Streets & Roadways	\$100.00
05/10/2022	Frazee-Vergas Forum	GG, legal ads Event, Advertisinhg	45825	\$337.80			
					100-45110-340-	EVENT CENTER	\$55.00
					100-41010-350-	GENERAL GOVERNMENT	\$282.80
05/10/2022	Gopher State One Call	Wtr, Swr, Locates	45826	\$2.70			
					602-49490-210-	Sewer Utilities - Administration and General	\$1.35
					601-49440-210-	Water Utilities - Administration and General	\$1.35
05/10/2022	Great Plains Natural Gas Company	Event, Shop, utility	45827	\$613.75			
					100-45110-380-	EVENT CENTER	\$382.49
					100-43010-380-	City Shop	\$231.26
05/10/2022	Hansons Plumbing & Heating, Inc.	Event, salt	45828	\$38.85			
					100-45110-220-	EVENT CENTER	\$38.85
05/10/2022	Hough, Inc.	Water plant, pump out tank with vac	45829	\$250.00			
					601-49440-400-	Water Utilities - Administration and General	\$250.00
05/10/2022	Julie Lammers	Clerk, cell phone reimbursement	45830	\$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
05/10/2022	Kurita America Inc	Water Plant, Media Filtration Materials	45831	\$102,060.30			

Date Range : 4/9/2022 To 5/11/2022

<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>
					607-49440-520-	Water Utilities - Administration and General	\$102,060.30
05/10/2022	KLJ Engineering LLC	Engineering Fees, drainage, Townline	45832	\$1,946.62			
					100-43110-303-	Highways, Streets & Roadways	\$1,946.62
05/10/2022	Lakes Area Co-operative	St, operating fuel	45833	\$201.88			
					100-43110-210-	Highways, Streets & Roadways	\$201.88
05/10/2022	Leighton Broadcasting	Event, advertising	45834	\$99.00			
					100-45110-340-	EVENT CENTER	\$99.00
05/10/2022	MENARDS - DETROIT LAKES	St, supplies	45835	\$1,130.67			
					100-43110-210-	Highways, Streets & Roadways	\$62.98
					100-43010-240-	City Shop	\$549.00
					100-45210-210-	Parks	\$338.70
					100-43110-240-	Highways, Streets & Roadways	\$179.99
05/10/2022	Olson Oil Co.	All Depts, operating supplies	45836	\$245.74			
					100-43110-210-	Highways, Streets & Roadways	\$245.74
05/10/2022	Otter Tail County Treasurer	St, sand	45837	\$125.50			
					100-43125-210-	Ice and Snow Removal	\$125.50
05/10/2022	Nardini Fire Equipment Co.,Inc.	Event, 2022 service Inspection	45838	\$7.25			
					100-45110-400-	EVENT CENTER	\$7.25
05/10/2022	Otter Tail County Auditor-Treasurer	Yard Waste Cleanup	45839	\$397.00			
					100-43128-400-	YARD WASTE	\$397.00
05/10/2022	Otter Tail County Auditor-Treasurer	202, 1st half of taxes	45840	\$1,819.14			
					100-43128-440-	YARD WASTE	\$427.00
					100-45210-440-	Parks	\$454.74
					602-49490-440-	Sewer Utilities - Administration and General	\$274.33
					100-45110-440-	EVENT CENTER	\$196.44

Date Range : 4/9/2022 To 5/11/2022

<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>
					609-49751-440-	Liquor Store - Manager - Off-Sale	\$466.63
05/10/2022	Otter Tail Power Company	All depts, utility (2022)	45841	\$119.74			
					100-43160-380-	Street Lighting	\$119.74
05/10/2022	Productive Alternatives, Inc.	Event Center, Cleaning Inv#70557	45842	\$112.08			
					100-45110-300-	EVENT CENTER	\$112.08
05/10/2022	RMB Environmental Laboratories, Inc	Water & WWTF,Chemicals	45843	\$30.00			
					601-49440-218-	Water Utilities - Administration and General	\$30.00
05/10/2022	Kyle Theisen	LS, phone and mileage to MMBA	45844	\$116.26			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
					609-49751-331-	Liquor Store - Manager - Off-Sale	\$91.26
05/10/2022	Steve's Sanitation, Inc.	Event, Parks, garbage pick up	45845	\$317.57			
					100-45110-384-	EVENT CENTER	\$110.62
					100-45210-384-	Parks	\$206.95
05/10/2022	West Central Initiative	Comprehensive Plan	45846	\$3,600.00			
					100-41010-430-	GENERAL GOVERNMENT	\$3,600.00
05/10/2022	Vergas Hardware	All Depts, supplies	45847	\$200.66			
					100-45110-210-	EVENT CENTER	\$48.53
					601-49440-210-	Water Utilities - Administration and General	\$6.49
					100-45210-210-	Parks	\$44.39
					100-43110-210-	Highways, Streets & Roadways	\$46.25
					601-49440-200-	Water Utilities - Administration and General	\$27.50
					602-49490-200-	Sewer Utilities - Administration and General	\$27.50

Date Range : 4/9/2022 To 5/11/2022

<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>
Total For Selected Claims				\$122,028.07			\$122,028.07

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 April 2022

Vendor	Description	Total
Artisan Beer Company		\$508.20
Arvig Communications	Phone, Tv, Security	\$760.90
Bellboy Corporation		\$1,180.70
Bergseth Bros		3,596.47
Beverage Wholesalers		903.59
Blue Cross/Blue Shield	Employee Insurance	\$3,281.28
Breakthru Beverage MN Wine and Spirits		721.58
Card Member Services-Bell Bank	Supplies	395.00
City of Vergas	Payroll	4,645.71
City of Vergas	Water/Sewer	59.30
Colonial Life	Employee reimbursed Insurance	188.92
D-S Beverage		550.20
Internal Revenue Service	2022 Withholding Tax	1,351.72
Jackson Family Trucking LLC		40.00
Johnson Brothers Liquor Co		692.87
Leighton Broadcasting	Advertising	299.00
MMBA	Conference	759.00
MN Dept. of Revenue	Sales Tax	3,621.00
MN Dept. Revenue	2022 Withholding Tax	180.27
NCR		64.80
Outstate Brewing Company		109.00
Phillips Wine & Spirits		3,348.60
Public Employees Retirement Assoc.	Payroll	\$865.92
Southern Glazer's Wine & Spirits		1,335.85
Theisen, Kyle	Cell phone reimbursement	34.64
Viking Coca-Cola Bottling Company		189.05
Total		<u>\$29,683.57</u>
April Receipts		<u>43,228.49</u>
	April Operating Income (Loss)	<u>\$13,544.92</u>
2022 March Balance		<u>(17,959.85)</u>
	2022 Total Operating Income (Loss)	<u>(\$4,414.93)</u>

General Fund/Special Revenue Money Market Account

	2022 Balance	Interest	2022 Interest	2022 Purchased	2022 sold	4/30/2022 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	Income	Expenses	04/30/2022 Balance
Vergas Community Fund	99.92	0.04	28.28	4.32	123.92
Event Center	649.73	0.02	0.00	68.99	580.76
Trails, Parks & Recreation	53.54	0.00	0.00	0.00	53.54
Pickleball	15,371.21	0.23	1,200.16	7,134.79	9,436.81
Veteran's Memorial Fund	29,374.85	0.92	35,845.73	583.84	64,637.66
Economic Development	15,314.83	0.15	0.00	166.61	15,148.37
	60,764.16	0.00	37,045.89	7,954.23	89,981.06

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%	State Bank	2/1/32	146,920.00	14,920.00	146,920.00
Total		\$1,891,000.00							1,834,463.97

American Rescue Plan Funding 2021-2026

Identified Community Need	Source Identifying	Estimated Cost	Priority Ranking	Date Council Approved
Infrastructure: Generators for 1 Water Plant, 1 Fire Hall, 5 lift stations	Emergency Management Mitigation Action Plan			
<b>Infrastructure: Higher grade dehumidifier for the water tower</b>	Utilities	<b>\$2,470.00</b>	<b>1</b>	<b>9/14/2021</b>
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		
<b>Broadband Infrastructure; IT Support (All computers/ipads)</b>	City	<b>\$2,400.00</b>	<b>3</b>	<b>9/14/2021</b>
Infrastructure: Heaters for Water Plant	Utilities			
Municipal Building Telephone System	General Government	\$2,030.00	5	3/8/2022
<b>It Support - Fire Wall and Microsoft 365</b>	General Government	<b>\$4,373.00</b>	<b>3</b>	<b>9/14/2021</b>
<b>NDSU Landscaping Phase 1 of Long Lake Park</b>	Parks	<b>\$1,250.00</b>	<b>2</b>	<b>1/11/2022</b>

**Income:**

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

**Expenses:**

<b>Dehumidifier</b>	<b>Water Plant</b>	<b>2,470.00</b>
<b>Fire Wall</b>	<b>General Government</b>	<b>848.44</b>
<b>Microsoft 365</b>	<b>General Government</b>	<b>1,124.56</b>
<b>Computer Tech. Support</b>	<b>General Government</b>	<b>2,400.00</b>
<b>NDSU Landscaping</b>	<b>Parks</b>	<b>1,250.00</b>

<b>Total Expenses- reported 04/30/2022 report</b>	<b><u>\$6,843.00</u></b>
Total in Fund	<u>12,390.68</u>

# AGED BALANCES

CITY OF VERGAS

DATE: 05/05/2022 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
80	N	PENNEY, JOYCE	\$79.24	\$72.64	\$50.28	\$0.00	\$202.16
361	N	RHONDA UEKE	\$99.26	\$93.78	\$81.11	\$50.61	\$324.76
470	N	TRISTYN LEWIS	\$98.28	\$92.31	\$78.01	\$0.00	\$268.60
1765	N	CISSELL, GREGORY &	\$97.60	\$95.24	\$81.25	\$0.00	\$274.09
7701	N	BRACKEN, JOSEPH &	\$103.80	\$97.31	\$82.55	\$0.00	\$283.66
Totals(5):			\$478.18	\$451.28	\$373.20	\$50.61	\$1,353.27

**City Council  
2022 May Council Meeting  
Vergas Event Center & Zoom Id number 267-094-2170 password 56587  
6:30 PM on Tuesday, May 10, 2022**

**5. 2021 Multi-Hazard Mitigation Plan**

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<http://ottertailcountymn.us/content-page/mitigation/>

**Files Attached**

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- 2022-05 RESOLUTION ADOPTING MULITI-HAZARD MITIGATION PLAN .pdf

CITY OF VERGAS  
COUNTY OF OTTER TAIL  
STATE OF MINNESOTA  
RESOLUTION 2022-004

RESOLUTION ADOPTING THE OTTER TAIL COUNTY MULTI-HAZARD MITIGATION PLAN

WHEREAS, the City of Vergas has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Otter Tail County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Otter Tail County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Otter Tail County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Otter Tail County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Otter Tail County Multi-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Vergas supports the hazard mitigation planning effort and wishes to adopt the Otter Tail County Multi-Hazard Mitigation Plan.

Adopted this 10th day of May 2022 by the City Council of the City of Vergas.

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Julie Bruhn, Mayor

ATTEST:

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Julie Lammers, City Clerk/Treasurer

**City Council**  
**2022 May Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, May 10, 2022**

**6. Construction Permits**

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- a. 131 E Main, 4 windows
- b. 130 E Main, replace roof over awning and sign
- c. 140 E Main St, replace sign
- d. 106 E Main, window

**Files Attached**

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- 131 East Main St-windows.pdf
- 130 E Main, sign.pdf
- 140 E Main, sign.pdf
- 106 East Main St-window.pdf

Permit Number: 2022-010 Date Received: 4/28/22 Parcel Number: 82000990064001

## Construction Permit Application

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

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

Property Description: (NEW CONSTRUCTION ONLY)

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

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

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

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

Name of Applicant: JEANETTE BRUHN

Address of Construction Project: 131 E. MAIN

Mailing Address: 411 PELICAN AVE. Phone: 218-342-2891

Name of Owner (If not the Applicant) : \_\_\_\_\_

Address of Owner (If not the Applicant) : \_\_\_\_\_

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Description of work to be done:

4 - B - WINDOWS

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

3. **VALUATION** (not just your cost) of work being completed: \$ 3,500

Building Contractor:

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

Plumber: (must have MN License)

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

Electrician:

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

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

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

7. APPLICANT'S  
SIGNATURE: Paul Burt DATE: 4/28/22

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\$ \_\_\_\_\_ Water Hook-up                      \$ \_\_\_\_\_ Sewer Hook-up  
\$ 25.00 Permit Fee                                      \$ \_\_\_\_\_ Tar Break Up Deposit  
\$ 25.00 Total Fees

Receipt # 144607 Date Paid Apr. 28, 2022

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

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

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

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

Permit Number: 2022-011 Date Received: 4/28/22 Parcel Number: 8200090058000

## Construction Permit Application

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

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

Property Description: (NEW CONSTRUCTION ONLY)

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

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

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

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

Name of Applicant: The Lavinia Loan - Tom & Sarah Wacker

Address of Construction Project: 130 E. Main St. Vergas

Mailing Address: 35224 Freedom Flyer Rd Phone: 218-850-7870  
Vergas, MN 56587

Name of Owner (If not the Applicant): Tom & Sarah Wacker

Address of Owner (If not the Applicant): same

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Description of work to be done:

• Paint or replace steel roof over awning top and bottom to "white"  
Paint or cover pillars in front to "white" signs - call Justin Hemke

2. Proposed use of building: (CIRCLE ONE)

Residential

Commercial

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

Building Contractor:

Name: JH Signs License Number: \_\_\_\_\_ Phone: 346-Sign

Plumber: (must have MN License)

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

Electrician:

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

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

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

7. APPLICANT'S SIGNATURE: [Signature] DATE: 4/21/22

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FOR OFFICE USE ONLY

\$ \_\_\_\_\_ Water Hook-up                      \$ \_\_\_\_\_ Sewer Hook-up  
\$ 25.00 Permit Fee                                      \$ \_\_\_\_\_ Tar Break Up Deposit  
\$ 25.00 Total Fees

Receipt # 144669 Date Paid Apr. 28, 2022

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

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

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

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

Permit Number: \_\_\_\_\_ Date Received: 05/02/22 Parcel Number: \_\_\_\_\_

## Construction Permit Application

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

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

Property Description: (NEW CONSTRUCTION ONLY)

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

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

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

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

Name of Applicant: Kelly Amer American Beauty Salon

Address of Construction Project: 146 East Main Street

Mailing Address: PO Box 46 Phone: (218) 342-2755

Name of Owner (If not the Applicant): Kelly Amer

Address of Owner (If not the Applicant): 49548 325<sup>th</sup> Ave PO Box 58 Vergas, MN 56587

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Replace

Description of work to be done:

New Signage to replace old signage

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

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

Building Contractor: J & H Signs

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

Plumber: (must have MN License)

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

Electrician:

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

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

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

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

7. APPLICANT'S  
SIGNATURE: \_\_\_\_\_

DATE: 5/2/22

\*\*\*\*\*

**FOR OFFICE USE ONLY**

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

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

\$ 25.00 Permit Fee

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

\$ 25.00 Total Fees

Receipt # 144670 Date Paid 5/02, 2022

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

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

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

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

Permit Number: \_\_\_\_\_ Date Received: 5/4/2002 Parcel Number: \_\_\_\_\_

## Construction Permit Application

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

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

Property Description: (NEW CONSTRUCTION ONLY)

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

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

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

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

Name of Applicant: Vergas State Bank

Address of Construction Project: 106 E Main St, Vergas MN

Mailing Address: P.O. Box 67, Vergas Phone: 218-342-2481

Name of Owner (If not the Applicant): Lee Dahlgren

Address of Owner (If not the Applicant): \_\_\_\_\_

1. Permit to (CIRCLE ONE)

Build

Install

Addition

Alter

Move

Demolish

Repair

Remodel

Description of work to be done:

Replace Broken Window

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

3. VALUATION (not just your cost) of work being completed: \$900.00

Building Contractor: Self

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

Plumber: (must have MN License)

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

Electrician:

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

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

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

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\$ \_\_\_\_\_ Water Hook-up                      \$ \_\_\_\_\_ Sewer Hook-up  
\$ 25.00 Permit Fee                              \$ \_\_\_\_\_ Tar Break Up Deposit  
\$ 25.00 Total Fees

Receipt # 144690 Date Paid May 5, 2022

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

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

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

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

**City Council**  
**2022 May Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, May 10, 2022**

**7. Committee Reports**

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1. Parks
2. Street Committee
3. Comprehensive Planning
4. EDA/HRA
5. Planning Commission
5. Event Center

**Files Attached**

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- 4.28.2022 Park DRAFT Minutespdf.pdf
- 04.26.22SSYWminutes.pdf
- Diagonal Parking Approvl Letter 5-5-2022.pdf
- 05-04-2022 EDA\_HRA Agenda andf Minutes.pdf
- 04-25-2022 Planning Commission Meeting minutes.pdf
- 05-17-22 PUBLIC HEARING NOTICE-Lot Split Lawrence Lake Acres.pdf
- 05-23-22 PUBLIC HEARING NOTICEKeilley Shores Third Addition.pdf
- 2022-05-04 Event Center Meeting Agenda Minutes (1).pdf
- Vergas Event Center.pdf

#### 4.28.2022 DRAFT Minutes Parks & Rec Advisory Board

1. **Members Present:** Sherri Hanson, Steph Hogan, Sydney Dahlgren, Carol Albright, Mike DuFrane, Tony Sailer, and Paul Pinke.
2. **Others Present:** Cody from Dakota Fence and Emily Reno from WCI
3. **Additions/Corrections to Agenda:** Move Cody to the beginning of the meeting.
4. **Approve Minutes from March 24** with a **MOTION by Hogan/second by Pinke.**
5. **Dakota Fence Presentation by Cody:**
  - Three rail fence to replace split rail fence along the Trail retaining wall.
  - Rails are 2" x 6", 5" x 5" posts placed every 8 feet, 4' tall
  - Can set in concrete or dig and tamp
  - Lifetime warranty on material. Five year warranty on manufacture.
  - Doesn't recommend almond color. Other colors won't ship until 2023.
  - Approximately 450' needed.
  - Cost is \$25,970 for materials and installation. Possible \$500-\$1000 reduction. Quote is good through the end of the summer.

**MOTION by Hanson/second by Hogan to bring to Council for approval.**

Sailer noted many towns are building dugouts with fencing. Dakota Fence can do that.

**DuFrane will get exact measurements to Cody for an estimate for four dugouts. Cody will also provide estimates for dugout benches and garbage cans**

**Hanson will ask the Community Club and Lions for contributions to these projects.**
6. **Swimming Lessons:** Hanson received an email from Nancy Jacobson saying she will not be teaching swimming lessons in Vergas this summer. This followed a separate meeting with Jacobson, Albright, Hanson, and Hogan in which Parks Board members asked Jacobson to reduce her salary by approximately \$550 to avoid a loss to the City. Hanson has a few people who might be interested in the position. **She will contact them about teaching. Albright will get the list of students from last year from Julie Lammers.**

**MOTION by Albright/second by Pinke to recommend to the Council \$20/hour for the instructor/coordinator and \$15/hour for an assistant, passed.**
7. **Emily Reno (WCI)** is working on the Comprehensive Plan in Vergas with Celeste Koppe. They are currently in the writing phase of the Plan which will be a guide for the future development of Vergas. Albright gave Reno a copy of the Capital Improvement Plan prepared by KLJ in August 2019, which listed some needed capital improvements at the beach. Those needed improvements are being addressed in the current park renovation planning with NDSU Landscape Architecture students.

June 16: Final Public Input for the Comprehensive Plan at Otter Coffee, 5:30.

June 27: Planning Commission reviews the Comprehensive Plan.

June 29: Public Hearing of the Plan.

July 12: Take Plan to Council for final approval.

Albright asked if Reno can provide the balance of the Parks & Rec portion of the

Community Fund at WCI.

8. **Swingset Update:** Sailer is communicating with Chris about the delivery and preparation needed. **Sailer will coordinate with DuFrane about storage and equipment needed.** The delivery should be in May. **The planned installation date is June 4.**
9. **Wood chips:** MOTION by Hanson/second by Sailer to deny Loon Lake Church's request to purchase wood chips from the City. The City cannot sell supplies. However, the Church and the City can split a load of wood chips. **DuFrane will get in touch with the Church contact, Marv Kratzke, to find out if they want to do that.**
10. **NDSU Drawings:** Albright understood the Board should choose one of the student drawings that met most of our requests. Board members received the drawings via email; however, when printed they were difficult to decipher. **Albright will contact Matthew Kirkwood to clarify what he needs from the Board.** We may have to schedule a separate meeting to discuss the plans for the park/beach.
11. **Friends of the Park:** Hogan will contact our Volunteer List to find out if they are still interested in being volunteers for the Parks & Rec Board.
12. **Goose Poop at the Beach:** A resident showed Albright information about goose repellant spray and asked if we could use it at the Vergas beach this summer. The product name is Flight Control MAX. **DuFrane will look into it to find out if it is a DNR approved product.**
13. **DuFrane Report:**

Concern about the sand left after Pickleball Court construction. It is encroaching on the ADA bathroom. Torey Sonnenberg is supposed to level it, according to DuFrane.

Hanson asked when garbage cans will be set out. Some are already in place. Others will go out soon.

Doggie Station will be installed as soon as the frost goes out.

Board agreed no separate men/women designations need to be made for the ball diamond restrooms.

Docks will be placed as soon as the ice is gone.

DuFrane has left two messages with the Boardwalk company. No response yet.
14. **MOTION by Sailer/second by Hogan to adjourn.**

**Next meeting will be Thursday, May 26, 2022 at 5:00 p.m in the Vergas Event Center.**

## **ACTION REQUIRED**

1. **Hanson:** Present Dakota Fence proposal to Council to recommend approval.  
Ask Community Club and Lions for contributions for Trail fence and dug outs.  
Check with contacts about teaching swimming lessons.
2. **Sailer:** Continue swing set coordination with Chris and DuFrane.
3. **Albright:** Contact Kirkwood again to clarify his requests.  
Get a list of swimming lesson students from Julie Lammers.
4. **Hogan:** Contact people on our Volunteer List to find out if they want to be active.
5. **DuFrane:**  
Send exact dugout measurements to Dakota Fence/Chris.  
  
Contact Loon Lake Church to do a split order for wood chips.  
  
Continue to reach out to Boardwalk company.

## **ONGOING PROJECTS**

Marketing/Donation Campaign

**Street/Sidewalks/Yard Waste Committee Meeting Minutes**  
**Vergas City Office**  
**April 26, 2022**

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Wednesday, April 26, 2022 at 1:00 PM at the Vergas City Office. Present was Bruce Albright and Paul Pinke, Vergas City Council; Mike DuFrane, Utility Superintendent; and Julie Lammers, City Clerk. Albright called the meeting to order at 1:00 PM.

2.) Agenda Additions or Deletions. Albright requested we add Bennett Road (RD) and the Gravel Pit to the agenda. Lammers requested to add Engineering Proposal. DuFrane felt we should discuss Keilley Shores Phase 3 and Scharf Avenue (AVE). Approved.

15.) Keilley Shores/Scharf AVE. As Planning and Zoning (P&Z) prepare for the final plat hearing, DuFrane felt there were several issues that needed to be discussed. We're having problems with Scharf AVE deteriorating along Keilley Shores Phases I and II. Part of the problem could be that no-one inspected the roadway in this area when it was built. Albright said the Bunkowski's are working with Moore Engineering on their proposed subdivision. They should have specifications for design and construction of a road. Our Engineer, KLJ, could also inspect the roadway when it is being built to insure compliance. Albright said it all starts with a good compacted base. Compaction tests need to be run during construction. In order to get good compaction, you need the proper soil types at the desired moisture percentage. If things aren't right, you won't meet compaction standards. 152.09, Plat Design Standards (2) states "the minimum road design standards of the city, including road width and grade standards shall be observed by the subdivider, as set forth in Appendix III". At the 04/25/22 P&Z meeting, the Bunkowski's stated that they planned to leave the cul-de-sac at the end of Phase II and to install another cul-de-sac at the end of Phase III. The Committee felt it would be more appealing to remove the Phase II cul-de-sac, and the associated right-of-way (R/W) would revert to the adjacent landowners. During the preliminary plat hearing, there were concerns expressed by other landowners on Scharf AVE, that they felt at the end of Phase III, the road should run west and connect with Townline RD. Bunkowski's feel that the road cannot parallel the property line, because the topography doesn't work, and there is a wetland on the line. Looking at a graphic information systems (gis) map, near the wetland area, the road could follow the field line to the north, clearing the wetland area, and then turn west to Townline RD. Even if at this time, there was R/W dedicated to said road, so that it could be built in the future when needed, might make sense. This could be one of the conditions placed on the final plat approval. A complaint has been filed on the Phase III development regarding leveling and shoreline work that was completed. We'll need to check the files to see if a Construction Permit was issued for said work? Questions arose and discussion took place as to what jurisdiction the City had to enter private property to inspect areas like this? Concerns have also been expressed that houses in Phases I and II may have exceeded the 30% of the lot total of all impervious surfaces for a R-1 Low Density Residential District (151.21, E), unless different because it is in a shoreline area? The SSYW Committee will recommend to P&Z and the Council for the Phase II cul-de-sac removal. There was also discussion about the Phase II sanitary sewer lift station, that it never was "professionally" installed, and is being infiltrated by ground water.

3.) Speed Limits. Lammers has done some research on this topic. On City owned streets in residential areas, the City may reduce the speed limits from the standard 30 miles per hour (MPH). The County does not have jurisdiction of speed limits, and needs to work with the Minnesota Department of Transportation (MnDOT) after they conduct an engineering and traffic

investigation. Last summer the City requested the County to look at the speed limits on County Road (C.R.) Nos. 60/4 from the railroad tracks to the eastern city limits. MnDOT responded that “people will drive as fast as conditions allow, and that it would do no good to lower the speed limit in this area”. Albright said there has probably been over 6 documented accidents this winter along said roadway stretch, including the serious semi-tractor crash yesterday. Because the Vergas Trail parallels this stretch of roadway, people feel that it is only a matter of time before pedestrians are hurt. Also because C.R. No. 4 does not meet C.R. No. 60 at a 90 degree angle, Albright felt that less than 10% of the traffic coming from Frazee actually stop at the stop sign. Albright said that a number of years ago, either MnDOT or the County looked at realigning C.R. No. 4 to meet C.R. No. 60 at a 90-degree angle. Lammers will check with the County on this issue. Ryan Weibye called Lammers on Monday, very upset about the speed limits in his area. Several times last summer, his nieces and nephews were almost hit by traffic, trying to cross the road from his house to the beach area. Albright felt that maybe the City should look at the creation of an “urban district” in accordance with Minnesota Statutes (MS) 169.011, Subd. 90, where houses or businesses are at intervals of less than 100 feet for a quarter of a mile or more. By the Park, Lammers said the County has replaced the 55 MPH sign with an end 40 MPH sign. If there are no other means, Albright felt perhaps next Legislative session, we need to work with our local Legislators to get the laws changed, so cities can have some say on speed limits within their jurisdictions.

4.) Yard Waste Township Meetings. The last meeting with Dora Township is scheduled for May 7th. Pinke hoped by the then, from the information he’s requested and obtained, to analyze how many permits the City issued last year to users from Dora, Hobart, and Candor Townships. DuFrane said the recycling site needs some packable Class V gravel. Part of the gravel is needed where the County has their collection bins, and the other part is needed where the City has the yard waste disposal. Albright felt calculations should be done to determine quantities, and then the County could be contacted if they would cost-share in the graveling. Other roads (West Lake ST, Townline RD, Bennett RD, and some City streets) will also require graveling this summer, and perhaps after a delivered and spread quantity is calculated, we go do a Request for Proposals (RFP) for said product? Depending on which pit the material comes from, we’ve had trouble in the past with gravel trucks on Scharf AVE. A “No Trucks” sign has been placed by the St. John’s Church. Discussion took place where a sign coming into town could be placed? Albright felt it should be placed in the southwest (SW) corner of Section 30, Hobart Township on Townline RD, near the curve on C.R. No. 36. In the past, DuFrane said the Township did not want a “No Trucks” sign on their segment of road. Albright said if they come down Townline RD, by the time they got to Scharf AVE, there is no place to turnaround. Albright will talk with Terry Hockett, Chair, Hobart Township, about installing a sign as noted. The City’s newsletter is now being distributed to all Vergas residents, including those who do not get a utility bill, this includes areas along Townline RD, Bennett RD, and W Lake ST.

5.) East Lake Street Relocation. Lammers contacted Tom Winters, Attorney, Ramstad, Skoyles & Winters, P.A., who is the City Attorney. They’ve indicated that they need a legal description of the new road location from the City’s engineer. Lammers has forwarded the request to Scott Kolbinger, KLJ.

6.) Townline RD. The City Attorney and Lammers met with 4 of the landowners (Terry Engel, Keith and Shelley Bunkowski, and Larry Golkowski) last week regarding their proposed road easements. Jerry Johnson has agreed to sign. Collectively, the landowners basically felt that the value set for agricultural land (\$2,900/ac.) was too low. This amounts to \$0.0666/sq.ft.). The rate for homesteads is \$0.45/sq.ft. Bunkowski’s also feel that the area designated as homestead should be larger to reflect their actual yard. Golkowski said that when the city acquired a road easement for Scharf AVE from him, they City used a a different classificaton/ rate. Bunkowski’s also felt that if they sign the easement, in the future, any damage to their fence caused by the City, needs to be reimbursed to them. Albright felt we could add to their

easement that “any fence located outside of the road easement, that is damaged, will be repaired by the City”. The existing fence is within the proposed road easement. DuFrane had pictures of the fence, taken this spring, that shows parts of the fence were downed by snow load and not City equipment pushing snow off the road. According to the League of Minnesota Cities (LMC), and their memo “Acquisition and Maintenance of City Streets”, “land professionals should appraise the property”. A common appraisal method for easements involves contrasting the fair market value of the the unrestricted property with the value of the property subject to the easement. The difference between the values, is the value of the easement. KLJ calculated the current values of the easement offers. If deals cannot be negotiated, the City would have the power of eminent domain. Albright said this process would involve an attorney, parcel appraisals, and City staff time. Short of going to Court, Albright felt if the agricultural land values were doubled (\$5,800/ac.), we might get the easements signed voluntarily, which would still cost less for the City in the end. Also, if the City is forced to use eminent domain, then all previous offers are removed from the table, and we start over with the parcel appraisals. The other concession that the landowners want is a guarantee that if the City ever decides to improve the road, they will not be assessed. Lammers has discussed this issue with Winters, and he said this Council cannot bind future Councils with their decisions. So therefore, that promise cannot be made. However, if the road was ever improved, there would be a legal process followed that could be contested at that time, if necessary. The SSYW Committee will recommend to the Council that they double their agricultural rate to \$5,800/ac. In an effort to settle this issue, short of going to Court (also expensive).

7.) Parking. Lammers has talked with the County Highway Department about changing the agreement language for allowing diagonal parking on S 1ST AVE, between W Main ST and E Linden AVE. They want a letter stating that instead of the agreement language that the diagonal parking stripes must be painted twice a year, that language would be deleted and substitute language would be added to say “the diagonal parking stripes will be adequately marked”. At the P&Z Meeting last night, someone suggested using the area north of the Event Center for additional parking. The Lion’s Shelter could be moved to the northeast behind the playground equipment. Other suggestions included diagonal parking along one both sides of S 2ND AVE between W Main ST and E Linden ST. Other parking analysis could include: behind the City Offices/Liquor Store, including the County Shop property (which the City should get maybe later this year); parking along S Railway AVE near E Herman ST. This site could be developed for boat and trailer parking. The Committee also talked about the need for Handicap Parking, maybe in front of the bank and City Office. DuFrane said the added parking at Summer’s Real Estate/Home Improvement is working quite well. He needs to add a stop sign at the intersection of S Railway Ave and W Main ST. The Committee felt Lammers should contact the Railroad again about use of their property along S. Railway AVE. Lammers said she will have the RFP’s from engineering firms for City services on Monday, May 2. After scoring, the Council will interview the top 2-3 firms. Once a City Engineer is selected, we might want to do a Work Order with them for a parking analysis behind the Event Center, S. Second AVE, and behind the City Office. The Committee felt we probably shouldn’t sign any new Work Orders with our current engineer until a hiring decision is made. Discussion took place about current parking opportunities behind the Event Center. Lammers said most days, that lot is also full. The Committee talked about the needs for proper signage, directing the public to available parking.

8.) Lawrence Lake Project. Future road improvements for W Glenn ST and W Lake ST were discussed. After the engineer selection process is done, the Committee felt separate work orders should be issued to the engineer to complete preliminary plans for each noted street, included cost estimates. Once the City has this information, informational meetings could be held for each street, to update the landowners about the plans. The work on W Lake ST needs to be coordinated with Candor Township.

9.) Alley Drainage. This is the area between the new Altona Square and the City Offices. KLJ looked at drainage options, including a valley gutter or storm sewer with a catch basin. With the recent rains, the historic problem of flooding behind the Liquor Store hasn't occurred. Altona Square has taken all of their roof drainage and connected that with the storm sewer. Albright said he also had concerns about placing a valley gutter right next to the front door of the Liquor Store, from a hazardous standpoint. The Committee felt we should wait with any modifications until the Altona Square building is completed, and then assess if the problem still exists? If so, we can look at alternatives then.

10.) Pickup and Plow Purchase. Lammers said we have received the insurance check for the old snow plow in the amount of \$9,470. That will be applied to a new snow plow for the City's new 1 ton pickup. DuFrane said he will not be able to order the pickup until August, 2022. The Council wants an analysis of the costs, re-sale or trade-in value of our old Chevrolet pickup, and final costs for the new truck/plow, before the order is placed. Crysteel Truck Equipment, Fridley, MN has the state contract, and would be the ones installing lights, the snow plow, etc.

11.) Snow Removal Ordinances/Policies. Albright said he's found a couple other references in the City's ordinances referring to snow and ice removal. He'll note said areas, which should be updated at the same time we deal with this issue overall. That way, all policies/ordinances are consistent. We should have a little time to finish this matter, hopefully before fall and another snow removal season.

12.) Sidewalk Policy. DuFrane hopes to file his sidewalk report at one of the next upcoming SSW meetings.

13.) City Shop. Lammers has filed the paperwork/application fee with the State for the land use change for the City Shop along Glenn ST. She has not heard back from the State.

14.) City Long Range Road Plan/Funding. Widseth Engineering is sponsoring a free webinar, titled "Benefits of a Pavement Management System" on Thursday, April 28, 2022 at 11:00 AM CDT. They will present a very simple and straightforward GIS-based pavement management system for small to medium sized cities and townships. This system is a comprehensive way of looking at the condition and cost of improvements, so a capital improvement plan can be developed. DuFrane will be registered to attend. Road graveling and blade work will be required on some of the City's streets this summer. Albright felt RFP's should be developed for said services.

15.) Bennett RD. Albright has talked with Torey Sonnenberg, Sonnenberg Excavating, about grader summer maintenance on this road. He would do the work as part of his normal area maintenance on other area roads (about twice a month) at an hourly rate of \$125 - \$140/hour. We've had past complaints from landowners along this road about the City's maintenance. Albright felt having Sonnenberg grade the road, would eliminate these complaints. DuFrane questioned if W Lake ST and N Old Detroit RD should also be added to Sonnenberg's contract. Albright was not sure if Sonnenberg wanted all this work, he just agreed to doing Bennett RD, and he estimated the cost at \$100/time. Lammers said the City will need to enter into an official contract with him in said regard. Road grader costs for past years was reviewed. Perhaps one of the neighboring townships could be contacted for a "sample" agreement they have for annual road maintenance. Lammers said that City policy requires competitive bids for any work over \$1,000.

16.) Gravel Pit. Lammers said the KLJ drone flight of the sight took place today.

The meeting was adjourned at 5:00 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Hold on alley drainage between Altona Square and Liquor Store to analyze area after Altona Square is completed.
- Require removal of Phase II cul-de-sac, Keilley Shores Subdivision.
- Require road design specifications for Phase III, Keilley Shores Subdivision.
- Increase agricultural easement value to \$5,800/ac. for Townline RD.
- RFPs for 2022 road grading and graveling (including recycling site).

Follow up Actions:

- Finish meetings with neighboring Townships regarding Yard Waste disposal site issues/concerns/costs. Hobart - done, Candor, get requested information, Dora - May 7th meeting.
- Continue to work on R/W needs for East Lake Street and Townline Road.
- Subdivision improvements for W Lake ST and Glenn ST issue work orders to engineer for preliminary planning/cost estimates. Landowner informational meetings thereafter.
- SSYW Committee to continue to work on budgets, and future road funding needs.
- Continue to work on City parking, issue engineer work orders to analyze parking potential behind the Event Center, along S 2ND AVE, S Railway AVE (assuming Railroad approval), and behind City Offices including County shop. Work on handicap parking spots.
- 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 concerns along trail. Look at crating an "urban" district.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns.



May 5, 2022

Ms. Julie Lammers, City Clerk-Treasurer  
City of Vergas  
P.O. Box 32  
Vergas, MN 56587

Re: Diagonal Parking CSAH 4 (1<sup>st</sup> Avenue South)

Dear Julie:

We approve the City's request to change to diagonal parking on the westerly side of the portion of County State Aid Highway (CSAH) 4 that is 1<sup>st</sup> Avenue South. The City will be responsible for installing and maintaining all pavement markings and signage related to the diagonal and parallel parking on this portion of CSAH 4. All pavement markings and signage shall be in accordance with the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD), current edition. The City will also be responsible for obliterating the current highway centerline marking.

To be properly maintained the pavement markings will most likely need to be redone twice a year, spring and fall. If the pavement markings and signage are not adequately maintained by the City the parking will revert back to parallel parking at the City's expense.

If you have any questions or require more information, please feel free to contact me at any time.

Sincerely,  
Otter Tail County Highway Department

Charles H. Grotte, P.E.  
County Engineer

Cc: Matt Yavarow, Assistant County Engineer  
Cristi Field, Highway Maintenance Supervisor  
Ricky Swanberg, Lead Sign Technician  
File

**Vergas EDA/HRA  
Billy's Corner Bar & Grill  
2:00 PM on Wednesday, May 4, 2022**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, May 4, 2022 at 2:00 pm at Billy's Corner Bar with the following members present: Bruce Albright and Paul Pinke. Absent: Kevin Zitzow, Austin Tegtmeier and Vanessa Perry. Also present: Clerk/Treasurer Julie Lammers.

**Call to Order**

Meeting was called to order by Vice President Bruce Albright at 2:05 pm. There was not a quorum, so no actions presented.

**Agenda Additions and Deletions**

Approved agenda with the follow additions: members and meeting times.

**Minutes**

Members felt minutes were satisfactory.

**Status of Recommendations to City Council**

No Council updates.

**Financial Update**

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

**Old Business**

EDA-HRA Goals

2022 EDA and HRA goals updated. HRA added continue to collaborate with Otter Tail County on their "Big Build" project and update web page and city website. EDA goals were to remove exploring options for a grocery store and road survey businesses regarding staffing needs and update the web page on the city website.

2022 Annual Meeting

Meeting will be held on Tuesday, May 24 at 6 pm (5:30 social) at the Event Center. Zitzow has contacted new building owners and they have agreed to provide tours. Lammers has asked Emily Reno and Celest Koppe to speak on the comp plan and if they are unable, she will speak. Sarah Schake to discuss the job portal and Otter Tail County workforce. Spanky's will provide the bar for the event. The food will be provided by either the Loon's Nest or Vergas 66, Lammers will continue to look into this.

**New Business**

Meetings and membership

Discussed future plans for members and looking into a potential list of candidates. Discussed moving meeting time to mornings as it has been difficult for members to attend meetings at 2 pm. Suggested 7 am or 8 am and to move meeting to the event center.

Meeting adjourned at 2:50 p.m. The next meeting will be held May 24, 2022, at 5:30 pm at The Event Center. (Please come early to help set up and review event).

Julie Lammers  
City Clerk-Treasurer  
City of Vergas

**Council Recommendations**

None.

**Follow up Actions.**

Review and update 2022 EDA/HRA goals.  
Lammers put questions together for survey and email members.  
Lammers conduct survey.  
Lammers find food for annual meeting and complete agenda.

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, April 25, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, April 25, 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, Josh Hanson, Josh Pfeffer, Shelly Bunkowske and Keith Bunkowske.

### **Call to Order**

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

### **Agenda Additions and Deletions**

Approved agenda as provided.

### **Minutes**

Motion by Jacoby, seconded by Bruhn to approve minutes of the Monday, April 11, 2022, Planning Commission meeting changing the wording from diagonal parking to parallel parking and removing the word not from a statement made by Shelly Bunkowske. Motion passed unanimously.

### **Status of Council Recommendations**

Council has approved the Mark Sand and Gravel Interim Use Permit subject to receiving the Engineering Report, \$100,000 bond and \$7,000 fee. Inspection is not complete, Kolbinger stated they are hoping to complete this week.

### **Construction Permits**

#### 310 Glen Street-building

Motion by Jacoby, seconded by Pinke to approve construction permit for 310 Glen St with the requirement of either building twenty-five feet from Glen St (this is their front yard) or applying for a variance if wanting to build ten feet from property line. Motion passed unanimously.

#### 220 Bennett Road- house and garage

Motion by Pinke, seconded by Jacoby to approve construction permit for 220 Bennett Road for house and garage. Motion passed unanimously.

#### 311 Park View Drive -deck, shed & walkway

Motion by Pinke, seconded by Bruhn to approve construction permit for 311 Park View Drive for walkway and shed being placed ten feet from property line. Motion passed unanimously.

#### 820 Scharf Avenue, siding and windows

Motion by Pinke, seconded by Jacoby to approve construction permit for 820 Scharf Ave for siding and windows. Motion passed unanimously.

**Old Business:**  
Lawrence Lake Project

Motion by Pinke, seconded by Wothe to combine the following parcels 82000500024001, 82000500024000 & 82000500034000 as they have fulfilled requirements of having all parcels in one name (JRMH Holdings LLC) and taxes are paid in full for 2022. Motion passed unanimously.

Motion by Pinke, seconded by Bruhn to hold a public hearing regarding the lot split of combined parcels 82000500024001, 82000500024000 & 82000500034000 on Tuesday, May 10, 2022. Motion passed unanimously.

Kolbinger reviewed the preliminary plan of this development and supplied a list of questions and Meadowland Survey (contracted by JRMH Holdings LLC) responded to questions. (Questions and responses are on file at the city office). Discussed if commission consider approving the six lots or if we are looking at 28 lots and doing the project in phases. Kolbinger questioned if we should have preliminary plat of six lots and roadway and current document would be changed to development concept for ultimate plan as a preliminary plan is only good for 1 year. After reviewing ordinances it was found that there is no benefit to approving more than the six parcels and the road at this time.

Discussed Glen Street and the issue of the current street not being fully developed. This road will need to be developed to meet this development. The proposed road meeting with W Lake Street will make the neighboring property a non-conforming lot due to the current garage being within twenty-five feet of the road. This issue will need to be dealt with by the road moving or by giving them a variance for that shed.

Motion by Pinke, seconded by Bruhn to conduct a public hearing on May 17 at 6:30 pm and cancelling the public hearing scheduled for May 10 regarding a parcel lot split. The public hearing will include the parcel lot split, City water and sewer vs septic systems and wells, a City Street and preliminary plan of parcels 820005000240000, 82000500024000 and 82000500034000. Preliminary Plan of Lawrence Lake Acres Section 25, Township 137, Range 41. Motion passed unanimously.

Discussed allowing septic systems and wells on the four lots being split on the parcel. Commissioners discussed 3-foot separation to sanitation and the kind of system required. Josh Hanson will contact the county regarding requirements of septic systems on lots and provide information at the public hearing. Discussed the donation of park land as part of the project the commissioners need to decide if they are going to require land and or a monetary donation with this development. Ordinance reads that for sixty-seven acres there will need to be 4.2 units for a 10% dedication. Discussed needing fill to improve our part of Glen Street and W Lake Street is going to need to be updated. We need to decide if this will be one street project or two.

Discussed if we are going to have a planning commission meeting after the public hearing or if we are going to wait until the scheduled May 23 meeting. Decided to not have a planning commission meeting on the 17<sup>th</sup> but to make the decision on the 23<sup>rd</sup>.

Parcel Lot Split on Scharf Avenue

Keith Bunkowske reviewed change in map regarding parcel 82000500037000 with natural drainage displayed and with an addition of a sediment basin between lots 2 and 3. Planning to add drain tile to go to Long Lake with rocks to filter sediment and this will differ any increase in water for current Scarf Avenue residents. An easement will be provided to the city for the filtration basin (Kolbinger stated this needs to have no standing water within 48 hours) and they will provide city with Storm Water Sewer Prevention Plan from the MPCA for the project. Discussed length of road being

short on ½ mile and there being space to put in a road connecting Town Line Road if adjacent property is developed in the future.

Motion by Pinke, seconded by Jacoby to accept storm water management plan for Keilly Shores third addition. Motion passed unanimously. Motion by Jacoby, seconded by Wothe to approve preliminary plat of Keilly Shores Third Addition. Motion passed unanimously. Wothe asked if current water and sewer could manage new development and if any additions would need to be made to system. Kolbinger stated the current water and sewer systems can manage new development and the only area of concern is the current lift station on Scarf Avenue. Issue with current lift station is due to it being placed in a swamp, not a compacity issue. Motion by Pinke, seconded by Bruhn to schedule public hearing for the final plat at 6 pm on May 23, 2022 if final plat drawing is submitted to the City by May 9, 2022. Motion passed unanimously.

#### Plan Review Fee

Discussed ordinances 151.53 and 152.10 and the face City regulations already require developers to reimburse City for engineering costs. Commissioners discussed ordinance 152.105 and would like to request direction from the Council on how to proceed with dedication of land or fee.

#### **§ 152.105 DEDICATION REQUIREMENTS.**

(A) As a condition of subdivision approval, subdividers shall dedicate a portion of any proposed subdivision for conservation purposes or for public use as parks, recreational facilities as defined and outlined in M.S. § 471.191, playgrounds, trails, wetlands or open space; provided that the city may choose to accept an equivalent amount in cash for part or all of the portion required to be dedicated based on the fair market value of the land following the criteria of M.S. § 462.358, Subd. 2b, as it may be amended from time to time.

(B) Land shall be reasonably suitable for its intended use and shall be at a location convenient to the people to be served. Factors used in evaluating the adequacy of proposed park and recreation areas shall include size, shape, topography, geology, hydrology, tree cover, access and location. Land with trash, junk, pollutants, flooding or wetlands and unwanted structures is generally not acceptable.

(C) The Planning Commission, if the city has a Planning Commission, and the City Council, shall determine the land and/or cash contribution requirements for proposed subdivisions.

#### Parking

##### Railway/Main

DuFrane stated he has spoken with Otter Tail County, and they will be moving stop sign and reviewing placement of no parking signs.

##### First Avenue

Street committee will review and inform Planning Commission of their decision at May meeting.

#### Vergas Snowmobile Ordinance

Bruhn and DuFrane provided updated copy and commissioners reviewed. Looking at updating multiple ordinances at the same time and will continue to review the ordinance.

#### **New Business:**

##### Gravel Tax

Otter Tail County is looking at adding a gravel tax. This tax would be distributed as 42.5% to county roads, 42.5% to city or township with gravel pit and 15% administration. County has just finished having public hearings regarding the

tax and planning commission will be updated as more information is provided to the city.

Meeting adjourned at 8:43 pm.

Secretary,  
Julie Lammers, Vergas City Clerk-Treasurer

**Follow Up Actions:**

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 May meeting.

**Council recommendations:**

Provide information to planning commission regarding land dedication or fees for new developments.

## **VERGAS PLANNING COMMISSION**

### **PUBLIC HEARING NOTICE**

Notice is hereby given that the Vergas City Planning Commission will conduct a Public Hearing regarding a parcel lot split, City water and sewer vs septic systems and wells, a City Street and preliminary plan of parcels 820005000240000, 82000500024000 and 82000500034000. Preliminary Plan of Lawrence Lake Acres Section 25, Township 137, Range 41. This will divide the parcels into six parcels (future twenty-eight parcels) between West Lake Street and Glen Street.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments and questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 342-2091 prior to the hearing so arrangements can be made to address any specific requirements.

The Public Hearing on this request will be held by the Vergas Planning Commission at 6:30 p.m. on Monday, Tuesday, May 17, 2022, attend the meeting via Zoom, meeting id: 267-094-2170 password 56587 or at the Vergas Event Center Council Chambers.

Julie Lammers  
City Clerk-Treasurer

.....  
Please Publish Frazee-Vergas Forum May 3, 10 and 17, 2022

AFFIDAVIT REQUIRED: Please send to – City of Vergas  
Attn: Julie Lammers  
City Clerk-Treasurer  
P O Box 32  
Vergas MN 56587

## **VERGAS PLANNING COMMISSION**

### **PUBLIC HEARING NOTICE**

Notice is hereby given that the Vergas City Planning Commission will conduct a Public Hearing regarding a Final Plat of Keilley Shores Third Addition located on parcel 82-000-50-0037-000 Section 30, Township 137, Range 40. This will divide the parcel into 15 parcels along East Scharf Avenue.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments and questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 342-2091 prior to the hearing so arrangements can be made to address any specific requirements.

The Public Hearing on this request will be held by the Vergas Planning Commission at 6:00 p.m. on Monday, May 23, 2022, attend the meeting via Zoom, meeting id: 267-094-2170 password 56587 or at the Vergas Event Center Council Chambers.

Julie Lammers  
City Clerk-Treasurer

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Please Publish Frazee-Vergas Forum May 10 and 17, 2022

AFFIDAVIT REQUIRED: Please send to – City of Vergas  
Attn: Julie Lammers  
City Clerk-Treasurer  
P O Box 32  
Vergas MN 56587

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
6:30 P.M. on Wednesday, May 4, 2022

The City of Vergas Event Center Advisory Committee was called to order by Chairperson Logan Dahlgren on Wednesday, May 4, 2022 at 6:34 pm with the following members present: Julie Lammers, Paul Haarstick, Logan Dahlgren, Paul Pinke, and, Lyle Krieg. Absent: Mary Ditterich and Vanessa Perry. Guests included: Robert Jacoby and Mike DuFrane.

**Approval of the Agenda**

Motion made by Haarstick, seconded by Pinke to approve the agenda with the addition of “Parking” and “Council Recommendations Update”. Motion carried unanimously.

**Approval of Minutes**

Motion by Krieg, seconded by Pinke to approve the meeting minutes. Motion carried unanimously.

**Council Recommendations**

Lammers updated the committee that the City Council approved the Event Center Policy and Electronic Sign Policy at the last City Council meeting. The City Council only approved hiring of one security position and has directed the Personnel Committee to further research a second position.

**2022 Income and Expense**

Lammers presented to the committee the income and expense report. No questions or comments were given

**Building update**

Existing quotes for updating the flooring ranged from \$22,000 to \$43,000. Lammers and Dahlgren had already reviewed the area next to the bar that is showing wear. Lammers and Krieg, at the meeting, inspected the area and noticed the slope in the floor and a crack that runs the width of the bar area. The consensus of the committee’s discussion was that there may be larger issues that may need to be addressed, such as foundation issues. Lammers is asked to get updated quotes from Wall to Wall Flooring, Ramsey Flooring, and Summers Construction.

Doors between the kitchen and main area of the Event Center may decrease in priority until the committee understands the complete issue with the floor in the bar area. Lammers was asked to get updated quotes for an overhead roll up door from Franklin Fence, Summers Construction, and Overhead Door Company.

**Event Center Policy**

Utilities Superintendent DuFrane attended the meeting and expressed concern with the policy wording in regards to the section on cleaning, unlocking of the Event Center, and setup of chairs. Motion by Pinke, seconded by Haarstick to recommend to council to change the Event Center Policy as follows: Under “Responsibilities,” remove section 5.c, add “Under direction of City Clerk-Treasurer” to section 5.e, and refer section 6.b. to Personnel Committee to find appropriate wording for city employees. Motion carried unanimously.

**Electronic Sign**

Lammers updated the committee that a sign advertiser was inquiring if their advertising contract would allow them to post messages for free. Since the existing advertising contract has no stipulations that allow this, the committee agreed that offering a discount to advertisers would be the fairest to all who had purchased spaces on the sign. Motion by Pinke, seconded by Haarstick to recommend council to add a fifty percent discount to sign advertisers to the Electronic Sign policy. Motion carried unanimously.

**Event Center Security**

City Council approved hiring for one security position. Personnel will further research this issue.

**Event Center Bar and Office Area**

A lease agreement and bill of sale have been sent to the Lion’s. The Lion’s have already repaired the coolers and made them functional prior to the sale. Lammers and a Lion’s member will meet to discuss any questions regarding the lease. Motion by

Pinke, seconded by Haarstick to recommend to Council to accept the Bill of Sale if it is accepted by the Lion's. Motion carried unanimously. Motion by Pinke, seconded by Haarstick to recommend to Council to accept the lease if accepted by the Lion's. Motion carried unanimously.

#### **Kitchen Project Update**

No update.

#### **Parking**

There has been idea proposed about modifying the Lion's Park behind the Event Center to create more parking area. Committee members suggested that diagonal parking along 2<sup>nd</sup> Avenue could be another option. Community members are encouraged to express their feedback on how to increase parking at the Event Center.

#### **Council Recommendations**

- Approve Event Center Policy with changes
- Approve Electronic Sign Policy with changes
- Conditionally accept the bill of sale with the Lion's
- Conditionally accept the lease agreement with the Lion's

#### **Follow up Actions**

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

## **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.

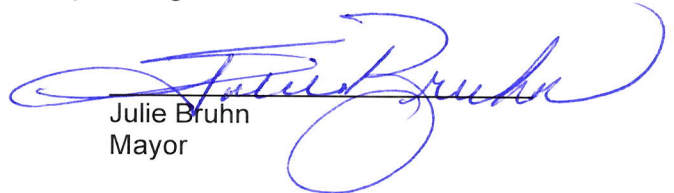
### **RESPONSIBILITIES:**

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.

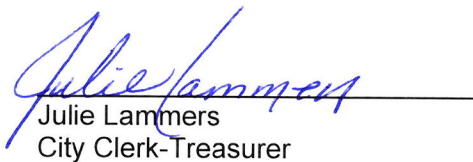


- g. Provides information regarding rental of sign, takes payments, schedules and updates posts in accordance with the Event Center Sign Policy.
- 4. Liquor Store Staff
  - a. In absence of the City Receptionist, Liquor Store employees will provide patrons with the Event Center Agreement form, take payments, 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 Council**  
**2022 May Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, May 10, 2022**

**8. Staff Reports**

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Utility Superintendent

**Files Attached**

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- 5 May 2022 DuFrane Report.pdf

May 2022 Council Report from the Utilities Superintendent.

1. Josh Hanson Property on west Lake Street.
  - a. We are Slowly removing everything to the dump in Pelican Rapids or recycling center in Detroit Lakes. The weather has kept us slow.
2. Water
  - a. Will be flushing hydrants the week of the 16 of May attentively.
  - b. Treatment plant will be finished on 11 of May.
3. Wastewater
  - a. No discharge of the ponds in April due to the frozen ponds.
  - b. We are discharging now.
4. Streets
  - a. Driveway Service has been contacted on 2<sup>nd</sup> of May 5, 2022 to grade all gravel roads, with the exception of Bennet Rd and Townline Rd. Bennet Rd will be done By Sonnenberg excavating. The street committee recommended that Sonnenberg excavating do Bennet Rd. See street committee minutes. Hobart township takes care of grading Townline Rd.
5. Feril cats.
  - a. What to do with growing problem with the out of control cat population.

**City Council**  
**2022 May Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, May 10, 2022**

**11. Information & Announcements**

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1. Veteran's Memorial Dedication, (everyone) June 11, 2022 1:00 pm dedication
2. Comprehensive Plan Public Review, (everyone) Public Review, 5:30-7pm in front of municipal building
3. League of MN Cities Annual Conference (Bruhn & Albright) June 22-24, 2022 Duluth
4. Comprehensive Public Hearing, (everyone) June 27 Vergas Event Center
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