

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

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
  - Council Minutes of the September 26 and October 11, 2022
  - Bills paid between Council meetings and Council bills
  - Liquor Store bills for October 2022
  - General Fund/Special Revenue Money Market Account Report
  - 2022 Investment Schedule/Bond Schedule
  - American Rescue Plan Funding 2021-2026
  - Late water/sewer bills
- 5. Canvas the 2022 Elections**
- 6. Heart of the Lakes Trail Connection to Vergas**
- 7. Easements - Townline Road**
- 8. Committee Reports**
  - A. Budget
  - B. Parks
  - C. Streets/Sidewalks/Yard Waste
    1. Complete Streets presentation
  - D. Liquor Store, Licenses, Municipal Buildings
  - E. Planning Commission
  - F. Personnel
    1. Report
    2. Liquor Store Manager Review
  - G. EDA/HRA
  - H. Event Center
  - I. Water and Sewer Committee
- 9. Utility Superintendent Report**
- 10. Information & Announcements**
  - 2040 Transportation Plan Update, Public Information Meetings, Monday, November 14, Otter Tail Operations Center, Otter Tail, 5:00 to 6:30 pm
  - 2040 Transportation Plan Update, Public Information Meetings, Tuesday, November 15, Government Services Center Fergus Falls, 5:00 to 6:30 pm
- 11. Adjournment**

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

**4. Approval of Consent Agenda**

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Council Minutes of the September 26 and October 11, 2022  
Bills paid between Council meetings and Council bills  
Liquor Store bills for October 2022  
General Fund/Special Revenue Money Market Account Report  
2022 Investment Schedule/Bond Schedule  
American Rescue Plan Funding 2021-2026  
Late water/sewer bills

**Files Attached**

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- 2022 September 26 Council Agenda & Minutes.pdf
- 2022 October 11 Council Agenda & Minutes.pdf
- 2022 City Bill Listing.pdf
- Council Bills for November.pdf
- 2022 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\_11092022.pdf

VERGAS COUNCIL  
MEETING MINUTES  
VERGAS EVENT CENTER & ZOOM  
Tuesday, September 26, 2022

The City Council of Vergas met at 5:45 pm, on Monday, September 26, 2022, at the Vergas Event Center and on a Zoom for an emergency hybrid regular council meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Natalie Fischer, Paul Pinke and Rebecca Hasse. Absent: none. Also present: Clerk/Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane.

**Call to Order**

Mayor Julie Bruhn called the emergency City Council meeting to order at 5:45 pm.

**Hairy Man Beer Garden**

Lammers reviewed the need for a 1-4 day license for the Vergas Community Club to have alcohol at the city baseball diamond for the Hairy Man event. Motion by Albright, seconded by Fischer to approve the 1–4-day permit for the Vergas Community Club for October 1, 2022. Motion passed unanimously.

**Adjournment**

Meeting was adjourned at 5:51 pm.

Julie Lammers, CMC  
Vergas Clerk-Treasurer

VERGAS COUNCIL  
MEETING MINUTES  
VERGAS EVENT CENTER & ZOOM  
Tuesday, October 11, 2022

The City Council of Vergas met at 6:30 pm, on Tuesday, October 11, 2022, at the Vergas Event Center and on a Zoom for a hybrid regular council meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Natalie Fischer, Paul Pinke and Rebecca Hasse. Absent: None. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Michael DuFrane, Liquor Store Manager Kyle Theisen, Robert Williams of the Frazee-Vergas Forum, Engineers Brian Green, Sherri Hanson, Jon Olson and Judy Kvam.

**Call to Order**

Mayor Julie Bruhn called the City Council meeting to order.

**Citizens' Concerns**

Lammers read thank you letter from Pastor Beatty for the use of the Event Center on Sundays from June-August.

**Agenda Additions and Deletions**

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

**Approval of Consent Agenda**

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

- a. Council Minutes for September 13, 2022
- b. Bills paid between Council meetings for a total of \$69,874.37
- c. Liquor Store bills for September 2022 for a total of \$94,030.58
- d. Late water/sewer bills  
and the removal of the following items:
- e. General Fund/Special Revenue Money Market Account Report
- f. 2022 Investment Schedule/Bond Schedule
- g. American Rescue Plan Funding 2021-2026

Motion passed unanimously.

**Water/Sewer late Fee Reduction Request**

Lammers reviewed bills and information given to the owner. Albright, commented he has looked into this by speaking with office staff and Meryl Kvam owner of 310 S Pelican Avenue who has requested his late fees for the last 3 months be dropped due to a misunderstanding between himself, renters and the city. Judy Kvam stated she felt the late fees should be forgiven. Motion by Albright, seconded by Pinke to deny the request. Motion passed unanimously.

**Conditional Use Permits**

Lawrence Lake Acres

Jon Olson project Engineer stated that the road is about 90% ready for construction. Motion by Albright, seconded by Pinke to approve the conditional use permit for Lawrence Lake Acres as recommended by Planning Commission. Motion passed unanimously.

325 East Frazee Avenue

Motion by Albright, seconded by Pinke to approve the conditional use permit for 325 East Frazee Avenue as recommended by Planning Commission. Motion passed unanimously.

Parcels 82-000-50-0027 and 82-000-50-0027-008

Motion by Albright, seconded by Pinke to approve the conditional use permit for parcels 82-000-50-0027 and 82-000-50-0027-008 as recommended by Planning Commission. Motion passed unanimously.

**Easements – Townline Road**

Lammers stated Attorney Tom Winters is working on easements and will speak with property owners and attorney of one property owner to proceed with easements.

## **Committee Reports**

### Budget

Bruhn reviewed budget and explained no changes have been made since the September meeting.

### Park Board

Sherri Hanson reviewed the Park Board meeting held on September 22, 2022, (minutes available at the Vergas City Office). Albright stated 7 trees need to be removed by 88 Park View Drive. Motion by Albright, seconded by Pinke to have DuFrane work with Hager to remove 2 trees in the trail easement and 3 trees by the wall to Long Lake Trail planter. Motion passed unanimously. All funds have been raised for the pickle ball courts and they will continue to raise funds for upkeep. Shannon Carpenter handed out pamphlets for Council members regarding their management plan. They would like to add a sign to replace the baseball sign. Bruhn stated the City needs to accept the pickleball court and the Veteran's Memorial by resolution. Carpenter stated the committee would like to see landscaping done around the pickleball courts at the city's cost, but they would share in the cost of the sign. Council stated they would like to look at a quote for landscaping before proceeding. The hairy man festival was a success and Hanson thanked Council for use of the ball field.

### Streets/Sidewalk/Yard Waste

Albright reviewed Streets/Sidewalk/Yard Waste meeting minutes of September 20, 2022 (minutes available at the Vergas City Office). Committee requested Widseth to prepare feasibility process and Council tabled to November meeting.

### Liquor Store/Licenses/Municipal Buildings

Bruhn reviewed Liquor Store/Licenses/Municipal Building Committee meeting minutes of September 29, 2022 (minutes available at the Vergas City Office). Motion by Albright, seconded by Fischer to approve quote from Loren Menz to move the door and wall in the municipal hallway for \$1,500.00. Motion passed unanimously. Discussed Otter Tail County property located at 140 E Linden and recommendation of removing building and making a parking lot. Motion by Albright, seconded by Pinke to proceed with receiving County property, remove building and making into parking lot. Motion passed unanimously. Lammers will proceed with applying for County grant for removal of building and discussing parking rental with Altona Square.

### Planning Commission

Albright reviewed Planning Commission meeting minutes of September 26, 2022 (minutes available at the Vergas City Office). No recommendation outside of conditional use permits.

### EDA/HRA

Albright reviewed EDA/HRA meeting minutes of October 4 (minutes available at the Vergas City Office). There were no council recommendations.

### Water and Sewer Committee

Fischer reviewed Water/Sewer Committee meeting minutes of October 6, 2022 (minutes available at the Vergas City Office). They are recommending the water ordinance state no wells may be drilled in the city limits and will bring proposed ordinance to November meeting. Motion by Albright, seconded by Pinke to approve 25 cents per 1,000-gallon increase for water and no increase in sewer rates for 2023. Motion passed unanimously. 2023 budgets were deferred to November meeting.

### Event Center

Lammers reviewed Event Center meeting of October 10, 2022 (minutes not yet available). Discussed Event Center agreement with the Vergas Lion's for the rental of an office space located by the bar for \$1.00 until December 31, 2023. Motion by Pinke, seconded by Hasse for the Mayor to sign agreement with the Vergas Lions. Motion passed unanimously. Event Center Advisory board denied request for Festival of Trees to have a reduced rate due to policy stating Fundraising event will not be recommended to the City Council. Committee requested line 7 of the Free Use or Reduced rent policy to be changed to Fundraising event will not be recommended to the Council unless they come from the Vergas Lion's, Vergas Community Club or the CDH-Vergas Fire Department. If this change is made the committee recommends a 50% reduction in rate, changing their rate of \$800.00 for the rental of the event center to \$400.00. Council asked committee to review wording of line 7 of the agreement and not use names of organizations. Motion by Albright, seconded by Hasse to lower the rate to \$200 for the festival of trees event as the Vergas Community Club has given over \$12,000 to the Event Center in the past 2 years and the funds from this

event will go to Christmas lights for the City of Vergas. Voting yes: Pinke, Hasse and Albright. Voting no: none. Abstain: Fischer. Motion passed.

## **Staff Report**

### Utility Superintendent

Motion by Albright, seconded by Pinke to approve resolution 2022-008 (a complete text of the resolution is part of permanent public record in the City Clerk's office.) approving purchasing sand from Ottertail County. Motion passed unanimously. Motion by Albright, seconded by Pinke to approve resolution 2022-009 and 2022-010 (a complete text of the resolution is part of permanent public record in the City Clerk's office.) approving seal coat and traffic marking from Ottertail County. Motion passed unanimously. The dates to purchase a new pickup for the City of Vergas is November 7-10, 2022 and the street committee will work with DuFrane on purchasing.

### Liquor Store Manager

Theisen provided inventory and sales information to the Council. Theisen reviewed Liquor Store web page and will focus on lowering inventory this winter.

### Clerk-Treasurer

Lammers reviewed bid for updating city cameras with Arvig. Motion by Albright, seconded by Pinke to approve the purchase of an adapter for City Camera and change them to the Exacq Mobile as other municipal cameras for a bid of \$3,450.00 to be paid out of American Rescue Funding. Motion passed unanimously.

## **Information & Announcements**

November Elections, November 8, 2022, 7 am - 8 pm Vergas Event Center

November Council Meeting will be held, Thursday, November 10, 2022 at 6:30 pm at the Vergas Event Center

## **Adjournment**

Meeting was adjourned at 8:08 pm.

Julie Lammers, CMC  
Vergas Clerk-Treasurer

CITY OF VERGAS  
 Bill Listing for Oct. 14 to Nov. 4, 2022

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>TOTAL</u></b>
Adobe Reader	All Depts., Computer Program	16.10
Aramark	Shop, towels	35.00
CDH Vergas Fire	Municipal Contribution Relief Assoc 2021	135.00
City of Vergas	Payroll	5,004.73
Internal Revenue Services	2022 Withholding Tax	3,566.28
Lake Region Electric	Sign, electricity	42.91
Lammers, Julie	Election, mileage	52.50
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	139.00
MN Dept. Revenue	2022 Withholding Tax	842.95
Public Employees Retirement Assoc.	Payroll	2,018.52
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<u>\$11,875.47</u>



Date Range : 10/9/2022 To 11/10/2022

<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>
11/10/2022	Arvig Communication Systems	City, video surveillance approved 10/11/22 for AEP funds	26284	\$3,450.00	100-41990-400-	Other General Government - CARES	\$3,450.00
11/10/2022	Arvig Communication Systems	All Depts, fax, internet and cameras	26285	\$615.94	100-43010-321- 100-45110-321- 609-49751-321- 100-41010-321-	City Shop EVENT CENTER Liquor Store - Manager - Off-Sale GENERAL GOVERNMENT	\$62.00 \$92.00 \$288.55 \$173.39
11/10/2022	Aramark	Event, rugs and rags	26286	\$148.40	100-45110-210-	EVENT CENTER	\$148.40
11/10/2022	Barefoot Lawns, LLC	PK, Fall Herbicide	26287	\$1,150.00	100-45210-400-	Parks	\$1,150.00
11/10/2022	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, November 2022	26288	\$3,301.23	100-41405-131- 601-49440-131- 602-49490-131- 100-43110-131- 100-45210-131- 609-49751-131-	Clerk Water Utilities - Administration and General Sewer Utilities - Administration and General Highways, Streets & Roadways Parks Liquor Store - Manager - Off-Sale	\$212.15 \$362.11 \$362.11 \$362.11 \$362.11 \$1,640.64
11/10/2022	CDH-Vergas Fire Department	Fire and Rescue, 4th Quarter contribution	26289	\$2,991.77	100-42210-405-	Fire Administration	\$2,991.77
11/10/2022	Colonial Life	Employee, insurance employee reimbursed	26290	\$182.24	100-41405-999- 609-49751-999-	Clerk Liquor Store - Manager - Off-Sale	\$58.12 \$124.12

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11/10/2022	Corporate Technologies, LLC	All Depts, Technology	26291	\$940.50			
					100-41010-321-	GENERAL GOVERNMENT	\$940.50
11/10/2022	Core & Main LP	Water & Sewer, supplies	26292	\$640.76			
					601-49440-300-	Water Utilities - Administration and General	\$640.76
11/10/2022	Michael DuFrane	St, Parks, Water, Sewer, cell phone	26293	\$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
11/10/2022	Matthew Engebretson	St, Pk, reimbursed cell phone	26294	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
11/10/2022	Ditterich Mercantile	Election, supplies	26295	\$14.98			
					601-49440-220-	Water Utilities - Administration and General	\$14.98
11/10/2022	Dacotah Paper Company	GG, supplies	26296	\$66.33			
					100-41010-200-	GENERAL GOVERNMENT	\$66.33
11/10/2022	Flow Measurement and Control	WW, certification, Main Lift Station, Dual Meter Backwash	26297	\$694.00			
					602-49490-400-	Sewer Utilities - Administration and General	\$694.00
11/10/2022	Franklin Fence Company, Inc.	Parks, supplies	26298	\$12.08			
					100-45210-220-	Parks	\$12.08
11/10/2022	Hansons Plumbing & Heating, Inc.	Wtr, parts 1.2 reimbursed by property owners	26299	\$21.07			

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<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					601-49490-210-	Sewer Utilities - Administration and General	\$10.54
					601-49490-999-	Sewer Utilities - Administration and General	\$10.53
11/10/2022	Hawkins, Inc	Wtr, chemicals	26300	\$554.02			
					601-49440-218-	Water Utilities - Administration and General	\$554.02
11/10/2022	Hydraulic Joe, LLC	St, fitting for dump truck	26301	\$182.75			
					100-43110-210-	Highways, Streets & Roadways	\$182.75
11/10/2022	Julie Lammers	Cell phone, reimbursement	26302	\$75.00			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
11/10/2022	Lakes Area Co-operative	Sewer, bales Streets, operating fuel	26303	\$362.62			
					602-49490-210-	Sewer Utilities - Administration and General	\$96.00
					100-43110-210-	Highways, Streets & Roadways	\$266.62
11/10/2022	Leighton Broadcasting	Event, advertising	26304	\$100.00			
					100-45110-340-	EVENT CENTER	\$100.00
11/10/2022	Little Falls Machine, Inc	St, supplies	26305	\$181.68			
					100-43110-210-	Highways, Streets & Roadways	\$181.68
11/10/2022	Rosalba Murillo	Event Center, deposit for 11/05/2022	26306	\$75.00			
					100-45110-999-	EVENT CENTER	\$75.00
11/10/2022	Marco Inc	Copier, contract	26307	\$179.68			
					100-41010-200-	GENERAL GOVERNMENT	\$59.89
					601-49440-200-	Water Utilities - Administration and General	\$59.89
					602-49490-200-	Sewer Utilities - Administration and General	\$59.90

Date Range : 10/9/2022 To 11/10/2022

<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>
11/10/2022	Otter Tail Power Company	All depts, utility (2022)	26308	\$1,656.03			
					100-45110-380-	EVENT CENTER	\$262.53
					100-43010-380-	City Shop	\$84.44
					100-45210-380-	Parks	\$171.99
					601-49440-380-	Water Utilities - Administration and General	\$340.41
					602-49490-380-	Sewer Utilities - Administration and General	\$203.33
					100-43160-380-	Street Lighting	\$593.33
11/10/2022	Olson Oil Co.	St, operating supplies	26309	\$72.07			
					100-43110-210-	Highways, Streets & Roadways	\$72.07
11/10/2022	Otter Tail County Auditor-Treasurer	Yard Waste Cleanup	26310	\$115.00			
					100-43128-400-	YARD WASTE	\$115.00
11/10/2022	Productive Alternatives, Inc.	Event Center, Cleaning Inv#71960	26311	\$107.95			
					100-45110-300-	EVENT CENTER	\$107.95
11/10/2022	RMB Environmental Laboratories, Inc	WWTF,Chemicals	26312	\$374.62			
					602-49490-218-	Sewer Utilities - Administration and General	\$374.62
11/10/2022	Swansons Repair Inc	Water, 1/2 reimbursed by property owners shut off repairs	26313	\$99.82			
					602-49490-999-	Sewer Utilities - Administration and General	\$49.91
					602-49490-210-	Sewer Utilities - Administration and General	\$49.91
11/10/2022	Steve's Sanitation, Inc.	Parks, garbage cans and Event, garbage pick up	26314	\$356.85			
					100-45110-384-	EVENT CENTER	\$116.16
					100-45210-384-	Parks	\$240.69
11/10/2022	Sonnenberg Excavating	Water, reimbursed repairs to curb stop	26315	\$1,000.00			

Date Range : 10/9/2022 To 11/10/2022

<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>
					601-49440-999-	Water Utilities - Administration and General	\$1,000.00
11/10/2022	TEAM LAB	Ponds, supplies	26316	\$1,275.00			
					602-49490-210-	Sewer Utilities - Administration and General	\$1,275.00
11/10/2022	Kyle Theisen	LS, cell phone reimbursement & mileage to training	26317	\$118.75			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
					609-49751-331-	Liquor Store - Manager - Off-Sale	\$93.75
11/10/2022	Thein Well	Water, annual inspection of pumps & wells	26318	\$275.00			
					601-49440-300-	Water Utilities - Administration and General	\$275.00
11/10/2022	Tammy Kinsella	Yard Waste, permits	26319	\$186.70			
					100-43128-200-	YARD WASTE	\$186.70
11/10/2022	Victor Lundeen Company	All Depts, office supplies (receipt books)	26320	\$167.40			
					100-41010-200-	GENERAL GOVERNMENT	\$83.70
					100-43128-200-	YARD WASTE	\$83.70
11/10/2022	Vergas Hardware	All Depts, supplies	26321	\$185.79			
					100-43110-210-	Highways, Streets & Roadways	\$5.29
					100-45210-210-	Parks	\$25.84
					100-43010-210-	City Shop	\$109.21
					100-45110-210-	EVENT CENTER	\$21.98
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$23.47
11/10/2022	Widseth Smith Notlting & Assoc. Inc	Engineering	26322	\$9,072.23			
					100-43110-303-	Highways, Streets & Roadways	\$4,947.23
					100-43110-303-	Highways, Streets & Roadways	\$4,125.00

Date Range : 10/9/2022 To 11/10/2022

<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				\$31,103.26			\$31,103.26

Bruce E Albright				City Council/Town Board			Date
Julie A Bruhn				City Council/Town Board			Date
Natalie K Fischer				City Council/Town Board			Date
Paul Pinke				City Council/Town Board			Date
Rebecca A Hasse				City Council/Town Board			Date

City of Vergas Liquor Store Checks Paid in October 2022

Vendor	Description	Total
Absolut Ice		114.70
Aramark	Rugs & towels	114.80
Artisan Beer Company		784.00
Arvig	Phone and security	155.00
Bellboy Corporation		573.50
Bergseth Bros		7,353.25
Beverage Wholesalers		3,173.85
BlueCross Blue Shield of MN	Employee Insurance	1,640.64
Breakthru Beverages		2,876.30
Card Member Service	supplies	105.84
City of Vergas	Payroll	4,776.58
City of Vergas	Utility	59.97
Colonial Life	Employee Reimbursed Ins	124.12
Dacotah Paper	Supplies	182.25
Damian Anderson	Wine Walk music	100.00
Datamann, Inc	Computer Server	29.70
D-S Beverage		4,161.59
Frazee-Vergas Forum	Advertising	77.00
Great Plains Natural Gas	Utility	24.70
Henry's Food		1,031.28
Internal Revenue Service	2022 Withholding Tax	1,382.25
Joanne Knuttila	Step Up - flooring	334.78
Johnson Brothers Liquor Co		6,364.95
League of MN Cites	Workers Comp, Insurance	1,755.00
Leighton Broadcasting	Advertising	100.00
Merchant Service	Credit Card Fees	1,275.64
Mn Dept. of Public Safety	Buyers Card	20.00
MN Dept. Revenue	Sales Tax	7,343.00
MN Dept. Revenue	2022 Withholding Tax	183.52
NCR	Credit Card Fees	101.48
Otter Tail County Treasurer	Property Taxes	466.63
Otter Tail Power Company	Utility	447.09
Phillips Wine & Spirits		6,114.09
Public Employees Retirement Assoc.	Payroll	875.24
Sign Solutions	Sign	54.08
Southern Glazer's of MN		2,162.83
Theisen, Kyle	Cell Phone	25.00
Viking Coca-Cola		259.32
Vinocopia		522.67
Wine Merchants		209.75
Zitzow Electric	Service work	592.63
	Total	58,049.02
	October Receipts	67,421.17
<b>October Balance</b>		\$9,372.16
	January -September Operating Income (Loss)	(\$6,812.42)
	Transfer to General Fund	\$25,000.00
<b>2022 Total Operating Income (Loss)</b>		\$18,187.58

## General Fund/Special Revenue Money Market Account

	2022 Balance	Interest	2022 Interest	2022 Purchased	2022 sold	10/31/2022 Balance
City Shop	3,043.22	3.24%	3.27			3,046.49
Easements	5,215.99	5.56%	5.60			5,221.59
Event Center	1,953.47	2.08%	2.10			1,955.57
General	10,463.93	11.15%	11.24			10,475.17
Park	14,110.62	15.03%	15.16			14,125.78
Sand Seal (Seal Coating)	23,867.92	25.42%	25.64			23,893.56
Sidewalk	11,862.83	12.64%	12.75			11,875.58
Street Improvements/Equipment	23,359.83	24.88%	25.10			23,384.93
Balance	\$93,877.81	100.00%	\$100.86	\$0.00	\$0.00	93,978.67 ***

\*\*\*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
ASSETS:						
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
LIABILITIES:						
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>08/30/22</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	93,877.81	0.00	0.00	100.86	93,978.67	0.27	MMDA
Street Debt Service 2006	19919	10,013.55	0.00	10,036.27	22.72	(0.00)		Sold
Sewer Reserve	19753	26,790.22	0.00	0.00	66.79	26,857.01	0.40	12/27/2023
Sewer and Water Debt Service	19759	37,265.06	0.00	0.00	130.54	37,395.60	0.35	7/17/2023
Liquor Fund	20097	71,290.10	0.00	0.00	88.87	71,378.97	0.25	12/9/2022
Totals		239,236.74	0.00	10,036.27	409.78	229,610.25		

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</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>
GIS Mapping	General Government	\$4,600.00	5	7/12/2022
Camera's	General Government	\$3,450.00	6	10/11/2022
Event Center Floors	Event Center Committee	\$40,000.00		

**Income:**

9/7/2021	Grant Funds	18,623.80
11/22/2021	Grant Funds	609.88
6/28/2022	Grant Funds	19233.67

**Total Income**

\$38,467.35

**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>

**Total Expenses - reported 04/30/2022 report**

**\$8,093.00**

Telephone System	Telephone System	General Government	977.16
GIS Mapping	Widseth Mapping System	General Government	4,600.00
City Camera System	Arvig	General Government	\$3,450.00

**Total Income**

\$17,120.16

**Total in Fund**

\$21,347.19

\*Bold numbers have been submitted to Treasury and cannot be altered.

Next report due 4/30/23 use email address cityofvergas@arvig.net

# AGED BALANCES

# CITY OF VERGAS

DATE: 11/09/2022 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	\$131.99	\$89.75	\$0.03	\$0.00	\$221.77
110	N	DAY, SHAWN	\$118.35	\$117.92	\$177.78	\$32.46	\$446.51
230	N	WELDON, BEN &	\$245.04	\$286.77	\$293.73	\$504.84	\$1330.38
470	N	TRISTYN LEWIS	\$147.05	\$106.50	\$11.89	\$0.00	\$265.44
570	N	TONY LICENSE	\$90.91	\$110.50	\$44.46	\$0.00	\$245.87
621	N	WOODS, CASSANDRA	\$94.44	\$87.62	\$102.71	\$0.00	\$284.77
711	N	OLSON, SHELBY	\$179.41	\$167.83	\$69.78	\$0.00	\$417.02
1361	N	LONGTIN, TRISHA	\$87.31	\$84.70	\$90.21	\$15.64	\$277.86
1621	N	RATZ, ASHLEY	\$48.42	\$46.75	\$65.68	\$0.00	\$160.85
1651	N	WEIBYE, RYAN	\$76.12	\$73.35	\$82.62	\$39.73	\$271.82
7701	N	BRACKEN, JOSEPH &	\$156.23	\$90.30	\$65.88	\$0.00	\$312.41
Totals(11):			\$1,375.27	\$1,261.99	\$1,004.77	\$592.67	\$4,234.70

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

**8. Committee Reports**

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- A. Budget
- B. Parks
- C. Streets/Sidewalks/Yard Waste
  - 1. Complete Streets presentation
- D. Liquor Store, Licenses, Municipal Buildings
- E. Planning Commission
- F. Personnel
  - 1. Report
  - 2. Liquor Store Manager Review
- G. EDA/HRA
- H. Event Center
- I. Water and Sewer Committee

**Files Attached**

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- 10.11.2022 NotesWidseth (003).pdf
- 10.25.22SSYWminpdf.pdf
- Vergas F3B '23 Quote.pdf
- 10-13-2022 Liquor Store, Municipal Buildings, License Committee meeting.pdf
- 10-24-2022 Planning Commission Meeting minutes.pdf
- Personnel mtg 10\_5\_2022.pdf
- Personnel met 10\_17\_22.pdf
- 2023 Pay Structure proposed for effective 1-1-2023.pdf
- 11-01-2022 EDA\_HRA Agenda and Minutes.pdf
- 2022 EDA-HRA Goals with timeline.pdf
- 2022-10-10 Event Center Agenda Minutes.pdf
- 2022-11-02 Event Center Agenda and Minutes.pdf
- 11-01-2022 Water and Sewer Committee meeting.pdf
- 2023 Proposed Sewer Budget.pdf
- 2023 Proposed Water Budget.pdf
- 2023 Proposed General Fund Budget as of 10-31-2022.pdf

## 10.11.2022 Notes from Widseth Engineering Meeting

Carol Albright, Sherri Hanson, Steph Hogan, Tony Sailer, Mike DuFrane, and Julie Lammers met with representatives from Widseth Engineering (Ashley Martel, Blaine Green, Ryan Hermes) before the City Council meeting to discuss plans to renovate Long Lake Park.

The Parks Board shared their goals for the park:

1. One way traffic pattern
2. Multi-use building with bathrooms, dry kitchen, pavillion
3. More parking
4. Expanded beach
5. Stone steps/seating to the lake at the current entrance area
6. City sewer connection to bathrooms; water is already connected to the City lines

Other items of concern:

1. Will it be cost prohibitive to connect to City sewer?
2. Is the highway in the correct position? (NDSU students who worked on initial landscape architecture designs said they discovered the highway is not in the correct place.)
3. Would the County be willing to move the highway?
4. What can be done about the beach erosion? A pond or rain garden might be feasible if the road was moved and the County/MPCA got on board.
5. Could the project be done in phases?

Widseth will prepare a Work Order for the Parks Board meeting on November 17, 2022 (Note date change because of Thanksgiving). The Work Order includes the Feasibility Study of the Project: How much will the proposal cost? What services are included in the proposal? The Parks Board will then present the Work Order to the Council at their December meeting for consideration.

Submitted by Carol J. S. Albright

**Street/Sidewalks/Yard Waste Committee Meeting Minutes**  
**Vergas City Office**  
**October 25, 2022**

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Tuesday, October 25, 2022 at 10:00 AM at the Vergas Event Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Mike DuFrane, Utility Superintendent; Julie Lammers, City Clerk, and Blaine Green, Widseth. Albright called the SSYW meeting to order at 10:20 AM.

2.) Agenda Additions or Deletions. Lammers said she wanted to add the snow removal policies to the agenda. Albright wanted to add a continued discussion about North (N) Railway Avenue (AVE).

3.) Lawrence Lake Acres. The Council tabled action on ordering Widseth to complete the feasibility studies for West (W) Lake Street (ST) improvement and Glenn ST extension. They wanted a cost estimate for said studies. Green said the scope of work for both studies should be under \$2,500, so they are planning on proceeding with said work, with no agreement needed. Albright questioned if Lammers has had time to look up the right-of-way (R/W) along W Lake ST? It appears we may have R/W in the NW1/4 NW1/4, Section 25 and the SW1/4 SW1/4, Section 24 (1,320'), Candor Township. It appears we may not R/W where the road meets County Road (C.R.) No. 17. Lammers will check with James Sandau, KLJ Engineering, as they were the last ones to work on this issue.

4.) Keilley Shores Third Addition (Addn.). The developer is waiting for a culvert, so it appears the project will not start construction until the spring of 2023. Widseth was to review the construction inspection on behalf of the City.

5.) Street Condition Survey. Widseth presented a draft of their study for the City of Vergas. Green went thru a PowerPoint presentation, showing what the completed study will look like, when done. The City has 6.3 miles of road within the City, with 2.7 miles, being gravel. Widseth ranks and scores the paved roads with a classification system. Green said the City should maintain those roads that are in "good" shape, and some roads are too far gone for "maintenance". It is estimated that in the next 20 years, it could cost \$1,143,158 to maintain the City's 3.6 miles of paved roads, streets, parking lots, and alleys. Green had a draft map, showing the City's road system. Albright thought the Survey was exactly what the City needed to start budgeting and managing our road systems. Green said the "completed" study will be reviewed with the entire Council.

6.) City Pickup. Lammers looked up the amount of the insurance claim we received last winter for the damage to our old snow plow, it was in the amount of \$9,740. This amount will be applied to the new city pickup/snow plow. Albright priced out a new Ford Super Duty F-350 pickup on Ford's website. A "basic" truck lists at \$51,720. He also talked with Doug Dunham, Webber Family Motors, Detroit Lakes. Dunham thought that the fleet discount was typically about 10%. DuFrane reported at the 10/11/22 Council meeting the "extras", such as a Tommy lift, snow plow, lights, etc., was estimated to cost \$16,000. The City will also have the sale value of the 2005 Chevrolet 4x4 pickup. DuFrane has talked with Saxton Ford, 651-312-1815, about the upcoming fleet sale (starting November 7th). Nelson Auto Center, Fergus Falls, may also have information about the State contract/bid process. The City has budgeted \$25,000 for a new pickup. Lammers thought the remaining costs (after sale of the Chevrolet and insurance check) for the pickup and needed assessories, could be split with 10% of the

remaining costs to Yard Waste, Water, Sewer, and Parks (20%). Albright said Webber Motors thought there would be a limited number of pickups available. The SSYW Committee will recommend that the truck be ordered on the first day they're available (November 7), and if for some reason the Council doesn't agree with the proposed distribution of costs or the pricing at their 11/10/22 meeting, Lammers didn't think there would be a problem to cancel the order.

7.) Snow Removal. Lammers said she plans to hold the hearings for the revised ordinances in December. DuFrane said we had the water problem referenced by Dean Heartsick, Vergas Ford Equipment. DuFrane thought the majority of the 2022 spring's thaw was the way the developers of Altona Square piled their snow during construction.

DuFrane does have concerns about snow removal along South (S) First AVE, between W Main ST and East (E) Linden ST (by Altona Square). This is the same area the City designated as "diagonal" parking this past summer. DuFrane said the new parking is heavily used, and snow removal is going to be a problem. DuFrane has talked with Cristi Field, Otter Tail County Highway Department, about this issue. The County would like to work with the City in this regard. On about December 1, 2022, the County Shop in Vergas will be closing and the equipment will be moved to Pelican Rapids. In the past, when the equipment was housed in Vergas, we were one of the first areas to get plowed after a snowfall. Now, the trucks are going to plow from Pelican to Vergas first. DuFrane has talked with Tyler Schmid, Franklin Fence, and Schmid wouldn't be opposed to allowing the piling of some snow on his property/sidewalk, on the west side of S First AVE. Plowing the snow to "center" is going to be difficult on S First AVE, with the new road centerline, as it will also block the people in, who are diagonally parked. DuFrane thought the west side of the street should be designated a "snow removal" area during the months of November 1 - March 30, with no parking between the hours of like midnight to 6:00 AM. Vergas would have to incorporate this into their ordinances. There were discussions as to where the people who park there, would have to move?

DuFrane also discussed snow removal along N and S Railway AVE's. He also discussed the amount of snow that will need to be hauled during an "average" snowfall winter. With the pickle ball courts, he no longer has the baseball field parking lot for snow. The snow will now need to be hauled to the recycling site. This will require two workers (payload driver/truck driver). The SSYW Committee was not ready to make a Council recommendation regarding establishment of "snow emergency" or "snow removal" routes/areas. Discussion will continue at the next meeting.

8.) N Railway AVE. Albright has looked at the "bump" to the north of the Elm ST intersection. DuFrane was going to have Asphalt Services, grind down the high spot in the center of the road, but they haven't had time to do the work this fall. Albright thought another option, was to fill the low areas on each side of the high spot, which would at least "level" the road.

9.) Next Meeting. The SSYW Committee will look at holding their next meeting in late November, for findings to be presented to the December Council meeting. Date to be determined at this time.

10. Adjournment. Albright adjourned the meeting at 12:15 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Purchase new Ford F-350 pickup and accessories, with final Council approval at their 11/10/22 meeting.

## Follow up Actions:

- Feasibility reports for Glenn and W Lake Streets.
- Address R/W needs for W Lake ST improvement project.
- 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. Snow emergency routes?
- Look at making W Sunset Strip an official street.
- Cost estimate for N Railway AVE repairs north of Elm ST intersection.
- Start “budgeting” for Street Condition Survey work.

## Additional Future Meeting Agenda Items:

- speed limit sign C.R. Nos. 4/60
- sign for yard waste disposal site.
- Snow emergency areas/times.





Fleet Department  
2228 College Way, PO Box 338  
Fergus Falls, MN 56538-0338  
Phone: 218-998-8827  
Toll Free: 800-477-3013 Ext. 8827  
[jpatelski@nelsonfleet.com](mailto:jpatelski@nelsonfleet.com)

## VEHICLE QUOTE NUMBER Vergas F3B '23

**Sold To:** City Of Vergas  
**Attn:** Julie Lammers, City Clerk-Treasurer  
**Address:** 111 Main Street  
Vergas, MN 56587-0032

**Date:** 10/31/2022  
**Phone:** 218-302-5996 Ext 1  
**FAX:** 218-342-2068  
**Salesperson:** Jessica Patelski  
Key Code:

Stock No:	Year	Make	Model	New/Used	Vehicle ID Number
Vergas F3B	2023	Ford F-350	XL 4WD Reg Cab 8' Box Color: TBD/ Dark Slate Vinyl	New	

Price of Vehicle: \$45,535.00

Includes All Standard Equipment, Plus; \$1,521.00

Power Equipment Group	\$1,001.00
Snow Plow Prep Package	\$228.00
Steering Wheel-Mounted Cruise Control	\$214.00
240 Amp Alternator	\$78.00

Less Contract Discount -\$4,076.48

Quote Does Not Include Tax or Registration

Subtotal: \$42,979.52

Trade - In:

Total Cash Price: \$42,979.52

**Your Purchase Order #**  
**Priority**

**Project #**      **Contract # 22.3 VHL**

***Thanks for your business!***

Ship To / Lessee / End User: City Of Vergas  
Attn: Julie Lammers, City Clerk-Treasurer  
Address: 111 Main Street  
Vergas, MN 56587-0032

FAX: 218-342-2068  
Phone: 218-302-5996 Ext 1  
email:

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_ and Date: \_\_\_\_\_

**City of Vergas  
Liquor Store Committee Meeting**

The Liquor Store/Municipal Building/License Committee was called to order on Thursday, October 13, 2022, at 6:00 pm at The Vergas City Office. Present were Julie Bruhn, Rebecca Hasse, Kyle Theisen, Julie Lammers and Donnie Olson.

**Municipal Building**

JoAnne Knuttila provided a list of construction items she would like approved for the space above the liquor store she is renting (A Step Up). Knuttila has requested the following: build a storage space (14x8), put up barn door on right end of storage space, sheetrock walls on inside of dressing room, paint barnwood on left side of chimney (already whitewashed), paint walls above wainscoting, refinish countertop, remove barwood wall from center of room, replace or paint paneling in stairway, stain and clean up front entrance and replace electrical outlets to white. Knuttila would like the City to look at sink below counter and add new faucet and repairing drain (seems to be clogged).

Committee recommends approval of all the items she requested at her expense. Liquor store has spent \$6596.40 on flooring and rent for one-year totals \$6,000.00. If sink is a problem the committee recommends capping plumbing and removal of the sink.

**Liquor Store**

Kyle Theisen, Liquor Store Manager, discussed building on the empty lot currently owned by Olson Oil. Donnie Olson, Owner of Olson Oil, provided his thoughts on building onto the current Vergas 66 building and how the land due to the hill could be extended. Discussed cost of building both with the City leasing or purchasing the property.

Committee recommends looking at other avenues due to cost and land not being compatible for liquor store needs.

Meeting adjourned at 6:55 pm.

Recorded by Julie Lammers, City Clerk-Treasurer

**Council Recommendations:**

None.

**Follow Up Actions:**

Theisen to continue to review building needs and proposals.

## CITY OF VERGAS PLANNING COMMISSION & PUBLIC HEARING AND MEETING MINUTES

Monday, October 24, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Monday, October 24, 2022, after public hearing as a hybrid meeting with the following members present: Bruce Albright, Robert Jacoby, Neil Wothe and Paul Pinke. Absent: Van Bruhn. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Jeff Kuhn, Shane Poss and Arlen Franchuk.

### **Call to Order**

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

### **Agenda Additions and Deletions**

Motion by Wothe, seconded by Pinke to approved agenda with following additions: Completion Reports and Shoreline Violations.

### **Minutes**

Motion by Pinke, seconded by Wothe to approve minutes for September 26, 2022. Motion passed unanimously.

### **Status of Council Recommendations**

Reviewed the approval of the following conditional use permits: 235 E Frazee Avenue, parcels 82000500027008 and 82000500027009 and extension of Glenn Street.

### **Grade and Fill Permit**

Tabled grade and fill permit due to lack of information. Street committee will review and bring recommendation next month.

### **Construction Permits**

#### Approved Permits by City Clerk-Treasurer

1. 117 E Main St , flooring
2. 117 E Main St- Commercial Remodel
3. 117 E Main St - Move door

### Items in Question

Discussed permit given to 311 Park View Drive for a shed in their backyard which was placed on the sewer easement of their property and within 10 feet from the property line. Discussed the following options: having property owner apply for a variance or to have the shed moved as it does not meet current ordinance. Owner Arlen Franchuk stated he did not know there was an easement in his backyard. Commissioners first stated they needed more information regarding the permit. Albright stated part of the problem is the shed was placed in August, and we are now informing the property owner it is in the wrong location – the City has no follow up on permits. Discussed DuFrane closing permits instead of having property owners call the city office when completed (which rarely occurs). Franchuk stated he would stop by the city office for a variance application.

### **Old Business:**

#### Nuisance Properties

Discussed the amount of garbage piling up in the yard at 339 E Frazee Avenue. It appears he does not have garbage pickup and may be illegally burning in his back yard. Motion by Pinke, seconded by Wothe to send nuisance letter to 339 E Frazee Avenue once Lammers receives pictures from DuFrane regarding garbage on the property and the burning that may be taking place. Motion passed unanimously.

### Gravel Pit Ordinance

Discussion about our current ordinance 2017-001 regarding gravel permits. Right or wrong we need to clarify our ordinance. It is our primary obligation to protect the citizens of our city. We need to make clarification regarding asphalt plant, open pit, active pit and active mining. The city issues an interim use permit with conditions every year and they are always out of compliance. This past year the planning commission denied permit and Council approved. Commissioners would like this to not be allowed. Albright asked Planning Commission members to review ordinance for next month's meeting and asked Lammers to invite Jeff Hartwick of Mark Sand and Gravel to a meeting to discuss updating the gravel pit ordinance.

### **New Business:**

#### Past Conditional Use Permits

Lammers provided a spreadsheet of conditional use permits found in past Council Minutes, the office staff will continue to work on permits in planning commission minutes and on file with the Otter Tail County for next month's meeting.

### **Member Terms**

Van (Gus) Bruhn and Paul Pinke have both served three terms which will be complete in December. The planning commission will have two open spots to fill if anyone knows of someone who would be interest in serving on the commission.

### **Completion Reports**

Albright stated that currently we have no one overseeing permits once they are issued. Currently we issue a permit and wait for property owners to let us know when they have completed the project. Rarely does anyone call and close a permit. Discussed having DuFrane or Commissioners review properties after permits are granted. Discussed having a spreadsheet of permits, Lammers stated they already have a spreadsheet in the office she could provide to the planning commission.

### **Shoreline Violations**

Currently there is a stairway along the lake, which received a stop work order and nothing has been done. Lammers stated the Sherriff's Department has been given the concern and she has not heard anything regarding the stairs but would call and find out what is being done. Commissioners asked Lammers to contact City Attorney Winters to see what the city can do at this time as Ordinance 5:22 is not being followed.

Meeting adjourned at 7:28 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

#### **Follow Up Actions:**

Nuisance letter to 306 E Frazee Avenue

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

Snow emergency routes.

Review camper ordinance.

Review and update Developers Notice Procedure

Review and update Ordinance 85 regarding culverts.

Council recommendations: none.

**City of Vergas  
Personnel Committee**

The Personnel Committee was called to order on Wednesday, October 5, 2022, at 9am, at the Vergas Event Center. Present were Julie Bruhn, Natalie Fisher, and Matt Engebretson.

1. The meeting was focused on feedback between Personnel Committee and City Employee, Matt Engebretson. Feedback based upon examples brought forward to City Council or Council members. Discussed time & attendance, work relationships & communications, complaints received, and impairment policy.
2. Based on discussion; follow up to be conducted regarding:
  - a. Suggestion for City Utilities and Maintenance staff to have a city insignia shirt/jacket to better identify them to the public.
  - b. Clarify how snow removal will be accomplished with new building, Altona Square. What is done by City and what is done by building owners.
  - c. Verify whether city vehicle can be parked at home at lunch time.
  - d. Flexible work schedule permitted as long as it is consistent with accomplishment of work. When Personnel policy updated will better define.
3. Feedback meeting with Mike DuFrane was cancelled and to be rescheduled. Meeting with Julie Lammers also to be scheduled.
4. Discussed city COLA for 2023. Will await state published public employee COLA before making recommendation to City Council.

**Recommendation:**

Street Committee clarify and outline city snow removal with the new building, Altona Square.

Recorder:  
/es/ Julie Bruhn

**City of Vergas  
Personnel Committee**

The Personnel Committee was called to order on Monday, October 17, 2022 at 10am at the Serendipity gift shop. Present were Julie Bruhn, Natalie Fisher, and Mike DuFrane.

1. The meeting was focused on feedback between Personnel Committee and city employee Mike DuFrane. Feedback based upon examples brought forward to City Council or Council members. Discussion included the process to bring concerns and work issues forward, flexible work schedules, work relationships & communications, and impairment policy.
2. Another meeting will be held with Matt Engebretson and Mike DuFrane once Impairment policy completed to review and discuss CDL components related to testing and will further discuss communication improvements.

This portion of the meeting with Mike DuFrane adjourned at 12pm.

At 12pm Julie Lammers met with the Personnel Committee.

1. The meeting was focused on feedback between Personnel Committee and Julie Lammers. Feedback based upon examples brought forward to City Council or Council members. Discussion included work relationships & communications, City Council agenda, city office workload, delegation, and impairment policy.
2. Julie Lammers informed the Personnel Committee that she is a finalist for a city Administrator position in Pelican Rapids and the 2 council members who serve on the Personnel Committee are references and will be contacted.
3. Follow up from the meeting:
  - a. Julie Lammers will provide Personnel Committee with sample Impairment policies from other communities that can be a sample to build upon for City of Vergas policy.
  - b. Julie Lammers will provide sample Resolution formats, so city resolutions can be drafted to clearly outline city responsibilities related to the Veterans Memorial Park and Pickle Ball Court.
  - c. Julie Lammers will look at work items to delegate to Kyle Theisen, Liquor Store Manager, as outlined in the position description.
4. Personnel Committee noted the feedback meetings were beneficial in identifying improvements and further supporting city staff in their role and development.
5. The state of Minnesota has published annual benefit increase for 2023 at 1.5%. Using this as a guide for city staff COLA. After further review, considering past COLA, inflation, what other cities are looking at, the Personnel Committee will recommend to City Council a 2.0% COLA for 2023.

**Recommendation for City Council:**

Provide a 2% COLA for 2023.

The Personnel Committee adjourned at 1pm.

Recorder

/es/ Julie Bruhn

**2023 STEP STRUCTURE - Regular Employees**

(with STEP Adjusting + cola 2%)

Effective: **1/1/2023**

		MINIMUM				MIDPOINT						MAXIMUM		
Grade Level	Points		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9		Job Title	
100	153	<b>\$11.22</b>	\$11.44	\$11.67	\$11.91	<b>\$12.26</b>	\$12.45	\$12.63	\$12.82	\$13.02	\$13.21	<b>\$13.41</b>	Liquor Store Clerks	
110	102	<b>\$11.48</b>	\$11.70	\$12.06	\$12.78	<b>\$13.16</b>	\$13.36	\$13.56	\$13.76	\$13.97	\$14.18	<b>\$14.39</b>	Office Support Technician	
140	188	<b>\$17.14</b>	\$17.48	\$18.00	\$18.54	<b>\$19.10</b>	\$19.48	\$19.87	\$20.86	\$21.28	\$21.71	<b>\$22.14</b>	Maintenance Worker	
160	213	<b>\$18.36</b>	\$18.73	\$19.29	\$19.87	<b>\$20.46</b>	\$20.87	\$21.29	\$21.72	\$22.15	\$22.59	<b>\$23.05</b>	Utilities Superendent	
200	291	<b>\$18.87</b>	\$19.25	\$19.82	\$20.42	<b>\$21.03</b>	\$21.45	\$21.88	\$22.32	\$22.77	\$23.22	<b>\$23.69</b>	Liquor Store Manager	
260	496	<b>\$23.81</b>	\$24.28	\$25.01	\$25.76	<b>\$26.53</b>	\$27.07	\$27.61	\$28.16	\$28.72	\$29.30	<b>\$29.88</b>	Clerk-Treasurer	
		MINIMUM	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM		

Pay Equity Min Sal	Pay Equity Max Sal
\$1,944.43	\$2,323.94
\$1,988.62	\$2,494.18
\$2,969.67	\$3,837.16
\$3,181.79	\$3,993.78
\$3,270.17	\$4,104.72
\$4,125.72	\$5,178.60



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

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, November 1, 2022 at 2:00 pm at the Vergas Event Center with the following members present: Bruce Albright, Paul Pinke, Joy Summers and Julie Lammers. Absent: Kevin Zitzow and Vanessa Perry.

**Call to Order**

Meeting was called to order by Vice President Bruce Albright.

**Agenda Additions and Deletions**

Approved agenda.

**Minutes**

Motion approved as presented for the October 4, 2022 minutes. Motion passed unanimously.

**Status of Recommendations to City Council**

None.

**Financial Update**

Lammers provided balance sheets for EDA/HRA, Veterans Memorial and Pickleball. Members recommended having Lammers register for giving day and promote the website on Facebook page and in city newsletter.

**Old Business**

Reviewed 2023 Housing and Economic Goals. (See attached goal sheet)

**New Business**

None.

Meeting adjourned at 3:40 p.m.

Paul A. Pinke, Board Member  
City of Vergas

2023 EDA Goals

<u>Goal</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Meet with existing business owners, determine how things are going for them, or if they need our assistance to stay in business or to expand their business .Survey Every businesses regarding staffing needs.	10%	50%		90%			
Support current commercial businesses with training and information on available or upcoming funding in order to help them maintain and grow at a successful rate.				100%			
. Work with Planning and Zoning to review areas within current city limits and within a one-mile radius for potential future business development/growth.	on going						
Encourage well planned quality development of commercial areas	add zoning map to EDA agenda			-renew every December			
Continue to work on parking issues within business district (availability/handicap), identify solutions, both short-term and long-range. Solutions might involve buyout of existing businesses, identify funding sources.		County Garage	Plan	On going  add handicapped spots on end of Railway			

2023 EDA Goals

<u>Goal</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Continue to be involved with City Comprehensive planning process, focusing on business issues/concerns within said study.			Align with Comp Plan and review every Dec.				
Meet with Commercial Club to review each other's goals, common interests, and where interests may overlap. Work together to enhance each other's missions	Hold with Annual meeting	Meet with VCC and discuss goals					
Update website page.			review updates every December				

## 2023 HRA Goals

<u>Goal</u>	<u>Items to attain Goals</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Identify buildable lots: Review housing study determine the types of housing needed, work with City and private development to furnish said housing.								
	Identify lots within current city limits, who owns said lots, their price, and whether they have City services (water/sewer), or their potential for said services.	Print map Joy will highlight lots		Discuss with owners				
	Identify potential building lots within a one-mile radius of Vergas, who owns the lots, and their selling price. Assess potential of providing City services.			*				
	Work with developer of Lawrence Lake Lots, as well as owners of other available lots within Vergas City limits on a marketing campaign to help sell said lots.			Dec. 13, 2022				
Determine interest and availability of grant or low interest housing program to repair or improve existing housing.	If yes - interior or exterior project Programs and Interest			Survey in Utility bill				
Assisting current residents in retaining and maintaining their properties through knowledge of available programs.								
Aid residential developers by making new housing more available through support of waived permitting fees; tax abatements or tax increment financing; etc.		on going						

2023 HRA Goals

<u>Goal</u>	<u>Items to attain Goals</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Convey the message that all aspects; live, work, and play; contribute to the existing high quality of life in our community	Put our marketing brochure on the web.			*				
Work with developer of Lawrence Lake Lots, as well as owners of other available lots within Vergas City limits on a marketing campaign to help sell said lots.	Role into first goal-finish and help market housing							
Look at grants, loans, programs, at the local, state, and federal levels to make city services (water/sewer) available and affordable for new developments	Policy							
Continue to be involved with City Comprehensive planning process, focusing on housing issues/concerns within said study.				every December				
Continue to collaborate with Otter Tail County on their “The Big Build” project.								
Update website page.								

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CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
6:30 P.M. on Monday, October 10, 2022

The City of Vergas Event Center Advisory Committee was called to order by Julie Lammers on Monday, October 10, 2022, at 6:30 pm with the following members present: Julie Lammers, Paul Haarstick, Paul Pinke, Rebecca Hasse, and Mary Ditterich. Absent: Lyle Krieg and Vanessa Perry. Guests included: none.

**Approval of the Agenda**

Motion by Pinke, seconded by Hasse to approve the agenda with the addition of “Festival of Trees”. Motion carried unanimously.

**Chair of Event Center Advisory Board**

With the resignation of Council member Logan Dahlgren, a new chairperson must be selected. Motion by Hasse, seconded by Ditterich to nominate Paul Pinke as chairperson. Motion carried unanimously.

**Approval of Minutes**

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

**Council Recommendations**

Free and reduced rent policy was approved at the September council meeting.

Fee schedule was approved at the September council meeting. Lammers covered the updated areas that relate to the Event Center

**Building Update**

No update.

**2022 Income and Expense**

Lammers presented to the committee the income and expense report. Only a few, small rentals are scheduled until the end of the year.

**Decorations**

It was brought to the attention of the committee that someone had complained that the wedding decorations that were left up should be taken down. Lammers explained that each renter is given the option to keep the decorations, which we left from a previous wedding rental, and if the renter should decide to not have them, they would be removed immediately. Lammers stated that it is likely that a future event will take them down.

**Lion's Lease Agreement**

The City Council returned the lease agreement to the committee to decide on a lease amount. Motion by Haarstick, seconded by Hasse to recommend to council a \$1 (one dollar) lease until December 31, 2023 in recognition of the years of service and investments by the Lion's club. Motion carried unanimously. Going forward, the Lion's club should negotiate with the City on what type of donation would be appropriate for continuation of the lease.

**Electronic Sign**

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

**Member Terms**

Term end dates are as follows: Haarstick – 2024, Perry – 2022, Ditterich – 2022. Lion's club to update Lammers with the new member(s) by January 1.

**Festival of Trees**

Based on approved city policy, motion by Haarstick, seconded by Ditterich to recommend to council the rejection of the reduced rental application for the Festival of Trees by the Vergas Community Club. Motion carried with abstention by Hasse.

After discussion, motion by Hasse, seconded by Pinke to recommend to council to update the free and reduced rent policy, section 7 to add the following language “unless the event is from the Vergas Community Club, Vergas Lion’s, or the Vergas-CDH Fire Department.” Motion carried unanimously.

Motion by Hasse, seconded by Haarstick to recommend to council if the previous recommendation is adopted, to approve a reduced rental fee of one half the usual rate for the Festival of Trees. Motion carried unanimously.

**Council Recommendations**

- Approve one dollar lease agreement with the Lion’s club for the storage room.
- Reject Festival of Trees reduced rent application.
- Modify Free and Reduced Rent Policy.
- Approve one half rental rate for Festival of Trees if policy is changed.

**Follow up Actions**

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Paul Haarstick, Secretary

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

The City of Vergas Event Center Advisory Committee was held on Wednesday, November 2, 2022, at 6:30 pm with the following members present: Julie Lammers, Paul Pinke, Lyle Krieg, Vanessa Perry and Mary Ditterich. Absent: Paul Haarstick, Rebecca Hasse. Guests included: none.

Meeting called to order by Paul Pinke at 6:45 pm.

**Approval of the Agenda**

Motion by Perry, seconded by Ditterich to approve the agenda with the addition of aluminum cans in event center and freezer. Motion carried unanimously.

**Aluminum Cans**

Ditterich questioned who was removing the aluminum cans from the event center now that the Lion's were no longer providing the bar. Committee told Lion's they could continue to take the aluminum cans.

**Freezer**

There is a freezer in the Lion's office which was sold to the Event Center with the bar. Freezer needs to be defrosted and moved out of their office (there is a bag of ice in freezer).

**Approval of Minutes**

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

**Council Recommendations**

Council approved Vergas Community Club to pay \$200.00 for Festival of Trees.

Free and reduced rent policy change was not approved at the October council meeting. Discussed item 7. Current working of line 7. Fundraising events will not be recommended to the City Council. Motion by Ditterich, seconded by Perry to recommend change to line 7 to say: Fundraising events will not be recommended to the City Council unless fundraiser is a group that has donated funds to the event center.

**2022 Income and Expense**

Lammers presented to the committee the income and expense report.

**Electronic Sign**

Still looking for advertisers for the remaining spot on the sign. Discussed difficulty of reading the sign.

**Building Update**

Discussed garage doors for kitchen, remodel of kitchen, floors and carpets. Discussed getting quotes for December meeting. Discussed replacing gas stove with a convectional oven and adding a freezer. Decided to discontinue use of gas stove as the stove top pilot light was out but gas was on causing gas to be leaked out. Requested to have Joy Summers or someone layout a plan for the kitchen with more counter space. List of items we want to keep in the kitchen, what we want to add and give to Joy for design of kitchen. Plug in behind the fridge needs to be replaced.



Fundraising discussed: Raffle, rummage sale, tables de jure, purse bingo with catered meal and bar, and/or ice fishing derby.

Motion by Perry, seconded by Krieg to hold a purse bingo on Feb. 4 if T.I.P is available, hold a gun raffle and look into having a rummage sale to sell unused items in the event center and asking other city departments if they have items to add. Motion passed unanimously. Perry will chair the purse bingo and raffle.

### **Member Terms**

Term end dates are as follows: Haarstick – 2024, Perry – 2022, Ditterich – 2022. Perry stated she would serve another term. Lion's club members will continue to work as a team; Lyle Krieg and Mary Dittrich.

### **Council Recommendations**

Recommend change item 7 in the policy for reduced and rent-free. Fundraising events will not be recommended to the City Council unless fundraiser is a group that has donated funds to the event center.

Approve fundraiser of Purse Bingo, gun raffle and rummage sale.

### **Follow up Actions**

- Find a sign advertiser.
- Contact flooring company for presentation.
- Contact Blandin regarding grant.

The business for which the meeting was called having been completed, the meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Julie Lammers  
City Clerk-Treasurer  
City of Vergas

#### Water Sewer Committee meeting

The Vergas Water/Sewer committee met at the Vergas Event Center Smart Room on Thursday, November 1, 2022 at 8 am with the following present: Natalie Fischer, Rebecca Hasse, Mike DuFrane and Julie Lammers. Also present Jon Olson, Apex Engineering and Bruce Albright.

#### Additions and Deletions:

Well Ordinance and Grease in ponds.

#### Review:

#### Vergas Well Installation Ordinance

#### **Discussed the following ordinance: § 52.06 CONNECTION TO SYSTEM REQUIRED; USE OF PRIVATE WELLS.**

(A) Connection Mandatory. Except where municipal water is not available, it shall be unlawful to construct, reconstruct, or repair any private water system which is designed or intended to provide water for human consumption. Private wells, to provide water for other than human consumption, may be constructed, maintained and continued in use after connection is made to the water system; provided, there is no means of cross-connection between the private well and municipal water supply at any time. Hose bibbs that will enable the cross-connection of the two systems are prohibited on internal piping of the well system supply. Where both private and city systems are in use, outside hose bibbs shall not be installed on both systems.

(B) Existing Dwelling Unit or Buildings. Each lot, piece or parcel of property in the City of Vergas, abutting on any street, avenue or alley in which a municipal water main is laid, and having an existing dwelling unit or any other buildings thereon, is required to be connected with the municipal water system of the City not later than November 1, 2010, or within three (3) months after a municipal water main is constructed provided the dwelling unit or building is served is within 200 feet of the edge of the street closest to the dwelling unit or building.

(C) New Dwelling Unit or Buildings. Each lot, piece or parcel of property in the City of Vergas, abutting on any street, avenue or alley in which a municipal water main is laid, and upon which a new dwelling unit or any other buildings is to be constructed, is required to be connected with the municipal water system of the City provided the dwelling unit or building served is within 200 feet of the edge of the street closest to the dwelling unit or building.

(D) Failure to Connect. Should the owner of any premises having access to the municipal water system as provided in this section fails to connect said premises with the municipal water system, the Council may cause such connection to said premises to be made upon an authorized representative of the City giving the owners 30 days written notice. The cost of said connection charges shall be assessed against the owner of said premises and if not paid within 30 days may be certified to the County Auditor to be collected at the same time and manner as real estate taxes against said property. Said assessment and connection charge shall be payable in three equal annual installments with one year's interest at the rate established pursuant to § 52.50- and one-year's interest at the rate established pursuant to § 52.50 to be added to each subsequent installment on the unpaid balance.

Other developments in Vergas have been discussed and they are waiting to see what agreement is made with Laurance Lake Development before they proceed.

#### Laurance Lake Acres

Request from Lawrence Lake Acres is the following:

The developer would have zero down.

- A maximum of \$30k would be assessed to each parcel.
- The assessment would be deferred for up to 5 years or when developed, whichever occurs first.
- The city will cover 100% of the balance of the total water/sewer costs not covered by the assessment revenue.
- City would bond for 100% of the water/sewer costs.

There is a \$100,000 grant from Otter Tail County available for this project.

Using current rates city would receive \$13,464.00 per year for water and \$12,024.00 per year once homes are built for sewer for 24 homes.

For a project of \$1,700,000 it would take the city 35 years to pay for project if each lot is assessed for \$30,000.00.

Jon Olson, Apex Engineering and Engineer for Josh Hanson stated they currently have pending sales on 3 lots with the agreement of \$25,000 in special assessments. Developer will pay for the development design and once approved the city engineer would oversee the bidding and completion of the project. Olson stated materials are anywhere from 3-6 months out and they would like to bid the

project in January. Committee stated they will try to have a recommendation to Council at the December meeting. Committee members asked Lammers to get history of other communities regarding what they offer developments. Jon Olson stated he would provide the cost of developing the road through the development.

#### Well Ordinance

Lammers provided 3 sample ordinances regarding no new wells being drilled in Vergas and committee members will review and email Lammers their recommendation for the November Council meeting.

#### Pond Grease Lever

DuFrane addressed the amount of grease being placed in our lagoon. DuFrane stated that there is a law requiring restaurants to install grease traps. Committee requested DuFrane check with other communities on what they require, call the state plumbing inspector to provide ordinance and speak with Team Labs regarding cleanup of grease. Committee asked Lammers to look into grants for restaurants for grease traps.

Scheduled the next water/sewer meeting for Tuesday, November 22, 2022 at 8 am.

Meeting adjourned at 9:15 am

Julie Lammers  
City Clerk-Treasurer  
City of Vergas

#### **Follow up actions:**

Jon Olson, Apex will bring cost estimates for the street to be constructed in Lawrence Lake Acres.

Lammers to get bond and loan information for the project.

Lammers to get information from neighboring communities regarding developments.

Lammers to look for grants for businesses to put in grease traps.

DuFrane to get information on removing grease from ponds.

DuFrane to get information regarding law on grease traps.

Fisher and Hasse to review proposed Well installation ordinances and email Lammers with recommendation for Council.

#### **New Information provided after meeting.**

Pond Treatment Process:

Sludge Removal:

Currently 2 pounds of biological bugs (T-195) being placed in the ponds weekly and we will be increasing the amount to 5 pounds a week. Cost \$800.00 for 50 pounds.

Grease Removal:

Due to increased levels of grease in the ponds the City is needing to have additional care at the ponds.

Adding 5 pounds of biological bugs (T-199) will be added starting as soon as City has MPCA authorization. (Kevin Peterson, MPCA)  
Cost \$475.00 for 25 pounds.

City of Vergas  
Sewer Fund

	1/31/2021	2022 Budget	10/31/2022	2023 Proposed	
Refunds and Reimbursements	0.00	0.00	0.00	0.00	
Sewer User Charges	119,331.16	122,141.00	87,968.76	123,313.88	
Sewer Connection Fee	2,250.00	2,250.00	2,250.00	2,250.00	
Sewer Late Fees	3,400.00	3,400.00	3,529.67	3,400.00	
Miscellaneous Revenue	0.00	0.00	77.05	0.00	
Total Revenues	\$124,981.16	\$127,791.00	93,825.48	\$128,963.88	1%
Disbursements:					
Legislative (Council/Board)					
Wages and Salaries	3,500.00	3,500.00	2,417.66	3,500.00	
Employer Cont./Soc.Sec./PERA	650.00	650.00	797.50	650.00	
Total Acct 411	4,150.00	4,150.00	3,215.16	4,150.00	
Executive (Mayor/Manager)					
Wages and Salaries	1,300.00	1,300.00	494.53	1,300.00	
Employer Cont./Soc.Sec./PERA	300.00	300.00	116.29	300.00	
Travel, Mtgs. & Schools	100.00	100.00	0.00	100.00	
Total Acct 413	1,700.00	1,700.00	610.82	1,700.00	
Water Administration & General					
Wages and Salaries	31,490.16	32,500.00	24,851.11	33,475.00	
Pensions/PERA/Em cont/Soc. Sec	11,596.00	11,596.00	13,718.98	11,943.88	
Health/Life Insurance	5,200.00	5,200.00	3,675.25	5,200.00	
Workers Compensation	450.00	450.00	0.00	450.00	
Office Supplies	2,000.00	2,000.00	1,833.00	2,000.00	
Operating Supplies	5,000.00	3,000.00	1,739.42	3,000.00	
Chemicals & Chem Products	0.00	800.00	1,805.58	800.00	
Clothing Allowance	0.00	0.00	0.00	0.00	
Repair & Maint. Supplies	1,500.00	1,500.00	123.96	1,000.00	
Professional Service	0.00	6,000.00	8,261.49	8,000.00	
Auditor	850.00	1,000.00	1,000.00	1,000.00	
Telephone	525.00	525.00	412.50	525.00	
Travel, Mtgs. & Schools	1,500.00	1,500.00	189.11	1,500.00	
Dues	175.00	175.00	58.34	175.00	
Printing & Publishing	0.00	0.00	0.00	0.00	
License/Permits	850.00	850.00	1666.00	900.00	
Insurance	1,375.00	1,375.00	120.00	1,375.00	
Utility Services	2,250.00	2,250.00	2,284.10	2,250.00	
Repair & Maintenance Services	7,000.00	3,000.00	0.00	2,000.00	
City Share/Assessments	550.00	1,400.00	485.78	700.00	
Small Tools	300.00	300.00	247.19	300.00	
Refunds & Reimbursements	0.00	0.00	0.00	0.00	
Improvements	46,520.00	46,520.00	13,136.74	46,520.00	
Total Acct 494	119,131.16	121,941.00	75,608.55	123,113.88	
Total Disbursements	124,981.16	127,791.00	79,434.53	128,963.88	
Difference		0.00	14,390.95	0.00	

Water Fund		<u>2021 Budget</u>	<u>12/31/2021</u>	<u>2022 Budget</u>	<u>10/31/2022</u>	<u>2023 Budget</u>	
	Refunds and Reimbursements	0.00	169.38	0.00	1,096.19	0.00	
	Water User Charges	111,789.00	109,432.70	119,460.00	93,318.69	128,970.28	
	Water Connection Fee	2,250.00	3,421.70	2,250.00	3,357.82	2,250.00	
	Water Late Fees	1,500.00	3,864.51	1,500.00	3,586.03	2,000.00	
	Letter Delivery Fees	0.00	0.00	0.00	318.99	180.00	
	Sale of Water	300.00	1,200.00	300.00	400.00	300.00	
	Replaced Parts	0.00	64.00	0.00	77.06	0.00	
	Total Revenues	\$115,839.00	\$118,152.29	\$123,510.00	\$102,154.78	\$133,700.28	8.25%
Disbursements:	Legislative (Council/Board)						
	Wages and Salaries	3,600.00	3,120.89	3,600.00	2417.66	3,125.00	
	Employer Cont./Soc.Sec./PERA	800.00	1,011.10	800.00	797.44	1,000.00	
	Total Acct 411	4,400.00	4,131.99	4,400.00	3,215.10	4,125.00	
	Executive (Mayor/Manager)						
	Wages and Salaries	1,300.00	1,054.45	1,650.00	479.99	1,300.00	
	Employer Cont./Soc.Sec./PERA	6,001.00	162.52	250.00	85.28	250.00	
	Travel, Mtgs. & Schools	300.00	0.00	300.00	0	300.00	
	Total Acct 413	2,200.00	1,216.97	2,200.00	565.27	1,850.00	
	Water Administration & General						
	Bond Payment	0.00	0	0.00	0.00	0.00	
	Wages and Salaries	31,390.00	31,732.39	32,332.00	26,488.27	33,625.28	
	PERA/Employer Cont./Soc.Sec.	18,494.00	18,502.78	19,050.00	14,691.37	19,812.00	
	Health/Life Insurance	5,200.00	3,932.76	5,200.00	3,675.24	5,200.00	
	Office Supplies	2,000.00	1,943.90	2,000.00	1,833.63	2,000.00	
	Operating Supplies	2,000.00	3,019.76	2,000.00	10,448.07	5,000.00	
	Chemicals & Chem Products	6,000.00	5,078.52	6,000.00	4,323.99	6,000.00	
	Small Tools	0.00	27.99	50.00	247.19	0.00	
	Repair & Maint. Supplies	1,000.00	163.79	1,000.00	506.94	800.00	
	Auditor	850.00	0.00	1,000.00	1,000.00	1,000.00	
	Telephone	525.00	525.00	525.00	412.50	525.00	
	Professional Services	0.00	1,105.00	0.00	1,966.55	5,000.00	
	Engineer/Water Tower	0.00	4,633.00	4,633.00	6,166.00	4,633.00	
	Travel, Mtgs. & Schools	1,500.00	1,338.68	1,500.00	1,486.96	1,600.00	
	Dues	400.00	378.33	400.00	355.00	400.00	
	Annual Fees/Permits	160.00	1,400.16	1,500.00	1,435.16	1,500.00	
	Insurance	1,500.00	1,579.00	1,500.00	2,303.00	2,000.00	
	Utility Services	6,000.00	4,717.94	6,000.00	3,992.34	6,000.00	
	Repair & Maintenance	1,530.00	1,130.00	1,530.00	1,163.08	2,000.00	
	Water Connection Fees	1,500.00	1,640.00	1,500.00	1,230.00	1,640.00	
	Water Use Fees	200.00	0.00	200.00	0.00	0.00	
	Improvements	28,990.00	18,967.24	28,990.00	9,589.74	28,990.00	
	Refunds & Reimbursements	0.00	0.00	0.00	2,132.00	0.00	
	Total Acct 494	109,239.00	101,816.24	116,910.00	95,447.03	127,725.28	
	Total Disbursements	115,839.00	107,165.20	123,510.00	99,227.40	133,700.28	
	Difference	0.00	10,987.09	0.00	2,927.38	0.00	
	Audit (including depreciation)						
		<u>2020</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	
		(5037.00)	(7,379.00)	(22,655.00)	(18,385.00)	(8,189.00)	
					<u>2022</u>	<u>2021</u>	
						6389	

\*Bond Payment 2023-2032

Water Budget Information  
**Budget Improvements**

a year for Cleaning Water Tower  
 Paint Water Tower cost between \$150,000 and \$200,000  
 Paint every 15 years last painted in 2008

**Permits**

Paid by January 31	1,240.00
Paid by February 15	160.16
Paid by February 19	35.00

<b>Contracts</b>	<b>Annual Payment</b>	<b>Term</b>	<b>Dates of Term</b>	<b>Total Amount</b>	<b>Re:</b>
					Perform Inspection
Paid in January each year	\$930.00	10 years	2021-2031	\$9,300.00	Services on the
					Exterior Cleaning
Paid in January each year	\$1,833.00	3 years	2021-2023	\$5,500.00	of Water Tower

		Year to Date 12/31/2022	2022 Final Budget	2022 Actural to 10/31/2022	2023 Proposed Budget	
	General Property Taxes (31000)	\$266,059.51	\$235,955.00	\$231,529.13	259,068.00	9.79% increase
	Penalties & Deling Taxes (31900)	1,070.13	0.00	13,079.16	0.00	
	10% Gaming Fee (31311)	8,352.53	5,000.00	5,859.14	3,000.00	
	Gravel Permit	7,300.00	7,000.00	7,000.00	7,000.00	
	Intoxicating On-Sale Liquor (32110)	7,075.00	6,900.00	0.00	6,900.00	
	Non-Intoxicating Malt Liquor (32115)	200.00	75.00	125.00	125.00	
	Set-Up License (32116)	250.00	500.00	250.00	125.00	
	Cigarette Licenses (32117)	200.00	200.00	0.00	200.00	
	Conditional Use/Variance Permit (32205)	250.00	0.00	1,350.00	0.00	
	Construction Permit (32210)	3,650.00	3,000.00	4,495.00	5,000.00	
	Grade and Fill Permit	0.00	0.00	875.00	0.00	
	Golf Cart Permit (32213)	165.00	140.00	200.00	200.00	
	Recycling Center (32215)	11,600.00	10,000.00	14,995.00	15,335.00	
	Dog Licenses (32240)	508.00	500.00	556.00	550.00	
	Intergovernmental Aid (33404)	7,864.00	131.00	0.00	<b>131.00</b>	
	Federal Grants and Aids (33101)	875.76	4,000.00	0.00	4,000.00	
	State Aids/Fire Relief (33390)	26,717.95	10,000.00	24,375.47	10,000.00	
	Local Government and Aids (33401)	18,906.50	37,813.00	18,906.50	<b>37,814.00</b>	
	County Grants & Aids for Hwys (33610)	7,453.70	2,000.00	0.00	2,000.00	
	Charges of Services (34005)	844.51	500.00	3,615.50	2,000.00	
	General Government (34100)	0.00	0.00	358.12	0.00	
	Fire, Reimbursed (34210)	0.00	16,000.00	0.00	16,000.00	
	Recreation (36217)	0.00	4,000.00	0.00	0.00	swimming lessons
	Miscellaneous Revenues (36200)	40,000.00	40,000.00	40,000.00	0.00	sale of land
	Interest Earnings (36210)	139.98	50.00	106.83	60.00	
	Rent/Municipal Building (36217)	6,000.00	6,000.00	4,000.00	6,000.00	
	Rent/Event Center (36225)	6,724.73	6,000.00	13,040.00	17,600.00	
	Event Center other related charges (36227)	1,980.00	1,000.00	1,125.00	1,500.00	
	Contributions & Donations (36230)	891.00	2,000.00	16,444.00	2,000.00	
	Refunds & Reimbursements (36233)	24,751.99	2,000.00	28,799.63	0.00	
	LMCIt/Dividends (36235)	7,706.00	3,000.00	0.00	3,000.00	
	Liquor Store Transfer (39201)	60,000.00	25,000.00	0.00	30,000.00	
	<b>Total Receipts</b>	<b>\$517,536.29</b>	<b>\$428,764.00</b>	<b>\$431,084.48</b>	<b>\$429,608.00</b>	0.20%
<b>GENERAL GOVERNMENT</b>						
	Workers Compensation	0.00	0.00	0.00	0.00	
(41000)	Office Supplies (200)	3,161.30	1,160.00	2,409.27	1,160.00	
	Operating Supplies (210)	146.89	250.00	96.30	250.00	
	Repair & Maint. Supplies (220)	124.93	200.00	0.00	200.00	
	Auditor (301)	2,125.00	2,125.00	2,125.00	2,125.00	
	Postage (322)		300.00	798.95	300.00	
	Telephone	1,581.67	4,000.00	2,664.12	4,000.00	
	Dues (345)	112.00	930.00	391.75	930.00	
	Printing & Publishing (350)	711.20	4,000.00	4,852.00	4,000.00	
	Insurance (360)	0.00	3,000.00	3,600.00	3,105.00	
	Repair & Maintenance (400)	0.00	300.00	0.00	300.00	
	Improvements (530)	0.00	1,000.00	0.00	1,000.00	
	Office Equip & Furnishing & IT.(570)	1,581.67	1,500.00	0.00	1,500.00	
	Refund & Reimbursements	1,929.64	0.00	3,600.00	0.00	
	<b>Total General Government</b>	<b>\$11,474.30</b>	<b>\$18,765.00</b>	<b>\$20,537.39</b>	<b>\$18,870.00</b>	
<b>Legislative (Council/Board)</b>						
	Wages and Salaries (100)	2,339.18	4,500.00	3,892.53	4,500.00	
(41100)	Employer Cont./Soc.Sec. (122)	864.42	1,250.00	1,180.72	1,250.00	
	Office Supplies (200)	0.00	0.00	0.00	200.00	
	Travel, Mtgs & Schools	792.72	600.00	792.72	1,000.00	
	Operating Supplies (210)	0.00	0.00	0.00	200.00	
	Insurance (360)	Page 47 of 54	200.00	202.00	200.00	
	<b>Total Legislative</b>	<b>\$4,096.32</b>	<b>\$6,550.00</b>	<b>\$6,067.97</b>	<b>\$7,350.00</b>	

Executive (N	Wages and Salaries (100)	304.76	1,200.00	479.99	1,200.00	
(41300)	Employer Cont./Soc.Sec. (122)	84.56	200.00	113.58	200.00	
	Workers Compensation	0.00	0.00	0.00	0.00	
	Volunteer Appreciation	0.00	100.00	0.00	100.00	
	Dues (345)	0.00	30.00	0.00	30.00	
	Travel, Mtgs & Schools	380.86	1,000.00	380.86	1,000.00	
	Total Executive	\$770.18	\$2,530.00	\$974.43	\$2,530.00	
<b>Total General Government</b>		<b>16,340.80</b>	<b>27,845.00</b>	<b>27,579.79</b>	<b>28,750.00</b>	
Clerk (41400)	Wages and Salaries (100)	7,812.64	18,967.00	11,714.37	17,000.00	
	Employer Cont./Soc.Sec. (122)	4,436.82	11,085.00	6,231.57	7,600.00	
	Health/Life Insurance (131)	1,498.40	2,310.00	2,152.13	2,600.00	
	Telephone	175.00	300.00	225.00	300.00	
	Workers Compensation	0.00	350.00	0.00	350.00	
	Travel, Mtgs & Schools	372.11	1,300.00	610.63	1,500.00	
Legal Service	Attorney (304)	0.00	14,500.00	7,326.66	9,000.00	
Elections (4	Wages and Salaries (100)	0.00	1,500.00	0.00	0.00	
	Office Supplies (200)	0.00	100.00	0.00	0.00	
	Travel, Mtgs. & Schools (211)	23.75	400.00	100.00	0.00	
<b>Total Clerk, Legal services and Elections</b>		<b>14,318.72</b>	<b>50,812.00</b>	<b>28,360.36</b>	<b>38,350.00</b>	
Planning & Zoning (41910)		938.00	0.00	938.00	500.00	GIS
Fire (42200)	Pensions-Relief Assoc. (120)	0.00	0.00	0.00	0.00	
	Workers Compensation	0.00	5,500.00	0.00	5,500.00	
	Insurance (360)	136.18	5,000.00	11,358.00	5,500.00	
	V-CDH Budgeted amount	8,975.31	12,000.00	8,975.31	12,000.00	
	Reimbursed Expenses (810)	29,925.47	0.00	30,060.47	0.00	
<b>Total for Public Safety, Traffic, Fire</b>		<b>39,036.96</b>	<b>22,500.00</b>	<b>50,393.78</b>	<b>23,000.00</b>	
City Shop (4	Operating Supplies (210)	11.50	100.00	302.40	100.00	
	Repair & Maint. Supplies (220)	0.00	100.00	0.00	100.00	
	Small Tools & Minor Equip (240)	549.00	1,000.00	549.00	1,000.00	
	Internet (321)	434.00	804.00	558.00	868.00	
	Insurance (360)	0.00	800.00	821.00	828.00	
	Utility Services (380)	3,105.82	2,000.00	3,218.39	5,200.00	Shop and County Building
	Repair & Maintenance Service (400)	26.47	300.00	26.47	300.00	
	City Share/Assessments	0.00	60.00	0.00	60.00	
	Improvements (530)	0.00	5,000.00	0.00	2,500.00	
<b>Total For City Shop</b>		<b>14,428.00</b>	<b>10,164.00</b>	<b>5,475.26</b>	<b>10,956.00</b>	
Highways, S	Wages and Salaries (100)	12,699.26	21,026.00	17,525.81	21,500.00	
(43100)	Employer Cont./Soc.Sec. (122)	6,999.78	12,876.00	9,855.36	12,685.00	
	Health Insurance (131)	2,581.57	6,000.00	3,694.62	6,538.00	
	Workers Compensation (150)	0.00	1,300.00	0.00	1,300.00	
	Office Supplies (200)	60.83	200.00	60.83	100.00	
	Operating Supplies (210)	6,624.19	6,000.00	8,799.47	8,000.00	
	Travel, Mtgs, & Schools	0.00	300.00	0.00	300.00	
	Repair & Maint. Supplies (220)	522.39	2,000.00	522.39	2,500.00	
	Small Tools & Minor Equip (240)	427.19	500.00	427.19	600.00	
	Employee Clothing Allowance (245)	0.00	350.00	0.00	350.00	
	Engineer (303)	22,323.29	16,000.00	38,375.79	28,000.00	
	Telephone	218.75	375.00	312.50	375.00	
	Insurance (360)	0.00	3,200.00	1,813.00	4,725.00	
	Repair & Maintenance Service (400)	5,233.28	3,500.00	6,819.68	5,000.00	plow truck, pickups, repairs
	Seal Coating (410)	0.00	7,500.00	0.00	7,500.00	
	Improvements (530)	930.00	17,000.00	19,437.24	25,000.00	street, road ditches, vehicles
	Other Equipment (580)	0.00	25,000.00	0.00	15,000.00	Loader
Sidewalk	Repair & Maintenance (400)	3,000.00	1,500.00	0.00	1,500.00	
Ice and Snow	Sand & Salt	648.38	1,000.00	648.38	1,500.00	
	Repair & Maintenance (400)	0.00	0.00	0.00	0.00	
	Snow Removal (415)	0.00	0.00	0.00	0.00	
	Capital Outlay	0.00	5,000.00	0.00	5,000.00	



<b>Total for Streets, Sidewalks, Ice Control</b>		<b>62,268.91</b>	<b>130,627.00</b>	<b>108,292.26</b>	<b>147,473.00</b>	
Recycling Center (43218)						
	Wages and Salaries (100)	3,494.87	7,485.00	5,472.41	7,700.00	
	Employer Cont./Soc.Sec. (122)	1,768.56	4,361.00	3,148.43	4,361.00	
	Repair & Maintenance (220)	782.63	2,500.00	138.43	3,000.00	
	Office Supplies (200)	73.50	500.00	73.50	500.00	
	Printing & Publishing (350)	0.00	600.00	397.00	600.00	
	Street Lighting (380)	21.12	400.00	268.32	400.00	
	City Share/Assessments	427.00	300.00	854.00	850.00	
	Improvements (530)	0.00	10,000.00	0.00	8,000.00	Loader
<b>Total for Recycling Center</b>		<b>6,567.68</b>	<b>26,146.00</b>	<b>10,352.09</b>	<b>25,411.00</b>	
Street Lighti	Utility Services (380)	5,642.88	8,750.00	6,751.34	9,000.00	
Event Center						
	Part-Time Employees (103)	0.00	300.00	0.00	0.00	
	Employer Cont./Soc.Sec. (122)	0.00	0.00	0.00	0.00	
	Professional Services	1,547.86	2,500.00	2,478.62	3,800.00	
	Office Supplies (200)	0.00	100.00	0.00	100.00	
	Operating Supplies (210)	2,098.09	1,700.00	2,661.00	3,900.00	
	Repair & Maint. Supplies (220)	745.58	1,000.00	745.58	1,580.00	
	Internet	644.00	1,000.00	828.00	1,050.00	
	Security Services (300)	0.00	1,000.00	0.00	0.00	
	Advertising	1,323.00	3,500.00	1,873.00	4,000.00	
	Insurance (360)	0.00	1,900.00	3,085.00	1,900.00	
	Rug Rental (370)	0.00	1,000.00	0.00	0.00	
	Utility Services (380)	5,099.48	6,000.00	6,662.12	8,000.00	
	Rubbish Service (384)	686.71	1,500.00	1,040.19	1,500.00	
	Repair & Maintenance (400)	1,736.15	2,000.00	3,455.23	3,000.00	
	City Share/Assessments (440)	196.44	400.00	392.87	400.00	
	Improvements (530)	0.00	15,000.00	0.00	10,000.00	
	Refunds & Reimbursements	1,859.01	0.00	2,025.00	0.00	
<b>Total for Event Center</b>		<b>15,936.32</b>	<b>38,900.00</b>	<b>25,246.61</b>	<b>39,230.00</b>	
Parks (4520)	Wages and Salaries (100)	12,548.77	30,860.00	18,300.71	22,760.00	
	Employer Cont./Soc.Sec. (122)	7,133.91	14,600.00	9,473.13	12,465.00	
	Health Insurance (131)	2,526.68	5,700.00	3,639.73	6,000.00	
	Workers Compensation	0.00	1,500.00	0.00	900.00	
	Engineering	0.00	2,500.00	0.00	2,500.00	
	Office Supplies (200)	60.83	100.00	60.83	100.00	
	Operating Supplies (210)	5,552.20	7,000.00	8,880.40	7,500.00	
	Telephone	218.75	375.00	312.50	375.00	
	Travel, Mtgs, & Schools	40.00	300.00	40.00	300.00	
	Repair & Maint. Supplies (220)	522.57	6,500.00	536.92	5,000.00	
	Employee Clothing Allowance(245)	0.00	250.00	0.00	250.00	
	Printing & Publishing (350)	0.00	100.00	0.00	250.00	
	Licenses/Permits	360.00	35.00	360.00	360.00	
	Insurance (360)	852.00	5,000.00	5,078.00	5,000.00	
	Utility Services (380)	1,025.57	3,000.00	1,533.53	3,000.00	
	Rubbish Service (384)	899.55	2,400.00	899.55	2,400.00	
	Repair & Maintenance Service(400)	2,092.31	2,600.00	2,867.17	3,000.00	
	City Share/Assessments (440)	454.74	1,200.00	972.35	975.00	
	Improvements (530)	4,549.66	21,000.00	15,502.21	18,000.00	
	Refunds & Reimbursements	360.00	0.00	660.00	0.00	
<b>Total for Parks</b>		<b>39,197.54</b>	<b>105,020.00</b>	<b>69,117.03</b>	<b>91,135.00</b>	
Cememetry	Insurance (360)	0.00	0.00	0.00	0.00	
Non-Expend	Economic Development (46510)	8,000.00	8,000.00	8,000.00	7,000.00	
Tax Abatement			0	0	<b>5,764.00</b>	
	Total Disbursements	<b>\$222,675.81</b>	<b>\$428,764.00</b>	<b>\$339,568.52</b>	<b>\$426,569.00</b>	-\$3,039.00
<b>2022 Notes</b>						
no longer paying cemetary insurance (cemetary is not owned by City)						
Budget figured 3% salary increase - Council approved 2.5% salary increase of 54						
<b>2023 Notes</b>						

Adding planning and zoning GIS license					
Budget figured 2% salary increase					
Received Tax Abatement number form county					

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

**9. Utility Superintendent Report**

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**Files Attached**

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- November 2022 Utilites Supt. Council report.pdf

## Nov 2022 Council Report

### 1. Wastewater

- a. Ponds are empty and ready for winter.

See attach Pond Treatment Process:

Currently 2 pounds of biological bugs (T-195) being placed in the ponds weekly and we will be increasing the amount to 5 pounds a week. Cost \$800.00 for 50 pounds.

Due to increased levels of grease in the ponds the City is needing to have additional care at the ponds.

Adding 5 pounds of biological bugs (T-199) will be added starting as soon as City has MPCA authorization. (Kevin Peterson, MPCA) Cost \$475.00 for 25 pounds.

### 2. Water

- a. Hydrants are flushed
- b. Water tower is in winter mode. Approximately 45,000 gallons of water is in it.

### 3. Streets

- a. Gravel streets were bladed by Driveway Service.

### 4. Parks

- a. Parks are closed down for the season

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

**10. Information & Announcements**

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2040 Transportation Plan Update, Public Information Meetings, Monday, November 14, Otter Tail Operations Center, Otter Tail, 5:00 to 6:30 pm

2040 Transportation Plan Update, Public Information Meetings, Tuesday, November 15, Government Services Center Fergus Falls, 5:00 to 6:30 pm

**Files Attached**

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- 2022 Notice of Public Meeting Otter Tail County.pdf



## NOTICE OF PUBLIC INFORMATION MEETINGS

### **2040 Transportation Plan Update Public Involvement Fall 2022**

The Otter Tail County Highway Department will be hosting two public information meetings as part of the update of our 2040 County Transportation Plan. The meetings will include a review of our overall transportation plan, our strategies, future projects, and an overview of the new Complete Streets Policy. These meetings will provide an opportunity for the public to provide input on the updated County Transportation Plan.

Written statements will be accepted prior to the meetings, at these meetings and for a ten (10) calendar day period following the meetings and will be made part of the meeting records.

The meetings are scheduled as follows:

Monday, November 14, 2022 – Public Meeting 5:00 to 6:30 PM  
Otter Tail Operations Center  
469 Main Street, Ottertail

Tuesday, November 15, 2022 – Public Meeting 5:00 to 6:30 PM  
Government Services Center  
500 W. Fir Ave., Fergus Falls

We would appreciate your attendance and input.

If you have any questions or require additional information about this meeting, please feel free to contact the Otter Tail County Highway Department at any time at 218-998-8470.

Thank you.

Charles H. Grotte, P.E., County Engineer  
Otter Tail County Highway Department  
November 1, 2022