

**Street / Sidewalks/ Yard Waste Committee
Streets/Sidewalks/Yard Waste
Vergas Event Center
9:30 AM on Thursday, September 1, 2022**

1. Call to Order
2. Agenda Additions or Deletions
3. Minutes
4. Lawrence Lake Acres
5. W Lake Street/Glenn Street
6. Keilley Shores Third Addition Construction Admin & Observation
7. Sidewalk Report

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**Street / Sidewalks/ Yard Waste Committee
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9:30 AM on Thursday, September 1, 2022**

3. Minutes

Files Attached

- 08.16.22SSYWminpdfrevised.pdf

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas City Office
August 16, 2022

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Tuesday, August 16, 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 Jeff Kuhn, Widseth. Albright called the meeting to order at 10:04 AM.

2.) Agenda Additions or Deletions. Lammers wanted to add Lawrence Lake Acres and the associated road improvements for Glenn and West (W) Lake Streets (ST) to the agenda. She also said Items 9 and 10 on the distributed agenda (9. Engineering Review of City - is in progress) and (10. City Long Range Road Plan/Funding - to be further discussed once Widseth completes their street condition/pavement management survey, in progress.) could be deleted for reasons noted. Approved.

3.) Truck Route. Albright attended the 8/08/22 meeting of the Hobart Township Board of Supervisors. They agreed to allow the City to place a "No Truck Traffic" sign along Townline Road (RD), on the east side of the road, north of the Christopher Brown driveway. They wanted to revisit the issue in a year. There was considerable discussion about traffic in general in Vergas, parking issues, and the use of Scharf Avenue (AVE) as a "truck route". They also expressed concerns about the diagonal parking along South (S) 1st AVE. Pinke questioned if the truck traffic coming from the west could be routed down East (E) Linden ST, onto S Railway AVE? Trucks going north on County Road (CR) Number (No) 17 would then have to go back up West (W) Main ST. There has been talk that certain streets and avenues in town during the 1993 sewer and water project had thicker asphalt placed for truck traffic. Kuhn said Widseth's pavement study will address some of these issues. Albright felt we'll just have to continue to monitor the diagonal parking along S 1st ST, so far, he felt it was working, and because it is something "new", there remains a number of concerns/issues.

4.) New Pickup. DuFrane said we'll be able to order in October, but once the release is made, we may just have hours to respond. If we get a pickup, installation of a snow plow shouldn't be an issue. Aspen Equipment, Bloomington, MN, will be the ones installing the snow plow, lights, etc. We should be able to also get "State" pricing on the snowplow. We won't look at selling the 2005 Chevrolet pickup until the new one is here. DuFrane said the salesperson will keep him updated regarding when orders can be placed. We need Council approval prior to the October letting, or will need a "special" Council meeting, as a timely response will be required.

5.) Yard Waste. To date, the City has issued 231 permits, totaling \$13,855. Also to date, there has been associated expenses for \$7,486.35, for a net profit of \$6,368.65. Last year, when our loader lease expired, the City decided to wait with trading. Lammers said at the present time, there is no fund or money set aside for a new loader. In the past, loader expenses have been split: 1/3 - yard waste; 1/3 - streets; and 1/3 - parks/recreation. Last year, Fisher asked for a more detailed breakdown of the loader use. For 2022, the loader use breakdown is: 4 hours - Bunkowski farm cleanup; 2.1 hours - parks; 13.4 hours - yard waste; 2.9 hours - streets. DuFrane said because of the large stumps and tree trunks delivered to the yard waste side this year, the pile has basically been continually burning. Every time he repositions the pile, the fire ignites. The Committee discussed the camera at the disposal site, and if it could be determined who is hauling the large debris? To date, there has never been a citation issued for a yard waste disposal violation. Lammers said this year, staff have kept track of the issued

permits by Township. There was a questions as to how many permits (free) were issued to landowners within the City limits? Lammers didn't have that information available, but has it. The Committee discussed a possible increase in the non-resident dumping fee for 2023, currently it is at \$60/year, and the Committee decided to ask the Council to increase it to \$65/year for 2023, to start a "loader fund".

6.) S Unit AVE Manhole. Tony Boyd has filed a complaint about a manhole the City has in the northeast corner of his property at the intersection of S Unit AVE and W Mill ST. DuFrane said a couple of times the snowplow has hit the manhole. Boyd maintains the area around the manhole as part of his lawn. DuFrane said the first time the manhole was repaired, they packed "Class V" gravel around it. The second time, they placed black dirt, with an agreement with Boyd, that if the City seeded the area, Boyd would water the grass to get it started. There is also a culvert, just to the east of the manhole that drains north through W Mill ST. Unless turf is established around the manhole, dirt from the manhole erodes into the culvert. Albright would like to look at the issue. DuFrane said if the snow is plowed to the north side of W Mill ST, hitting the manhole, isn't a problem.

7.) Road Right-of-Way (R/W) - Townline RD and E Lake ST. Lammers said all affected landowners along Townline RD have verbally agreed to signing the necessary easements to acquire 33' of R/W on each side of the section line. Three of the four quarters of land along the road are in the City limits. One of the landowners, Terry Engel, has asked for the new R/W line to be staked along his property, as he wants to build a new fence, and wants to install it on the R/W line. After discussion, the Committee felt that all of R/W should be staked, as DuFrane would like to get bids for brushing the R/W once it's legally obtained. The Committee will recommend to Council to have Widseth stake the R/W. Lammers will be working with the attorney to get the easements signed and checks issued before the September 13th Council meeting.

Kuhn reported that Widseth is working on the R/W for E Lake ST with Soo Line Railroad Co. Their research shows that R/W issues for N Railway AVE should be addressed at the same time. He's working with the City Attorney to get any existing records, and any information KLJ Engineering may have gathered. Working with the Railroad, may take some time.

8.) Keilley Shores Third Addition. Widseth has put together a confirmation of request for engineering services for construction administration and observation for this subdivision, the quote is \$44,000, and necessary survey staking would be on an hourly rate, to be determined (TBD). Kuhn said whoever reports on the work that is done, either needs to be on site during construction, or they really can't certify, what took place. Albright said the Land Usage Ordinances, Section 152.10, (C) (a) states "if the subdivision is is going to install the public improvements, the required security shall be the sum of the following fixed or estimated costs: 5. Engineering, to include developer's design, surveying, and inspection." Lammers said the developers would like to hold the preconstruction meeting on Thursday, September 2, as they would like to start the work right after Labor Day. DuFrane said he would not be available on that date. Lammers said she could check on the possibility of holding the meeting on September 8th. A SSW meeting could be held at 9:30 AM, with the preconstruction meeting at 10:30 AM. The meeting would be held at the Event Center. The Bunkowske's hired Moore Engineering to do their public utilities' plans and specifications. Kuhn has reviewed those specifications, and it states the owner is responsible to employee and pay for the testing. The City won't be the owner until the utilities (road, sewer, water) are installed, and accepted by the City. DuFrane said for previous Bunkowske subdivisions, the City hired Ulteig Engineers, Inc. (UEI) to do "part-time" inspection work for the subdivision utilities. There was discussion about the potential engineering fees associated with the Shady Oaks Subdivision, at one time owned by Kevin Zitzow, Vergas Auto Repair. This subdivision is located south of W Hill ST. Albright said differences could exist from a "City designed and owned " project, versus

Bunkowske's Third Addition, where they hired their own engineer to do the design, specifications, installation, and construction monitoring. They will pass their costs for said services along to the perspective lot buyers.

In order to make sure that Bunkowske's do the necessary inspections, tests, etc., Albright felt at a City expense, we should have Widseth do a couple of "drop-in" inspections during construction, and to request and analyze all of Moore Engineering's inspection reports, tests, etc. Any discrepancies, should be immediately reports to Lammers. And Moore Engineering has to agree to make said reports and inspection available for our review. Kuhn can put together a cost estimate for said services.

9.) Lawrence Lake Acres. Widseth has been authorized to do "preliminary" engineering reports for our Glenn ST extension and the improvement of W Lake ST. Kuhn thought their "draft" reports could be available for the next SSYW meeting. Once the reports are filed, separate landowner informational meetings will be held for each road. Lammers said the developer (Josh Hanson) is ready to move ahead with the entire project, as the first four lots appear to be spoken for. The City agreed to allow the first four lots to be sold without City sewer or water, due the costs of said City services. A decision whether or not the the remainder of the subdivision will require City sewer or water will be looked at by the Sewer and Water Committee on August 22. Lammers has been in contact with the Minnesota Rural Water Association, and they may have low interest loans available to assist with the City water service. There doesn't appear to be any other federal or state grant assistance available for roads, water, or sewer, but Otter Tail County, would have \$100,000 available to assist if public utilities are installed.

Kuhn questioned what design standards they should use for Glenn and W Lake ST? Would we be looking at a curb and gutter section, rural design, or paved street, would there be a trail or sidewalk? With the passing of a Complete Streets Policy, Lammers said the need to consider the possibility of a bike path along this road. Otter Tail County is looking at finishing their Complete Streets Policy in December or January, 2022/2023. Once they've adopted, the City intends to use their Policy as a draft for our policy. There was more discussion regarding whether or not the remaining 28 subdivision lots should have sewer or water, or both. Questions arose regarding the installation of wells and individual sewage treatment systems into the City's Drinking Water Supply Management Area (DWSMA). Kuhn said the City of Alexandria has adopted a policy where no new wells can be drilled in their corporate limits. Hanson has indicated that he may have a contractor that could build his subdivision roads yet this fall. He'll need a conditional use permit for said construction. Most likely, City reconstruction of Glenn or W Lake ST would not occur until 2023, at the earliest.

10.) Other. Lammers said the County's Highway Department building in Pelican Rapids is under construction. If everything goes good, the City could be getting the County's shop in Vergas in June/July, 2023. DuFrane talked about his overflow issues at the City's current shop. He doesn't have room to expand. The Vergas County shop is not large enough to house the City's trucks with their snowplows on. That is why the County always had to remove the plows to house the trucks inside. Albright felt another option might be to find a new location for the City shop, somewhere outside of town, where the City would have more room for outdoor storage, etc.

The meeting was adjourned at 12:20 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Put procedures in place for procurement of a new pickup with snowplow for October, 2022.
- Authorize Widseth to stake R/W along Townsline RD once easement are obtained.
- Increase 2023 Yard Waste permit fees for out-of-town users to \$65.
- Authorize Widseth to include N Railway AVE in Railroad negotiations.
- Authorize Widseth to evaluate testing and reports for Keilley Shores Third Addition before accepting sewer, water and road as City utilities.

Follow up Actions:

- Continue to work on R/W needs for East Lake Street and N Railway AVE.
- 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.
- Look at making W Sunset Strip an official street.
- August, 2023, meet with Hobart Township regarding truck route sign.

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4. Lawrence Lake Acres

Files Attached

- Conditional Use Permit extension of Glenn St.pdf

APPLICATION FOR CONDITIONAL USE PERMIT

CITY OF VERGAS
COUNTY OF OTTER TAIL
111 E MAIN STREET - PO BOX 32
VERGAS, MN 56587
(218) 342-2091

Public Hearing
Aug 29
6:00pm

APPLICATION FEE 150⁰⁰
RECEIPT NUMBER 149344
ACCEPTED BY/DATE 8/25/22

PROPERTY OWNER Josh Hanson

MAILING ADDRESS PO Box 9 Vergas, MN 56587 DAYTIME PHONE (218) 234-1685

LAKE NUMBER _____ LAKE NAME _____ LAKE CLASS _____

SECTION _____ TOWNSHIP _____ RANGE _____ TOWNSHIP NAME _____

PARCEL # 8200050002400 E-911 _____

LEGAL DESCRIPTION

Sect-25 Twp-137 Range-041 LOT 1 EX TR & N 40 RDS LOT 2

CONDITIONAL USE PROJECT REQUESTED (PLEASE CHECK THE APPROPRIATE REQUEST)

TOPOGRAPHICAL ALTERATION _____ COMMERCIAL USE _____ CLUSTER DEVELOPMENT _____ EXTRACTIVE USE _____
INDUSTRIAL USE _____ FOREST LAND CONVERSION _____ MISC X

SPECIFY YOUR REQUEST. PLEASE BE BRIEF AS THIS WILL BE USED FOR PUBLIC NOTIFICATION.

Extension of W. Glenn St.

UNDERSTAND THAT APPROVAL OF THIS REQUEST APPLIES ONLY TO THE USE OF THE LAND.

ALSO UNDERSTAND THAT OTHER PERMITS MAY BE REQUIRED. IT IS MY RESPONSIBILITY TO CONTACT THE CITY OF VERGAS REGARDING THIS MATTER.



SIGNATURE OF PROPERTY OWNER

08/23/2022
DATE

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6. Keilley Shores Third Addition Construction Admin & Observation

Files Attached

- Keilley Shores 3rd Addition PreconAgenda.pdf

PRECONSTRUCTION CONFERENCE
Keilley Shores 3rd Add
Vergas, MN

Sept 1, 2022 @ 10:30 AM

INTRODUCTION

Attendance Register

Contract Status - NA

1. Key Personnel

- a. Owner –
 - i. Owner's Representative –
 - ii. Project Engineer – Moore Eng –
 - iii. Resident Inspector -
- b. Contractor –
 - i. Superintendent –
 - ii. Authorized Representative for Signatures –
 - iii. Erosion Control Supervisor –
 - iv. Overnight (Emergencies) –

2. Utilities

- a. Great Plains Natural Gas
- b. OtterTail Power
- c. Arvig
- d. Otter Tail Power
- e. Other

3. Subcontractors/Suppliers

- a. Contractor to provide Subcontractor/Supplier List
- b. Material storage locations

4. Communication

- a. All communication with Owner must go through Project Engineer.

- b. All field questions must go through Engineer Resident Inspector.
- c. All Sub-Contractor communication must go through Prime Contractor.
- d. Widseth will not act as Contractor's Foreman or Superintendent; Widseth will not direct Contractor's personnel.

5. Contractor Schedule

- a. Liquidated damages of \$??? per day will be enforced for failure to meet the Substantial Completion Date of the projects. ????.
- b. Liquidated damages of \$??? per day will be enforced for failure to meet the Final Completion Date of the projects. ????.
- c. Work schedule tentatively set at 2 days per week
 - i. Work hours – 7:00 AM to 7:00 PM
 - ii. Saturday work – must notify WSN by 12:00 PM on Thursday of the current week
 - iii. Sunday or Holiday work – 3 day written approval from Owner required
- d. See attached Contractor schedule

6. Coordination

- a. General Public
- b. Testing Company

7. Funding

- i. Local funding

8. Shop Drawings

- a. Contractor must submit at least 5 hard copies of all shop drawing sets (Widseth to keep 3 copies, return 2 copies to contractor). If contractor would like more copies returned to them, they must be submitted
- b. Contractor must review and provide document approval prior to submittal to Widseth.
 - i. Widseth will not review shop drawings until Contractor document approval is received.

9. Traffic

- a. Traffic Control Plan
- b. Provide dust control
- c. Maintain haul roads
 - i. Soil and material tracked onto roadways and adjacent parking areas shall be monitored continually and cleaned up as necessary

10. ADA Ramp Construction

- a. Designated person responsible for PROWAG requirements

11. Bituminous Removal

12. General Site

- a. Contractor must provide sanitary facilities for employees
- b. Backfill with specified materials (No Trash)
- c. Testing

- i. Testing likely to be performed by Braun Intertec ????
- d. Keep site clean!

13. Safety

- a. Contractor Safety Supervisor -

14. Dewatering

- a. Your responsibility

15. Construction Staking

16. Record Drawings

- a. Contractor to keep updated Record Drawings during construction – please provide tie information and pictures to existing utilities.

17. Erosion Control

- a. An updated stormwater inspection log and SWPPP (Erosion Control related sections of Plan Set) must be kept onsite, accessible at all times
- b. No “silt fence” inlet protection

18. Turf Establishment

- a. Seeded areas must be maintained until 70% turf establishment is achieved
 - i. Areas not acceptable to Owner after 30 days from seed application must be reseeded at Contractor’s expense

19. Misc.

- a. Partial Pay Estimates
- b.
 - i. Completed MPCA Stormwater logs must be submitted with each monthly partial pay request
- c. Change Orders
 - i. Contractor must notify Engineer promptly when conditions that may require additional cost or time are encountered

20. Contractor’s Certification

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7. Sidewalk Report

Files Attached

- 2022 Sidewalk Inspection (003).pdf

SIDEWALK REPORT 2022

1. City Office/ Liquor Store
 - a. Crack length of sidewalk, 1" + deviations few and few pieces missing. Poor condition.
2. Post Office
 - a. Couple of cracks. Fair condition.
3. Bruhns Rental Property
 - a. Fair condition.
4. Hardware Store
 - a. Fair condition on Main Street
 - b. Fair condition on Railway Ave.
5. Billy's Bar
 - a. Railway Ave is in fair condition
 - b. Main Street, Cracks with 1" deviations and few pieces missing. Fair to poor condition.
6. Boutique
 - a. Fair condition.
7. American Beauty Salon
 - a. 1" + deviation and pieces missing. Fair to poor condition.
8. Lavish Loon
 - a. 1" + deviation curb stop is up 1" +. Fair to poor condition.
9. Natalie Serendipity
 - a. Fair condition
10. Otter Coffee
 - a. Cracks in sidewalk. Poor condition.
11. Loons Nest
 - a. Good condition.
12. Bank
 - a. Main street couple of cracks Fair condition.
 - b. 1ST Ave cracks with 1" deviations fair to poor condition.
13. T and Z Properties
 - a. Main Street good condition.
 - b. 1ST Ave good condition.
14. Franklin Fence
 - a. Good condition
15. Fire Department
 - a. 1ST Ave good condition.
 - b. Pelican ST good condition
16. Event Center
 - a. Fair condition.
17. Karen Hill
 - a. Cracks 1" + deviations crack poor condition.
18. Park
 - a. Cracks Fair to poor condition