

**City Council**  
**2022 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 14, 2022**

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
  1. Council Minutes of the May 10, 2022 and June 2, 2022
  2. Bills paid between Council meetings and Council bills
  3. Liquor Store bills for May 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. Construction Permits**
  - a. 310 W Glenn St, asphalt driveway
  - b. 1006 E Frazee Ave, re-shingle and replace window
  - c. 818 E Scharf Ave, re-shingle
  - d. 819 E Scharf Ave, new house
- 6. Easements - Townline Road**
- 7. East Lake Street Relocation**
- 8. Committee Reports**
  1. Parks
  2. Comprehensive Planning
  3. Streets/Sidewalks/Yard Waste
  4. EDA/HRA
  5. Planning Commission
  6. Event Center
  7. Personnel
    - a. Committee Report
    - b. Election Judges
- 9. Staff Reports**
  - Utility Superintendent
- 10. Budget- goal setting**
- 11. Information & Announcements**
  1. Comprehensive Plan Public Review, (everyone) June 16, Public Review, 5:30-7pm in front of municipal building
  2. League of MN Cities Annual Conference (Bruhn & Albright) June 22-24, 2022 Duluth
  3. Comprehensive Plan Review by Planning Commission June 27 Vergas Event Center 6 pm
  4. Public Hearing June 29, Comprehensive Plan
  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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(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	97
(Bruce Albright joined meeting and chaired the meeting from this point.)	97
Bunkowske stated he was unaware of land dedication.	97
Construction Permits	97
1106 E Frazee Avenue, repair fence	98
Old Business:	98
Lawrence Lake Project	98
Reviewed information provided at the public hearing on May 17. Motion by Bruhn, seconded by Jacoby to recommend to council to approve the preliminary plat of Lawrence Lake Acres project. Motion passed unanimously.	98
Julie Lammers, Vergas City Clerk-Treasurer	100
Follow Up Actions:	100
Snow emergency routes.	100
Develop a developer's checklist form.	100
Review camper ordinance.	100
Lammers send letter to Mark Sand and Gravel.	100
Council recommendations:	100
Allow the City Clerk-Treasurer to approve non-land changing permits and providing planning commission with information on permits approved.	100
Approve Preliminary Plat for Lawrence Lake Acres.	100
9. Staff Reports	105
11. Information & Announcements	109

**City Council  
2022 June Council Meeting  
Vergas Event Center & Zoom Id number 267-094-2170 password 56587  
6:30 PM on Tuesday, June 14, 2022**

**3. Agenda Additions and Deletions**

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**Files Attached**

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- 2022 May 19 Special Council Agenda Minutes.pdf



VERGAS COUNCIL  
SPECIAL COUNCIL MEETING MINUTES  
VERGAS EVENT CENTER & ZOOM  
Thursday, May 19, 2022

The City Council of Vergas met at 6:30 pm, on Thursday, May 19, 2022, at the Vergas Event Center and on a Zoom for a hybrid special council meeting with the following members present: Mayor Julie Bruhn, Council Members: Natalie Fischer, Paul Pinke, Logan Albright and Bruce Albright. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Jonathan Pauna of Moore Engineering, Kris Carlson, Chris Thorson and Ron Kleinschmidt of Ulteig, Tim Schoonhoven, Jeff Kuhn, Mark Reineke and Gail Leverson of Widseth.

**Call to Order**

Mayor Julie Bruhn called the Special Council meeting of the Vergas City Council to order.

**Engineering Firm Interviews**

The Vergas City Council interviewed Ulteig, Moore and Widseth Engineering Firms.

**Engineering RFP**

Council discussed the pros and cons of each firm.

Motion by Dahlgren, seconded by Fischer to hire Widseth Engineering Firm as the City of Vergas Engineer. Motion passed unanimously.

**Adjournment**

Meeting was adjourned at 8:30 pm.

Julie Lammers, CMC  
Vergas Clerk-Treasurer

**City Council**  
**2022 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 14, 2022**

**4. Approval of Consent Agenda**

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1. Council Minutes of the May 10, 2022 and June 2, 2022
2. Bills paid between Council meetings and Council bills
3. Liquor Store bills for May 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

**Files Attached**

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- 2022 May 10 Council Agenda & Minutes.pdf
- 2022 June 2 Special Council Agenda & Minutes.pdf
- June Council Bill Listing.pdf
- June Claims List.pdf
- May 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\_06132022 (1).pdf

VERGAS COUNCIL  
MEETING MINUTES  
VERGAS EVENT CENTER & ZOOM  
Tuesday, May 10, 2022

The City Council of Vergas met at 6:30 pm, on Tuesday, May 10, 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, Loren Menz, Keith Bunkowske, Shelly Bunkowske, Engineer Scott Kolbinger and Sherri Hanson.

**Call to Order**

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

**Citizens' Concerns**

Loren Menz addressed Council on the approved construction permit for 310 W Glen St. Planning Commission reviewed permit request for a building eleven feet from the front yard property line. Planning Commission approved permit with building placed twenty-five foot from Glen Street. Menz stated he was unable to move building back twenty-five feet due to land surface being steep and cost to get electricity to a building. 151.21 (3)Setbacks states front yards-can be not less than 25 feet; Menz address is Glen Street making that his front yard. Motion by Albright, seconded by Pinke to refer the concern to the planning commission. Motion passed unanimously.

**Agenda Additions and Deletions**

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

**Approval of Consent Agenda**

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

- a. Council Minutes of the March 8, 2022, March 28, 2022 and April 6, 2022
- b. Bills paid between Council meetings and Council bills
- c. Liquor Store bills for April 2022
- d. General Fund/Special Revenue Money Market Account Report
- e. 2022 Investment Schedule/Bond Schedule
- f. American Rescue Plan Funding 2021-2026
- g. Late water/sewer bills

Motion passed unanimously.

Council asked DuFrane to get quotes for a generator for the lift stations to be paid for out of American Rescue Plan Funding.

**2021 Multi-Hazard Mitigation Plan**

Bruhn reviewed the mitigation information from a meeting with our emergency assessment group consisting of Mayor Julie Bruhn, Utilities Superintendent Mike DuFrane, Fire Chief Jeff Albright, EMS Chief Theresa Harthun and Clerk-Treasurer Julie Lammers. Motion by Albright, seconded by Pinke to approve Resolution 2022-005, (complete text available at the City Office) regarding the Otter Tail County Multi-hazardous Mitigation Plan. Motion passed unanimously. Dahlgren question updating the Vergas information as the Mayor and Council members are incorrect. Lammers stated she would contact the county to update the information.

**Construction Permit**

Motion by Albright, seconded by Pinke to approve a construction permits for 131 E Main for windows, 130 E Main for awning and sign and 106 E Main for windows. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve a construction permits for 140 E Main to replace their sign if it

meets the sign ordinance as dimensions of sign were not provided. Motion passed unanimously.

## **Committee Reports**

### **Park Board**

Sherri Hanson reviewed the Park Board meeting held on April 28, 2022, (minutes available at the Vergas City Office). Hanson asked if bridge repair could be added to the American Rescue list. Nancy Jacobson will no longer be doing swimming lessons and Lammers has contacted Frazee-Vergas Community Education. Motion by Pinke, seconded by Dahlgren to join Frazee-Vergas Community Education for swimming lessons at Long Lake Beach. Motion passed unanimously. Motion by Dahlgren, seconded by Pinke to have Sheri Hanson follow up with Lions or Vergas Community Club to make a donation to pay for the Red Cross permit for lessons at the beach. Motion passed unanimously. Hanson stated the snow fence has been put up and Sonnenberg Construction will be removing the cement and leveling the gravel by the pickleball courts. (After meeting I received the following email from Sheri Hanson: I need to correct a statement made last night regarding Pickleball. I was under the understanding that the committee had put snow fence around the court. That is incorrect. They removed the snow fence. They did put up a couple of signs and some line. I had received incorrect information.)

### **Street Committee**

Albright reviewed street committee meeting held on Wednesday, April 26, 2022, (minutes available at the Vergas City Office). Discussed Townline Road easements the City has been trying to acquire from four property owners. Shelly Bunkowske emailed questions to the engineer about nine weeks ago and to the Attorney and City Clerk a month ago and they feel questions have not been answered. Street committee members will address questions and get back to the property owners by the June meeting. The street committee will bring back recommendations to the June meeting. Motion by Pinke, seconded by Albright to increase the agricultural value to from \$2,900 to \$5,800.00. Motion passed unanimously. Committee decided to put on hold the drainage in the alley between the municipal building and Altona Square. Discussed Scharf Avenue and leaving the past phase cul-de-sacs, committee could not see any value to keeping cul-de-sacs. Albright also requested Engineer Kolbinger provide road specifications. Reviewed the past items that have happened along Scharf Avenue. Reviewed the process planning commission goes thru as they felt gravel permit should have come back to planning commission. Discussed allowing Clerk-Treasurer doing permits that do not have land use changes. Waiting for a recommendation from planning commission. Albright stated that we need to have a RFPs for grading and graveling streets. DuFrane stated we only need an RFP for gravel and not grading. Albright reviewed the current situation of Bennett Road. Due to being in emergency mode with graveling, Albright stated we should pull this from recommendations until street committee can meet again. Otter Tail County has given the city approval to have diagonal parking along County State Aid Highway 4 that is 1<sup>st</sup> Avenue South. Members have met with townships regarding yard waste.

### **EDA/HRA**

Albright reviewed EDA/HRA meeting minutes of May 4, 2022, (minutes available at the Vergas City Office). Thinking about moving the meeting due to lacking attendance of members. Annual meeting will be held on Tuesday, May 24 at 6 pm. Everyone is encouraged to attend.

### **Planning Commission**

Albright reviewed Planning Commission meeting minutes of April 25, 2022, (minutes available at the Vergas City Office). Discussed land dedication and planning regulations. Questioned if Council would like land donation or if they would like to have a monetary about? Council stated they would wait until they know the calculation of land from Engineer Kolbinger. DuFrane stated in the past they required developers use the city engineer, Council stated this is not the case.

### **Event Center**

Lammers reviewed the Vergas Event Center meeting held on May 4, 2022 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to allow the six sign advertisers to receive a 50% discount on sign advertising. Motion passed unanimously. Motion by Albright, seconded by Pinke to approve 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. Discussed Vergas Event Center Policy and changes recommended by the committee to remove city maintenance staff from unlocking doors prior to event center events when keyless entry is not being

used, changing city maintenance staff from sets up chairs for funerals and public hearings and when necessary to upon request of city office staff and removing if event center needs additional cleaning, the City Utilities Department will provide. Council tabled decision until personnel committee could make recommendation.

### Comprehensive Planning

Julie Bruhn updated Council on the Comprehensive Plan. Motion by Pinke, seconded by Fischer to set a public hearing on Wednesday, June 29 at 6:30 pm at the Vergas Event Center to present the comprehensive plan for approval by the Vergas Council. Motion passed unanimously.

### **Staff Report**

#### Utility Superintendent Report

DuFrane stated the utilities department is three weeks behind on everything due to the weather.

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 2nd 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. Feral cats.
  - a. What to do with growing problem with the out-of-control cat populationCouncil questioned DuFrane regarding the proper tools to catch and animals and asked him to purchase them. Staff will look into what other communities are doing and if our ordinance needs to be updated. There has been damage due to weather to the ballfield and Lammers is looking into insurance coverage. DuFrane asked Council if Matt Engebretson and himself could attend Mn Rural Water training in Waconia on September 14, 2022. Council asked DuFrane to bring details of the training to next month's meeting. Council asked Lammers to have an article in the newsletter regarding residents not putting grass and leaves into the street.

### **Budget-goal Setting**

Lammers requested Council Members start talking with their committees regarding 2023 budget numbers. Discussed priorities for city employees and asked council members to think about direction for employees to prioritize as we only have four employees that have been asked to not work extra hours.

### **Engineering Firm Request for Proposals (RFP)**

Lammers thanked Council members for their spreadsheets reviewing the six engineering firms who applied to be the city engineering firm. Council decided to interview three firms. Motion by Pinke, seconded by Dahlgren to hold a special council meeting on Thursday, May 19 at 5:30 pm to interview and choose an engineering firm for the city of Vergas. Motion passed unanimously.

### **Information & Announcements**

1. Veteran's Memorial Dedication, (everyone) June 11, 2022 1:00 pm dedication
2. Comprehensive Plan Public Review, (everyone) Public Review, June 16, 2022 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 29, 2022 6:30 pm 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

**Adjournment**

Meeting was adjourned at 8:40 pm.

Julie Lammers, CMC  
Vergas Clerk-Treasurer

VERGAS COUNCIL  
SPECIAL COUNCIL MEETING MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Thursday, June 2, 2022

The City Council of Vergas met at 6:30 pm, on Thursday, June 2, 2022, at the Vergas Event Center and on a Zoom for a hybrid special council meeting with the following members present: Mayor Julie Bruhn, Council Members: Natalie Fischer, Paul Pinke and Bruce Albright. Absent: Logan Dahlgren. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Robert Jacoby, Keith Bunkowske, Shelly Bunkowske, Engineer Scott Kolbinger and Attorney Tom Winters.

**Call to Order**

Mayor Julie Bruhn called the Special Council meeting of the Vergas City Council to order.

**Keilley Shores 3<sup>rd</sup> Addition Final Plat**

Albright reviewed the planning commission review of the final plat which they approved on May 23, 2022. Planning Commission discussed 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 Scharf 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. Discussed dedication requirements:

**§ 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.

Albright reviewed street/sidewalk/yard waste meeting information: Winters discussed the Planning & Zoning action on 05.23.22 regarding the final plat for Keilley Shores Third Addition. The Planning & Zoning approved the final plat, subject to: City Attorney review of the easement for the stormwater pond; review of the approved Minnesota Pollution Control Agency (MPCA) Stormwater permit for the project before Planning & Zoning considers issuance of a construction permit; development of the site in accordance with the City of Vergas Shoreline Management Ordinance. They waived the Dedication Requirements, 152.105. Winters said the only ones that can waive said requirements are the Council, and if they waive them, then they should also modify or do away with the Rule. Scott Kolbinger, KLJ, determined the plat has a density of about 1.5 homes/acre, which falls into the 10% land dedication range. The plat boundary is 9.1 acres, so approximately 0.9 acres would be the dedication amount. KLJ noted for the Second Addition we received the land for the lift station. Developers Keith and Shelley Bunkowske felt they were exempt from the rule, as “no one told them about it.” The developer for the Lawrence Lake Acres is donating 4.81 acres in accordance with the rule. Road specifications for the extension for Scharf Avenue for their Third Addition will be covered in their construction permit. Winters was in town today to sign the final plat, but in accordance with 152.07, (D) (4), the City Council must also approve the “final” plat. Since the Council is not scheduled to meet until 06.14.22, Winters will not sign until the Council approves it. Lammers will call the Keith and Shelley Bunkowske today to let them know about the delay and the dedication requirements. They are very anxious to get started, so Lammers questioned if Pinke and Albright would consider calling a “special” Council meeting for Thursday, June 2, 2022, 6:30 PM, Vergas Event Center. Both agreed to ask for said meeting. Winters said he was available to attend.

Council discussed having Keith and Shelley Bunkowske provide land for a road connecting Townline Road to Scharf Avenue and Shelley Bunkowske stated they would not and asked for an amount to be donated.

Bruhn reviewed Council options: Do we want to change the ordinance, or do we want to maintain the ordinance? Albright reviewed the value of agricultural land at \$2,900 an acre. Bruhn stated she did not want to change the ordinance and Pinke verbally agreed. Albright reviewed the land provided to City in the first addition which exceeded the land amount required for land dedication. Albright explained he would recommend \$1,700 for land dedication. Albright stated the city needs to produce a one-page document on what developers need which states what developers steps they need to follow. Motion by Albright, seconded by Pinke to give half credit for prior land dedication and require a \$1,700 donation and approve the final plat as provided. Discussed the easement of the drainage tile and why the city would want to have an easement when we do not want to maintain or repair. Covenants would need to be changed so property owners are aware they are fiscally responsible for the upkeep of the stormwater pond. (Attorney Tom Winters joined the meeting.) Winters stated a resolution would need to be approved to remove the easement which would be filed with the final parcel mylar. Albright questioned if we really want to give up the easement. If we do give up the easement, how would we stop the landowners from removing the drainage area. Voting yes: none. Voting no: Pinke, Albright and



Fischer. Motion failed. Discussed the need for a resolution to remove the easement and the need for city to hold owners responsible for upkeeping the drainage area. Council asked to see the easement and Lammers stated she has not seen easement and Winters has not developed an easement at this time due to waiting for Council to state if they want an easement. Motion by Albright, seconded by Pinke to keep the land dedication requirement and giving half credit for prior land dedication and require a \$1,700 cash contribution, Council approve the final plat and Keith and Shelley Bunkowske to agree to enter into an agreement with the City to address drainage area easement and add said easement to the covenants. Motion passed unanimously. Keith and Shelley Bunkowske will provide updated covenants to the City and Winters will provide a written easement.

Albright stated the City has received complaints regarding the erosion of the property going into the lake and silk fences need to be replaced. Planning Commission will further address.

Kolbinger stated a reminder final plat has been approved but development cannot begin until construction permit and plans and specifications are approved by the city.

### **Adjournment**

Meeting was adjourned at 7:38 pm.

Julie Lammers, CMC  
Vergas Clerk-Treasurer

## CITY OF VERGAS

Bill Listing for May 12 to June 9, 2022

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
Aramark	City Shop, towels	11.50
City of Vergas	Payroll	10,055.96
Corporate Technologies	GG, Computer Services	304.00
Internal Revenue Services	2022 Withholding Tax	2,948.23
Karger, Terry	Event, return deposit	75.00
Lake Region Electric	Sign, electricity	12.67
Leighton Broadcasting	Event, Advertising	100.00
MN Dept. of Revenue	Sales Tax	74.00
MN Dept. Revenue	2022 Withholding Tax	486.77
Otter Tail Power	All Depts, utility	1,991.63
Public Employees Retirement Assoc.	Payroll	1,866.56
Tammy Kinsella	Event, Advertising	180.00
United States Postmaster	GG, Water, Sewer, postage	464.00
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<u>\$18,587.42</u>

Date Range : 6/14/2022 To 6/14/2022

<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>
06/14/2022	Aramark	Event, towels and rugs	45892	\$68.95	100-45110-210-	EVENT CENTER	\$68.95
06/14/2022	Arvig Communication Systems	All Depts, phone, fax, security	45893	\$695.81	609-49751-321-	Liquor Store - Manager - Off-Sale	\$288.45
					100-43010-321-	City Shop	\$62.00
					100-45110-321-	EVENT CENTER	\$92.00
					100-41010-321-	GENERAL GOVERNMENT	\$253.36
06/14/2022	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, June 2022	45894	\$3,301.23	100-41405-131-	Clerk	\$212.15
					601-49440-131-	Water Utilities - Administration and General	\$362.11
					602-49490-131-	Sewer Utilities - Administration and General	\$362.11
					100-43110-131-	Highways, Streets & Roadways	\$362.11
					100-45210-131-	Parks	\$362.11
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,640.64
06/14/2022	City of Detroit Lakes	St, sweeping	45895	\$930.00	100-43110-530-	Highways, Streets & Roadways	\$930.00
06/14/2022	Colonial Life	Employee, insurance employee reimbursed	45896	\$217.98	100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$159.86
06/14/2022	Core & Main LP	Water & Sewer, supplies	45897	\$315.49	601-49440-300-	Water Utilities - Administration and General	\$157.75
					602-49490-300-	Sewer Utilities - Administration and General	\$157.74
06/14/2022	Card Member Service	Event, supplies Clerk, training	45898	\$265.53	100-45110-210-	EVENT CENTER	\$125.53
					100-41010-331-	GENERAL GOVERNMENT	\$140.00

Date Range : 6/14/2022 To 6/14/2022

<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>
06/14/2022	Corporate Technologies, LLC	AARP- phones & service Inv #59941, 60101, 58281	45899	\$1,921.00			
					100-41990-999-	Other General Government - CARES	\$346.00
					100-41990-999-	Other General Government - CARES	\$1,575.00
06/14/2022	Dacotah Paper Company	GG, supplies Inv #39660	45900	\$156.90			
					100-45110-210-	EVENT CENTER	\$156.90
06/14/2022	Dietrick, Victoria	Event, dep returned 6/5/2022	45901	\$75.00			
					100-45110-999-	EVENT CENTER	\$75.00
06/14/2022	Driveway Service	St, black dirt	45902	\$480.00			
					100-43110-400-	Highways, Streets & Roadways	\$240.00
					100-45210-400-	Parks	\$240.00
06/14/2022	Michael DuFrane	St, Parks, Water, Sewer, cell phone	45903	\$75.00			
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
06/14/2022	Matthew Engebretson	Parks, Street, cell phone	45904	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
06/14/2022	Great Plains Natural Gas Company	Event, Shop, utility	45905	\$613.75			
					100-45110-380-	EVENT CENTER	\$382.49
					100-43010-380-	City Shop	\$231.26
06/14/2022	Hach Corporation	Wtr, chemicals	45906	\$243.25			
					601-49440-218-	Water Utilities - Administration and General	\$243.25

Date Range : 6/14/2022 To 6/14/2022

<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>
06/14/2022	Hawkins, Inc	Wtr, chemicals	45907	\$695.44	601-49440-218-	Water Utilities - Administration and General	\$695.44
06/14/2022	Julie Lammers	Clerk, cell phone reimbursement	45908	\$75.00	100-41405-321- 601-49440-321- 602-49490-321-	Clerk Water Utilities - Administration and General Sewer Utilities - Administration and General	\$25.00 \$25.00 \$25.00
06/14/2022	Kurita America Inc	Water Plant, Media Filtration Materials	45909	\$11,340.00	607-49440-520-	Water Utilities - Administration and General	\$11,340.00
06/14/2022	KLJ Engineering LLC	Engineering Fees, Townline, Lake Street, Gravel Pit, Keilley Shores	45910	\$6,644.59	100-43110-303-	Highways, Streets & Roadways	\$6,644.59
06/14/2022	L & M Supply, Inc.	Parks, Street, Water, Sewer, Yard Waste, Generator	45911	\$1,235.98	100-43110-240- 100-43128-240- 100-45210-240- 601-49440-240- 602-49490-240-	Highways, Streets & Roadways YARD WASTE Parks Water Utilities - Administration and General Sewer Utilities - Administration and General	\$247.20 \$247.20 \$247.20 \$247.19 \$247.19
06/14/2022	League of MN Cities Insurance Trust	Park, insurance Ball Field (2022 )	45912	\$852.00	100-45210-360-	Parks	\$852.00
06/14/2022	Leighton Broadcasting	Event, advertising	45913	\$99.00	100-45110-340-	EVENT CENTER	\$99.00
06/14/2022	Lakes Area Co-operative	St, operating fuel	45914	\$314.08	100-43110-210-	Highways, Streets & Roadways	\$314.08

Date Range : 6/14/2022 To 6/14/2022

<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>
06/14/2022	Marco Inc	Copier, contract and service work	45915	\$171.34			
					100-41010-200-	GENERAL GOVERNMENT	\$57.12
					601-49440-200-	Water Utilities - Administration and General	\$57.11
					602-49490-200-	Sewer Utilities - Administration and General	\$57.11
06/14/2022	MN DEPT OF HEALTH/DRINKING WATER	Wtr, 2nd Quarter connection fee	45916	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
06/14/2022	MENARDS - DETROIT LAKES	Parks, supplies	45917	\$573.84			
					100-45210-210-	Parks	\$522.15
					100-45110-210-	EVENT CENTER	\$17.96
					100-41010-210-	GENERAL GOVERNMENT	\$33.73
06/14/2022	Olson Oil Co.	Parks, operating supplies	45918	\$151.22			
					100-43110-210-	Highways, Streets & Roadways	\$151.22
06/14/2022	Otter Tail Power Company	All depts, utility (2022)	45919	\$1,686.26			
					100-43160-380-	Street Lighting	\$673.82
					100-45110-380-	EVENT CENTER	\$224.48
					100-43010-380-	City Shop	\$80.94
					100-45210-380-	Parks	\$108.95
					601-49440-380-	Water Utilities - Administration and General	\$415.74
					602-49490-380-	Sewer Utilities - Administration and General	\$182.33
06/14/2022	Phil's Blue Ribbon Repair	Parks, St, repair	45920	\$75.00			
					100-45210-400-	Parks	\$37.50
					100-43110-400-	Highways, Streets & Roadways	\$37.50
06/14/2022	Perham Printing	GG, Water Sewer, envelopes	45921	\$719.01			
					100-41010-200-	GENERAL GOVERNMENT	\$239.67

Date Range : 6/14/2022 To 6/14/2022

<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>
					602-49490-200-	Sewer Utilities - Administration and General	\$239.67
					601-49440-200-	Water Utilities - Administration and General	\$239.67
06/14/2022	Productive Alternatives, Inc.	Event Center, Cleaning Inv#70783	45922	\$104.75			
					100-45110-300-	EVENT CENTER	\$104.75
06/14/2022	RMB Environmental Laboratories, Inc	WWTF,Chemicals	45923	\$276.00			
					602-49490-218-	Sewer Utilities - Administration and General	\$276.00
06/14/2022	Ramstad, Skoyles & Winters, PA	Attorney fees	45924	\$1,130.00			
					100-41010-304-	GENERAL GOVERNMENT	\$1,130.00
06/14/2022	Kyle Theisen	LS, phone	45925	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
06/14/2022	Steve's Sanitation, Inc.	Event, Parks, garbage pick up	45926	\$317.57			
					100-45110-384-	EVENT CENTER	\$110.62
					100-45210-384-	Parks	\$206.95
06/14/2022	Softline Data, Inc	Wtr, Swr, support	45927	\$195.00			
					601-49440-400-	Water Utilities - Administration and General	\$97.50
					602-49490-400-	Sewer Utilities - Administration and General	\$97.50
06/14/2022	Vergas Hardware	All Depts, supplies	45928	\$175.57			
					100-45110-210-	EVENT CENTER	\$14.49
					601-49440-210-	Water Utilities - Administration and General	\$20.98
					100-45210-210-	Parks	\$104.64
					100-43110-210-	Highways, Streets & Roadways	\$35.46

Date Range : 6/14/2022 To 6/14/2022

<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				\$36,651.54			\$36,651.54

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 May 2022

Vendor	Description	Total
Aramark	Rugs	\$32.48
Absolute Ice		\$761.05
Artisan Beer Company		\$630.92
Bergseth Bros		19,754.99
Beverage Wholesalers		5,556.22
Blue Cross Blue Shield of MN	Employee Health Insurance	1,640.63
Breakthru Beverage MN Wine and Spirits		4,419.65
Card Member Services	Supplies	120.22
City of Vergas	Water/Sewer	118.60
City of Vergas	Payroll	4,740.52
Colonial Life	Employee reimbursed Insurance	79.83
Datamann, Inc	Computer Support	56.60
Disgruntled Brewing		561.60
D-S Beverage		16,226.08
Frazee-Vergas Forum	Advertising	78.75
Great Plains Nat Gas	Utility	272.55
Henry's Foods Inc		1,103.14
Internal Revenue Service	2022 Withholding Tax	1,383.44
Johnson Brothers Liquor Co		7,930.18
Leighton Broadcasting	Advertising	100.00
Menards	Supplies	265.33
MN Dept. of Revenue	Sales Tax	3,790.00
MN Dept. Revenue	2022 Withholding Tax	182.73
Otter Tail County Treasurer	LS, property taxes	466.63
Otter Tail Power Company	Utility	833.29
Outstate Brewing		230.00
Phillips Wine & Spirits		4,750.64
Public Employees Retirement Assoc.	Payroll	\$875.23
Southern Wine & Spirits of MN		5,178.06
Tammy Kinsella	Advertising	180.00
Theisen, Kyle	Reimbursed Cell phone and supplies	116.26
Vergas Community Club	Advertising-Seltzer Walk	50.00
Vergas Hardware	Supplies	7.49
Viking Coca-Cola Bottling Co		513.81
Vinocopia		152.34
Zitzow Electric	Repair plugin	232.75
	Total	83,392.01
	May Receipts	75,740.97
<b>May Balance</b>		<b>(\$7,651.04)</b>
	January-April Operating Income (Loss)	<b>(\$4,014.93)</b>
<b>2022 Total Operating Income (Loss)</b>		<b>(\$11,665.97)</b>

## General Fund/Special Revenue Money Market Account

	2022 Balance	Interest	2022 Interest	2022 Purchased	2022 sold	5/31/2022 Balance	
City Shop	3,043.22	3.24%	1.25			3,044.47	
Easements	5,215.99	5.56%	2.14			5,218.13	
Event Center	1,953.47	2.08%	0.80			1,954.27	
General	10,463.93	11.15%	4.28			10,468.21	
Park	14,110.62	15.03%	5.78			14,116.40	
Sand Seal (Seal Coating)	23,867.92	25.42%	9.77			23,877.69	
Sidewalk	11,862.83	12.64%	4.86			11,867.69	
Street Improvements/Equipment	23,359.83	24.88%	9.57			23,369.40	
Balance	\$93,877.81	100.00%	\$38.44	\$0.00	\$0.00	93,916.25	***

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

West Central Initiative  
Vergas Community Fund  
Balance Sheet  
31-May-22

	General Fund	Event Center Fund	Trails, Parks and Recreation Fund	Veteran's Memorial Fund	Economic Development Fund	Total
<b>ASSETS:</b>						
Wells Fargo US Govt 1	\$123.92	\$580.76	\$21,199.53	\$52,483.17	\$15,148.37	\$89,535.75
Unconditional Pledges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Allowance for Unconditional Pledges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pledge Discount To Present Value	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Receivable Due	\$0.00	\$0.00	\$40.82	\$0.00	\$0.00	\$40.82
Total Assets	\$123.92	\$580.76	\$21,240.35	\$52,483.17	\$15,148.37	\$89,576.57
<b>LIABILITIES:</b>						
Payable To	\$0.00	\$0.00	\$1.05	\$0.25	\$0.00	\$1.30
Grants Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Liabilities	\$0.00	\$0.00	\$1.05	\$0.25	\$0.00	\$1.30
FUND BALANCES	\$123.92	\$580.76	\$21,239.30	\$52,482.92	\$15,148.37	\$89,575.27
TOTAL LIABILITIES & FUND BALANCES	\$123.92	\$580.76	\$21,240.35	\$52,483.17	\$15,148.37	\$89,576.57

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>

\*Bold numbers have been submitted to Treasury and cannot be altered.  
 Page 24 of 109  
 Next report due 4/30/23 use email address cityofvergas@arvig.net

# AGED BALANCES

# CITY OF VERGAS

DATE: 06/13/2022 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	\$84.57	\$79.24	\$72.64	\$50.28	\$286.73
230	N	WELDON, BEN &	\$215.54	\$217.22	\$144.06	\$0.00	\$576.82
331	N	NASH, DUSTN	\$112.35	\$96.23	\$84.78	\$0.00	\$293.36
361	N	RHONDA UEKE	\$111.79	\$99.26	\$93.78	\$131.72	\$436.55
405	N	HODNEFIELD, PATRICK	\$86.74	\$78.86	\$73.45	\$0.00	\$239.05
470	N	TRISTYN LEWIS	\$114.61	\$98.28	\$92.31	\$78.01	\$383.21
502	N	TJ JOHNSON	\$94.26	\$77.42	\$78.65	\$0.00	\$250.33
530	N	DANIEL HOARD	\$83.08	\$74.34	\$67.33	\$0.00	\$224.75
621	N	WOODS, CASSANDRA	\$88.51	\$79.86	\$64.10	\$0.00	\$232.47
2000	N	LENDE, BRIAN	\$125.72	\$119.05	\$85.03	\$0.00	\$329.80
3100	N	RUST, TAMMI	\$62.02	\$0.00	\$54.69	\$0.00	\$116.71
7701	N	BRACKEN, JOSEPH &	\$117.42	\$103.80	\$97.31	\$82.55	\$401.08
Totals(12):			\$1,296.61	\$1,123.56	\$1,008.13	\$342.56	\$3,770.86

**City Council**  
**2022 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 14, 2022**

**5. Construction Permits**

---

- a. 310 W Glenn St, asphalt driveway
- b. 1006 E Frazee Ave, re-shingle and replace window
- c. 818 E Scharf Ave, re-shingle
- d. 819 E Scharf Ave, new house

**Files Attached**

---

- 310 W Glenn St, asphalt driveway.pdf
- 1006 E Frazee Ave, re-shingle and replace window.pdf
- 818 E Scharf Ave, re-shingle.pdf
- 819 E Scarf Ave, new house and garage.pdf
- 819 E Scarf Ave plans JOHNSON 6-9.pdf
- 819 E Scarf Ave-Lammers notes.pdf

Permit Number: 2022-017 Date Received: 6/7/22 Parcel Number: 8200990145000  
Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 or stopping by the city office at 111 Main Street Vergas MN.

### 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 CONSTRUCTION PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit. That must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot 7 Block 3 Addition Nesbitt  
Property: Width 339.72 feet, Length 459.38 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: Loren Menz

Address of Construction Project: 310 W. Glenn St.

Mailing Address: P.O. Box 17 Phone: 218-841-5564

1. Permit to (CIRCLE ONE)

Build (Install) Addition Alter  
Move Demolish Repair Remodel

Description of work to be done:

Asphalt Driveway (1600 ft<sup>2</sup>) Exterior Shed Finish  
~~Concrete Driveway~~ ~~Shed~~

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

3. VALUATION (not just your cost) of work being completed: \$ 8,800.00

Asphalt  
Building Contractor:

Name: Howard's Driveway License Number: \_\_\_\_\_ Phone: 218-564-4483

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 construction 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: L. R. A. DATE: June 4, 2022  
 Permit expires in one year if project is not complete. please reapply for permit.

**CONSTRUCTION APPLICATION SITE PLAN DESIGN**  
**Provided on separate sheet must include the following.**

1. Identify and describe the work to be covered by the permit for which application is being made
- A. Sketch of the proposed project including current and proposed structures.  
 B. Note the lot size and dimensions and locations of proposed project.

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

L. R. A. 06/04/2022  
 Signature of Applicant Date Zoning Official Date

\*\*\*\*\*

**FOR OFFICE USE ONLY**

S \_\_\_\_\_ Water Hook-up S \_\_\_\_\_ Sewer Hook-up  
 S 25 Permit Fee S \_\_\_\_\_ Tar Break Up Deposit  
 S 25 Total Fees

Receipt = 149.25 Date Paid 6/9 2022

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

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_ 20\_\_\_\_



Permit Number: 2022-018 Date Received: 6/8/22 Parcel Number: 82000500185002  
Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 or stopping by the city office at 111 Main Street Vergas MN.

### 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 CONSTRUCTION PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit. That 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: Greg Dahlgren

Address of Construction Project: 1006 E. Frazee Ave., Vergas, MN.

Mailing Address: Po Box 67, Vergas Phone: 849-9076

1. Permit to (CIRCLE ONE)

Build	Install	Addition	Alter
Move	Demolish	<u>Repair</u>	Remodel

Description of work to be done:

Re Shingle Roof, replace broken window

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

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

Building Contractor:

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

Plumber: (must have MN License)

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

Electrician:

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

Form approved by City of Vergas Council 09 12 2017  
Updated 5 10 2022

4. Attached a "Site Plan," showing the proposed location of any new construction 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: *Greg Dahlger*

DATE: 6-8-22

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

**CONSTRUCTION APPLICATION SITE PLAN DESIGN**  
**Provided on separate sheet must include the following.**

1. Identify and describe the work to be covered by the permit for which application is being made
  - A. Sketch of the proposed project including current and proposed structures.
  - B. Note the lot size and dimensions and locations of proposed project.

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

Signature of Applicant

Date

Zoning Official

Date

\*\*\*\*\*

**FOR OFFICE USE ONLY**

S \_\_\_\_\_ Water Hook-up

S \_\_\_\_\_ Sewer Hook-up

S \_\_\_\_\_ Permit Fee

S \_\_\_\_\_ Tar Break Up Deposit

S \_\_\_\_\_ Total Fees

Receipt = \_\_\_\_\_ Date Paid \_\_\_\_\_, 20\_\_

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

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_

Permit Number: 2022-019 Date Received: 8/9/2022 Parcel Number: 82000 500 039 000  
Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 or stopping by the city office at 111 Main Street Vergas MN.

### 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 CONSTRUCTION PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit. That 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: Mickie Bosch

Address of Construction Project: 818 E. Scharf Ave, Vergas 56587

Mailing Address: 822 240th St S  
Hawley MN 56549 Phone: 701-367-6286

1. Permit to (CIRCLE ONE)

Build	Install	Addition	Alter
Move	Demolish	Repair	<u>Remodel</u>

Description of work to be done:

Re-shingle roof.

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

3. VALUATION (not just your cost) of work being completed: \$ 1000 -

Building Contractor:

Name: SELF 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  
Updated 5/10/2022



4. Attached a "Site Plan," showing the proposed location of any new construction 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: Michelle Brown DATE: 6/6/2022  
Permit expires in one year if project is not complete, please reapply for permit.

**CONSTRUCTION APPLICATION SITE PLAN DESIGN**  
**Provided on separate sheet must include the following.**

1. Identify and describe the work to be covered by the permit for which application is being made

- A. Sketch of the proposed project including current and proposed structures.
- B. Note the lot size and dimensions and locations of proposed project.

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Zoning Official \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

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

Receipt # 149234 Date Paid June 9, 2022

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

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_\_\_

June 14th  
Permit Number: ~~2022-020~~ Date Received: 6/9/22 Parcel Number: 82 000 990 193000  
Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 or stopping by the city office at 111 Main Street Vergas MN.

### 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 CONSTRUCTION PERMIT WILL BE APPROVED.

- All Electrical work MUST have an electrical permit. That must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot 5, Block 1, Addition Keilley Shores  
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: Tom Johnson ~~John Johnson~~

Address of Construction Project: 819 E Scharf Ave john5272@gmail.com

Mailing Address: 31913W Rosewood Dr Phone: 218-298-1353

1. Permit to (CIRCLE ONE)

Build Install Addition Alter  
Move Demolish Repair Remodel

Description of work to be done:

Build 1 level home w/ 2 stall garage.

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

3. VALUATION (not just your cost) of work being completed: \$ 250,000

Building Contractor:

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

Plumber: (must have MN License)

Name: Self + Contractor License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrician:

Name: Self + Contractor License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Form approved by City of Vergas Council 09/12/2017  
Updated 5/10/2022

4. Attached a "Site Plan," showing the proposed location of any new construction 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: Tom [Signature] DATE: 6-9-2022  
 Permit expires in one year if project is not complete, please reapply for permit.

**CONSTRUCTION APPLICATION SITE PLAN DESIGN**  
**Provided on separate sheet must include the following.**

1. Identify and describe the work to be covered by the permit for which application is being made
  - A. Sketch of the proposed project including current and proposed structures.
  - B. Note the lot size and dimensions and locations of proposed project.

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

Tom [Signature] 6-9-2022  
 Signature of Applicant Date Zoning Official Date

\*\*\*\*\*

**FOR OFFICE USE ONLY**

\$ 750.- Water Hook-up \$ 750.- Sewer Hook-up  
 \$ 625.- Permit Fee \$ \_\_\_\_\_ Tar Break Up Deposit  
 \$ 2,125.- Total Fees

Receipt # 149236 Date Paid June 9, 2022

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

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_









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Date 6/9/2022 1:59:53 PM



**FRANKLIN FENCE**  
109 1st Avenue South  
Vergas, MN 56587  
Phone : 218-342-2084  
E-Mail : franklinfence@arvig.net

DRAWN BY: R. HAMILTON  
CHECKED BY:

REVISION #  
1: REVISION #  
2: REVISION #  
3: REVISION #

**FINAL DRAWINGS FOR CONSTRUCTION**

CUSTOMER APPROVAL:  
DATE: \_\_\_\_\_  
CONTRACTOR APPROVAL:  
DATE: \_\_\_\_\_

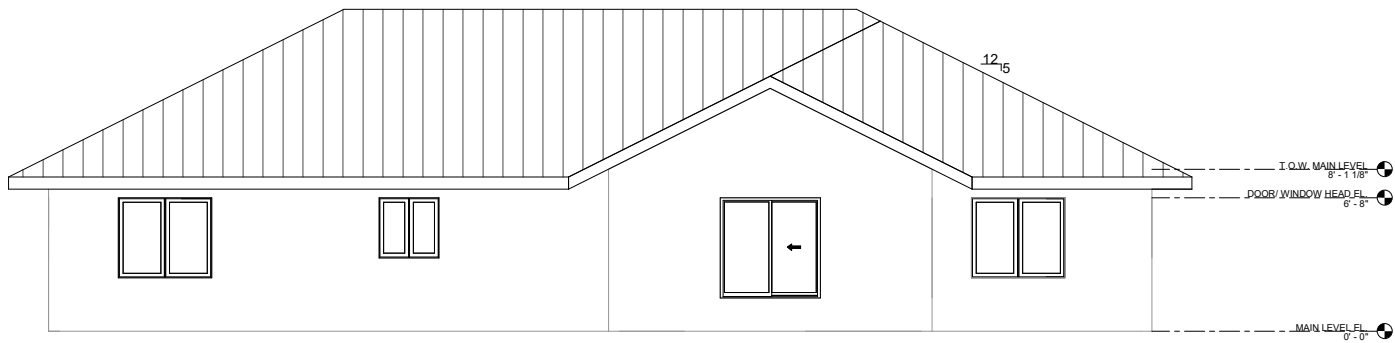
**JOHNSON**  
RENDERINGS

**B-1**





FRONT ELEVATION



BACK ELEVATION

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Date 6/9/2022 1:50:14 PM



**FRANKLIN FENCE**  
109 1st Avenue South  
Vergas, MN 56587  
Phone : 218-342-2084  
E-Mail : franklinfence@arvig.net

DRAWN BY: R. HAMILTON  
CHECKED BY:

REVISION #  
1: \_\_\_\_\_  
2: \_\_\_\_\_  
3: \_\_\_\_\_

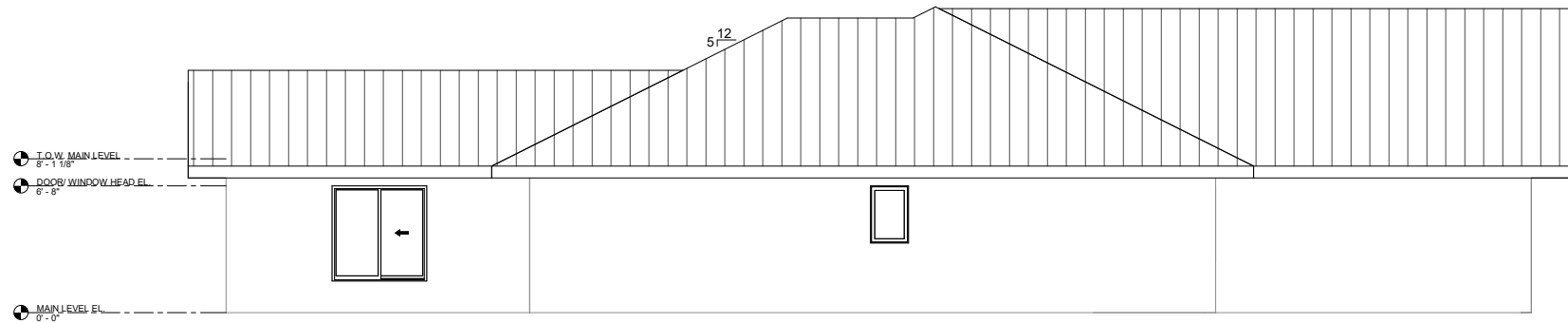
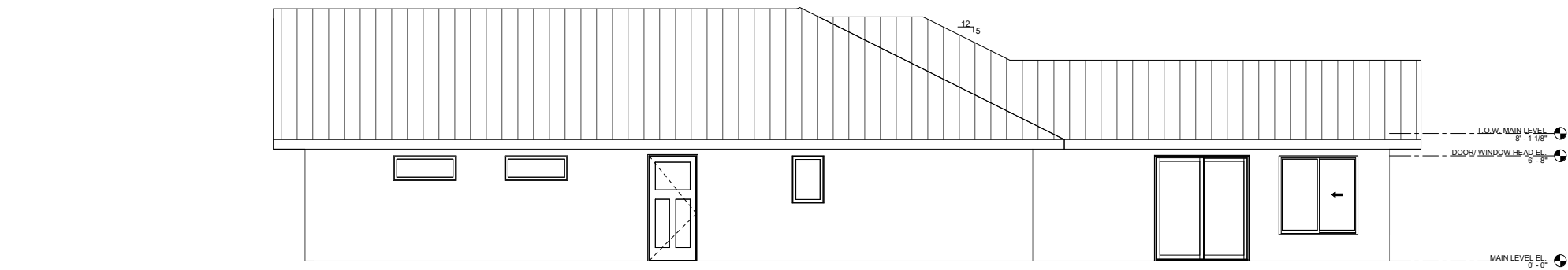
**FINAL DRAWINGS FOR CONSTRUCTION**

CUSTOMER APPROVAL:  
DATE: \_\_\_\_\_

CONTRACTOR APPROVAL:  
DATE: \_\_\_\_\_

**JOHNSON**  
ELEVATIONS

**A-1**



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Date 6/9/2022 1:48:43 PM



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Phone : 218-342-2084  
E-Mail : franklinfence@arvig.net

DRAWN BY: R. HAMILTON  
CHECKED BY:

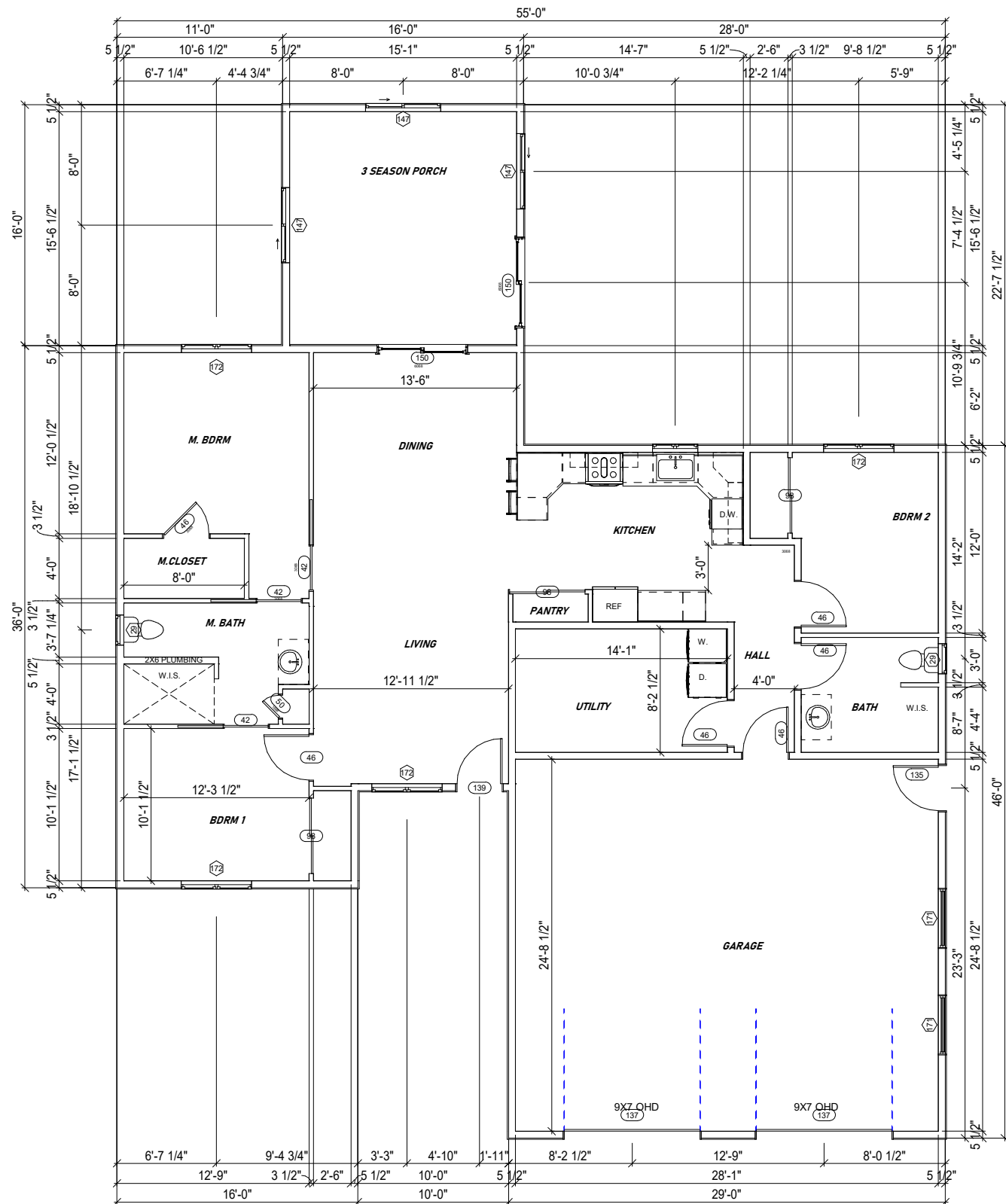
REVISION #  
1: REVISION #  
2: REVISION #  
3: REVISION #

FINAL DRAWINGS FOR CONSTRUCTION

CUSTOMER APPROVAL:  
DATE: \_\_\_\_\_  
CONTRACTOR APPROVAL:  
DATE: \_\_\_\_\_

**JOHNSON**  
ELEVATIONS

**A-2**



FLOOR PLAN

Window Schedule				
Type Mark	Count	Width	Height	Head Height
29	2	2' - 0"	3' - 0"	6' - 8"
53	1	3' - 0"	3' - 0"	6' - 8"
147	3	5' - 0"	5' - 0"	6' - 8"
171	2	4' - 0"	1' - 6"	6' - 8"
172	4	4' - 8"	4' - 0"	6' - 8"

Door Schedule				
Type Mark	Count	Width	Height	Head Height
42	3	3' - 0"	6' - 8"	6' - 8"
46	6	3' - 0"	6' - 8"	6' - 8"
50	1	1' - 6"	6' - 8"	6' - 8"
98	3	5' - 0"	6' - 8"	6' - 8"
135	1	3' - 0"	6' - 8"	6' - 8"
137	2	9' - 0"	7' - 0"	7' - 0"
139	1	3' - 0"	6' - 8"	6' - 8"
150	2	6' - 0"	6' - 8"	6' - 8"

**SQUARE FOOTAGE**  
LIVING AREA : 1483  
GARAGE : 784  
SC. PORCH : 253  
TOTAL : 2520

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Date 6/9/2022 1:50:46 PM



**FRANKLIN FENCE**

109 1st Avenue South  
Vergas, MN 56587  
Phone : 218-342-2084  
E-Mail : franklinfence@arvig.net

DRAWN BY: R. HAMILTON  
CHECKED BY:

REVISION #  
1: REVISION #  
2: REVISION #  
3: REVISION #

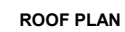
FINAL DRAWINGS FOR CONSTRUCTION

CUSTOMER APPROVAL:

DATE: \_\_\_\_\_  
CONTRACTOR APPROVAL:  
DATE: \_\_\_\_\_

**JOHNSON**  
FLOOR PLAN

**A-3**



Date 6/9/2022 1:58:31 PM

A-4

Address: 819 E Scharf Ave

Parcel: 82000990193000

Property located in R-1 zoning

Lot: 30,351 square feet

Impervious Surface Availability: 30% per Vergas Ordinance-n/a

25% per Lakeshore Management

Proposed Impervious Surface: 4647 square feet

House: 2,530 square feet

Garage Pad: 667 square feet

Driveway: 1450 square feet

Current Impervious Surface: 0

Property has 2940 square feet available for future impervious surface.

Set Back Requirements:

**Vergas:**

*Front yards.* Not less than 25 feet; 27-50 feet

*Side yards.* 10 feet. 25 feet and 71 feet

*Rear yards.* 25 feet. 94.5 feet

*Structure height.* No structure shall exceed 2 stories or 35 feet, whichever is less. n/a

*Foundations.* All dwellings shall be placed on a permanent perimeter foundation of concrete, masonry, or treated wood construction and shall include frost footings in compliance with the Minnesota State Building Code.

**Lake Shore Management:**

*Front yards.* Not less than 25 feet; 27-50 feet

*Side yards.* 10 feet or 10% of lot width whichever is less. 25 feet and 71 feet

*Right-of way of town road, public street or other road not classified* 20 feet -27 feet

*Structure height.* No structure shall exceed 2 stories or 25 feet, whichever is less. -15 feet

**City Council**  
**2022 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 14, 2022**

**8. Committee Reports**

---

1. Parks
2. Comprehensive Planning
3. Streets/Sidewalks/Yard Waste
4. EDA/HRA
5. Planning Commission
6. Event Center
7. Personnel
  - a. Committee Report
  - b. Election Judges

**Files Attached**

---

- 5.26.2022 Park Draft Minutes.pdf
- Vergas Comp Plan draft (1).pdf
- 05.26.22 SSYW min.pdf
- 06-01-2022 EDA\_HRA Agenda and Minutes.pdf
- 05-23-2022 Planning Commission Meeting minutes.pdf
- 2022-06-01 Event Center Meeting Agenda Minutes.pdf
- Personnel Committee 6\_13\_22.pdf

5.26.2022 **DRAFT** Parks & Rec Board Minutes  
5:00 p.m. Vergas Event Center

1. **Members Present:** Carol Albright, Steph Hogan, Tony Sailer, Paul Pinke, Mike DuFrane  
**Members Absent:** Sherri Hanson, Sydney Dahlgren  
Hogan conducted the meeting due to Hanson's absence.
2. **Others Present:** Emily Reno, Bob Hager (at approximately 5:30 p.m.)
3. **Additions/Corrections to Agenda:**
  - a. Vets Memorial committee request to use picnic tables
  - b. Who will get rid of dead trees in Peterson Park?
4. **Approval of April Minutes** was done with a motion by Hogan/second by Pinke.
5. **Swing Set Installation** is set for June 4. Prep work will be done June 3. Sailer is in contact with Chris Johnson from St. Croix Recreation who will be in Vergas to assist, as well as, DuFrane. **Hogan and Hanson are actively seeking volunteers to help.**
6. **Swimming Lessons** will be offered at the Vergas Beach through Frazee Community Education, who has received a grant to reduce the price. The first 60 students to sign up in each community (Frazee and Vergas) will not have to pay for lessons. Those signing up later will pay \$20, compared to \$40 in past years. The instructors have been hired by Frazee Community Ed.
7. **Loon Park Planting Plan from Bob Hager:** Hager was not present at this time to explain his planting plan. One copy was received by Hogan before the meeting. Board members agreed we did not have time to evaluate the plan though they agreed with the concept. Therefore it was tabled. However, a motion by Albright/second by Pinke passed. It asks the Council to provide some kind of consequence to Hager for planting trees on city/county property and burning on same property and moving survey stakes on the easement. These actions were done without permission and without a burning permit.
8. **NDSU Plans for Park:** Albright received the plans from Matthew Kirkwood but they cannot be forwarded to other Board members. Albright left a message with Kirkwood asking for a meeting and sharing of the plans for all Board members.
9. **Budget:** DuFrane explained expenses will now begin to come in at a more rapid pace.
10. **Dug Outs at Baseball Field:** Hogan passed along information from Hanson. The dug outs have never been insured. One was damaged by winds recently. The League of MN Cities who carries the insurance will cover the cost of replacement but the City will pay a fine (surcharge) for not having it insured. **DuFrane will get a bid from Summers Construction for replacement.** We already have a bid from Dakota Fence to build two new dugouts.
11. **Friends of the Park:** Hogan has contacted a few people from our volunteer list to ask if they are still interested in being volunteers. **She will continue contacting more of those folks.**
12. **Trail Fence:** **DuFrane will get additional estimates for replacing the fence.** Dakota Fence has already submitted a bid. Two bids are required before a decision can be made.

**13. Boardwalk** repair is done, as reported DuFrane. Regarding another topic, he asked where the **Doggie Station** should be placed. He prefers the park instead of Tin Can because there is often more dog waste in the park. Board members agreed. **Albright will send a thank you to Kelsey Varty thanking her for donating the doggie station.**

**14. Looney Days Opportunity for Donations:** Board members agreed we should collect donations again during the concert at the Park during Looney Days. Last year we collected about \$800. Perhaps there should be a poster at the event to show how donations have been spent. **Albright will check with the City about having a poster made.**

**15. Comprehensive Plan Update:** Emily Reno, WCI assistant for the Comprehensive Plan, has a list of questions for Board members to address about the Plan. She hopes for a response within the next 30 days. Lammers has also sent out the Plan for review.

**16. Action Items** from April have been completed; waiting to hear from Hanson if contacts have been made requesting donations for the Trail fence and dug outs. DuFrane reported Loon Lake Church no longer wants to order wood chips with the City.

**17. Vets Committee** request for use of picnic tables on June 11 for the dedication of the memorial. **DuFrane said he and Engebretson will haul tables to the memorial from the pile of extras that he has stored.** He will not use tables from the Park.

**18. Dead Trees in Peterson Park:** **DuFrane** said the trees are on Strand property not the park property. However, **he will work with Pat Strand and the Lions to remove the dead trees.**

**Bob Hager** joined the meeting at approximately 5:30 p.m.

There was a discussion with him after regular business was finished.

Albright explained the motion passed earlier in the meeting; and that we appreciate the concept of his plan; but further we do not appreciate his actions without having permission.

Sailer concurred noting there are procedures to follow to get things done.

Hager summarized what he did (planting trees because they had to be planted while they were budding) and noting he had trouble accessing a DNR Burning Permit online but he burned anyway.

He had met with DuFrane, Hanson, and Bruce Albright earlier in the week to explain his ideas. Those people said he would have to get a burning permit and get permission from the Parks & Rec Advisory Board for his plan. (A summary of that meeting is on record.)

Albright left at approximately 6:15 p.m. for another commitment.

The meeting adjourned shortly thereafter.



#### **ACTION REQUIRED FROM MAY 26, 2022 MEETING**

1. **Hanson:** Ask Community Club and Lions to donate to Trail fence and dug outs.  
Continue to find volunteers for June 3-4 swing set installation.
2. **Sailer:** Continue coordinating with DuFrane to install swing set.
3. **Albright:** Send thank you to Kelsey Varty for her donation of the doggie station.  
Ask City if Parks Board has to pay to have a poster made for Looney Days.
4. **Hogan:** Continue updating the volunteer list for Friends of the Park.  
Continue to find volunteers for June 3-4 swing set installation.
5. **DuFrane:** Get an estimate from Summers Construction to replace dug outs.  
Work with Sailer to install swing set.  
Present more estimates for the Trail fence at June meeting.  
Work with Engebretson to haul picnic tables to Vets Memorial for June 11 dedication.  
Coordinate dead tree removal from Peterson Park/Strand border with Strand and the Lions.

**EVERYONE:**  
**Marketing/Donation Campaign**

# Vergas Comprehensive Plan 2022-2036



# Acknowledgements

## Steering Committee

Mayor Julie Bruhn  
Michael Dufrane  
Paul Haarstick  
Patrick Hollister  
LeeAnn Felix  
Robert Jacoby  
Paul Pinke  
Joy Summers

## City Clerk

Julie Lammers

## City Council

Bruce Albright  
Julie Bruhn  
Logan Dalgren  
Natalie Fischer  
Paul Pinke

## Planning Commission

Bruce Albright  
Van Bruhn  
Robert Jacoby  
Paul Pinke  
Neil Wothe



*This comprehensive plan represents a significant community effort by the residents and leaders of Vergas who worked together to develop a vision and solutions for the community.*

*Thank you to everyone who participated in the development process of this plan and contributed your local knowledge and guidance. These pieces of wisdom were invaluable in the planning process.*



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# Executive Summary

## Overview

In 2021, the City of Vergas launched a process to develop its first comprehensive plan. The plan's creation was intended to develop a clear vision, accompanied by specific strategies driven by community input and previous planning efforts. The City of Vergas, the Planning Commission, and the City Council agreed to facilitate an inclusive and transparent process, providing plenty of opportunities for community involvement.

## Key themes of the plan

While the plan covers 6 topics, community input identified the following overarching themes that they would like to focus on in the next fifteen years:

- Transportation and Parking
- Housing
- Business Development

## Chapter Structure

Each chapter includes the following sections: Topic overview, the current state, relevant community survey findings, trends, and specific goals, strategies, and actions to guide future growth, conservation, and development of the City of Vergas. The goals, strategies, and actions were developed from direct stakeholder input and refined using feedback from the Steering Committee.

## Previous Planning Efforts

This is the first comprehensive plan for the City of Vergas. The 2022 Comprehensive Plan incorporates content from Vergas' 2019 Capital Improvement Plan and 2020 Housing Study, as well as the Otter Tail County Long-Range Strategic Plan.

## Implementation

Each planning topic has specific goals and strategies to support implementation. Appendix X outlines specific projects and programs stemming from community input that may not have fit easily into the existing topic sections.



# Introduction

Situated in the northwest corner of Otter Tail County in what many Minnesotans know as 'lake country', the City of Vergas comprised about 350 residents as of 2020. Vergas is located approximately 60 miles east of Fargo-Moorhead and makes the center of a 'wheel' of Perham, Detroit Lakes, and Pelican Rapids. The city serves as a bedroom community, with many residents working in surrounding communities, and offers a tight-knit community atmosphere, outdoor recreational opportunities, and public events.

Founded back in 1903, and at the time known as the Village of Altona, Vergas' historical roots lie in the establishment of the Soo Line Railroad, which still has its mark on the town's footprint. Early settlers, mostly veterans of the Civil War and immigrants from Germany, Poland, Russia, and Scandinavian countries, made Vergas their home.

Historically, Vergas was home to a variety of industries and small business owners, ranging anywhere from blacksmithing to meat markets to hotels and lumbering. Today, the three largest employment drivers include construction, retail trade, and arts, entertainment, and recreation. Vergas is the home of the world's largest Loon, a destination for visitors locally and across the state, and speaks to the importance of the creative economy for the community.

The major highways that serve Vergas include Otter Tail County Roads 4, 17, 35 and 60. The closest State Highways are MN TH10 to the east



*Satellite image of the City of Vergas*

*courtesy of Esri: [wcif.maps.arcgis.com](http://wcif.maps.arcgis.com)*

and MN TH69 to the west. The City of Vergas comprises 991 acres, 351 parcels of land, and 3 parcels of lake. It thrives off the reach it has beyond the city's limit, to the surrounding lake residents, such as Long Lake and Lawrence Lake, as well as the seasonal fluctuations of those residents--often homeowners in the Twin Cities and Fargo-Moorhead.

Vergas is well-known for the community's high level of civic engagement, hosting public events throughout the year for residents (year-round and seasonal) to contribute to the lively spirit of the seasons. As the pandemic continues to drive the outmigration of urban dwellers to rural places across the state of Minnesota, the demand for development in and around Vergas will likely continue, given that certain basic services, such

as broadband, are made available. This makes Vergas well-positioned to capitalize on this trend and increase its volunteer-base, which is quickly seeking new leadership to transition responsibility to younger members of the community.

The comprehensive plan is intended to guide the City of Vergas as it continues to make decisions regarding the future of growth and development and will be the first in the city's history. The time taken to ground the vision in the needs and interests of the community will not only allow the City to access funding and grants for development projects but serve as a key foundation and roadmap that will help decisionmakers keep the community's values front and center.

A comprehensive plan is an expression of the community's vision for the future and a strategic map to reach that vision. Comprehensive planning is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial, and public activities.

A comprehensive plan sets forth a vision and goals for a city's future and provides the overall foundation for all land use regulation in the city. State law encourages all cities to prepare and implement a comprehensive municipal plan. Under state law, a city planning commission or department is tasked with creating the city's comprehensive plan.

The planning process generally follows three key steps:

- 1. *A community takes stock of where it is today.***
- 2. *The community generates a shared vision and goals for what the city will be like in the future.***
- 3. *The city develops a set of specific strategies to achieve that vision over time.***

This plan offers a roadmap for the City of Vergas to prioritize future development decisions and identifies a set of specific goals and strategies to address these issues that align with the community's vision for the future. The comprehensive plan should be considered a living document that the city can amend and update as needed. These amendments may occur following regular reviews or can occur as changes are identified. To amend the plan, changes should be identified and then presented to the Planning Commission for approval.

## The Process



Steering Committee



Focus Groups



Community Survey



Public Meetings



Final Draft & Approval

## Process

### Steering Committee

In August 2021, the City of Vergas began the planning process by nominating members of the community to participate in a Comprehensive Planning Steering Committee. The role of the steering committee was to build consensus and support regarding the topics, approaches, and policies outlined in the comprehensive plan project. The steering committee worked with West Central Initiative, city staff, and other local leaders while engaging the public for input throughout the duration of the project. The steering committee also provided recommendations to the Planning Commission and City Council on the drafting and adopting the Comprehensive Plan.

The steering committee, City staff, and West Central Initiative facilitated 2 public meetings and 6 focus groups from October 2021 to February 2022. They also distributed a community survey for 30 days in January and February.

### Focus Groups

From January to February 2022, the Steering Committee hosted 7 focus groups, taking place in a variety of formats, and focusing on both narrow target audiences and the broader public. Approximately 87 people were engaged through this process. The focus groups are summarized in the table below.

Target Audience or Focus Group Theme	Focus Group Description
Youth	Conversation & Cocoa at the Ice Rink on Long Lake
Land Use and Built Form	Facilitated conversation at Planning Commission Meeting
Housing	Facilitated conversation at Vergas Housing Redevelopment Authority
Economic & Business Development, Broadband, Tourism, Parks and Open Spaces	Rotating table activity with Community Club & Public at Vergas Event Center
Transportation	Facilitated conversation and mapping activity at Vergas Lions Club Meeting
Seasonal residents and retired residents	Virtual meeting via Zoom
Assisted living residents	Informal conversation at Vergas Assisted Living

### Community Survey

From January 7<sup>th</sup>-February 28<sup>th</sup>, 2022, residents, visitors, and area residents were invited to participate in the comprehensive plan community survey, asking questions across all areas of the community to seek input on specific challenges, opportunities, and priorities for the City. Both paper and online surveys were available and promoted in the local paper, on the social media pages of local businesses, and in the City's newsletter. 77 people participated in the survey (52 online and 25 print). A summary of the survey results can be found on the City's Comprehensive Plan webpage, and salient findings are integrated into the plan where appropriate.



## **Public Meetings/Open-House Style Meetings**

### *October Open House*

In October 2021, the Comprehensive Plan Steering Committee hosted its first public engagement activity as an open house-style meeting at Billy's Bar downtown. The Vergas HRA sponsored a meal from Billy's, and large boards were placed throughout the restaurant to collect feedback on the following questions:

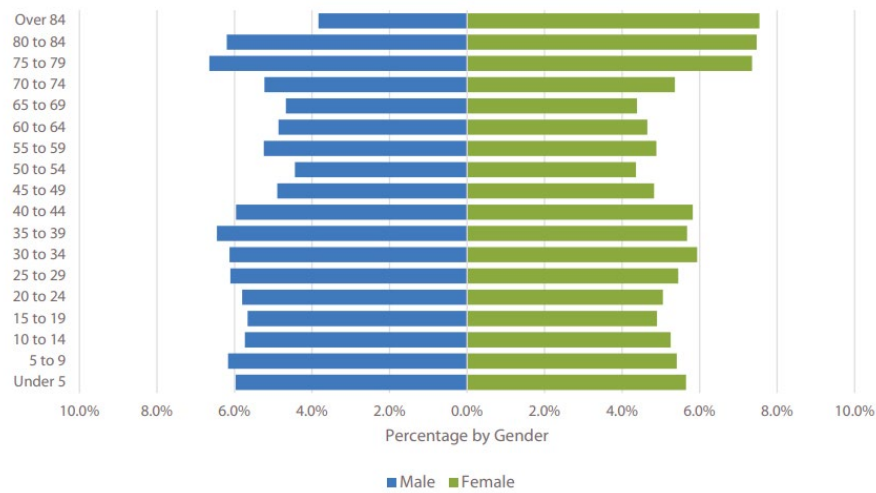
- What do you like?
- What do you not like?
- What do you want more of?
- What do you want less of?
- What are your big ideas for the future of Vergas?
- How do you want to be engaged in the Comprehensive Plan?

### *June Public Meeting*

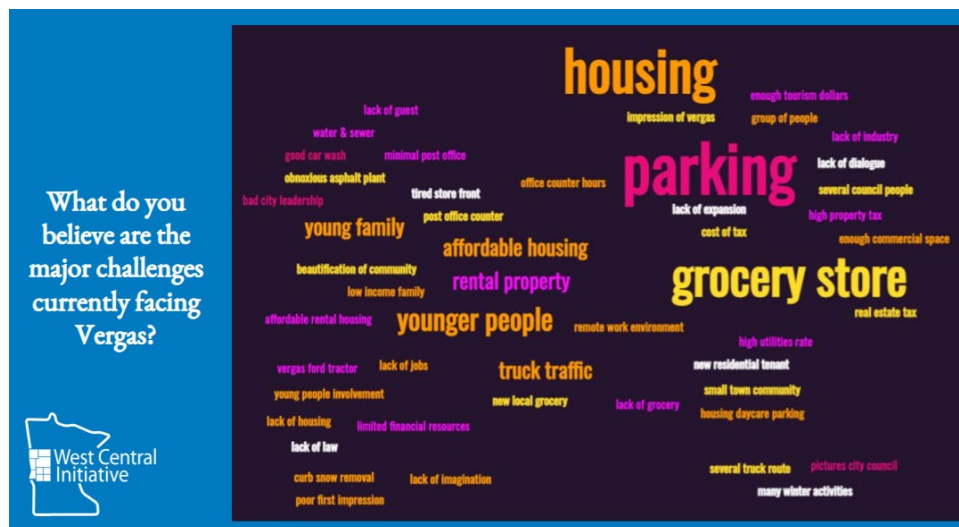
On June 16<sup>th</sup>, the Steering Committee hosted its final informal public engagement activity, which was held in conjunction with Otter Coffee's live music and food trucks on Main Street. Draft goals and strategies were printed on large paper and shared with the community for feedback to 1) Illustrate to residents and visitors how feedback from the public meetings were incorporated into the plan and 2) Solicit feedback on the goals and strategies for improvements or changes that could then be incorporated into the final draft.



**Figure 4: Population Pyramid, 2040**



Source: MN Demographer



## Goals, Strategies & Actions

The following goals, strategies, and actions draw from a combination of the survey, feedback from 2 public meetings and 8 focus groups held from October 2021-May 2022, a public comment period and public hearing, and feedback solicited from regional stakeholders.

### **Goals**

The goals for the comprehensive plan were developed using public input and comment. The steering committee reviewed and revised the goals to ensure that they were appropriate for the City of Vergas. The purpose of the goals is to serve as guidelines for the comprehensive plan and were intentionally designed to be broad and encompassing of the community's vision for the future.

### **Strategies**

The strategies, which are nested under each of the goals, describe a plan of action towards the goals. They take into consideration the underlying values, principles, and/or context for each goal.

### **Actions**

The actions, nested under each of the strategies, are designed to provide more specific guidance for project-related items, personnel needs, and defining specific department's responsibility, more clearly articulating how to achieve each goal.

## Land Use & Built Form

### Overview

This section describes where new housing, workplaces, and retail establishments may locate in the city to achieve the plan goals. The city may utilize a combination of policies and maps to guide development decisions. The land use maps included in this section allow developers and city personnel to make decisions regarding proposals for new construction or developments and will be a useful tool as Vergas explores the ideal locations for additional housing units and retail establishments. These maps take into consideration public engagement activities related to housing to ensure that Vergas has options throughout the city. Furthermore, these recommendations outline ways to support employment growth and ensure that land is available for living-wage jobs close to where people live. Land use maps related to parks and open space are included in a separate section, with the understanding that there may be overlap in these respective areas.

### Community Input

Since land use is the physical development of the city, it overlaps with most sections of the plan. Thus, the physical aspects were noted in the following sections that will provide for improvements to take place in their respective domain. Maintaining the rural aesthetic and feel, however, was an overarching theme informing land use, aesthetic, and the physical domain. In focus group discussions, community members understood change as something inevitable and the planning commission specifically noted land use strategies as a way for change to happen, “in a meaningful and organized way.”

### Housing

Survey and focus group results indicate a strong need for single family, detached housing and affordable (not subsidized) rental housing. Most focus group respondents also see a need for single level housing for seniors looking to transition from a larger family home.

### Economic and Business Development

Focus group respondents communicated a need for retail and commercial spaces for owners to rent. They noted the lack of opportunity in the downtown area for start-ups that do not have the ability to own and build their own property. This, in return, discourages potential businesses that respondents also indicated a need for within the community.

Land use as it pertains to parking also presents a challenge to several topics within the plan and poses a barrier for businesses specifically when centered around the downtown area. Residents expressed that the lack of parking discourages business activity, limits residents with limited mobility, and poses a safety issue when the town hosts some of its largest festivals and events.

### Parks and Recreation, Tourism

As a town known for its residential offerings, seasonal living, and tourism, the physical parks and community spaces of Vergas are of the utmost importance. Residents expressed support for expanding the park on Long Lake and developing sports fields for activities intended for all ages.

### Current State

The input coming from public engagement demonstrates that zoning restrictions are not the barrier to further development of the city. Rather, when viewing the zoning map with focus group discussions in mind, there is a clear need to extend city limits and expand to make way for the future developments expressed above. The physical geography limits expansion in the downtown area to some extent as water poses a barrier while also adding to the attractiveness of the area. Development, then, will need to come in the form of negotiating with landowners while also working with legal counsel to broaden the city's geographical base.

Any outward expansion, of course, would be a slow process and rely on the capacity of sewer and water systems to accommodate more households and businesses. The city is in discussions on how to update while also keeping the cost of public utilities reasonable (see Appendix A).

### Trends

Several nearby towns were built between lakes, like Vergas, and have focused on annexing shoreline properties over the course of decades to expand their limits. They slowly grew their parameters in exchange for providing city services, providing for a mutually beneficial arrangement. This strategy allowed for the cities to expand and develop gradually while not overloading its systems.

Notably, the relationship between built structures and the natural environment has gone through a transformation in the past four decades. Society is evolving to appreciate the integration between natural features and man-made structures—a sentiment that many rural residents have valued over time. For example, cities look towards the installation of natural playgrounds, and seek power technology through the environment in the form of solar panels and windmills. Zoning, traditionally a clear-cut practice known for black and white decisions, needs to respond to this shift in thinking to accommodate the contemporary needs of cities.

**GOAL 1:** Land use and built form decisions support and celebrate the existing character of the town

STRATEGY	ACTION
Encourage land uses that strengthen Vergas' reputation as a family-friendly, safe place with a small-town charm	
Limit land uses that allow for big box stores, chains, large processing plants, or other developments that have short-term gains and long-term losses of community character and environmental protection	
Ensure that any land use involving light industrial developments has a plan in place for maintenance and accessibility	
Encourage or offer tax incentives for parking for new construction	Explore both above and underground parking

**GOAL 2:** Capitalize on in-fill opportunities and direct growth to new areas where infrastructure is planned to be cost-effective and sustainable

STRATEGY	ACTION
When considering expansion options, prioritize expansion that follows a set of guidance developed through growth and management plan	Develop tiered system for expansion based on Vergas' sewer and water capacity, EMS services, and other public services and facilities.
Expand the horizons and investigate annexing shorelines across bodies of water when landowners are favorable to the request	

## Housing

### Overview

The topic of housing aims to investigate the availability of housing within a community alongside the needs of current and future residents of the city. Housing--whether it be apartments, condos, single homes, etc.--provides a foundation in which the residents root themselves in order to ultimately create community. This section strives to assess the type and amount of housing available, measured against what residents need and want in a community that prides itself in being an exceptional place to live whether residents work there or not.

### Current State

In 2020, the City of Vergas contracted with KJ engineering to develop a housing plan, outlining the projections for housing needs in the coming 15 years. Some findings of this plan's community survey conducted as part of this study indicated that residents felt high taxes, utilities, or housing prices were a barrier to moving to Vergas. The study recommended a comparison between Vergas housing, tax, and utility costs and other nearby cities to rank Vergas' competitiveness. The comprehensive plan sought to create this comparison, the full results of which can be found in Appendix C. It includes Vergas' utility rates (water, sewer), waste collection and recycling, storm water fees, and property taxes for homes with a value of \$250,000 and \$400,000 against 11 other communities: Candor, Dora, and Hobart Townships, Pelican Rapids, Perham, Audubon, Callaway, Frazee, Underwood, Ottertail, and Battle Lake.

The key finding from this evaluation is that the property taxes in both brackets (homes valued at 250K and 400K) are most closely aligned with the property taxes in Perham, Pelican Rapids, and Battle Lake--communities significantly larger, offering additional community amenities. For example, both Perham and Pelican Rapids have a swimming pool (Pelican Rapids plans to improve its outdoor swimming pool). Perham is home to a large community center with an indoor walking track, several gyms for open play, and space for large sports competitions. Vergas' largest comparable asset is Long Lake and the public swimming beach, which is a destination for residents across the region due to the limited number of public access areas on the lakes. It is worth considering what has made these communities attractive places to live aside from recreational opportunities. For example, Battle Lake prides itself on being a strong arts community, and Perham and Pelican Rapids both have a strong industry base in food processing. Similarly, Vergas can capitalize on existing assets to develop its own regional reputation, distinct from surrounding communities.

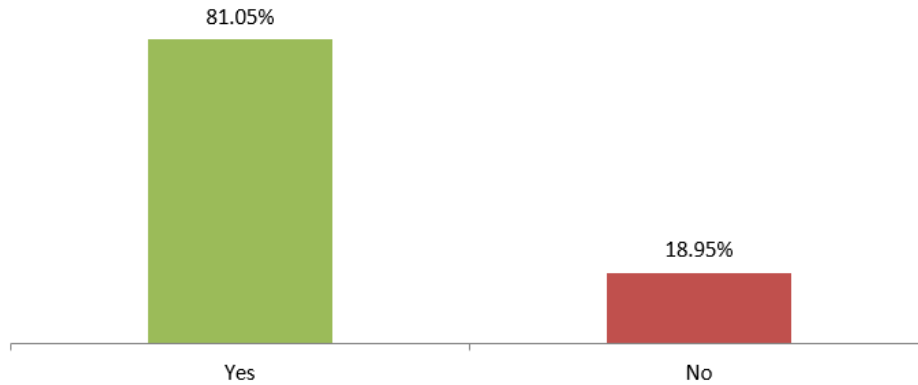
### Community Input

From the housing study, some of the standout findings are summarized below.

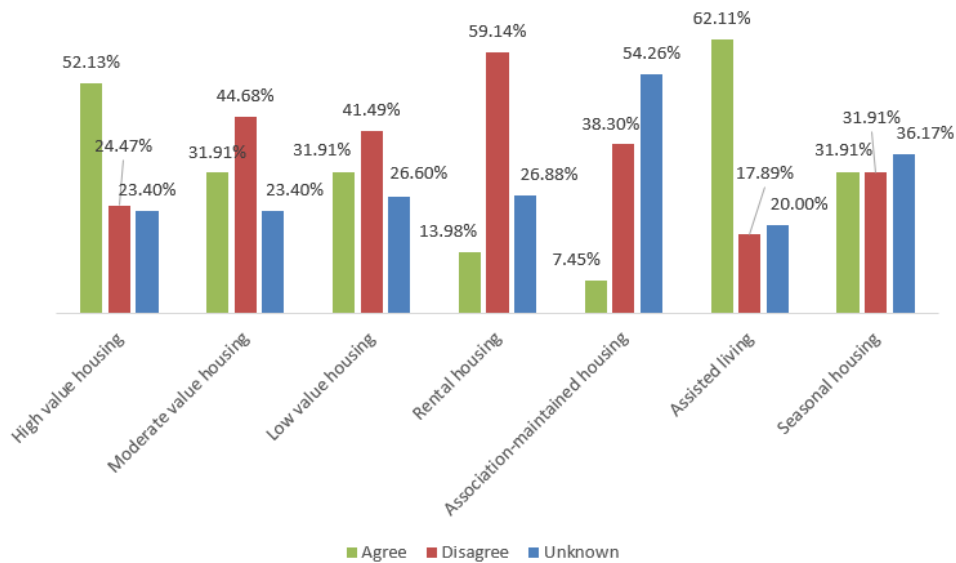
- Many respondents indicate they intend to live in Vergas for the rest of their life, or at least until a major life event instigates a move. This may mean that there will be very little turnover in the existing housing stock. However, at some point in time, between ten and fifteen years from now, there will likely be a major turnover in existing housing stock ownership.



## Do you believe Vergas has a need for working with developers to create additional residential options?

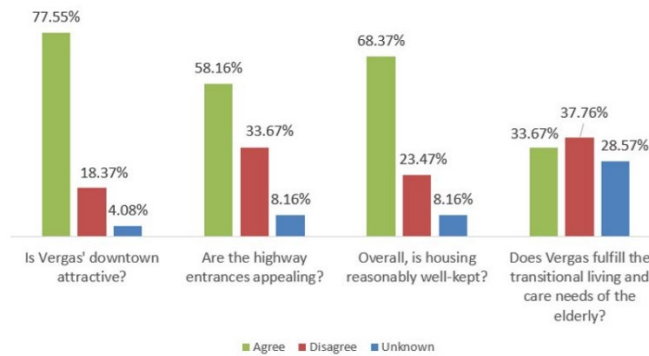


## Vergas currently has a sufficient amount of...



The graph above demonstrates respondents' impression that Vergas is lacking in rental housing. It will be important for Vergas in the next 15 years to use existing and future land use plans to identify the ideal locations for future apartment developments.

Please rate the following questions with Agree, Disagree, or Unknown. Mark only one response for each question.



## Trends

The following goals and strategies take into account the significant increase in demand for housing in the region as a result of the COVID-19 pandemic. Described as the Rural Rebound Movement, or the Great American Migration of 2020, people have been moving from urban areas to rural places across the country, driving. In fact, in an article published by Greater Fergus Falls in early 2021, they write that “Bankrate reported that the number of mortgages obtained for homes in non-urban areas increased by 36% in 2020”<sup>i</sup>, representing a significant uptick in the demand for rural homes and potential for Vergas to shift the trends that were predicted as part of the housing study completed in 2020.

The rate of inflation and housing market behavior coming out of the first year of the pandemic created an increasingly competitive environment for buying and selling houses. On average property taxes in Otter Tail County rose 10-30 percent in the year 2021 alone while the price of housing and home improvement projects continues to rise.

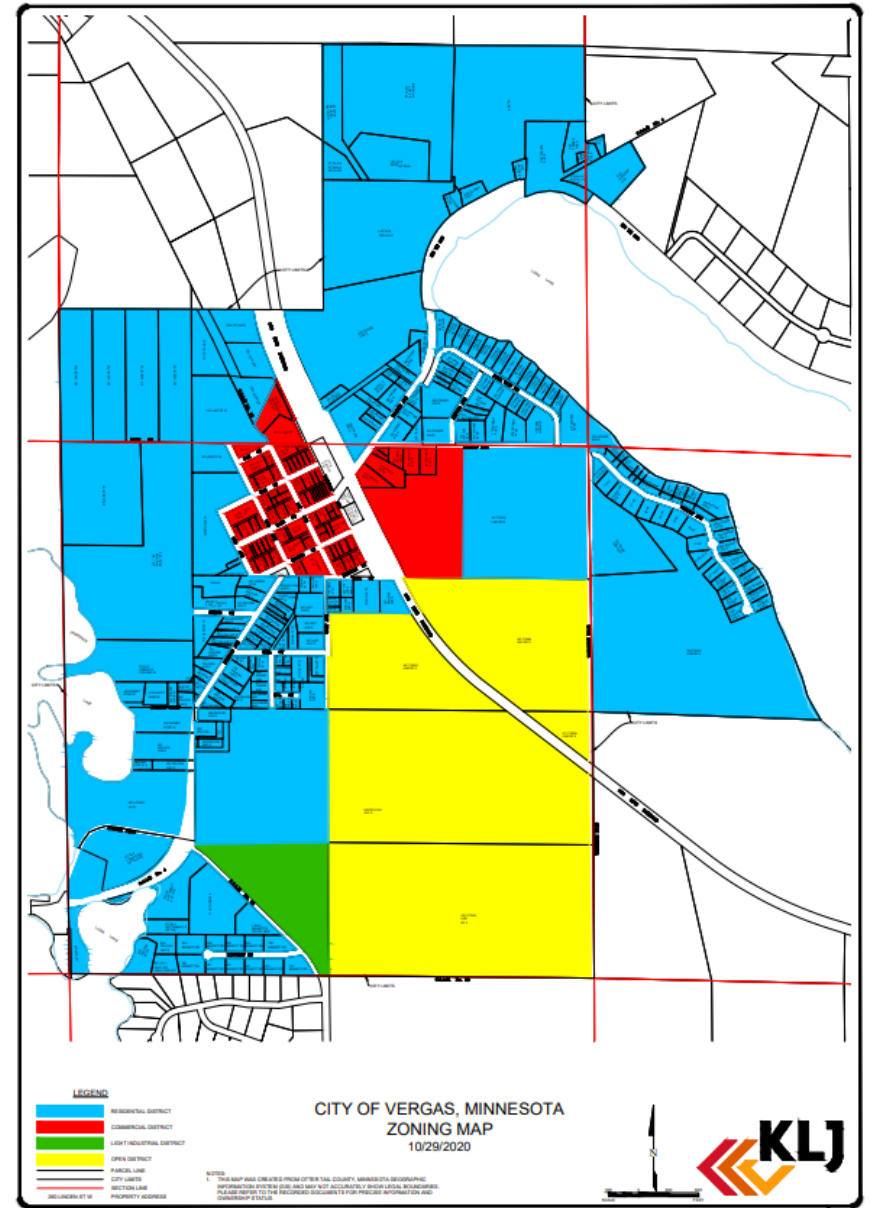
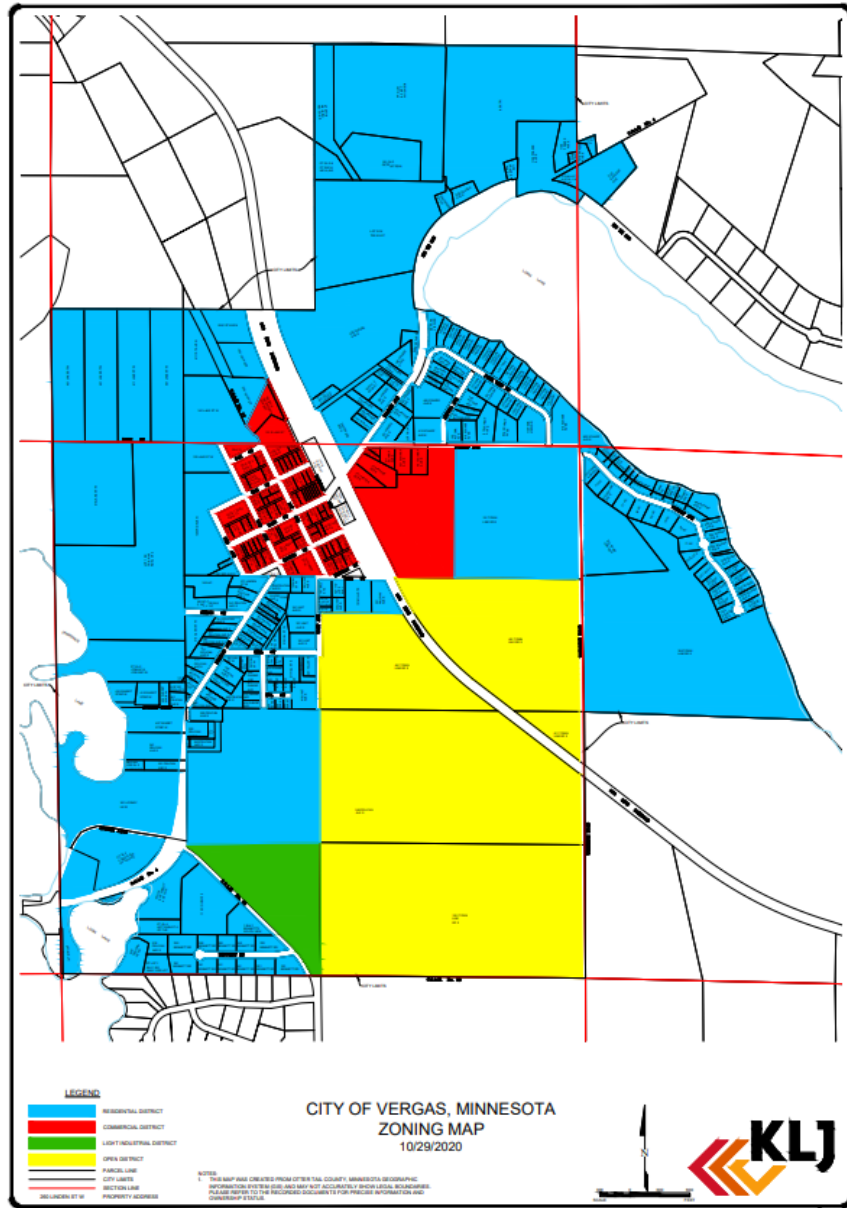
Overall, following goals related to housing seek to address the concerns and needs highlighted by the housing study and public engagement to serve as a framework for future development decisions and ensure that both housing supply and choice are increased.

### GOAL 3: Identify affordable housing lots that can be developed within the next 5 years

STRATEGY	ACTION
Develop partnerships with Otter Tail County to share county-level resources with local developers and future residents via existing incentives and initiatives	
Conduct an inventory and promote lots available	Utilize City website by adding housing resources comparable to neighboring cities (Ex. Battle Lake)

## GOAL 4: Providing high efficiency, low-cost water, sewer, and energy

STRATEGY	ACTION
Improve education available for residents related to water and energy conservation	Add Clean Energy Resource Teams to website Increase awareness of accessible, eco home improvement
Encourage a culture that celebrates and normalizes responsible landscaping	Consider sponsoring a local garden tour, highlighting residents using native plants and grasses
Explore renewable energy sources	Investigate solar panels and other options
Communicate local and regional existing resources available to residents (ex. Compost, recycling)	



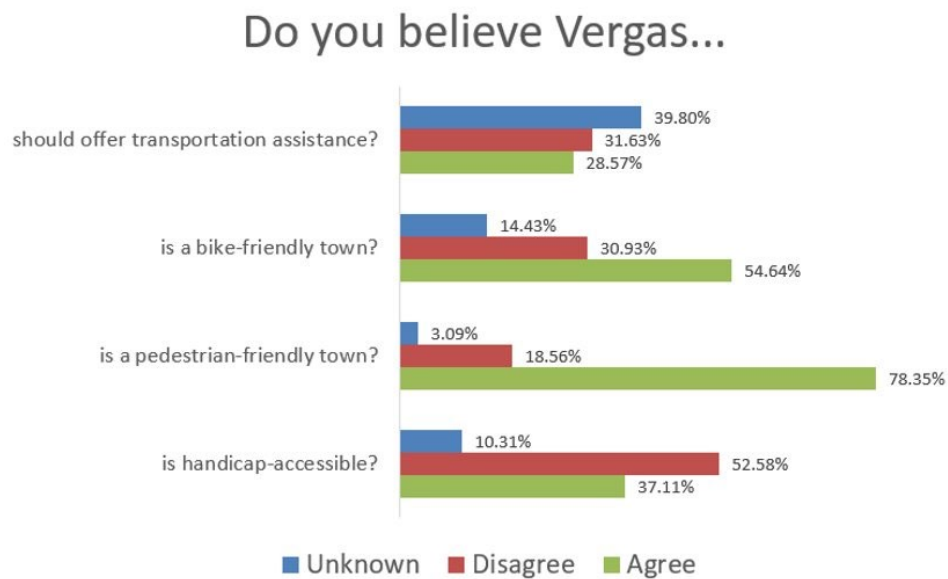
## Transportation

### Overview

The goals, strategies, and actions included in this section work to support a more walkable, bikeable, and transit-friendly community. They are intended to achieve outcomes that increase equity in Vergas' transportation system, address climate change and reduce carbon emissions, improve human health through improved air quality and increases in active travel, and enable the movement of people, goods, and services across the community.

### Community Input:

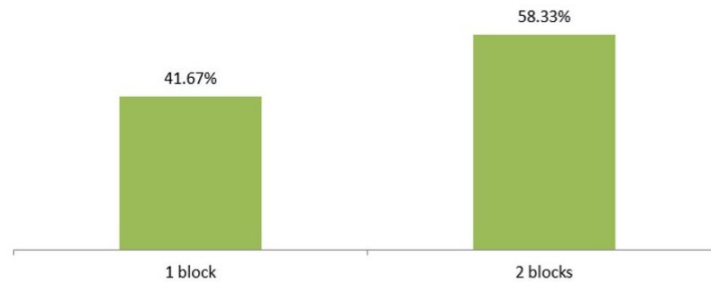
The community survey revealed that parking access downtown and the train blocking traffic are two major concerns. As the City moves forward in exploring options for future parking, a key question that they wanted to know included how far people were willing to walk from their vehicles to their destination in town (Graph X below).



Survey result takeaways:

- There is **no clear consensus** on whether the city should offer transportation assistance
- More than half of respondents **agreed** that Vergas is bike-friendly
- More than half of respondents **disagreed** that Vergas is handicap-accessible

### How far are you willing to walk from your parked vehicle to your downtown destination?



Focus group participants highlighted two areas of interest: increasing safety through sidewalks and trails and supporting recreational activities and active transportation through trails. In discussions, respondents stressed the lack of sidewalks within city limits and how this poses a challenge for pedestrians around town. Support for investing in trail systems in and around the City of Vergas found support from the motivations of increasing safety of bikers and maintaining and attracting the biking community to boost recreational activity and tourism. Ultimately, focus group participants were in favor of keeping bikers away from highways and on designated trails.

#### Current State

Vergas' main transportation network is comprised of its municipal street system, the two highways that bisect the community, and the railroad line. Highway 4 cuts diagonally north-south through Vergas, Highway 17 intersects Highway 4 from the northwest, and the railroad runs parallel to Highway 17 to the north. The highways serve as two primary thoroughfares through the community for not only residential and visitors, but significant industrial traffic.

In recent years, the approval of regional trail expansions is likely to increase the attractiveness of Vergas as both a destination for recreation and a place to live. This includes both the Pelican Rapids to Perham Trail in Otter Tail County and the Heartland Trail in Becker County.

#### Trends

The Minnesota Department of Transportation (MnDOT) is taking a holistic approach to developing the state's means of transportation in both urban and rural areas. Its "Complete Streets" program seeks to encourage the health and well-being of not only Minnesotans, but also their economy and environment. To do so, MnDOT factors in the following:

- Community context
- Topography
- Road function
- Traffic speed
- Freight volumes
- Pedestrian and bicyclist demand

Options that may - or may not - be selected, depending on each project's unique situation, could include:

1. Paved shoulders
2. Sidewalks
3. Bicycle lanes
4. Pedestrian refuge medians
5. Truck mountable curbs in roundabouts
6. Signal retiming
7. Updated striping
8. Bus stop access

GOAL: Make Vergas accessible for all modes of transportation and for people of all abilities

STRATEGY	ACTION
Identify key places across the city that can improve handicap-accessibility	Conduct an ADA audit or other type of evaluation that can identify the key areas for improvement across the city.
Communicate and market existing transportation services (Ex. Neighbor to Neighbor)	Create short reference guide for residents and visitors describing local and regional transportation options
Identify additional locations for downtown parking downtown	Work with the Planning Commission to determine if vacant or undeveloped property could serve as space for new parking lots, and potential for diagonal parking
Construct handicapped parking spots and sidewalks along County Road 4	
Explore the advantages and disadvantages of rerouting Highway 4 through downtown to reduce through-traffic on Main Street	
Explore options for reducing stopped trains and subsequent stopped traffic	This could include, but is not limited to: Contacting Canada Pacific to move the exchange back
Promote programs that promote ridesharing networks and services	Example programs that could be promoted include Neighbor to Neighbor, veteran services transportation



Goal: Increase connectivity between Vergas and regional trails

STRATEGY	ACTION
Connect Vergas to the Pelican Rapids-to-Perham Trail.	Consult with entities like MnDOT, the DNR, WCI, and PartnerSHIP 4 Health about pursuing grants for planning and infrastructure for a trail connection
Connect Vergas to the Heartland Trail.	Work with Otter Tail County to pursue grant funding to connect the Heartland Trail along County Road 4.
Construct a multi-use path from downtown Billy's Corner Bar & Grill to the Veterans Memorial.	Add multi-use path to the update of the 2019 Capital Improvement Plan to ensure that it is included in a future city budget

## Economic & Business Development

### Overview

Economic and Business Development refers to the growth of resources within community through more business activity, increasing job opportunities, and workforce development. Historically, conversations surrounding economics and businesses begin and end with money. Increasing awareness and understanding of diversity, equity, and inclusion and healthy communities allows us to shift our understanding of this section, bringing people to the center of success in this realm of development through sustainable means.

Vergas' character as a bedroom community in which many residents commute to surrounding towns for work creates a unique foundation for economic and business development in the city. The service industry is key in terms of providing and creating jobs for residents, and seasonal tourism elevates the importance of these businesses.

### Community Input

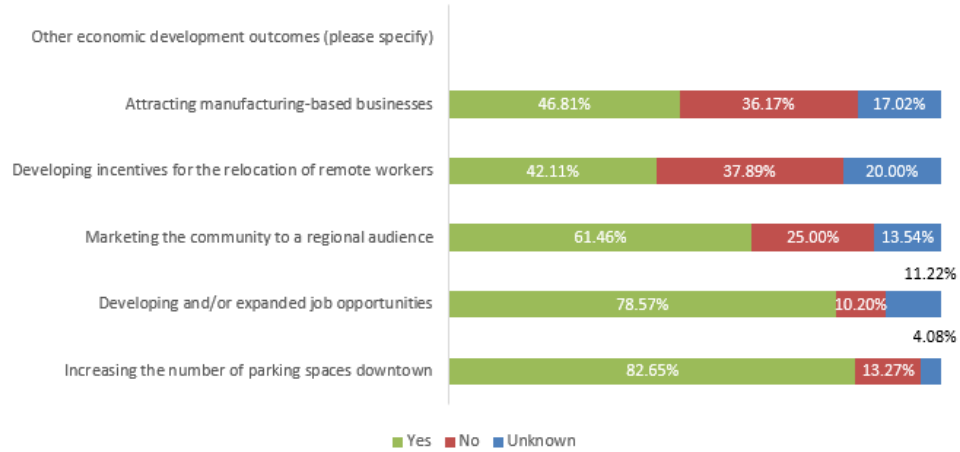
When asked about economic and business development, residents almost exclusively focused on expanding opportunities in the service industry and retail, alongside exploring the sector of light manufacturing. Above all, residents prioritize maintaining the rural character of Vergas, and at the same time see a need to make the city more attractive and family friendly by adding services like a car wash and more restaurants, and possibly more job opportunities through light manufacturing. To bring these new businesses to town, most focus group participants agreed that the city should focus on developing new spaces in which businesses could operate.

Vergas residents understand the need to grow population to boost the city's economy. Like many cities in west central Minnesota, suitable options for housing and childcare concern the community when it comes to creating new jobs and attracting new residents.

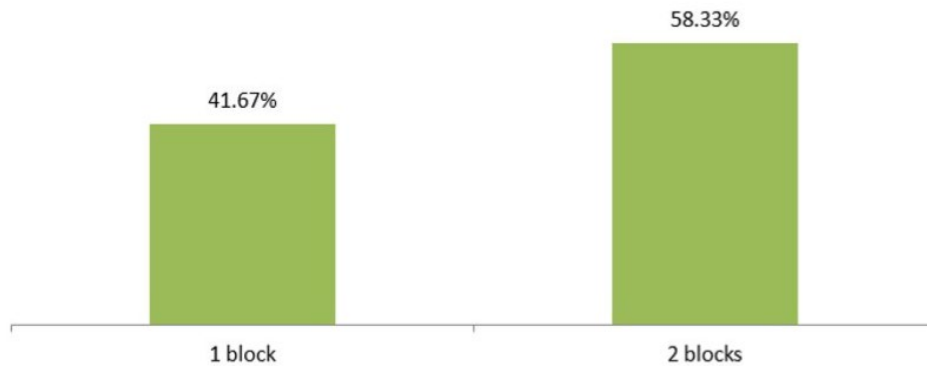
Economic activity typically triples in the summer for Vergas, largely due to the influx of seasonal residents and visitors with second homes in the surrounding townships. Survey data from the 2020 housing study supports this claim, finding that out of 115 respondents, 103 said they live in their residence year-round, and 12 said they use it seasonally. This creates economic challenges, as it can be difficult to sustain certain employment opportunities year-round, retain seasonal employees from year-to-year, and ensure that businesses are generating enough revenue during peak seasons to sustain themselves financially year-round.

## Community Survey Findings:

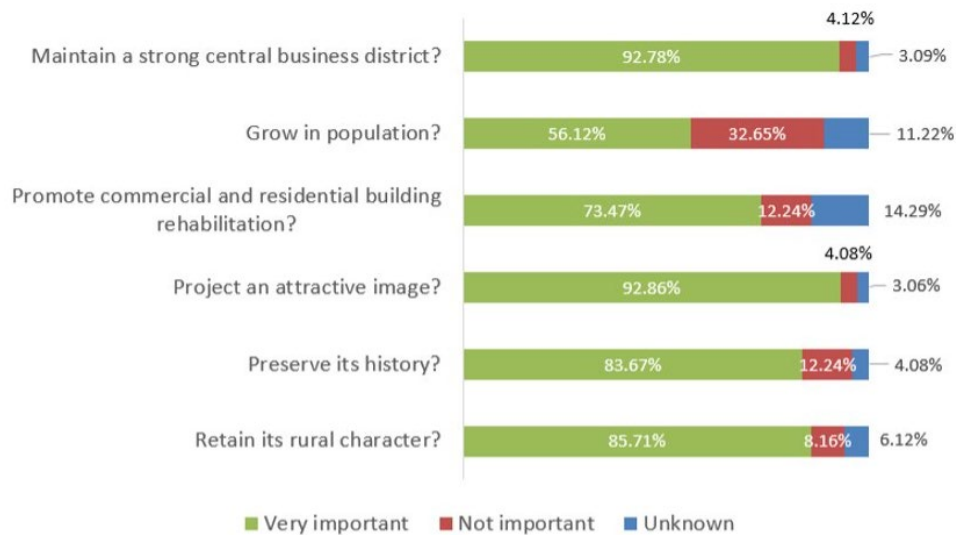
Do you believe the community should focus its energy, talents, and dollars on the following economic development outcomes in the next five years?



How far are you willing to walk from your parked vehicle to your downtown destination?



## How important is it for Vergas to...



### Current State

Based on the plan's community survey results, only a quarter of Vergas residents work in the city. Therefore, to fully assess the economic viability of the community it is helpful to step back and look towards the county-level indicators on the state of economic development.

Pre-Pandemic Information: [WCI Otter Tail County Snap Shot](#)

In Spring of 2022, Otter Tail County tracked 1,000+ current job openings, projected that 320 jobs will be added in the next 3 years by the leading industries and predicted a 1,300-person reduction in available labor in the next 10 years due to an aging population and skill gap. The county has created the OTC Works Workforce Strategy to address these economic development challenges, which informs the goals and strategies of this comprehensive plan.

### Trends

The Minnesota Association of Development Organizations (MADO) has identified four cornerstones for strong and healthy communities: Human Capital, Economic Competitiveness, Community Resources, and Foundational Assets. By investing in the four cornerstones, rural communities create the conditions necessary for a successful economy resilient enough to withstand the challenges of the 21<sup>st</sup> century.

#### Opportunities for Human Capital:

- Population and workforce expansion through immigration
- Investment in talent retention and attraction
- Utilizing retirees' knowledge and experience
- Marketing quality of life and economic opportunity

- Entrepreneur training
- Develop and implement college and career awareness programs

#### Opportunities in Economic Competitiveness:

- Support societally and environmentally aware entrepreneurs/businesses
- Challenge the business perception of MN by eliminating unnecessary delays, regulations, taxes, and providing assistance to offset business costs
- Increase awareness of the benefits of business in MN
- Broaden access to start-up capital to encourage innovation and investment
- Increase trade and development opportunities with neighboring states and Canada
- Capitalize on bio-energy to expand and create businesses
- Utilize the knowledge and skills of retirees
- Utilize workforce centers and technology/business incubators

#### Opportunities in Community Resources:

- Empowering and encouraging new and emerging leadership
- Place-making through arts and culture
- Expand on tourism opportunities
- Promote livability, public spaces, and identity
- Community preservation and enhancement
- Healthy communities

#### Opportunities in Foundational Assets:

- Expand broadband/fiber footprint in greater MN
- Identify partnerships and resources to maximize infrastructure investment
- Develop public/private partnerships to identify solutions for housing challenges
- Shared services/resources and intergovernmental cooperation

GOAL: Prioritize business development that provides daytime and evening activities for residents

STRATEGY	ACTION
Create more opportunities to recruit local businesses, especially where gaps in existing services exist	<ul style="list-style-type: none"> <li>- Work in partnership with Vergas EDA to integrate public feedback into business development and expansion strategies</li> <li>- Host a business &amp; entrepreneurship fair in partnership with Otter Tail County with targeted outreach based on survey results and public input</li> </ul>
Increase awareness of state and regional resources for small business owners and entrepreneurs	Score business mentorship program MN DEED resources West Central Initiative Vergas Community Club

	West Central Small Business Development Center Women Venture Otter Tail County Small Business Coaching
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## GOAL: Maintain the small business atmosphere

STRATEGY	ACTION
Advertise local businesses regionally	<ul style="list-style-type: none"> <li>• Work with neighboring Chambers of Commerce to advertise and access resources</li> <li>• Work with the Community Club to identify opportunities and resources to market regionally</li> <li>• Submit stories, ads and updates to surrounding local papers</li> <li>• Invest in enhancing the City's website</li> </ul>
Review and update city laws and ordinances that support small business owners	<ul style="list-style-type: none"> <li>• Preserve existing protections</li> <li>• Look into state and federal incentives for small businesses</li> <li>• Research best practices from other communities</li> </ul>

## GOAL: Develop and Expand Job Opportunities

STRATEGY	ACTION
Maintain and increase the number of visitors	<ul style="list-style-type: none"> <li>• Advertising businesses and recreational opportunities, and events regionally (see above)</li> <li>• Pursue and invest in trail development</li> <li>• Cultivate more year-round attractions and events</li> </ul>
Pursue opportunities for light manufacturing	<ul style="list-style-type: none"> <li>• Examine land available, and interested businesses</li> </ul>
Support digital entrepreneurs and remote workers	<ul style="list-style-type: none"> <li>• Offering the Event Center as coworking space by appointment</li> <li>• Maintaining and developing broadband capabilities</li> <li>• Connecting with neighboring communities to participate in county-wide networking opportunities (host pre-existing groups for a meeting)</li> </ul>

## GOAL: Invest in Human Capital

STRATEGY	ACTION
----------	--------

Invest in local childcare options	<ul style="list-style-type: none"> <li>Connect with Otter Tail County Early Childhood Coordinator to identify needs and resources</li> </ul>
Create opportunities for socializing, connecting, and creative placemaking year-round	<ul style="list-style-type: none"> <li>Improve marketing of existing activities</li> <li>Identify gaps in existing community programming and recruit volunteers to host one-off and recurring events</li> <li>Explore development of spaces for families to recreate and youth-specific activities</li> </ul>
Provide opportunities for retirees to utilize their knowledge and experience and increase social connection	<ul style="list-style-type: none"> <li>Identify and invite volunteers to join planning and implementation projects</li> </ul>

### Community Survey Findings:





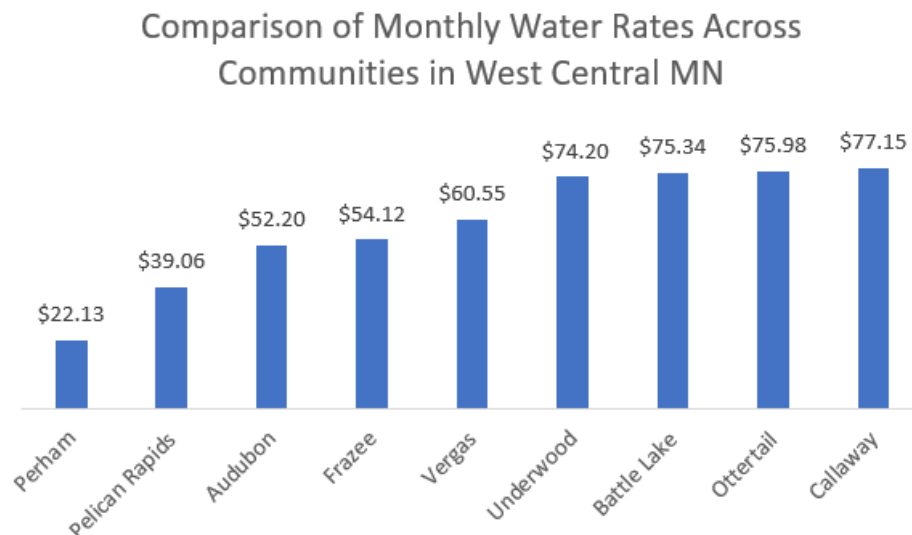
## Public Services & Facilities

### Overview

Public services and facilities refer to the infrastructure – both hardware and capital assets – such as broadband, street maintenance, stormwater management – that supports the community. For the purposes of this plan, we include both local and regional services such as the bookmobile through the regional library system, transportation assistance, cellular service, and other public utilities. Effective planning around public services and facilities not only considers current demand for services, but anticipates changes driven by development, consumer demand, demographic changes, or other factors.

### Current State

As described in the Housing Section, this plan undertook a comparison of the three surrounding townships around Vergas and several cities across the region that represent Vergas' competitors for future residents. The water and sewer rates comparison are discussed in this section. Due to the nature of water and sewer rates in townships, creating an equal comparison of residents in city limits versus out of city limits is fraught with challenges. Therefore, townships were described as 'variable' in the original calculations and are not reflected in the graph below.



Looking at all of the communities included in this comparison, Vergas falls in the mid-range of monthly water rates, with the lowest monthly rate at \$22.13 in Perham and the highest at \$77.15 in Callaway.

### Comparison of Monthly Sewer Rates for 2022 in Selected Communities in West Central MN

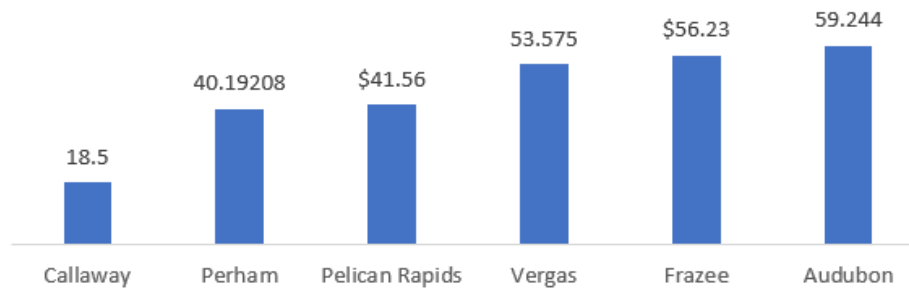


Figure 2. Comparison of Monthly Sewer Rates for 2022 in Selected Communities in West Central MN.

Note: Dora, Candor, and Hobart Townships have such variable septic tank annual costs that they were excluded from this comparison, as well as Ottertail, because it does not have a central sewer system and requires residents to use septic tanks.

#### Community Survey Findings:

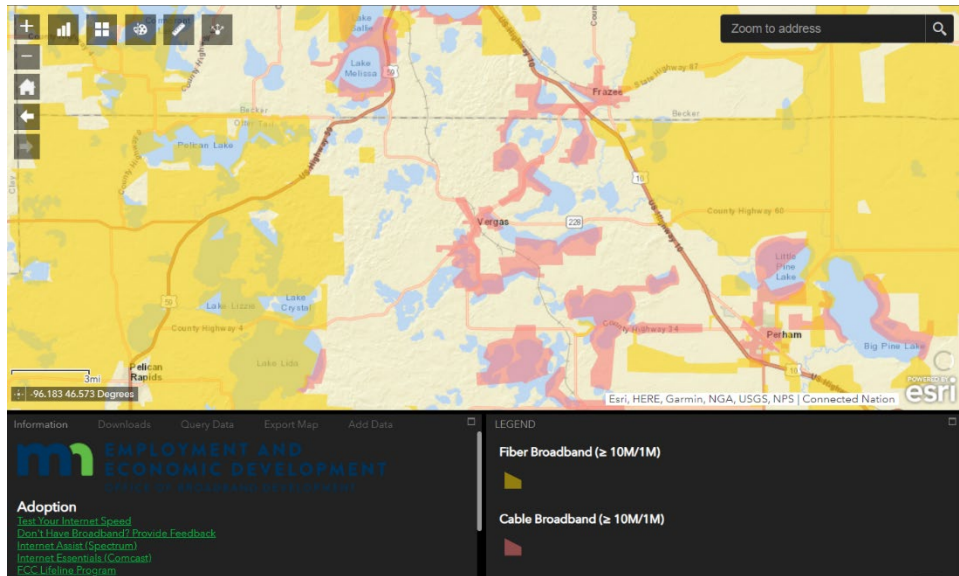
One question in the community survey covered both local and regional services, asking participants to rate them as average, exceptional, or needs improvement. These findings are highlighted below. It is important to note that the City of Vergas staff and its residents, unless actively engaged in regional and state-level planning efforts, may not have much control over regional services. During the writing process, these survey results were shared with respective stakeholders to ensure transparency and offer an opportunity for them to engage with Vergas residents directly, should they choose to do so.

#### Broadband

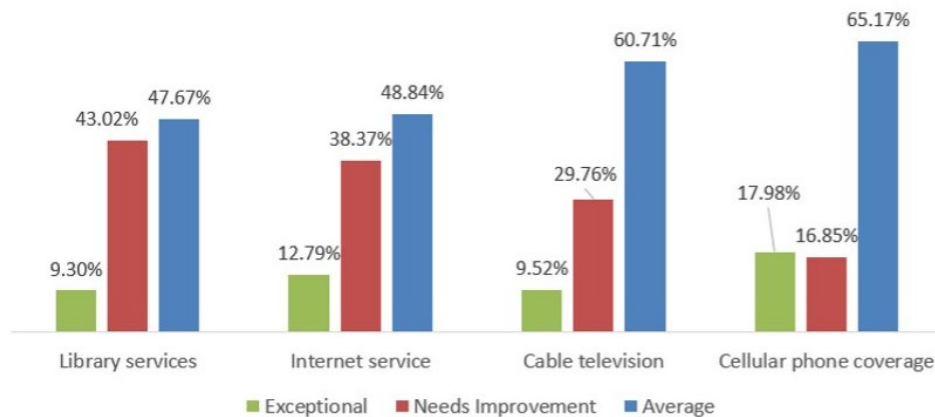
Internet connectivity is a major barrier to economic growth. Vergas is currently served by Arvig, a regional broadband provider, which currently has a monopoly on the market. At the county level, Otter Tail County continues to make investments in broadband access. Vergas is one of 10 locations in the county that recently installed a Smart Room for the public to access wi-fi and virtual meeting technology, located at the Event Center. The Viking Regional library system also has hotspots available for the public to check out for temporary use, which can be accessed via the Book Mobile, which visits the community on a regular basis. The Viking Library System's bookmobile stops at the Vergas Municipal Building every other Thursday from 1:15 pm - 2:15 pm. The Minnesota Office of Broadband created an interactive GIS mapping tool that outlines broadband availability, and while most of the city limits are covered by Cable, Vergas represents a dead zone with regards to fiber optic cable (screenshot below).<sup>1</sup>

<sup>1</sup>

<https://gis.connectednation.org/portal/apps/webappviewer/index.html?id=a2d243ccf7e547eba2ec0d5c80c80917>

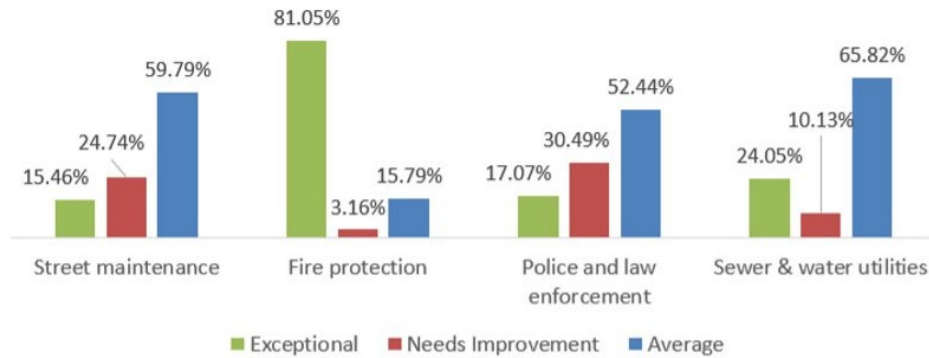


Rate the following regional and local services on  
as “Exceptional”, “Average”, “Needs  
improvement” or n/a = “Not applicable”.

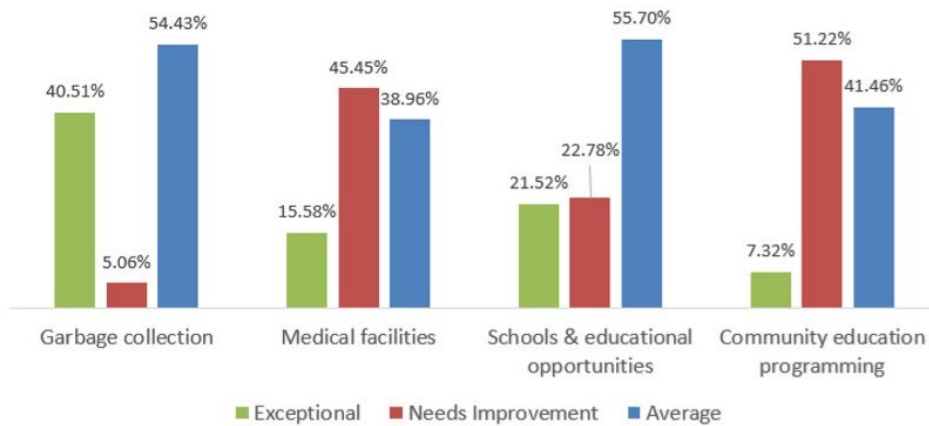


According to the graph above, a little less than half of survey respondents indicated that broadband, or internet service, is ‘Average’. About 38% of respondents ranked broadband as ‘Needing improvement’. When the survey results were filtered for City of Vergas residents (excluding residents of surrounding townships), the results were nearly identical. While no public engagement activities resulted in a strong outcry for fiber optic cable internet access, this would undoubtedly open more opportunities for residents, visitors, and local business owners.

Rate the following regional and local services on as “Exceptional”, “Average”, “Needs improvement” or n/a = “Not applicable”.

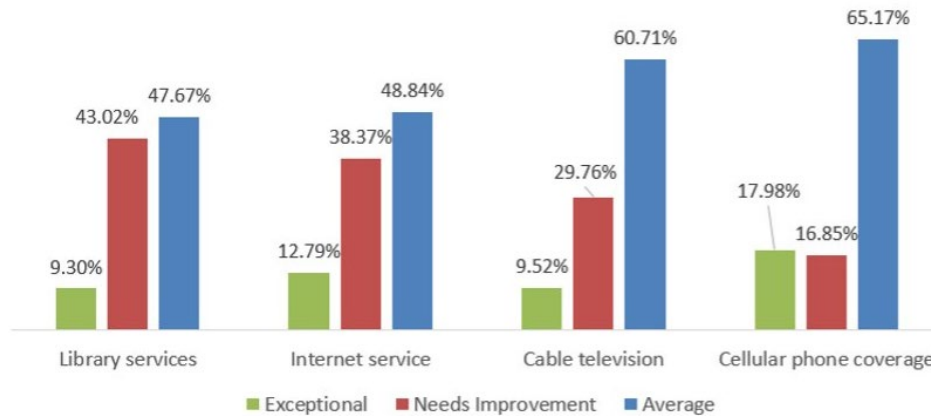


Rate the following regional and local services on as “Exceptional”, “Average”, “Needs improvement” or n/a = “Not applicable”.



As a result of the survey responses to the question about community education programming, we conducted additional engagement at the Maple Syrup Fest. The feedback we received is included in the

Rate the following regional and local services on as “Exceptional”, “Average”, “Needs improvement” or n/a = “Not applicable”.



#### Trends:

The Otter Tail County Long Range Strategic Plan 2040 points to significant efforts underway to address public infrastructure for its residents with the forecasted population and economic growth in mind. At the county level, planners work to increase quality infrastructure access for all with a commitment to fiscal responsibility.

Specifically, transportation and solid waste have their own master plans to ensure resilient and efficient systems within the county. Solid waste management is exploring the “Towards a Zero Landfill” initiative. Otter Tail County also follows their Local Wastewater Management Plan (2014) with efforts to increase wellhead protection and the capacity of septic systems.

**GOAL:** Maintain adequate public facilities and services to meet the health, safety, education, and leisure needs of all Vergas residents necessary services

STRATEGY	ACTION
Prioritize infrastructure investment based on existing facilities with deficiencies first, replacement and retrofitting of facilities second, and future facility needs third	
Engage in strategic partnerships to ensure that Vergas is identified as a community for investment in fiber optic cable to increase broadband access	
Conduct a needs assessment to understand more about the barriers and opportunities to improve residents’ access to medical facilities (transportation access, awareness, etc.)	

GOAL: Ensure highest quality standards and services for public safety given Vergas' existing resources and staff capacity

STRATEGY	ACTION
Ensure safety of navigation throughout City's streets and sidewalks	Review, update, and publicize the city's planning and zoning maps to accurately indicate which city sidewalks are to be maintained by the city vs. residents
Make Long Lake Park a desirable location for recreation year-round	Renovate and upgrade the public restroom facilities at Long Lake Park Explore opportunities to work with rental company for non-motorized watercraft Consider snowshoe rentals

GOAL: Ensure that services and facilities allow residents and visitors of 55 years or older to age in place.

STRATEGY	ACTION
Ensure safety of navigation throughout City's streets and sidewalks	
Work to develop a full spectrum of transitions in senior housing needs, from accessibility options to access to services and skilled nursing.	

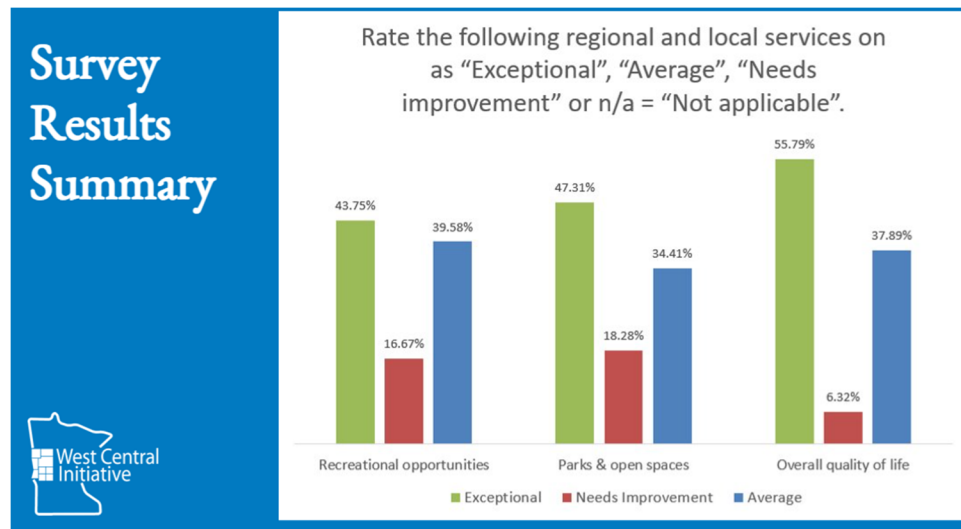
## Parks & Open Space

### Overview:

The parks & open spaces section of the comprehensive plan focuses on improving opportunities for residents to increase their physical and social well-being within the community. This encompasses parks, state- and federally-owned land, and other open spaces along with community-wide events and activities.

### Community Input:

Focus group respondents expressed a desire for outdoor theatre spaces to host cultural events and live music. They also encouraged plans for a pickleball court and frisbee golf course. Increasing parking spaces, updates to restrooms, and making parks and open spaces handicap accessible proved to be a common theme in responses for both old and new spaces and events.



From public engagement at the Maple Syrup Fest on April 9<sup>th</sup>, 2022, participants indicated an interest in a wide range of community programming and activities that they would like to see at the parks and in open spaces. We asked the following questions and received 7 responses: What would improve your experience with community education programming? What kind of programming would you like to see?

Highlights of the responses include:

- Card/social party
- One-act or short community play/dinner
- Free kittens
- Knitting classes
- Fly-tying class
- Fly fishing class and fly tying
- Broadening use of smart rooms for education



The suggestions are reflected in the goals below, and where they did not fit in this section, are included in Appendix B: Aspirational Projects & Programs.

#### **Current State:**

Several stakeholders are collaborating to design and recreate Long Lake Park, one of the most popular outside spaces in the town. The city's 2019 Capital Improvement Plan outlined this project, and the Parks and Rec Board is currently overseeing the design process with students from North Dakota State University.

#### **Trends:**

Minnesota's park usage has increased, in line with national trends of park usage as a result of the COVID-19 pandemic. Sales of annual state park permits hit 125,281 through the first half of 2021, according to DNR data, which is significantly higher than in 2020 (100,673 annual permit sales) and 2019 (78,246).<sup>2</sup> As outdoor recreation becomes a 'safer alternative' to indoor gatherings and spending time in large crowds, Vergas' parks and open space are likely to remain in high demand. The way in which that public space is used, however, could evolve as the demand for hosting more gatherings outside continues to increase.

A more recent trend at the state-level for parks is a move to increase their cultural and physical accessibility. Strategy 4.1 in the MN Department of Natural Resources Strategic Plan from 2011-2022 is to "Develop and promote outdoor recreational opportunities for women and members of racially and ethnically diverse cultures who have not traditionally used DNR facilities and resources." This follows trends of shifting demographics statewide. Given the demographic shifts anticipated in Vergas, with the largest age brackets shifting heavily towards residents in their mid-seventies and eighties, Vergas would benefit from considering investments that allow for intergenerational use of facilities (ex. ADA compliant, caters to both younger and older users) that are accessible for those with mobility challenges while also drawing in younger visitors to encourage an active lifestyle. Part of these efforts can rely on the leadership of Otter Tail County, whose staff are already working to expand the regional trail network to connect existing facilities with destinations throughout the county.

GOAL: Upgrade public facilities at Long Lake City Park

STRATEGY	ACTION
Continue working with North Dakota State University to develop concept designs of Long Lake City Park	
Communicate with county- and regional stakeholders in parks and recreation the desire to pursue state and federal funding	
Follow guidelines and budget in 2019 Capital Improvement Plan for restroom facilities specifications and budget	

<sup>2</sup> <https://bringmethenews.com/minnesota-lifestyle/minnesotans-after-a-year-cooped-up-inside-flock-to-state-parks-and-campgrounds>

## GOAL: Support community art and arts programming

STRATEGY	ACTION
Increase number of displays of interactive art around town, in parks, and open spaces	<ul style="list-style-type: none"> <li>• Create directory of local artists</li> <li>• Continue offering summer youth art camp with display in front of City Hall</li> </ul>
Increase community education arts programming	

## GOAL: Leverage existing amenities to create a culture that celebrates physical activity and community-based sports that are complementary to school sports schedules

STRATEGY	ACTION
Create opportunities for sports and physical activity education	Examples: Offering lessons for pickleball, classes with local fitness trainers, dance classes
Begin offering adult leagues for baseball/softball	
Explore opportunities for additional recreational space development	Example: Soccer fields, frisbee golf

## Resources for Implementation

While it does not make sense to include an exhaustive list of resources that may be available to implement the goals outlined in this plan, one part of the community survey worth noting are the responses to question 17, which asked in what ways residents might be willing to contribute to any changes identified in the comprehensive plan.

How would you be willing to contribute to any changes identified in the comprehensive plan? Please select all that apply.

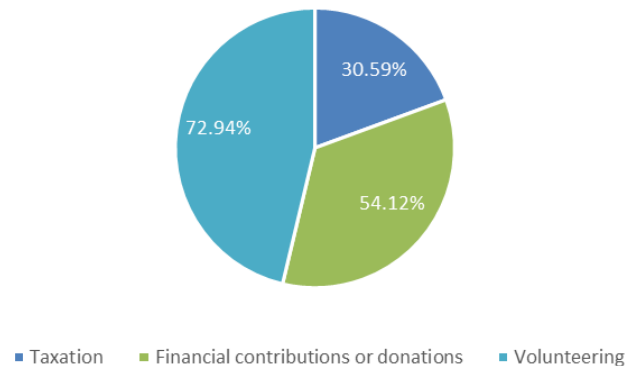


Figure 3. Summary of how survey participants indicated their willingness to contribute changes identified in the comprehensive plan

The pie chart above indicates that almost 73% of survey respondents are willing to volunteer to support community changes, 54% are willing to make financial contributions or donations, and about 30% would be willing to contribute via taxation. This is reflective of the strong culture of volunteerism and ‘everyday philanthropists’ that populate both Vergas the surrounding townships and should be taken into account for ‘in-kind’ contributions and financial support that may be available outside of traditional funding sources.

## Appendix A. Tax Comparisons Across Communities

The following graphs were generated from data gathered from Otter Tail and Becker County auditors. The request put in to both auditors was to estimate the property taxes in each community for two different values of homes - \$250K and \$400K. These values were chosen based on the Steering Committee's desire to learn more about the impact of housing affordability across a range that is financially accessible for households of different income levels.

For context, property taxes are calculated based on a combination of fees from the county, the city, the school district, and special taxing districts, such as economic development districts and watershed protection areas. Not all communities included in the comparison area are part of special taxing districts, and recent changes in school district fees will greatly affect this comparison, likely putting these numbers out of date soon after this plan's publication. For example, in 2021, the Frazee school district voted on a referendum to increase the taxes by 50% for the next school year.

Estimated Annual Property Taxes for Homes  
Valued at 250K in Selected Communities in  
West Central MN

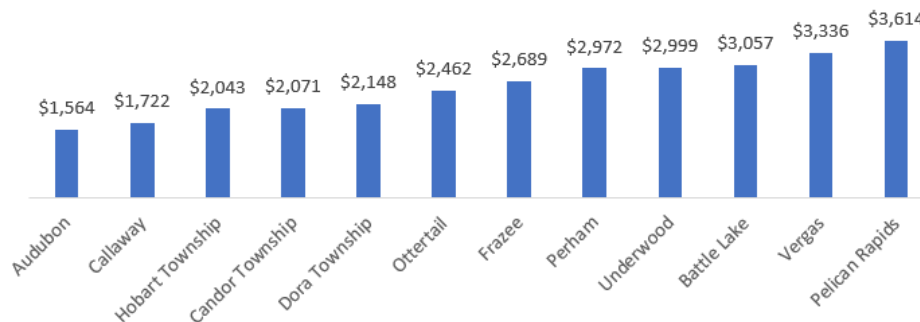


Figure 4. Estimated annual property taxes for homes valued at 250K in selected communities in West Central MN

Note: Several communities included in this comparison had a range of property tax values (Ex. Dora Township has 6 different district codes, which leads to 6 different values when calculating the net tax capacity, and ultimately the property tax). These included Hobart, Candor, and Dora Townships, Ottertail, and Perham.

Figure 4 above indicates that for a town of its size, Vergas is on par with communities of a much larger population - Battle Lake and Pelican Rapids with regards to the property tax values for a home valued at \$250,000.

### Estimated Annual Property Taxes for Homes Valued at 400K in Selected Communities in West Central MN

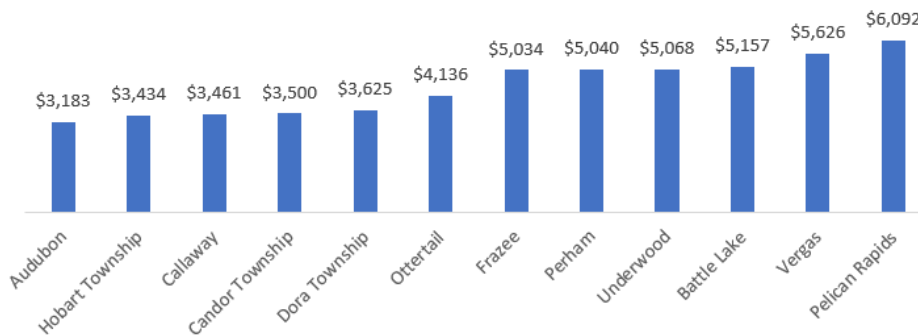


Figure 5. Estimated annual property taxes for homes valued at \$400,000 in selected communities in West Central Minnesota

With the exception the lower end of the spectrum (Audubon, Hobart Township, Callaway, and Candor Township), the rest of the comparison at the \$400,000-level are consistent with the findings of the previous graph.

#### *City-provided utilities and services*

The graphs below describe the differences in the utility costs for residents in Hobart, Dora, and Candor Township, as well as Pelican Rapids, Audubon, Callaway, Frazee, Underwood, Ottertail, and Battle Lake. These communities were chosen for their geographic location as well as from recommendations from the steering committee as communities that are seen as Vergas' competitors for attracting new residents. Reasons for this include population size, lake access, recreational opportunities, and proximity to other regional destinations, such as the state parks.

Note: It was nearly impossible to compare the Townships against the utility costs of the other cities due to the nature of private wells and septic systems having such variability in their cost for initial installation/drilling, as well as maintenance over time. The geography of each property dictates how deep a well must be built, and the water quality of the area dictates how much filtration and water softening is needed. As such, determining a blanket estimate would be flawed on many levels; therefore, for the purposes of this comparison, they are described as 'variable' in the following graphs and tables.

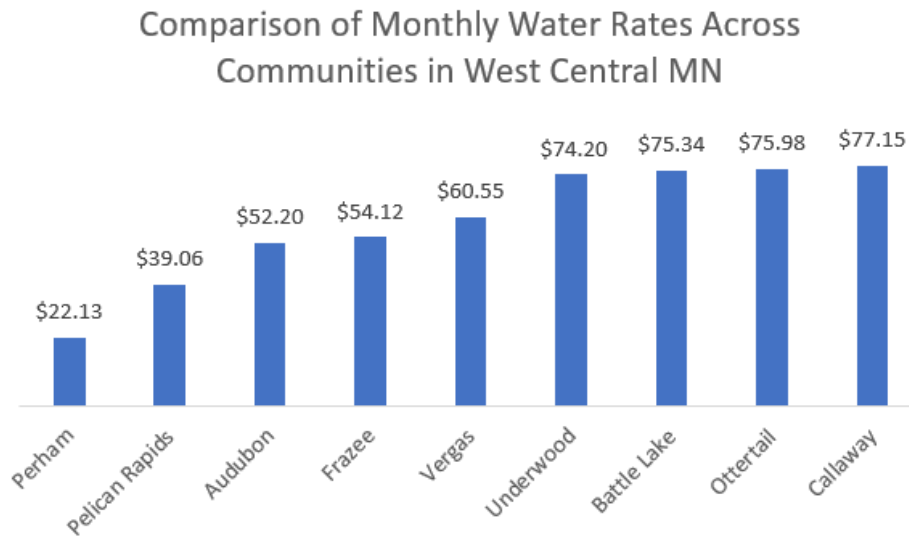


Figure 6.

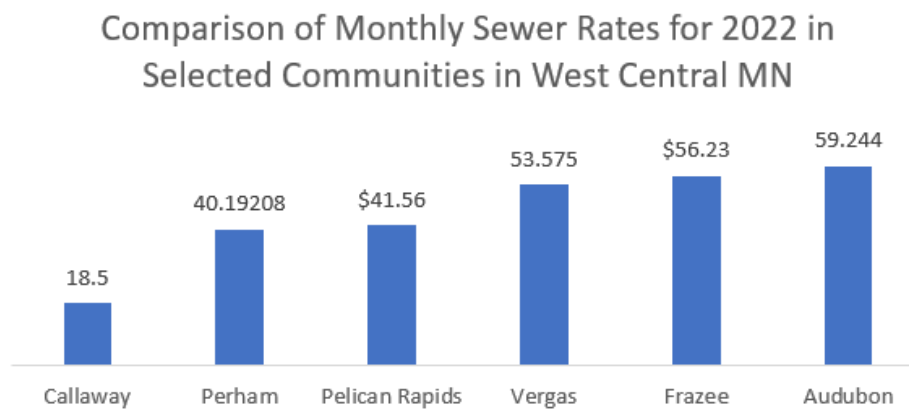


Figure 7. Comparison of Monthly Sewer Rates for 2022 in Selected Communities in West Central MN.

Note: Dora, Candor, and Hobart Townships have such variable septic tank annual costs that they were excluded from this comparison, as well as Ottertail, because it does not have a central sewer system and requires residents to use septic tanks.

## Monthly Waste Collection & Recycling Rates for 2022 in Selected Communities in West Central MN



Figure 8. Monthly Waste Collection & Recycling Rates for 2022 in Selected Communities in West Central MN

Note: Vergas offers both composting and recycling bins for residents but does not charge for this service. Pelican Rapids also offers recycling drop off bins through Otter Tail County but does not charge an additional recycling fee. Estimates for waste collection fees were based on a 65-gallon bin per household, with pricing estimates for townships and communities without a city-led service coming from providers servicing these communities: Steve's Sanitation and Ballard's Sanitation.

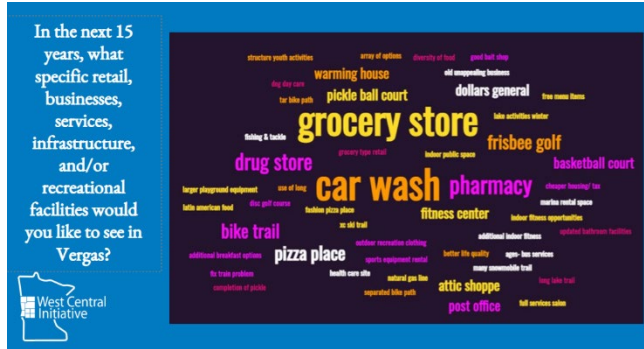
### *A note on stormwater fees*

Of all the communities in this comparison, only two charge a specific storm water fee to residents – Perham, at \$1.75/month and Frazee at \$1.25/month. In other communities, these fees often show up in property taxes through the calculation of net tax capacity rate. Because there were so few communities that charge this fee, and due to how nominal of a month charge it is, specific comparison charts were not generated for this element of 'fixed costs'.



## Appendix B. Aspirational Projects & Programs

The following list of projects and programs draws on the community survey findings and are captured here to ensure that the community's aspirations are not lost and can be a reference for future development projects.



### RECREATIONAL & COMMUNITY OPPORTUNITIES

- Disc golf course
- Walking trail to Trowbridge Zoo
- Fishing pier
- Waterslide
- Pickleball
- Badminton
- Public bikes in summer
- Snow shoeing in winter
- Yoga
- Baseball games
- Club sports for young adults in evening
- Monthly clubs (writing, knitting, crafts)
- Splash pad
- Farmers market
- Theatre group
- Outdoor exercise stations along trail
- Yoga studio and climbing/bouldering wall
- Community garden
- Edible landscaping around town
- Indoor fitness opportunities

### RETAIL/COMMERCIAL OPPORTUNITIES

- Grocery store
- Carwash
- Laundromat
- Small storage rental units

- Toy store
- Bakery
- Pharmacy/Drug store
- Farmers market
- History museum
- Pop-up shop style retail
- Rooftop entertainment areas
- Brewery and/or distillery
- Pizza place
- Sports equipment rental & outdoor recreation clothing
- Dog day care
- Fishing & tackle/bait shop
- Marina rental space
- Seasonal menus

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

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Thursday, May 26, 2022 at 10:00 AM at the Vergas City Office. Present was Bruce Albright and Paul Pinke, Vergas City Council; Mike DuFrane, Utility Superintendent; Julie Lammers, City Clerk, and Tom Winters, City Attorney (for part of the meeting). Albright called the meeting to order at 10:05 AM.

2.) Agenda Additions or Deletions. DuFrane wanted to add City Street use by semi-tractors and trailers. Lammers said that Attorney Winters wants to talk about an action the Planning and Zoning Committee (P&Z) did at their last meeting. Approved.

3.) Speed Limits. The agenda packet included Otter Tail County's "Driver Feedback Sign Policy", dated June 22, 2021. The policy establishes guidelines as to where and when permanent radar speed signs will be installed on County State Aid Highways (CSAH) and County Roads (CR). The policy has criteria for placement, including: determining locations; engineering analysis; and placement prioritization. The County may fund and place up to two signs per year at "high" priority locations, or more as other county, state, or federal funding becomes available. Lammers thought the signs with solar power cost about \$7,500/ea. Albright felt a perfect location for a sign would be on C.R. No. 60, near the lake walkway, where the speed limits goes to 40 miles per hour (mph). This location should also score high, given the walking trail, high activity facilities (park), etc. Lammers will submit said application. She also questioned if we should apply for a sign coming into town from the southwest, on C.R. No. 4? Albright felt they should be two separate applications, as the one on C.R. No. 60 should score higher. Lammers said the County will be bringing back the portable speed signs for several weeks after Memorial Day. Albright thought that if anyone wanted to donate to the City, maybe we should start a fund for purchasing one of the permanent radar signs. In general, Lammers thought it would be good if the City Office maintained a list of possible memorial donation items. Periodically, people stop by and would like to donate a memorial, etc., having a list of things, might help families make a decision.

4.) Yard Waste. Pinke and Albright met with Dora Township on May 7th. They were thankful for the information, and talked about offering a donation to help with the costs. They also suggested that maybe the City should gate the site, and have it open only a couple of days a week, with someone manning the site on those days, Lammers thought the Townships could use some of their American Rescue Plan funds to assist with the site operation. This year, the City Office is keeping track as to where the out of town permits are being issued: Dora-46; Candor-28; Edna-30; Hobart-27; and Lida -11. So far, we've issued 142 permits, and normally for the year, we issue about 300, so we're half ways there. Past City Councils determined that an annual permit is issued to a specific vehicle, so people don't trade them with their neighbors. Albright referred to an in-town neighbor who has hired someone to cut her lawn, as she no longer is able. Technically, the person she hires cannot legally take her grass to the waste site, as this would be considered "commercial" dumping. Lammers said the in-town free permits are issued to an address and not a vehicle, and they are good forever. The intent regarding commercial dumping, was that we would not accept any product from commercial operators. Albright thought it was a little odd, that if he was short-term disabled, and hired someone to mow his lawn, they couldn't haul the grass to the waste facility? DuFrane related a case he encountered, where someone was dumping without a permit, and said they had been dumping for six years and never needed a permit before. They came to the Liquor Store the

next day and bought a permit, but continued to complain about the fee. Albright felt we'll need to continue to work on and refine the Rules as time goes on. Hopefully, this year's increase in fee for out of town users, and having City residents obtain "free" permits, will help with some of the problems and past deficit costs.

11.) Winters wanted to discuss the P&Z action on 05.23.22 regarding the final plat for Keilley Shores Third Addition. The P&Z approved the final plat, subject to: City Attorney review of the easement for the stormwater pond; review of the approved Minnesota Pollution Control Agency (MPCA) Stormwater permit for the project before P&Z considers issuance of a construction permit; development of the site in accordance with the City of Vergas Shoreline Management Ordinance. They waived the Dedication Requirements, 152.105. Winters said the only ones that can waive said requirements are the Council, and if they waive them, then they should also modify or do away with the Rule. The P&Z and City Council shall determine the land and/or cash contribution requirements for the proposed subdivision. Scott Kolbinger, KLJ, determined the plat has a density of about 1.5 homes/acre, which falls into the 10% land dedication range. The plat boundary is 9.1 acres, so approximately 0.9 acres would be the dedication amount. KLJ noted for the Second Addition, we received the land for the lift station. Developers Keith and Shelley Bunkowske felt they were exempt from the rule, as "no one told them about it". The developer for the Lawrence Lake Acres is donating 4.81 acres in accordance with the rule. Road specifications for the extension for Scharf Avenue for their Third Addition will be covered in their construction permit.

Winters was in town today to sign the final plat, but in accordance with 152.07, (D) (4), the City Council must also approve the "final" plat. Since the Council is not scheduled to meet until 06.14.22, Winters will not sign until it is approved by the Council. Lammers will call the Bunkowske's today to let them know about the delay and the dedication requirements. They are very anxious to get started, so Lammers questioned if Pinke and Albright would consider calling a "special" Council meeting for Thursday, June 2, 2022, 6:30 PM, Vergas Event Center. Both agreed to ask for said meeting. Winters said he was available to attend.

5.) East Lake Street Relocation. Winters said he has asked for a description to the new road's location. KLJ is working on getting him the requested information.

6.) Townline Road. Lammers and Winter met with four of the affected landowners the week of April 18th. The landowners felt the rate set for "Agricultural" at \$2,900, was too low. At the 04.26.22 SSW meeting, the Committee recommended that this rate be doubled, or \$5,800/acre. Albright is familiar with the eminent domain or condemnation process, and that process also costs money to enact. The landowners also questioned why Kerry Strand, Lot 1, Block 1, Keilley Shores, was not getting a payment? Albright felt it was because the Keilley Shores plat dedicated 33' of roadway for Townline Road. Bunkowske's also said that their building site is a separate tax parcel, so more of that tract should be valued as "Residential Homestead" at \$0.45 per square foot (sq.ft). On 05.10.22, Lammers sent the meeting questions to Albright, Pinke, Scott Kolbinger, KLJ, and Winters. On 05.16.22, Kolbinger furnished his market analysis and land types map. Winters stated that Bunkowske's also had a question about fence maintenance. The SSW Committee felt that we could agree that any fence not located in our road right-of-way (R/W) or easement area that is damaged by our road maintenance equipment, would be repaired by the City. Albright felt if the easements cannot be obtained "voluntarily", and we have to use condemnation, then we should also withdraw any previous offers that were made to amicably try to settle this issue. Winters felt that would be fine. Lammers asked Winters to submit the revised easement offers to the landowners. Winters left the meeting.

7.) Parking. With the City's hiring of Widseth as our City Engineer, effective June 1st, Albright felt one of the first work orders with the new engineer should be to analyze parking

opportunities at several discussed sites/locations. Lammers felt “No Overnight Parking” signs need to be added to the parking lot behind the Liquor Store.

8./9.) Street/Sidewalk Ice and Snow Removal Policies. Albright said he found another reference to said policies in 92.99, Penalty General Provisions. He felt this time when we update our policies, it should be consistent through out all of our policies and rules. Lammers will take one last look at all the City’s rules and policies, so we make sure we don’t miss something. Albright asked DuFrane if he had a sidewalk inspection? DuFrane said he’s been too busy. Albright felt one of the first things Lammers should ask Widseth for was a City sidewalk map, as the map done by KLJ was woefully inadequate and too small to see. The intent of the map is to show which sidewalks businesses are responsible for winter snow and ice removal, which ones are done by City Staff for public buildings, and which privately owned sidewalks and don’t fit within the policy.

10.) City Long Range Road Plan/Funding. DuFrane attended Widseth’s “Benefits of a Pavement Management System” webinar on April 28th. Hopefully with them on board as the City’s Engineer, we can start their inventory process for our paved City Streets, and perhaps they can help us do something similar for our gravel streets. We also need to get them started on preliminary designs for West Lake Street (ST) and Glenn ST.

11.) Truck Routes. Because of the ongoing work on Altona Square and South First AVE, trucks are starting to use South Second AVE and W Man ST. Albright thought we may have to install a “No Truck” traffic sign at the intersection of Pelican AVE and South Second AVE. Albright also mentioned that he has not had time to contact Terry Hockett, Chair, Hobart Township, regarding a “No Truck” traffic sign at the intersection of Townline RD and C.R. No. 36.

The meeting was adjourned at 12:00 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Enter into work Orders with Widseth for Glenn ST, Lake ST, and development of a pavement management system.

Follow up Actions:

- Continue to work on R/W needs for East Lake Street and Townline Road.
- SSW 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 creating an “urban” district.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns.

**Vergas EDA/HRA  
Billy's Corner Bar & Grill  
2:00 PM on Wednesday, June 1, 2022**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, June 1, 2022 at 2:00 pm at Billy's Corner Bar with the following members present: Bruce Albright, Paul Pinke, Austin Tegtmeier, Vanessa Perry and Kevin Zitzow. Absent: none. Also present: Clerk/Treasurer Julie Lammers.

**Call to Order**

Meeting was called to order by Vice President Bruce Albright at 2:05 pm.

**Agenda Additions and Deletions**

Approved agenda with the follow addition: zoning.

**Minutes**

Motion by Pinke, seconded by Perry to approve April 6, May 4 and May 24, 2022, minutes. Motion passed unanimously.

**Status of Recommendations to City Council**

No Council updates.

**Financial Update**

Lammers reviewed income and expense worksheet regarding the EDA/HRA. Members discussed 2023 budget and "long term plan". Discussed leaving the budget at \$8,000 and to continue to discuss next month.

**Old Business**

**2022 Annual Meeting Review**

Comments made stated the meeting was good, efficient and members have heard good comments. Would have like to have a question and comment period and members felt Billy's is a better fit than the Event Center as it is easier for audience to communicate with everyone instead of just those sitting at their table.

**Members**

Austin Tegtmeier submitted his resignation effective August 30, 2022 as he will be moving out of the city. Motion by Albright, seconded by Pinke to accept Tegtmeier resignation. Motion passed unanimously. Albright thanked Tegtmeier for being involved. Members will begin to look for a replacement.

(Kevin Zitzow joined meeting.)

**Meetings**

Members decided to leave meetings at 2 pm the first Wednesday of the month and discuss again after September when we have a new member.

**New Business**

**Webpage**

Discussed what should be on the web page and members stated the goal was to communicate, invite and review the Vergas community. Would like to see the new developments added to the site and who to contact for information to purchase. Lammers encouraged members to email her with information they find in the future which they would like added to the website.

**Comp Plan Review**

Lammers asked members to review and email her with any comments by June 27, 2022.

### Zoning

Discussed Vergas zoning and members recommended keeping options open to extending commercial property zoning in Vergas.

Meeting adjourned at 2:55 p.m. The next meeting will be held July 6, 2022, at 2 pm at Billy's Corner Bar and Grill.

Julie Lammers  
City Clerk-Treasurer  
City of Vergas

### **Council Recommendations**

None.

### **Follow up Actions.**

Review and update 2023 EDA/HRA goals.

Update webpage.

Find replacement member for Tegtmeier. (Lammers completed 6/1/2022)



CITY OF VERGAS PLANNING COMMISSION  
PUBLIC HEARING  
Monday, May 23, 2022  
6:00 pm  
Event Center & Zoom Meeting

The City of Vergas Planning Commission held a public hearing on Monday, May 23, 2022, at 6:00 pm as a hybrid meeting with the following members present: Van Bruhn, Robert Jacoby, Neil Wothe, and Paul Pinke. Absent: Bruce Albright. Also present: Clerk- Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Scott Kolbinger, Julie Bruhn, Bruce Nereson, Janice Nereson, Josh Pfeffer, Shelly Bunkowske and Keith Bunkowske.

Robert Jacoby open the public hearing.

Lammers reviewed reason for public hearing: 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 fifteen parcels along East Scharf Avenue.

Keith Bunkowske reviewed the plan and addressed drainage concerns by providing a drainage area between lots 2 and 3. Discussed swail located on lots 2 and 3 which a permit will be applied for from MPCA after final plat is approved. Discussed the need for a road to Townline Road and Bunkowske stated they would not be putting in another road at this time and if the rest of the parcel is developed in the future they could deal with a road, at that time. DuFrane question land dedication and Bunkowske stated he was not aware of a dedication. Lammers questioned MPCA permit for drainage and Bunkowske stated they could not apply for the permit until final plat was approved.

Jacoby closed public hearing at 6:15 pm.

CITY OF VERGAS PLANNING COMMISSION MINUTES  
Monday, May 23, 2022  
Following 6:00 pm Public Hearing  
Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, May 23, 2022, at 6:15 pm as 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, Julie Bruhn, Bruce Nereson, Janice Nereson, Josh Pfeffer, Shelly Bunkowske and Keith Bunkowske.

**Call to Order**

Vice Chairman Robert Jacoby called meeting to order at 6:15 pm.

## **Agenda Additions and Deletions**

Approved agenda as provided.

## **Minutes**

Motion by Pinke, seconded by Bruhn to approve minutes of the Monday, April 26, 2022, and Tuesday, May 17, 2022. Motion passed unanimously.

## **Status of Council Recommendations**

Council did not make a recommendation regarding land dedication for preferring land or cash donation. Ordinance reads: **§ 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**  
(Bruce Albright joined meeting and chaired the meeting from this point.)  
Bunkowske stated he was unaware of land dedication.

## **Construction Permits**

### Approval of permits

Discussed allowing the City Clerk-Treasurer to approve permits that do not include the change in land use. Motion by Pinke, seconded Wothe to recommend to Council to allow the City Clerk-Treasurer to approve non-land changing permits with them providing planning commission with information on permits approved. Motion passed unanimously.

### 310 Glen Street-building

Loren Menz provided Bruce Albright a new drawing with the building located 125 feet from the front property line which is in compliance with the city ordinance.

### 105 E Main Street- sign

Motion by Pinke, seconded by Jacoby to approve construction permit for 105 E Main St for a sign. Motion passed unanimously.

### 110 S Railway Avenue -sign

Motion by Jacoby, seconded by Pinke to approve construction permit for 110 S Railway for sign if location is within sign ordinance. Motion passed unanimously.

1106 E Frazee Avenue, repair fence

Motion by Pinke, seconded by Bruhn to approve construction permit for 1106 E Frazee Ave for fence repair. Motion passed unanimously.

**Old Business:**

Lot Split on Scharf Avenue

Kolbinger stated the plans and specifications have not been provided for the road or utilities. Discussed easement area and the city not becoming fiscally responsible if drainage does not work.

Motion by Bruhn, seconded by Pinke to approve plat with the following conditions: one. City Attorney drafts easement stating property owners are responsible for fiscal upkeep of the drainage area. 2. Storm water permit is received for drainage area and silk fencing is put up immediately. 3. Shoreline ordinance is followed. 4. Land dedication is waved due to inadequacy of proving information Motion passed unanimously.

Lawrence Lake Project

Reviewed information provided at the public hearing on May 17. Motion by Bruhn, seconded by Jacoby to recommend to council to approve the preliminary plat of Lawrence Lake Acres project. Motion passed unanimously.

Mark Sand & Gravel Interim Use Permit

Discussed

The pit is out of compliance and continuing to grow out of compliance. The processing area is under compliance but the active pit area (compliance is five acres) is almost eleven acres. Discussed Mark Sand and Gravel filing for a variance or getting into compliance. The open pit was 26.3 acres in 2021 and now in 2022 they are twenty-eight acres. Motion by Bruhn, seconded by Pinke to send letter to Mark Sand and Gravel stating they need to be in compliance before 2023 permit will be issued. Motion passed unanimously. Commissioners stated no permit should be sent until letter is address with Mark Sand in Gravel at the next planning commission meeting.

Vergas Ordinances

Next month the planning commission will continue to review the following ordinances which have been discussed as needing to be updated: cat and dogs, interim use, snow ordinances and policies, and snowmobiles.

Nuisance Properties

Discussed public nuisance and properties in Vergas. Ordinances 92.19 - 92.21 were discusses.

**' 92.19 NUISANCE PARKING AND STORAGE.**

(A) *Declaration of nuisance.* The outside parking and storage on residentially-zoned property of large numbers of vehicles and vehicles, materials, supplies or equipment not customarily used for residential purposes in violation of the requirements set forth below is declared to be a public nuisance because it (a) obstructs views on streets and private property, (b) creates cluttered and otherwise unsightly areas, (c) prevents the full use of residential streets for residential parking, (d) introduces commercial advertising signs into areas where commercial advertising signs are otherwise prohibited, (e) decreases adjoining landowners' and occupants' enjoyment of their property and neighborhood, and (f) otherwise adversely affects property values and neighborhood patterns.

(B) *Unlawful parking and storage.*

(1) A person must not place, store, or allow the placement or storage of ice fish houses, skateboard ramps, playhouses or other similar non-permanent structures outside continuously for longer than 24 hours in the front-yard area of residential property unless more than 100 feet back from the front property line.

(2) A person must not place, store, or allow the placement or storage of pipe, lumber, forms, steel, machinery,

or similar materials, including all materials used in connection with a business, outside on residential property, unless shielded from public view by an opaque cover or fence.

(3) A person must not cause, undertake, permit or allow the outside parking and storage of vehicles on residential property unless it complies with the following requirements:

(a) No more than four vehicles per lawful dwelling unit may be parked or stored anywhere outside on residential property, except as otherwise permitted or required by the city because of nonresidential characteristics of the property. This maximum number does not include vehicles of occasional guests who do not reside on the property.

(b) Vehicles that are parked or stored outside in the front-yard area must be on a paved or graveled parking or driveway area.

(c) Vehicles, watercraft and other articles stored outside on residential property must be owned by a person who resides on that property. Students who are away at school for periods of time but still claim the property as their legal residence will be considered residents on the property.

Penalty, see ' 92.99

**' 92.20 INOPERABLE MOTOR VEHICLES.**

(A) It shall be unlawful to keep, park, store or abandon any motor vehicle which is not in operating condition, partially dismantled, used for repair of parts or as a source of repair or replacement parts for other vehicles, kept for scrapping, dismantling or salvage of any kind, or which is not properly licensed for operation with the state, pursuant to M.S. ' 168B.011, Subd. 3, as it may be amended from time to time.

(B) This section does not apply to a motor vehicle enclosed in a building and/or kept out of view from any street, road or alley, and which does not foster complaint from a resident of the city. A privacy fence is permissible.

(C) Any motor vehicles described in this section constitute a hazard to the health and welfare of the residents of the community in that such vehicles can harbor noxious diseases, furnish a shelter and breeding place for vermin and present physical danger to the safety and well-being of children and citizens; and vehicles containing fluids which, if released into the environment, can and do cause significant health risks to the community.

Penalty, see ' 92.99

**' 92.21 BUILDING MAINTENANCE AND APPEARANCE.**

(A) *Declaration of nuisance.* Buildings, fences and other structures that have been so poorly maintained that their physical condition and appearance detract from the surrounding neighborhood are declared to be public nuisances because they (a) are unsightly, (b) decrease adjoining landowners and occupants' enjoyment of their property and neighborhood, and (c) adversely affect property values and neighborhood patterns.

(B) *Standards.* A building, fence or other structure is a public nuisance if it does not comply with the following requirements:

(1) No part of any exterior surface may have deterioration, holes, breaks, gaps, loose or rotting boards or timbers.

(2) Every exterior surface that has had a surface finish such as paint applied must be maintained to avoid noticeable deterioration of the finish. No wall or other exterior surface may have peeling, cracked, chipped or otherwise deteriorated surface finish on more than 20% of:

(a) Any one wall or other flat surface; or

(b) All door and window moldings, eaves, gutters, and similar projections on any one side or surface.

(3) No glass, including windows and exterior light fixtures, may be broken or cracked, and no screens may be torn or separated from moldings.

(4) Exterior doors and shutters must be hung properly and have an operable mechanism to keep them securely shut or in place.

(5) Cornices, moldings, lintels, sills, bay or dormer windows and similar projections must be kept in good repair and free from cracks and defects that make them hazardous or unsightly.

(6) Roof surfaces must be tight and have no defects that admit water. All roof drainage systems must be secured and hung properly.

(7) Chimneys, antennae, air vents, and other similar projections must be structurally sound and in good repair. These projections must be secured properly, where applicable, to an exterior wall or exterior roof.

(8) Foundations must be structurally sound and in good repair.

Penalty, see ' 92.99

Motion by Pinke and seconded by Bruhn to send letters to the following properties 350 S Pelican Ave, 371 S Pelican Avenue, 415 S unit Avenue, 121 W Linden, 1498 E Elm St, 159 E Elm St, 235 E Frazee Ave, 146 Main St and 339 E Frazee Avenue. Motion passed unanimously.

The following properties will be discussed at next month's meeting after commissioners are able to evaluate: 260 1<sup>st</sup> Ave S, 401 E Pelican Ave, 306 E Frazee Ave and 131 E Mill St.

**New Business:**

No new business was on the agenda.

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)

Snow emergency routes.

Develop a developer's checklist form.

Review camper ordinance.

Lammers send letter to Mark Sand and Gravel.

**Council recommendations:**

Allow the City Clerk-Treasurer to approve non-land changing permits and providing planning commission with information on permits approved.

Approve Preliminary Plat for Lawrence Lake Acres.

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
6:30 P.M. on Wednesday, June 1, 2022

The City of Vergas Event Center Advisory Committee was called to order by Julie Lammers on Wednesday, June 1, 2022 at 6:38 pm with the following members present: Julie Lammers, Paul Haarstick, Paul Pinke, and Mary Ditterich. Absent: Logan Dahlgren, Lyle Krieg, and Vanessa Perry. Guests included: none.

**Approval of the Agenda**

Agenda was approved through consensus of members in attendance.

**Approval of Minutes**

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

**Council Recommendations**

Lammers updated the committee on the following City Council recommendations.

- A) Event Center Policy: sent to Personnel Committee for review. Previously approved policy is still in effect.
- B) Electronic Sign Policy: approved by City Council.
- C) Lion's Bill of Sale for bar equipment: fully executed between Lion's and City.
- D) Lease Agreement with Lion's: City is waiting on Lion's to discuss internally and respond.

**2022 Income and Expense**

Lammers presented to the committee the income and expense report. The City has not received the payment from Arvig for their sign spot. There continues to be one slot available on the sign, Lammers will continue to reach out area businesses. Rental revenue is exceeding budget.

**Lion's Lease Agreement**

The City is waiting on a response from the Lion's Club.

**Electronic Sign**

Still looking for advertisers for the remaining spot on the sign.

**Building Update**

- A) Floors: The City has hired a new engineering firm, which has a structural engineering team, and Lammers will be meeting with the engineers and will ask them to assess the condition of the floor.
- B) Doors between Main Area and Kitchen: Lammers received a quote for the doors that will be approximately \$10,662 for both. Lammers noted that there may be potential grant opportunities to help pay for the new doors. Due to the drastic reduction in revenue because of the COVID-19 pandemic, the use of ARPA funds to meet the shortfall of any grant funds was discussed.
- C) Coffee Maker: The previous Bunn representative is no longer serving the area so the city is without a service contact. There is a leak in the coffee maker. Committee members discussed the missing inner basket for the brew basket and Lammers will order a replacement part.

**Parking**

The need for parking was discussed. Motion by Pinke, seconded by Ditterich to recommend to the City Council to move forward with diagonal parking on 2<sup>nd</sup> Avenue from Linden to Main. [A response from the engineering firm was received after the meeting, it will be included as Appendix A]

**Frazee-Vergas School District Building Rental**

Lammers presented a request from the Frazee-Vergas School District to use the Event Center for nineteen dates in the next few months. They School District has requested a reduced rental fee. Motion by Haarstick, seconded by Pinke to recommend to City Council to approve a rental fee of \$30 per day, standard damage deposit, and require the School District to provide any necessary additional cleaning during the dates they use the facility. Motion carried unanimously.

**Council Recommendations**

- Move ahead with diagonal parking on Second Avenue between Linden St and Main St
- Approve reduced rental fees for Frazee-Vergas School District

**Follow up Actions**

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

**Appendix A**

The response from Jeff Kuhn, City Engineer regarding diagonal parking:

“Yes, you can change the parking to diagonal parking, but in order to do so, you would most likely need to move the curb, unless you change the street to a one-way (Not sure that I would recommend that) or don’t allow parking on the west side of 2nd. The parking that you are looking for takes approx. 20-22’, plus you should have two through lanes (20-24’).

“If you want parallel on the west side and two through lanes with angled on the east, you would need a total of 51’-54’. You currently appear to have around 44-45’.”

City of Vergas  
Personnel Committee

The Personnel Committee was called to order on Monday, June 13<sup>th</sup>, at 9am, at the Vergas Event Center. Present were Julie Bruhn and Natalie Fisher.

1. The City Event Center Policy was reviewed based on recommendation of the Event Center Committee. Event Center policy content is consistent with current Utilities Superintendent and Maintenance Operator job description outlined functions. Don't feel there are content change needs, nor would we want to change job descriptions as the city has a small number of staff and there will be times others will need to be called upon to assist as needed. Will propose a different format of presenting the policy responsibilities.

Remove under 5. City Maintenance Staff; 5c, 5d, 5e and under 6. Cleaning Service remove 6b.

In lieu of the above, have one responsibility statement in 5., that is basically consistent with current policy and position function statements, to state:

5 d: **When necessary**, not routine and at the direction of the City Office, Maintenance staff may be called upon to assist with unlocking the Event Center doors for events, set up for city meetings, set up and take down of chairs with special events, and support special cleaning needs.

2. Based upon city staff greatly exceeding compensatory time hours, re-evaluated current Personnel policy. Current policy notes no employee shall accumulate more than 42 hours of unused compensatory time above the 42 hours and shall be lost unless payment for excess compensatory time is authorized by Personnel Committee prior to performance of overtime work. Personnel Committee does review and approve additional hours worked, but felt the policy and work-related process needed further clarification. Beyond the LMC Personnel policy, the Personnel Committee reviewed the Fair Labor Standards Act and propose the following changes to policy:

Page 5, part 4 B Compensatory Time change to:

No employee shall accumulate more than 48 hours of unused compensatory time in a work week. Compensatory time accrued above the 48 hours, will entail the employee choosing compensatory time or overtime by marking on their time card. There will be a compensatory time accrual limit of 160 hours.

Personnel Committee proposing an accrual limit due to difficulty granting employee's so much time off and city cost to pay out when large accrual at end of the year.

3. The significant increase in compensatory time/overtime is a new trend and felt to reflect a number of new work needs, i.e. new developments, swing set at lake, clean-up of city property on Lake Street. Will propose a New Work Request form so new work items are more thoroughly evaluated in terms of priority, impact of overtime needs of city staff, and whether contracting out would be a better approach. There are struggles with a small city staff to take on new work that impacts completion of current work and the new work request would provide a more structured review and guidance. The new work request would be submitted by city staff member or city



committee/commission. Impacted city staff would review and provide input whether the work could be accomplished during normal work hours and/or how could be accomplished. New work requests will take into consideration city priority need, time line for completion, and fiscal impacts. If new work cannot be met in terms of priority, staff time, time line needs for completion; this will go to City Council for review and approval of contracting out or delaying new work projects.

4. A number of concerns have been noted to Personnel Committee regarding city maintenance. In review of noted issues, it appears additional work needs is a factor that competes with the completion of the usual day to day operations. Will be meeting with city staff to discuss the process of evaluating work needs. City staff cannot go to other organizations, as Vergas Community Club, and note will no longer be doing the work. There is no authority for staff to change work functions that are outlined in job descriptions. The process is going to Personnel Committee and ultimately City Council when approved changes needed. Will meet with city staff to discuss process and if new work request form & procedure approved by City Council will discuss use.
5. Have not received information to establish an Event Center Security position. Will more actively seek out.

#### Recommendations for City Council:

1. Approval of revised Event Center Policy.
2. Approval of revised Personnel Policy.
3. Approval of an approach for the city to utilize a new work request form and procedure to better evaluate new work.

Recorder:  
es/Julie Bruhn

**City Council**  
**2022 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 14, 2022**

**9. Staff Reports**

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Utility Superintendent

**Files Attached**

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- Utilities Superintendent Report for June.pdf
- Utilities Superintendent Report ExpoAttendeeFlyerRegistration.pdf

## Council Report from Utilities Superintendent June202

1. Water
  - a. Thein Well completed our wells. Replaced 2 pipes. 1in each well and both Backflow preventer were replaced.
  - b. Both water filters are finished with rehab.
2. Parks
  - a. Swing set is up. we are waiting on the mulch. It should be delivered Wednesday.
  - b. VCC will be taking over the flowerpots around town until we get caught up with all our spring maintenance.
3. Streets
  - a. Looking at making ditches correct from the last street project.
4. Josh Hanson property.
  - a. We are slowly getting it cleaned up.
5. Wastewater
  - a. MRWA school is Sept 1. The cost is 150.00 per person. Asking for permission for Matt and I.



# 13TH ANNUAL OPERATOR EXPO

\*\* SEPTEMBER 1, 2022 \*\*

**1 day  
expo!**



- \*INDUSTRY EXHIBITS
- \*BACKHOE CONTEST SKILLS
- \*HEAVY EQUIPMENT DEMOS
- \*SKID LOADER RODEO SKILLS
- \*HANDS-ON TRAINING
- \*OUTDOOR DEMONSTRATIONS

**WACONIA, MN  
CARVER COUNTY  
FAIRGROUNDS**

**Mark Your Calendar and Plan to Attend!**  
**Don't Miss out - 13th Annual Operator Expo**

Register at: [www.mrwa.com](http://www.mrwa.com)



\*\*DATE HAS BEEN CHANGED FROM ORIGINAL 2022 TRAINING CALENDAR\*\*



# MRWA OPERATOR EQUIPMENT EXPO

## 2022 EXPO Registration Form

### Pre-Registration

System or Organization:

First Name:

Last Name:

Address:

City:

State:

Zip:

Phone:

Fax:

E-mail address:

You can also register online at: [www.mrwa.com](http://www.mrwa.com)

**Full Registration includes access to all sessions, demonstrations, expo t-shirt, contests, and luncheon on September 1.**

Check one:

Postmarked prior to  
August 26, 2022

On-Site Registration

\_\_\_\_\_ **MRWA Member:**

**\$150.00 (per person)**

**\$175.00 (per person)**

\_\_\_\_\_ **Non-Member:**

**\$175.00 (per person)**

**\$200.00 (per person)**

\_\_\_\_\_ **Grand Total Due**

**Cancellation Policy: Fees will be refunded if written request is received prior to August 26, 2022.**

**City Council**  
**2022 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 14, 2022**

**11. Information & Announcements**

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1. Comprehensive Plan Public Review, (everyone) June 16, Public Review, 5:30-7pm in front of municipal building
2. League of MN Cities Annual Conference (Bruhn & Albright) June 22-24, 2022 Duluth
3. Comprehensive Plan Review by Planning Commission June 27 Vergas Event Center 6 pm
4. Public Hearing June 29, Comprehensive Plan
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