

City Council
2022 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, December 13, 2022

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
 1. Council Minutes of the November 10, 2022
 2. Bills paid between Council meetings and Council bills
 3. Liquor Store bills for November 2022
 4. Late water/sewer bills
 5. 2022 Investment Schedule/Bond Schedule
 6. American Rescue Plan Funding 2021-2026
 7. Polling Place Designation
 8. LG220 Lion's Calendar Raffle - Feb. 1, 2023
 9. Removal of Covid-19 Preparedness Plan
 10. 2023 Licenses
 1. Liquor
 - a. Billy's Corner Bar
 - b. Skal
 2. Cigarette
 - a. Vergas Liquor Store
 - b. Olson Oil
 - c. Lakes Area Co-op
 11. Employee Training
 - a. MN Rural Water Conference – March 7-9, 2023 (DuFrane) St Cloud
 - b. MN Clerks and Finance Officers – March 21 -24, 2023 (Lammers) St Cloud
 - d. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
 - e. Clerks Advanced Academy- (Lammers)Waite Park
 - f. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)
 - g. League of MN Cities Annual Conference (Mayor, Council & Lammers)
 - h. Municipal Beverage Association (MMBA) (Theisen) Arrowwood
- 5. Heart of the Lakes Trail Connection to Vergas**
- 6. Easements - Townline Road**
- 7. Lawrence Lake Acres Variance**
 1. Water and Sewer Committee Recommendation
 2. Planning Commission Recommendation
- 8. Policy Updates**
 1. Proposals involving permanent(s) and/or activity on City property.
 2. Policy Use and maintenance of City Vehicles
- 9. Committee Reports**
 - A. Parks
 - B. EDA/HRA
 - C. Water and Sewer Committee
 - D. Streets/Sidewalks/Yard Waste
 1. Complete Streets presentation
 - E. CDH-Vergas Fire Board
 - F. Planning Commission
 - F. Event Center
- 10. Utility Superintendent Report**
- 11. Clerk-Treasurer Report**
 1. Liquor Store CD
 2. General Fund Special Revenue Money Market Account Transfer

12. 2023 Budget

13. Information & Announcements

Currently until Feb. 1, 2023 Board of Review

Training <https://www.revenue.state.mn.us/board-appeal-and-equalization-training>

04/05/23 Local Board of Review, Vergas Event Center Council Chambers 1:00 pm (Mayor, Council Members, Lammers)

14. Adjournment

Table of Contents

3. Agenda Additions and Deletions.....	4
4. Approval of Consent Agenda.....	9
Dec Meeting.....	13
Nov.....	20
Table 1.....	21
2022.....	24
5. Heart of the Lakes Trail Connection to Vergas.....	29
Agreement Between Partnership4Health Community Health Board.....	30
Vergas, Minnesota will:.....	30
Clay County Public Health, as fiscal host, will.....	30
Scope of Services.....	30
Award:.....	30
Deliverables:.....	31
Contact Information:.....	32
7. Lawrence Lake Acres Variance.....	33
8. Policy Updates.....	35
City of Vergas.....	36
9. Committee Reports.....	39
EDA.....	43
HRA.....	45
11. Clerk-Treasurer Report.....	65
Sheet1.....	67
12. 2023 Budget.....	68
Sheet1.....	69
Sheet1.....	73
Table 1.....	75
13. Information & Announcements.....	76

City Council
2022 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, December 13, 2022

3. Agenda Additions and Deletions

Files Attached

- Policy Snow Removal and Ice.pdf
- Resolution 2022-010 Veterans Memorial Park.pdf
- Resolution 2022-011 Pickleball Court.pdf

City of Vergas

Snow Removal and Ice Control Policy

INTRODUCTION: The City will provide snow removal and ice control operations in a safe and cost-effective manner; keeping in mind safety, budget and environmental factors. The city will utilize its employee's and equipment and/or private contractors, when necessary, to provide this service.

POLICY:

1. The City Utilities Department decides when to begin snow or ice control operations using the following guidelines:
 - Single event snow accumulation of 3 or more inches Monday-Friday and 4 inches or more on Saturday, Sunday and holidays.
 - Drifting of snow that causes problems for travel.
 - Icy conditions that seriously affects travel.
 - Time of snowfall in relationship to heavy use of streets.
2. Snow plowing and ice control operations:
 - Priority and schedule of street plowing is based on street function, traffic volume and importance to the welfare of the community. The main business streets, adjacent business areas and high-volume traffic routes are plowed first. Per an agreement with the Ottertail County Highway Department, the county plows snow on main street of Vergas (Highway 4), to the curb or middle, and the City of Vergas removes the snow from along the curb or middle of street. The City is reimbursed by the county for snow removal.
 - Operations continue until all roads are passable.
 - Generally, gravel roads are not plowed until frozen, unless over 5 inches of snow or based on conditions impacting road passage.
 - Widening and clean-up operations may occur immediately or on a following work day depending on conditions.
 - Sand and salt mixtures, here and after referred to as sanding, are utilized for ice and slippery areas. Sanding is done the first initial time of plowing operations or whenever hazardous ice or slippery conditions develop. Priority is given to intersection's, curves and hills. Additional sanding is at the discretion of the City Utilities Department. The City of Vergas does not have a dry pavement policy, so drivers will always have to be careful during the winter season.
 - Subject to availability of time, walking paths will be plowed and maintained, however to avoid killing vegetation there will be no sanding.
3. As outlined in City Ordinance 71.04 during a declared snow emergency or after 2 or more inches of snow has accumulated; no motor vehicle shall be left parked on any street or public way in the city until street cleared on both sides of accumulated snow or declared emergency canceled.

4. Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employee's and equipment. Factors that may delay snow and ice control operations include; severe cold, significant winds limiting visibility and rapid accumulation prohibiting effective operations. The City Utilities Department will determine when snow and ice removal operations need to be suspended due to weather conditions.
5. Snow and ice removal from driveways and sidewalks are the responsibility of residential and business property owners. Exceptions may occur as determined by the City Utilities Department in instances of extreme snow volume or other circumstances. It is not the intent to fill resident driveways or sidewalks with snow.
6. The Utilities Department will haul snow away from intersections within city limits when accumulated snow has created an unsafe condition for vehicular or pedestrian passage. Any other hauling away of snow is at the discretion of the Utilities Supervisor.
7. The City Office is kept informed and updated regarding snow and ice operations. Questions or concerns can be directed to the City Office.

8. OTHER CONSIDERATIONS:

- Property owners are responsible for clearing snow and ice away from mailbox to insure delivery of mail.
- To allow for effective snow removal, trash containers should be placed on driveway aprons or boulevards at least 10 feet behind the street curb or edge. Do not place on the street. The City is not responsible for tipped, spilled or damaged containers.
- Fire Hydrants need to be kept clear of snow to allow for quick access in the event of a fire. The City Utilities Department make's every effort to keep hydrants clear, however due to workload, fire hydrants may not be immediately cleared. City residents are asked for support to keep fire hydrants clear of snow in their neighborhood.
- Refer to City Policy regarding damage to mailboxes, sod, sprinkler systems located in the right-of-way.

Adopted this 9th day of Febraury, 2020 by the City Council of the City of Vergas.

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

CITY OF VERGAS
COUNTY OF OTTER TIL
STATE OF MINNESOTA
RESOLUTION 2022-010

RESOLUTION ADOPTING THE VETERANS MEMORIAL PARK

WHEREAS, the City Council approved the construction of a Veterans Memorial Park on city property.

WHEREAS, Veterans with the Vergas Lions organization devised the plan for the memorial park and managed the design, construction, and costs and made a commitment to continue to maintain; and

WHEREAS, the City of Vergas serves as a fiscal agent in dispersing the funds raised for the Veterans Memorial Park, in collaboration with West Central Initiative; and

WHEREAS, any change in City of Vergas responsibility will require review and approval by the City Council and amendment to the resolution.

THEREFORE, BE IT RESOLVED, that the City of Vergas continued responsibility for the Veterans Memorial Park include and limited to mowing of the lawn and insurance which were city amenities in place prior to the construct of the Memorial Park.

Adopted this 13 day of December 2022 by the City Council of the City of Vergas.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk, Treasurer

CITY OF VERGAS
COUNTY OF OTTER TIL
STATE OF MINNESOTA
RESOLUTION 2022-011

RESOLUTION ADOPTING THE VERGAS PICKLEBALL COURT

WHEREAS, the City Council approved the construction of a Pickleball Court on city property.

WHEREAS, the Vergas Pickleball Association devised the plan for the four permanent pickleball courts and managed the design, construction, and costs and made a commitment to continue to maintain; and

WHEREAS, the City of Vergas serves as a fiscal agent in dispersing the funds raised for the pickleball courts, in collaboration with West Central Initiative; and

WHEREAS, any change in City of Vergas responsibility will require review and approval by the City Council and amendment to the resolution.

THEREFORE, BE IT RESOLVED, that the City of Vergas continued responsibility for the pickleball courts will include and limited to maintaining the parking lot and insurance which were city amenities in place prior to the construct of the Pickleball court.

Adopted this 13 day of December 2022 by the City Council of the City of Vergas.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk, Treasurer

City Council
2022 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, December 13, 2022

4. Approval of Consent Agenda

1. Council Minutes of the November 10, 2022
2. Bills paid between Council meetings and Council bills
3. Liquor Store bills for November 2022
4. Late water/sewer bills
5. 2022 Investment Schedule/Bond Schedule
6. American Rescue Plan Funding 2021-2026
7. Polling Place Designation
8. LG220 Lion's Calendar Raffle - Feb. 1, 2023
9. Removal of Covid-19 Preparedness Plan
10. 2023 Licenses
 1. Liquor
 - a. Billy's Corner Bar
 - b. Skal
 2. Cigarette
 - a. Vergas Liquor Store
 - b. Olson Oil
 - c. Lakes Area Co-op
11. Employee Training
 - a. MN Rural Water Conference – March 7-9, 2023 (DuFrane) St Cloud
 - b. MN Clerks and Finance Officers – March 21 -24, 2023 (Lammers) St Cloud
 - d. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
 - e. Clerks Advanced Academy- (Lammers)Waite Park
 - f. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)
 - g. League of MN Cities Annual Conference (Mayor, Council & Lammers)
 - h. Municipal Beverage Association (MMBA) (Theisen) Arrowwood

Files Attached

- 2022 November 10 Council Agenda & Minutes.pdf
- 2022 City Bill Listing.pdf
- December Accounts Payable Listing.pdf
- 2022 Liquor Store Bill Listing.pdf
- American Rescue Plan Funding 2021-2026.pdf
- Resolution 2022-009 Designating Polling Place.pdf
- Utility AgedBalance_12052022.pdf
- Investment Schedule & Bond Schedule.pdf
- LG220 Lion's Calendar Raffle.pdf
- 2022 Additional City Bill Listing.pdf

VERGAS COUNCIL
MEETING MINUTES
VERGAS EVENT CENTER & ZOOM
Thursday, November 10, 2022

The City Council of Vergas met at 6:30 pm, on Thursday, November 10, 2022, at the Vergas Event Center and on a Zoom for a hybrid regular council meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Natalie Fischer, Paul Pinke and Rebecca Hasse. Absent: None. Also present: Clerk/Treasurer Julie Lammers, Attorney Tom Winters, Robert Williams of the Frazee-Vergas Forum and Engineer Brian Green.

Call to Order

Mayor Julie Bruhn called the City Council meeting to order.

Citizens' Concerns

Parking horizontal in the diagonal parking spaces. Parking ordinances 71.06 overnight parking and 71.08 prohibiting parking areas in front yards. Motion by Albright, seconded by Fischer to send letter to 170 1st Ave regarding tractors on front lawn. Motion passed unanimously. Motion by Albright, seconded by Pinke ordinance 71.08 be added to the Planning Commission for change in wording. Motion passed unanimously.

Agenda Additions and Deletions

Motion by Pinke, seconded by Hasse to approve the agenda with the following additions: Vergas Community Club street closing and lights on Municipal Building. Motion passed unanimously.

Approval of Consent Agenda

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

- 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.

Motion passed unanimously.

Canvass the 2022 Elections

Lammers provided council members with the election results from Otter Tail County; Mayor Julie Bruhn 134 votes and 16 write ins, Council Members Paul Pinke and Dean Haarstick both with 101 votes and 67 write ins. Motion by Pinke, seconded by Albright to approve the vote. Motion approved unanimously.

Heart of the Lakes Trail Connection to Vergas

Patrick Hollister, Clay County Public Health proposing a grant for the City of Vergas to engineer a trail to the Heartland Trail which goes from Pelican Rapids to Perham through Maplewood State Park. The city would need to provide Clerk-Treasurer staff time and a committee to work with engineering firm designing trail. Hollister will attend December meeting with grant proposal.

Easements – Townline Road

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

Fischer requested Main Street and 1st Avenue be closed from 1:30-5:30 pm on Saturday, November 26, 2022 for Small Town Christmas celebration. First Avenue will be used for parking only. Motion by Pinke, seconded by Hasse to barricade 1st Avenue to Linden and from Main to Elm Street allowing parking from 12:30-6 pm and close Main Street from 1st Avenue to Railway Avenue on Saturday, November 26, 2022. Motion passed unanimously.

Municipal Building Lights

Vergas Community Club will be purchasing lights for the buildings on Main Street. Motion by Albright, seconded by Pinke to allow lights on the municipal building and to use municipal electricity. Motion passed unanimously.

Committee Reports

Budget

Bruhn reviewed budget and requested to committees to submit changes to the City Office by the end of the month for final budget at the December meeting.

Park Board

Park Board meeting held on October 11, 2022, (minutes available at the Vergas City Office). No recommendations.

Streets/Sidewalk/Yard Waste

Streets/Sidewalk/Yard Waste meeting minutes of October 25, 2022 (minutes available at the Vergas City Office). Motion by Pinke, seconded by Albright to purchase F-350 pickup. Motion passed unanimously. Complete Streets presentation will be made at the December meeting.

Liquor Store/Licenses/Municipal Buildings

Bruhn reviewed Liquor Store/Licenses/Municipal Building Committee meeting minutes of October 13, 2022 (minutes available at the Vergas City Office). No recommendations.

Planning Commission

Albright reviewed Planning Commission meeting minutes of October 24, 2022 (minutes available at the Vergas City Office). No recommendations.

Personnel

Bruhn reviewed Personnel meeting minutes of October 5 and 17, 2022 (minutes available at the Vergas City Office). Motion by Pinke, seconded by Fischer to approve 2 % cost of living allowance (COLA) increase for city employees for 2023. Motion passed unanimously.

Lammers stated she has provided Liquor Store Manager Kyle Theisen with his 1-year employee review, and he is fully successful in meeting the performance standards.

EDA/HRA

EDA/HRA meeting minutes of November 1, 2022 (minutes available at the Vergas City Office). No recommendations. Council questioned if comp plan goals would be added to the goals.

Event Center

Lammers reviewed Event Center meeting of October 10, 2022 and November 2, 2022 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to change line 7 regarding the Event Center Policy to state Fundraising events will not be recommended to the City Council unless fundraiser is sponsored by a group that has donated to the event center. Motion passed unanimously. Discussed fundraising ideas the committee is proposing.

Water and Sewer Committee

Fischer reviewed Water/Sewer Committee meeting minutes of November 1, 2022 (minutes available at the Vergas City Office). Budgets will be discussed at the December meeting with wages changed to 2%.

Staff Report

Utility Superintendent provided written report.

1. Wastewater

Page 11 of 76

Ponds are empty and ready for winter. 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

Hydrants are flushed.

Water tower is in winter mode. Approximately 45,000 gallons of water is in it.

3. Streets

Gravel streets were bladed by Driveway Service.

4. Parks

Parks are closed down for the season

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

Adjournment

Meeting was adjourned at 7:50 pm.

Julie Lammers, CMC
Vergas Clerk-Treasurer

CITY OF VERGAS

Bill Listing for Nov. 12, 2022 to Dec. 9, 2022

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
Aramark	Shop, towels	11.50
CDH-Vergas Fire Department	TIP Donation Reimbursed	4,000.00
City of Vergas	Payroll	10,780.35
Internal Revenue Services	2022 Withholding Tax	2,252.77
JAMS	IPAD Software	8.00
Lake Region Electric	Sign, electricity	43.42
Lammers, Julie	Elections, mileage	57.50
Menz, Diane	Elections, mileage	80.63
Microsoft	All depts., Office 365	21.48
MN Dept. of Revenue	Sales Tax	113.00
MN Dept. Revenue	2022 Withholding Tax	688.43
Public Employees Retirement Assoc.	Payroll	2,766.98
United States Postmaster	Stamps	300.00
Verga Fire & Rescue	Grant, for Equipment	650.00
Vergas State Bank	Shazam Fee	1.00
Total for bills paid between Council Meetings		<u>\$21,791.16</u>

Date Range : 12/11/2022 To 12/14/2022

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/13/2022	Arvig Communication Systems	All Depts, fax, internet and cameras	23347	\$632.92			
					100-43010-321-	City Shop	\$62.00
					100-45110-321-	EVENT CENTER	\$92.00
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$288.50
					100-41010-321-	GENERAL GOVERNMENT	\$190.42
12/13/2022	Card Member Service	Shop, printer Event, mic & screen	23348	\$241.39			
					100-45110-210-	EVENT CENTER	\$155.53
					100-43010-210-	City Shop	\$85.86
12/13/2022	Core & Main LP	Water & Sewer, meters Inv # R955145, S045906	23349	\$1,617.51			
					601-49440-580-	Water Utilities - Administration and General	\$808.75
					602-49490-580-	Sewer Utilities - Administration and General	\$808.76
12/13/2022	Corporate Technologies, LLC	All Depts, Technology Inv #75097, 75572	23350	\$426.50			
					100-41010-200-	GENERAL GOVERNMENT	\$426.50
12/13/2022	Michael DuFrane	St, Parks, Water, Sewer, cell phone	23351	\$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
12/13/2022	Matthew Engebretson	St, Pk, reimbursed cell phone	23352	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
12/13/2022	Ditterich Family Farm	Safety Meeting, supplies	23353	\$6.08			
					100-42010-200-	PUBLIC SAFETY	\$6.08
12/13/2022	Driveway Service	Streets, blade Inv #12110	23354	\$50.00			
					100-43110-400-	Highways, Streets & Roadways	\$50.00

Date Range : 12/11/2022 To 12/14/2022

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/13/2022	Frank's Auto Body of Perham	St, Snowplow truck repiars Reimbursed by Insurance	23355	\$1,415.52			
					100-43110-999-	Highways, Streets & Roadways	\$1,415.52
12/13/2022	Frazee-Vergas Forum	GG, legal Ads Event, Advertising	23356	\$343.20			
					100-41010-350- 100-45110-340-	GENERAL GOVERNMENT EVENT CENTER	\$263.20 \$80.00
12/13/2022	Gopher State One Call	Wtr, Swr, Locates	23357	\$14.85			
					602-49490-210-	Sewer Utilities - Administration and General	\$7.42
					601-49440-210-	Water Utilities - Administration and General	\$7.43
12/13/2022	Hawkins, Inc	Wtr, chemicals Inv# 6327053, 6341446	23358	\$346.33			
					601-49440-218-	Water Utilities - Administration and General	\$160.55
					601-49440-218-	Water Utilities - Administration and General	\$185.78
12/13/2022	Julie Lammers	Cell Phone, reimbursement	23359	\$75.00			
					100-41405-321- 601-49440-321-	Clerk Water Utilities - Administration and General	\$25.00 \$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
12/13/2022	J & K Marine (Boats, Inc.)	Parks, ladder for dock reimbursded by women's softball	23360	\$327.27			
					100-45210-999-	Parks	\$327.27
12/13/2022	L & M Supply, Inc.	Street, operating supply	23361	\$71.96			
					100-43110-240-	Highways, Streets & Roadways	\$71.96
12/13/2022	Lakes Area Co-operative	Streets, operating fuel	23362	\$222.37			
					100-43110-210-	Highways, Streets & Roadways	\$222.37

Date Range : 12/11/2022 To 12/14/2022

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/13/2022	Leighton Broadcasting	Event, advertising	23363	\$100.00	100-45110-340-	EVENT CENTER	\$100.00
12/13/2022	Little Falls Machine, Inc	St, snow plow truck repairs reimbursed by ins	23364	\$1,708.90	100-43110-999-	Highways, Streets & Roadways	\$1,708.90
12/13/2022	Marco Inc	Copier, contract	23365	\$1,936.56	100-41010-200- 601-49440-200- 602-49490-200-	GENERAL GOVERNMENT Water Utilities - Administration and General Sewer Utilities - Administration and General	\$1,306.06 \$315.25 \$315.25
12/13/2022	MENARDS - DETROIT LAKES	Event, supplies	23366	\$22.44	100-45110-210-	EVENT CENTER	\$22.44
12/13/2022	MINNESOTA DEPARTMENT OF HEALTH	Water, connection fees	23367	\$410.00	601-49440-438-	Water Utilities - Administration and General	\$410.00
12/13/2022	Beth Carlson, MCFOA Treasurer	MCFOA, dues	23368	\$50.00	100-41405-345-	Clerk	\$50.00
12/13/2022	Olson Oil Co.	St, operating supplies	23369	\$138.37	100-43110-210-	Highways, Streets & Roadways	\$138.37
12/13/2022	Otter Tail Power Company	All depts, utility (2022)	23370	\$1,748.17	100-45110-380- 100-43010-380- 100-45210-380- 601-49440-380- 602-49490-380- 100-43160-380-	EVENT CENTER City Shop Parks Water Utilities - Administration and General Sewer Utilities - Administration and General Street Lighting	\$324.61 \$91.79 \$88.20 \$364.27 \$209.66 \$669.64

Date Range : 12/11/2022 To 12/14/2022

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/13/2022	U.S. Bank St. Paul	MN Go Water and Sewer Rev. Bonds 2009	23371	\$40,870.00			
					310-47010-611-	DEBT SERVICE	\$870.00
					310-47010-601-	DEBT SERVICE	\$40,000.00
12/13/2022	Perham Office Supply	GG, office supplies	23372	\$19.98			
					100-41010-210-	GENERAL GOVERNMENT	\$19.98
12/13/2022	Productive Alternatives, Inc.	Event Center, Cleaning Inv#72254	23373	\$117.97			
					100-45110-300-	EVENT CENTER	\$117.97
12/13/2022	RMB Environmental Laboratories, Inc	Water,Chemicals	23374	\$21.78			
					601-49440-218-	Water Utilities - Administration and General	\$21.78
12/13/2022	Kyle Theisen	LS, cell phone reimbursement	23375	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
12/13/2022	Steve's Sanitation, Inc.	Parks, garbage cans Event, garbage	23376*	\$356.85			
					100-45210-384-	Parks	\$240.69
					100-45110-384-	EVENT CENTER	\$116.16
12/13/2022	Minnesota Life Insurance Company	Employee Life Ins (2022 June - Dec)	23377	\$372.90			
					100-41405-131-	Clerk	\$18.00
					100-43110-131-	Highways, Streets & Roadways	\$36.00
					100-43110-999-	Highways, Streets & Roadways	\$79.80
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$36.00
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$203.10
12/13/2022	Tammy Kinsella	Yard Waste, permits	23378	\$186.70			
					100-43128-200-	YARD WASTE	\$186.70
12/13/2022	TROPHY HOUSE	Appreciation, plaque (Dahlgren)	23379	\$24.00			
					100-41010-430-	GENERAL GOVERNMENT	\$24.00

Date Range : 12/11/2022 To 12/14/2022

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/13/2022	Vergas Hardware	All Depts, supplies	23380	\$187.77			
					100-43110-210-	Highways, Streets & Roadways	\$120.64
					100-45210-210-	Parks	\$14.18
					100-43010-210-	City Shop	\$31.98
					100-45110-210-	EVENT CENTER	\$20.97
12/13/2022	Vergas Insurance Agency, LLP	Bond, Clerk Renewal	23381	\$205.00			
					100-41110-360-	Council/Town Board	\$205.00
12/13/2022	West Central Initiative	Comprehensive Plan	23382	\$3,600.00			
					100-41010-430-	GENERAL GOVERNMENT	\$3,600.00
12/13/2022	Widseth Smith Notlting & Assoc. Inc	Engineering	23383	\$2,509.00			
					100-43110-303-	Highways, Streets & Roadways	\$2,509.00
12/13/2022	Aramark	Event, rugs and towels Inv#2520102891, 2520110082	26346	\$148.40			
					100-45110-210-	EVENT CENTER	\$74.20
					100-45110-210-	EVENT CENTER	\$74.20
Total For Selected Claims				\$60,650.69			\$60,650.69

Date Range : 12/11/2022 To 12/14/2022

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	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 November 2022

Vendor	Description	Total
Absolut Ice		\$53.40
Aramark	Rugs & towels	\$95.85
Artisan Beer Company		228.26
Arvig Communication	Security System	\$288.55
Bergseth Bros		6,297.90
Beverage Wholesalers		1,332.40
BlueCross Blue Shield of MN	Employee Insurance	1,640.64
Breakthru Beverage MN Wine and Spirits		2,854.64
Cardmember Services	Supplies	170.58
Carlos Creek Winery		696.00
City of Vergas	Utility	59.97
City of Vergas	Payroll	4,826.49
City of Vergas	Cigarette License	100.00
Colonial Life	Employee Reimbursed Ins	124.12
Datamann, Inc	Computer Support	1,179.70
D-S Beverage		1,082.27
Frazee-Vergas Forum	Advertising	35.00
Great Plains Natural Gas	Utility	57.27
Internal Revenue Service	2022 Withholding Tax	1,390.01
JH Signs	Removal of Attic Shoppe Sign from window	250.00
Johnson Brothers Liquor Co		8,273.99
Leighton Broadcasting	Advertising	100.00
Merchant Services	Credit Card Fees	1,027.43
MN Dept. of Revenue	Sales Tax	5,927.00
MN Dept. Revenue	2022 Withholding Tax	183.64
Otter Tail Power Company	Utility	450.31
Outstate Brewing		149.00
Phillips Wine & Spirits		9,537.99
Public Employees Retirement Assoc.	Payroll	\$874.67
Southern Wine & Spirits of MN		5,417.36
Theisen, Kyle	Cell Phone and Mileage	\$118.75
Vergas Fire Department	Advertising	175.00
Vergas Hardware	Supplies	23.47
Viking Coca-Cola		157.12
Vinocopia		1,284.41
	Total	<hr/> 56,463.19
	November Receipts	51,600.01
November Balance		<hr/> <hr/> -\$4,863.18
	January - October Operating Income (Loss)	\$18,187.58
2022 Total Operating Income (Loss)		<hr/> <hr/> \$13,324.40

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			
Infrastructure: Higher grade dehumidifier for the	Utilities	\$2,470.00	1	9/14/2021
Lost Revenue: Event Center track type unit to provide barrier between kitchen & event area and flooring.	Event Center Committee	\$10,000	5	
Infrastructure: Paint Water tower out of these funds to keep water costs down that are passed onto residents.	Residents	\$123,000		
Broadband Infrastructure; IT Support (All computers/ipads)	City	\$2,400.00	3	9/14/2021
Infrastructure: Heaters for Water Plant	Utilities			
Municipal Building Telephone System	General Government	\$2,030.00	5	3/8/2022
It Support - Fire Wall and Microsoft 365	General Government	\$4,373.00	3	9/14/2021
NDSU Landscaping Phase 1 of Long Lake Park	Parks	\$1,250.00	2	1/11/2022
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	5	

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:

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

Total Expenses - reported 04/30/2022 report	\$8,093.00
--	-------------------

Telephone System	Telephone System	General Government	977.16
GIS Mapping	Wideth 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

Dedicated Future Spending

Event Center (Floors)	General Government	\$10,000.00
Parks (for Eng & Fence)	General Government	\$11,347.19

Total in Fund

\$0.00

CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
RESOLUTION 2022-009

RESOLUTION DESIGNATING THE POLLING PLACE FOR THE CITY OF VERGAS

WHEREAS, The City Council of the City of Vergas has discussed the designation of the polling place for the City of Vergas;

WHEREAS, The City Council of the City of Vergas designates the Vergas Event Center, 140 W Linden St in said city, as the polling place for the elections;

WHEREAS, The City Council of the City of Vergas agrees that the polling place is:

- Fully accessible
- Large enough to accommodate the election activities
- Free of other non-election activities
- Smoke free
- Liquor free; and
- Located within the precinct.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Vergas is designating the Vergas Event Center, 140 W Linden St, Vergas MN as the polling place for the 2023 elections.

Adopted this 13th day of December 2022 by the City Council of the City of Vergas.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk/Treasurer

AGED BALANCES

CITY OF VERGAS

DATE: 12/05/2022 AUTHOR: VERJL22

CRITERIA: ACCT#: 0 - 999999999 NAME: 0 - Z ZIP: 0 - 0 * includes unbilled transactions

STATUS KEY: N=NORMAL W=NEW C=CUTOFF O=CHARGEOFF I=INACTIVE F=FINAL D=DISABLED R=RENTER L=LANDLORD

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
80	N	PENNEY, JOYCE	\$154.17*	\$89.75	\$0.03	\$0.00	\$243.95
361	N	RHONDA UEKE	\$128.31*	\$48.65	\$0.00	\$0.00	\$176.96
470	N	TRISTYN LEWIS	\$173.59*	\$106.50	\$11.89	\$0.00	\$291.98
530	N	DANIEL HOARD	\$80.59*	\$46.71	\$0.00	\$0.00	\$127.30
570	N	TONY LICENSE	\$115.50*	\$110.50	\$44.46	\$0.00	\$270.46
621	N	WOODS, CASSANDRA	\$122.92*	\$87.62	\$102.71	\$0.00	\$313.25
711	N	OLSON, SHELBY	\$221.11*	\$167.83	\$69.78	\$0.00	\$458.72
1180	N	WANNA BE	\$216.45*	\$287.00	\$0.00	\$0.00	\$503.45
1621	N	RATZ, ASHLEY	\$64.51*	\$46.75	\$65.68	\$0.00	\$176.94
1765	N	CISSELL, GREGORY &	\$150.26*	\$204.75	\$0.00	\$0.00	\$355.01
2000	N	LENDE, BRIAN	\$166.89*	\$46.96	\$0.00	\$0.00	\$213.85
3100	N	TAMI RUST	\$74.81*	\$56.55	\$0.00	\$0.00	\$131.36
Totals(12):			\$1,669.11	\$1,299.57	\$294.55	\$0.00	\$3,263.23

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>11/30/22</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	
General Fund	325657	93,877.81	0.00	0.00	124.03	94,001.84	0.30	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	177.85	71,467.95	0.25	12/9/2022	cash and purchase \$70,000.00 additional
Totals		239,236.74	0.00	10,036.27	521.93	229,722.40			

City of Vergas
Bond Schedule
2022

<u>Title</u>	<u>Purchase Date</u>	<u>Beg. Balance</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 12/31/2022</u>
General Obligation Improvement Refunding Bonds, Series 2015A	12/15/2015	\$299,000.00	2.43%	Vergas State Bank	2/1/27	278,315.75	33,263.00	252,315.75
2009 Gen. Obligation Water/Sewer Refunding Bonds	6/9/2009	\$475,000.00	4.09%	US Bank N.A.	1/1/23	187,150.00	83,352.50	270,502.50
General Obligation Improvement Refunding Bonds, Series 2019A	6/11/2019	\$985,000.00	3.10%	Northland Trust	2/1/40	1,351,645.72	352,715.09	1,311,645.72
General Obligation Water Revenue Note, Series 2022A	2/1/2022	\$132,000.00	2.00%	Vergas State Bank	2/1/32	146,920.00	14,920.00	146,920.00
Total		\$1,891,000.00						1,834,463.97

LG220 Application for Exempt Permit

4/22

Page 1 of 4

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization

Name: Lions Club of Vergas Minnesota

Previous Gambling

Permit Number: X-07445-22-030

Minnesota Tax ID

Number, if any: 1362082

Federal Employer ID

Number (FEIN), if any: 416090464Mailing Address: PO BOX 12City: VergasState: MNZip: 56587County: Otter TailName of Chief Executive Officer (CEO): Mary DitterichCEO Daytime Phone: 320-226-1074CEO Email: mditterich@arvig.net

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): rpjacoby@comcast.net**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐

Fraternal

☐

Religious

☐

Veterans

☒

Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒**A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division

60 Empire Drive, Suite 100

St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐**IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Vergas Event CenterPhysical Address (do not use P.O. box): 140 West Linden Street

Check one:

☒City: VergasZip: 56587County: Otter Tail☐

Township: _____

Zip: _____

County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 1, 2023

Check each type of gambling activity that your organization will conduct:

☐

Bingo

☐

Paddlewheels

☐

Pull-Tabs

☐

Tipboards

☒

Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Vergas

Signature of City Personnel:

Julie Lammers

Title: Clerk-Treasurer

Date: 11/16/2022

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Mary Ditterich Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Mary Ditterich

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

Date Range : 11/13/2022 To 12/13/2022

<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>
12/13/2022	Carol Sharp	Big Build Tax Refund 2022 (\$3,638.00 remaining)	23384	\$1,362.00			
					100-41010-999-	GENERAL GOVERNMENT	\$1,362.00
12/13/2022	Adam & Tara Dresen	Big Build Tax Refund 2022 (\$3561.00 remaining)	23385	\$1,439.00			
					100-41010-999-	GENERAL GOVERNMENT	\$1,439.00
12/13/2022	Adkins Equipment, Inc.	Street, Parks, WWTF, repair tractor Inv 260929, 260839	23386	\$2,626.53			
					100-43110-400-	Highways, Streets & Roadways	\$875.51
					100-45210-400-	Parks	\$875.51
					602-49490-400-	Sewer Utilities - Administration and General	\$875.51
12/13/2022	Arvig Communication Systems	All Depts, fax, internet and cameras	23387	\$619.46			
					100-43010-321-	City Shop	\$62.00
					100-45110-321-	EVENT CENTER	\$92.00
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$288.50
					100-41010-321-	GENERAL GOVERNMENT	\$176.96
12/13/2022	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, Dec. 2022	23388	\$3,301.23			
					100-41405-131-	Clerk	\$212.15
					601-49440-131-	Water Utilities - Administration and General	\$362.11
					602-49490-131-	Sewer Utilities - Administration and General	\$362.11
					100-43110-131-	Highways, Streets & Roadways	\$362.11
					100-45210-131-	Parks	\$362.11
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,640.64
12/13/2022	Ramstad, Skoyles & Winters, PA	Attorney fees (Sept-Dec 12)	23389	\$1,893.21			
					100-41010-304-	GENERAL GOVERNMENT	\$1,893.21

Date Range : 11/13/2022 To 12/13/2022

<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				\$11,241.43			\$11,241.43

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 Council
2022 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, December 13, 2022

5. Heart of the Lakes Trail Connection to Vergas

Files Attached

- Draft Contract between PS4H and Vergas for Trail Plan 2023.pdf

**Agreement Between
Partnership4Health Community Health Board
and
Vergas, Minnesota**

This agreement is made between Partnership4Health Community Health Board (P4H CHB) located at 715 North 11th Street, Suite 303, Moorhead, MN and The City of Vergas, Minnesota, located at PO Box 32, 111 Main St, Vergas, MN 56587-0032.

Partnership4Health Community Health Board (P4H CHB) has been awarded a Statewide Health Improvement Partnership (SHIP) grant to support local communities to improve health. This grant builds on current work to prevent and better manage obesity, diabetes, heart disease, and stroke, at the same time focusing on reducing health disparities.

Clay County Public Health is the designated lead agency with authority to execute the project administration, management, implementation, and reporting responsibilities for the SHIP grant; and

Clay County Public Health is fiscal agent for P4H CHB located at 715 North 11th Street, Suite 303, Moorhead, MN 56560, and the City of Vergas is located at PO Box 32, 111 Main St, Vergas, MN 56587-0032.

WHEREAS, Clay County Public Health will enter into an agreement with Vergas, Minnesota to complete the deliverables as follows:

Vergas, Minnesota will:

1. Hire a consultant of its own choosing to complete a Trail Plan as outlined below
2. Submit an invoice to Clay County Public Health finance director with appropriate documentation within 15 days of completion of project for PartnerSHIP 4 Health's contribution of \$15,000.00 towards payment to the consultant

Clay County Public Health, as fiscal host, will

1. Compensate Vergas, Minnesota up to \$15,000.00 to create a Trail Plan for Vergas, MN.
2. Reimburse services rendered and disperse funds to the City of Vergas within 30 days of receipt of invoice

Scope of Services

As part of the Statewide Health Improvement Partnership (SHIP) grant, PartnerSHIP 4 Health (PS4H) is inviting Vergas to partner with us to create a Trail Plan for Vergas, MN.

Award:

Vergas will be reimbursed for their contractor's services on a lump sum basis for the actual time expended. Other direct project expenses such as printing, supplies, reproduction, etc., will be billed at cost. Mileage will be billed at the current allowable IRS rate for business miles.

The project and scope of services include both time and expenses and are not to exceed \$15,000.00.

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, a budget request for the new work will be submitted and work will not begin until authorized by P4H CHB.

Deliverables:

Vergas Deliverables (Trail Plan):

- Submit *Partnering Organization Agreement* by December 15, 2022.
- Project Kick-Off. Vergas staff will meet with representatives of PartnerSHIP 4 Health, MnDOT, Otter Tail County, and other stakeholders (hereinafter known as "the Committee") to confirm the scope of the Trail Plan.
- Vergas will facilitate at least one public input meeting in Vergas and one additional public input meeting near the proposed connection to the Heartland Trail in 2023 for the Trail Plan. After the public input meetings, Vergas will revise the Trail Plan and other materials as appropriate based upon public input and consultation with the Committee. As needed, Vergas will meet with the Committee before and after the public input meeting for consultation and guidance.
- Vergas will provide a Trail Plan to the Committee by September 30, 2023, that shall at a minimum include maps and recommendations for the following:
 - o A future multi-use path between the City of Vergas and the Heart of the Lakes Trail.
 - o A future multi-use path between the City of Vergas and the Heartland Trail.
- Vergas will e-mail an electronic version (such as a PDF) of all materials created, including the final Trail Plan, to PartnerSHIP 4 Health by September 30, 2023. All materials created and submitted by Vergas' chosen consultant in relation to the Trail Plan shall become property of the PartnerSHIP 4 Health and the City of Vergas.

All work by Vergas' consultant shall be completed and delivered by September 30, 2023.

PartnerSHIP 4 Health DELIVERABLES:

- Provide funding to the City of Vergas to complete the Trail Plan
- Collaborate with the City of Vergas and its chosen consultant in the creation of the Trail Plan, including appointing Patrick Hollister of PartnerSHIP 4 Health to serve on the Committee for this project.

Contact Information:

Clay County Public Health
Carmen Barth, CPA
715 N. 11th St, Suite 303
Moorhead, MN 56560
218-299-7839
carmen.barth@claycountymn.gov

VERGAS
Julie Lammers
City Clerk/Treasurer
PO Box 32
111 Main St.
Vergas, MN 56587-0032
jlammers@cityofvergas.com

This agreement will terminate immediately should the State Minnesota Department of Health agreement with P4H CHB be terminated or cancelled.

This agreement shall become effective on day of signing by both parties and remain in effect through October 31, 2023.

Either party can discontinue this agreement with a written two-week notice and/or mutually agreed upon discontinuation date.

Vergas, Minnesota

Date

P4H CHB, CHS Administrator

Date

City Council
2022 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, December 13, 2022

7. Lawrence Lake Acres Variance

1. Water and Sewer Committee Recommendation
2. Planning Commission Recommendation

Files Attached

- Variance - water and sewer in development.pdf

Application for Variance
City of Vergas -County of Ottertail
111 E Main Street -PO Box 32
Vergas MN 56587
218-342-2091

400⁰⁰
Application Fee
Receipt Number 149820
Accepted By/Date AL 11/30/2022

Applicant's Name JOSH HANSON Telephone Home: _____ Cell: 218-234-1685

Address: P.O. Box 9 VERGAS MN 56587

Property Owner's Name JOSH HANSON Telephone Home: _____ Cell: _____

Location of Project: _____ Parcel # 82000500024000

Legal Description:

Section 25 Township 137 Range 041 Lake Number: 56-555 Lake Name LAWRENCE Lake Class 6D

Description of Proposed Project: LAWRENCE LAKE ACCESS

Specify the section of the ordinance from which a variance is sought: TITLE V 52.06 (C + POSSIBLE E)
TITLE V POSSIBLY 51.018

Explain how you wish to vary from the applicable provisions of the ordinance: WOULD LIKE TO ALLOW PRIVATE WATER AND SEWER THROUGHOUT LAWRENCE LAKE ACCESS

Please attach a site plan or accurate survey as may be required by ordinance. CITY HAS SURVEY

Please answer the following questions as they relate to your specific variance request:

1. In your opinion, is the variance in harmony with the purpose and intent of the ordinance? Yes ☒ No ☐ Why or why not?
I BELIEVE INTENT OF ORDINANCE WAS TO READ SIMILAR TO THE SAME ORDINANCE

2. In your opinion, is the variance consistent with the comprehensive plan? Yes ☒ No ☐ Why or why not?
OBVIOUS NEED FOR MORE AFFORDABLE HOUSING AND RENTAL UNITS

3. In your opinion, does the proposal put property to use in a reasonable manner? Yes ☒ No ☐ Why or why not?
LARGE LOT SIZES FOR ADDITIONAL HOUSING

4. In your opinion, are the unique circumstances to the property not created by the landowner? Yes ☐ No ☒ Why or why not?
WE ARE ASKING TO HAVE A ROAD BUILT THROUGH THE PROPERTY

5. In your opinion, will the variance, if granted, alter the essential character of the locality? Yes ☒ No ☐ Why or why not?
YES - IT WILL BRING MORE RESIDENTS, BUSINESS AND GROWTH TO THE CITY OF VERGAS

The Planning Commission must make an affirmative finding on all the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant's Signature: Josh E. M. Hanson

Date: 11-30-22

City Council
2022 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, December 13, 2022

8. Policy Updates

1. Proposals involving permanent(s) and/or activity on City property.
2. Policy Use and maintenance of City Vehicles

Files Attached

- Proposed change in involving-permanent-structure-s-and-or-activity-on-city-property Reveision Dec. 22.pdf
- Policy Use and Maintenance of City Vehicle Revision 2022.pdf

City of Vergas
Proposals involving permanent structure(s) and/or activity on city property.

INTRODUCTION: This policy outlines the procedure for project proposals to utilize city property for installation of permanent structures and/or permanent activity involving city property. This will prevent issues arising late into the project and ensure success.

POLICY:

1. The following procedural steps are to be followed for proposals.
 - a. Present general concept and plan to the City Council to garner initial support for the project.
 - b. When supported, the City Council will assign the project to a specific city sub-council, city employee or city council member. This is who the proposed project team will work with during the course of the project development. The assigned council, city employee or council member is to keep the City Council apprised of project progress and any issues.
 - c. Planning Commission will review plan to ensure compliance with zoning and ordinances. Project map on the proposed city property should be prepared for the Planning Commission to review.
 - d. City Engineer will be involved for projects of a substantial nature to ensure construction specifications are met and quality. This is at the expense of the project team.
 - e. Proof of insurance will be required for projects of a substantial nature to protect the city from liability during the course of construction.
 - f. A final proposal plan will need to be present to the City Council, as outlined in number 2. of this policy.
 - g. A construction permit is a required final step. The project does not have final approval to proceed until the construction permit has received City Council approval.
 - h. No construction is to begin until at least 100% of the funding is in hand.
2. Proposals need to contain the following information to allow for a thorough review by the City Council. This plan is initiated at the time of proposal and updated as the project progresses.
 - a. Who is conducting the project? To include points of contact by name and contact information.
 - b. Summary of proposed project to include purpose, plan, and overall goals.
 - c. How has the project been vetted with other stakeholders to ensure community support?
 - d. Which city property is proposed for the project?
 - e. Anticipated cost for the project?
 - f. How will the project be funded?
 - g. Are there any ongoing anticipated city costs at conclusion the project?
 - h. How will the city property be specifically used?
 - i. Map of project on city property or, as indicated, the proposed activity that will occur on the property.
 - j. City responsibility(s) at conclusion of the project?
3. The project team to submit final project plan and construction permit for final review and approval through the Planning Commission to the City Council.
4. Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City Council. A resolution will be adopted when the project is complete, and the resolution will outline the future roles and responsibilities of the City as approved with the project proposal.

Adopted this 13th day of December 2022 by the City Council of the City of Vergas.

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

City of Vergas Use and Maintenance of City Vehicles

INTRODUCTION:

The City of Vergas will provide a city vehicle for employee use and the performance of work-related activities. An employee will be reimbursed the federal rate for mileage when using their personal vehicle for work-related activities; this action must be approved by the City Clerk or a **Council Member in the absence of the City Clerk.**

POLICY:

1. USE OF CITY VEHICLE:

- A. City vehicles are to be used solely for the purpose of providing City services and conducting City business.
- B. All operators of City vehicles shall possess a valid driver's license. Employees are responsible for notifying the City if their license is suspended. Employees must forward a copy of their driver's license to the City Clerk on an annual basis. In the event of a license suspension, vehicle use privileges will be suspended and may be terminated. Employees are required to notify the City Council of any violations or summonses received while in possession of, or while operating a City vehicle. Failure to do so may result, at the City's discretion, in the loss of vehicle use privileges.
- C. Unless receiving special authorization, only city employees are authorized to operate or ride in City vehicles.
- D. No passengers (including employees) are allowed in plow trucks.**
- E. City vehicles should not be taken outside of the City limits for non-business purposes.
- F. All drivers and City business travelers must wear seat belts.
- G. Cellular Phone Use. All employees are expected to follow applicable local, state, federal laws and regulations regarding cellphones at all times. Use should in no way limit the conduct and completion of work. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone, personal or city issued, while driving. Reading/sending text messages, making or receiving phone calls emailing, video calling, scrolling/typing, accessing a webpage, or use non-navigational applications while driving is strictly prohibited. In accordance with state law, there is an exception to hands free cell phone operations to obtain emergency assistance; as traffic accident, medical emergency, serious traffic hazard, or to prevent a crime from being committed.
- H. Vehicles shall be kept clean.
- I. In the case of an accident, the employee driving the vehicle shall immediately notify the City Clerk and the appropriate law enforcement authority to report the accident and complete a full accident report. Copies of the completed accident report shall be forwarded to the City Clerk.
- J. A daily log will be kept for all vehicle & equipment use.

2. RESPONSIBILITY:

- A. The City Maintenance worker is responsible for the scheduling and completion of all preventive maintenance required by the City vehicle.
- B. The City of Vergas is responsible for properly insuring all city vehicles and financing the appropriate maintenance.

3. **TAKE-HOME VEHICLES:**

- A. Approval by the City Council is required before an employee can take home a City owned vehicle.
- B. Employees may be authorized to take home vehicles for a limited duration, i.d. to attend a training session the following day that is located closer to the employee's home).

- C. Employees who live in city limits can take a City owned vehicle home during designated lunch and/or breaks.

Adopted this 13 Day of December by the City Council of the City of Vergas

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

Established: April 14, 2014
Revised: February 9, 2016
April 15, 2019
October 8, 2019
December 13, 2022

City Council
2022 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, December 13, 2022

9. Committee Reports

- A. Parks
- B. EDA/HRA
- C. Water and Sewer Committee
- D. Streets/Sidewalks/Yard Waste
 - 1. Complete Streets presentation
- E. CDH-Vergas Fire Board
- F. Planning Commission
- F. Event Center

Files Attached

- 11.17.2022 DRAFT Minutes Parks Board.pdf
- 12-06-2022 EDA_HRA Agenda and Minutes.pdf
- 2022 EDA-HRA Goals with timeline.pdf
- 11-15-2022 Water and Sewer Committee meeting.pdf
- 11-22-2022 Water and Sewer Committee meeting.pdf
- 12-05-2022 Water and Sewer Committee meeting.pdf
- CDH Vergas Fire Board Budget 2023.pdf
- 12-08-2022 Planning Commission Meeting minutes.pdf
- Ordinance 91.02 Proposed Cat and Dog Ordinance.pdf
- Ordinance 71.04 Declaration of Snow Emergency; Parking Prohibited proposed.pdf
- Ordinance 72.031 Snowmobile Ordinance proposed.pdf

11.17.2022 DRAFT Minutes for Vergas Parks & Rec Advisory Board Meeting, 5:00 p.m., Vergas Event Center, submitted by Carol J. S. Albright

1. **Members Present:** Sherri Hanson, Steph Hogan, Sydney Dahlgren, Carol Albright, Tony Sailer, Paul Pinke, Mike DeFrane
2. **Others Present:** Judy Kvam, Jeff Kuhn from Widseth Engineering via ZOOM, Julie Lammers
3. **September Minutes were approved** with a motion by Hogan/second by Pinke.
4. **Additions/Corrections to Agenda:** Add SWCD Proposal for Erosion Control. Move Widseth Proposal and Budget to the beginning of the Agenda so Julie Lammers can leave.
5. **Widseth Proposal Approved:** The proposal includes a site visit, meeting with OtterTail County, concept sketches, two meetings with Parks Board, and a final masterplan for Long Lake Park renovation. The cost is not to exceed \$6830 and will be charged at an hourly rate. **Motion by Sailer/second by Hogan to recommend the Council approve the Widseth Proposal; passed.**
6. **Budget:** Payment for the Widseth Proposal can come out of the current budget or possibly from American Rescue Plan Funds. **Motion by Sailer/second by Hanson to ask Council to use American Rescue Plan Funds to pay for the Widseth Proposal and for the Trail Fence; approved.** The current budget shows \$2300 Looney Days, \$1700 Keiley Shores, and \$2500 Engineering Funds which could be used to pay Widseth, though saving that money for Parks improvements would also make sense. **A motion by Hogan/second by Pinke was approved to transfer \$5500 from the Budget to the Parks Money Market.**
7. **Fence Quotes** for replacing the fence along the Trail were discussed. Hanson had three quotes from Eastman Fence & Sons LLC. She had sent those quotes to the Board in October. DuFrane noted the vinyl fence makes more sense because of the 30 year Warranty. The \$2875 cost for removal seemed high for several members. **A motion by Hogan/second by Pinke recommending the Council purchase the vinyl fence for \$17,000 with removal of existing fence for \$2875 passed.** Hanson noted the price may have changed since the quote was made in October. Another quote from Dakota Fence and sent to DuFrane last year was approximately \$25,000.
8. **NDSU Meeting Review** notes were sent to each Board member. No action required because Widseth Engineers have already heard our preferences from the NDSU plans.
9. **City Council Updates from last month: The Council voted that Hager has to remove the maple trees he planted on City property next to the retaining wall and the trees he planted on the Trail Easement.**
10. **Park Inspection Notes** were sent to Board members. Additions include:
 - a. Handicap Accessibility to the Beach
 - b. Remove Garbage from water along Boardwalk on a more regular basis
 - c. Restore the Riparian System along the shoreline
 - d. Signs for each park

Ball Park Usage was discussed. Sailer reported he talked to Nick Courneya from Frazee Schools. They have not had to pay to use the baseball diamond and plan to use it this Spring for JV. They would also like to use the locked shed for supplies. There has been no contact with the City regarding who uses the ball diamond. **Hanson made a motion/ Second by Pinke recommending the Council assign a City liason for ball diamond scheduling and to prepare a written agreement for groups who use the diamond. Motion passed.** Sailer volunteered to get a copy of Brainerd's ball diamond use agreement so we don't have to reinvent the wheel.
11. **Donated Lot Ideas: Tabled until the City finds out what the State has planned.**
12. **DuFrane Update: nothing right now.**
13. **Naming the Long Lake Park: we need to check records for any existing name. There**

is one rock structure at the beach with “Long Lake Park” engraved.

14. **Receptacle for Fish Guts:** We are not in favor of that because of the smell.
15. **Kiosks:** Hanson still hopes to have information kiosks along the Boardwalk. Tabled.
16. **LakeHound Dock Removal:** Albright presented a proposal from LakeHound, \$1280, per year to install and remove the boat dock, swimming dock, buoys, and rope with buoys. The Board reached a consensus that City workers should continue doing the job and get volunteers to help with the buoys. DuFrane works with the DNR to move the Pier every year.
17. **SWCD Erosion Control Plan: approval was recommended to the Council in a motion by Albright/second by Hogan; passed.** The plan will address the erosion at the Tin Can Alley end of the Boardwalk. The cost to the City will be about \$250 plus about 10 hours volunteer time. Total estimated cost is \$1010.
18. **Other: Silver Loon Fundraiser!** Sailer will find out costs for producing the silver loon statue he got from a Widseth contact.
19. **Next meeting will be Thursday, December 22, 2022 at 5:00 p.m. in the Event Center.**

**Vergas EDA/HRA
Vergas Event Center Council Chambers
2:00 PM on Tuesday, December 6, 2022**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, December 6, 2022 at 2:00 pm at the Vergas Event Center with the following members present: Bruce Albright, Paul Pinke, Kevin Zitzow and Julie Lammers. Absent: Joy Summers and Vanessa Perry.

Call to Order

Meeting was called to order by President Kevin Zitzow.

Agenda Additions and Deletions

Approved agenda as presented.

Minutes

Motion by Pinke, seconded by Albright to approve minutes for the November 1, 2022 meeting. Motion passed unanimously.

Status of Recommendations to City Council

None.

Financial Update

Lammers provided balance sheets for EDA/HRA, Veterans Memorial and Pickleball. Received \$25.00 from Give to the Max Day.

Old Business

Reviewed 2023 Housing and Economic Goals. (See attached goal sheet) Discussed lots on Eva Street and Diane Avenue which have been tax forfeited to the State of Minnesota. Asked Lammers to get financials regarding the properties. Motion by Albright, seconded by Pinke to have Lammers draft a letter to Senate and House representatives and the State of MN tax forfeiture division encouraging the sale of the lots. Discussed county garage property being turned into a parking lot and if city should invest in parking meters.

New Business

CEDA (Community and Economic Development Associates)

Lammers reviewed the organization CEDA, and members discussed pros and cons of hiring this firm to work with the City to enhance the EDA. Committee members were encouraged to review the information provided. Next month we will brainstorm goals we see them helping us with. We may invite representative to the February or March Meeting.

Give to the Max – Donations

Committee stated they would like this put on the agenda in August to begin looking at ways to promote raising funds for the Vergas EDA-HRA.

Meeting adjourned at 3:17 p.m.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

None.

Follow up Actions.

Lammers to provide financial data regarding the 11 lots which have been tax forfeited.

Lammers with assistance from Albright will construct a letter to Senate, House and MN Tax Exempt regarding tax forfeited lots on Eva and Diane.

Add Give to the Max Fundraiser to the August meeting agenda.

Committee Members review CEDA information.

Lammers invite CEDA Representative to the February or March meeting.

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 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 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 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.			*				
Update Web page.								
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 Plan, focusing on housing issues/concerns within said study.				every December				
Continue to collaborate with Otter Tail County on their “The Big Build” project.								

L

Water Sewer Committee meeting

The Vergas Water/Sewer committee met at the Vergas Event Center City Office on Tuesday, November 15, 2022 at 6:30 pm with the following present: Natalie Fischer, Rebecca Hasse, and Julie Lammers.

Additions and Deletions

None.

Vergas Water and Sewer Ordinances

Discussed the following ordinances and proposed changes:

§ 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.

Committee recommends changing ordinance to make connection mandatory within the city unless a variance is granted.

Requested ordinance change to:

(A) Connection Mandatory. 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 within three (3) months after a municipal water main is constructed.

(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.

§ 51.018 MANDATORY INSTALLATION OF SERVICE CONNECTION TO PUBLIC SEWER.

(A) *Existing Structures within 200 feet of Public Sewer.* The owners of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes from which wastewater is discharged, which are situated within the city and adjacent to any street, alley, or right-of-way in which there is now located, or may in the future be located, a public sanitary sewer of the city, shall be required at the owner's expense to install a suitable service connection to the public sewer in accordance with provisions of this ordinance within 365 days of the date the public sewer is operational; provided, the public sewer is within 200 feet of the structure generating the wastewater.

(B) *New structures.* All future buildings or structures that will generate wastewater, which are to be constructed on property adjacent to or within 200 feet of the public sewer, shall be required to immediately connect to the public sewer. If sewer connections are not made pursuant to this section, the city shall serve an official ten-day notice instructing the affected property owner to make the connection.

(C) *Structures Where Service Not Previously Available.* As the public sewer becomes available to a property serviced by a private wastewater disposal system, a direct connection shall be made to the public sewer within 365 days, in compliance with this chapter, and within 35 days thereafter any septic tanks, cesspools, and similar private wastewater disposal systems shall be cleaned of sludge. The bottom of any such private wastewater disposal system shall be broken to permit drainage, and the tank, pit, or vault shall be filled with suitable material. The public sewer system will be considered available when the property to be serviced is adjacent to the public sewer or when any structure on the property that generates wastewater is within 200 feet of the public sewer.

Committee recommends changing ordinance to make connection mandatory within the city unless a variance is granted.

(A) *Existing Structures.* The owners of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes from which wastewater is discharged, which are situated within the city and adjacent to any street, alley, or right-of-way in which there is now located, or may in the future be located, a public sanitary sewer of the city, shall be required at the owner's expense to install a suitable service connection to the public sewer in accordance with provisions of this ordinance.

(B) *New structures.* All future buildings or structures that will generate wastewater shall be required to immediately connect to the public sewer. If sewer connections are not made pursuant to this section, the city shall serve an official ten-day notice instructing the affected property owner to make the connection.

(C) *Structures Where Service Not Previously Available.* As the public sewer becomes available to a property serviced by a private wastewater disposal system, a direct connection shall be made to the public sewer within 365 days, in compliance with this chapter, and within 35 days thereafter any septic tanks, cesspools, and similar private wastewater disposal systems shall be cleaned of sludge. The bottom of any such private wastewater disposal system shall be broken to permit drainage, and the tank, pit, or vault shall be filled with suitable material.

New Developments

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.

Discussed the City property tax amounts on property in Vergas.

Major concerns:

- What can city utility users afford? Need to make a fiscally responsible decision.
- Future development and cost to utility customers.
- Dangerous precedence for the future if we allow wells and septic systems. Not a good practice.
- Well Interference: When a pump draws water from a well, it causes the water level in the surrounding aquifer to go down. Sometimes the water level falls below the reach of other, shallower wells, and those wells go out of water. When that happens it is called a “well interference.”
- Contamination – City added water lines due to contamination of homeowner’s wells within the city limit in 1996. High nitrates which caused one member of our community to get Lou Gehrig’s Disease.
- Discussed funding a certain \$ amount depending on the number of connections:
 - Sample City Contribution to development
 - 0-5 homes = \$100,000
 - 6-10 homes = \$150,000
 - 11-15 homes = \$200,000
 - 16-20 homes = \$250,000
 - Every 5 home homes add \$50,000.
 - Discussed dividing cost of project
 - Between homeowners (special assessments), developer and City

Recommendation to divide connection cost for new developments to be paid in thirds if developer requests city assistance: projects will be divided 1/3 builder (assessment on parcel), 1/3 developers and 1/3 City.

City will not consider a second project with any developer until first project is paid in full by all parties.

Next water/sewer meeting for Tuesday, November 22, 2022 at 8 am.

Meeting adjourned at 8:20 pm.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Water Sewer Committee meeting

The Vergas Water/Sewer committee met at the Vergas Event Center on Tuesday, November 22, 2022 at 8:00 am with the following present: Natalie Fischer, Rebecca Hasse, Jon Olson of Apex, Josh Hanson, Mike DuFrane and Julie Lammers.

Additions and Deletions

None.

Lawrence Lake Acres Development

Lammers reviewed information water and sewer committees have discussed. Provided information from the state regarding pros and cons of private vs public water and sewer systems.

Vergas Current Ordinance states:

§ 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.

§ 51.018 MANDATORY INSTALLATION OF SERVICE CONNECTION TO PUBLIC SEWER.

(A) *Existing Structures within 200 feet of Public Sewer.* The owners of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes from which wastewater is discharged, which are situated within the city and adjacent to any street, alley, or right-of-way in which there is now located, or may in the future be located, a public sanitary sewer of the city, shall be required at the owner's expense to install a suitable service connection to the public sewer in accordance with provisions of this ordinance within 365 days of the date the public sewer is operational; provided, the public sewer is within 200 feet of the structure generating the wastewater.

(B) *New structures.* All future buildings or structures that will generate wastewater, which are to be constructed on property adjacent to or within 200 feet of the public sewer, shall be required to immediately connect to the public sewer. If sewer connections are not made pursuant to this section, the city shall serve an official ten-day notice instructing the affected property owner to make the connection.

(C) *Structures Where Service Not Previously Available.* As the public sewer becomes available to a property serviced by a private wastewater disposal system, a direct connection shall be made to the public sewer within 365 days,

in compliance with this chapter, and within 35 days thereafter any septic tanks, cesspools, and similar private wastewater disposal systems shall be cleaned of sludge. The bottom of any such private wastewater disposal system shall be broken to permit drainage, and the tank, pit, or vault shall be filled with suitable material. The public sewer system will be considered available when the property to be serviced is adjacent to the public sewer or when any structure on the property that generates wastewater is within 200 feet of the public sewer.

Development Proposal

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.

Comments made by 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.

Jon Olson also provide and email with the cost of developing the road at \$500,000.00.

Discussed the City property tax amounts on property in Vergas.

Major concerns:

- What can city utility users afford? Need to make a fiscally responsible decision.
- Future development and cost to utility customers.
- Dangerous precedence for the future if we allow wells and septic systems. Not a good practice.
- Well Interference: When a pump draws water from a well, it causes the water level in the surrounding aquifer to go down. Sometimes the water level falls below the reach of other, shallower wells, and those wells go out of water. When that happens it is called a “well interference.”
- Contamination – City added water lines due to contamination of homeowner’s wells within the city limit in 1996. High nitrates which caused one member of our community to get Lou Gehrig’s Disease.
 - Discussed dividing cost of project
 - Between homeowners (special assessments), developer and City

Recommendation to divide connection cost for new developments to be paid in thirds if developer requests city assistance: projects will be divided 1/3 builder (assessment on parcel), 1/3 developers and 1/3 City.

City will not consider a second project with any developer until first project is paid in full by all parties.

Next water/sewer meeting for Monday, December 5, 2022 at 4 pm.

Meeting adjourned at 8:20 pm.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Water Sewer Committee Meeting

The Vergas Water/Sewer Committee met at the Vergas Event Center on Monday, December 5, 2022 at 4:00 pm with the following present: Natalie Fischer, Rebecca Hasse, Engineer Jeff Kuhn, Attorney Tom Winters, Utilities Superintendent Mike DuFrane and Clerk- Treasurer Julie Lammers.

Additions and Deletions

None.

Vergas Water and Sewer Ordinances

Discussed the following ordinances and which they had proposed changing:

§ 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.

§ 51.018 MANDATORY INSTALLATION OF SERVICE CONNECTION TO PUBLIC SEWER.

(A) *Existing Structures within 200 feet of Public Sewer.* The owners of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes from which wastewater is discharged, which are situated within the city and adjacent to any street, alley, or right-of-way in which there is now located, or may in the future be located, a public sanitary sewer of the city, shall be required at the owner's expense to install a suitable service connection to the public sewer in accordance with provisions of this ordinance within 365 days of the date the public sewer is operational; provided, the public sewer is within 200 feet of the structure generating the wastewater.

(B) *New structures.* All future buildings or structures that will generate wastewater, which are to be constructed on property adjacent to or within 200 feet of the public sewer, shall be required to immediately connect to the public sewer. If sewer connections are not made pursuant to this section, the city shall serve an official ten-day notice instructing the affected property owner to make the connection.

(C) *Structures Where Service Not Previously Available.* As the public sewer becomes available to a property serviced by a private wastewater disposal system, a direct connection shall be made to the public sewer within 365 days,

in compliance with this chapter, and within 35 days thereafter any septic tanks, cesspools, and similar private wastewater disposal systems shall be cleaned of sludge. The bottom of any such private wastewater disposal system shall be broken to permit drainage, and the tank, pit, or vault shall be filled with suitable material. The public sewer system will be considered available when the property to be serviced is adjacent to the public sewer or when any structure on the property that generates wastewater is within 200 feet of the public sewer.

Committee recommends making no change to ordinances at this time and to continue discussing changes that may need to be made in the near future.

Development Proposal

A few thoughts from Engineer on the subject of private sewer and water systems on large lots within a municipality.

Things to consider before allowing Individual Sewage Treatment System (ISTS) systems within the City Limits:

1. responsibility for inspections for ISTS systems
2. setbacks for other utilities, they will restrict the way future development may occur
3. Larger lots will most likely add difficulty and/or will be more expensive for the city/residents to rebuild or develop in the future
4. If they would allow private roads and utilities, now, the residents at some point in the future **would most likely** petition the City to take over the roads/infrastructure.

Here is some information from the State Statutes

<https://www.revisor.mn.gov/statutes/cite/462.357>

Subd. 9. Development goals and objectives.

In adopting official controls after July 1, 2008, in a municipality outside the metropolitan area, as defined by section [473.121](#), subdivision 2, the municipality shall consider restricting new residential, commercial, and industrial development so that the new development takes place in areas subject to the following goals and objectives:

- (1) minimizing the fragmentation and development of agricultural, forest, wildlife, and open space lands, including consideration of appropriate minimum lot sizes;
- (2) minimizing further development in sensitive shoreland areas;
- (3) minimizing development near wildlife management areas, scientific and natural areas, and nature centers;
- (4) encouraging land uses in airport safety zones that are compatible with the safe operation of the airport and the safety of people in the vicinity of the airport;
- (5) identification of areas of preference for higher density, including consideration of existing and necessary water and wastewater services, infrastructure, other services, and to the extent feasible, encouraging full development of areas previously zoned for nonagricultural uses;
- (6) encouraging development close to places of employment, shopping centers, schools, mass transit, and other public and private service centers;
- (7) identification of areas where other developments are appropriate; and
- (8) other goals and objectives a municipality may identify.

- The City Ordinance should be reviewed to see what the minimum lot size is for the subject property. In general, if it is allowed by the Ordinance, the City is obligated to allow the landowner to subdivide to that Ordinance requirement unless there are provisions that tighten it up further. One such provision is requiring a “Minimum Buildable Area” in addition to the minimum gross lot area. This has been incorporated by some communities, such as Nisswa. These provisions exclude steep slopes (>12%), wetland area, etc. and the developer must size the lot to meet the minimum buildable area requirements.
- What is a large lot? Within a municipal area that is served (or will be served as part of the long-range plan) there is a point where lot size becomes cost prohibitive for the Developer and the City. That lot size has been discussed repeatedly by many communities. In Baxter and other lake communities around Brainerd, the maximum lot size within a service area has been discussed as ranging from 15,000 to 20,000 square feet. That is also the point where sustaining onsite utilities becomes difficult because the lots are too small; especially when you are required to have a primary and secondary wastewater treatment area.
- Many Counties, which primarily deal with rural onsite system permitting, generally require a minimum 30,000-40,000 square foot lot size within a shoreland zone to enable setbacks from well and septic to be met. These minimum lot sizes usually range up from there.
- What does the City’s Comprehensive Plan say? Is protecting natural resources such as groundwater and area lake water quality important? Allowing onsite sewer systems within a community is typically viewed as being counterproductive to those water quality objectives.
- Does the City have a water and wastewater service area boundary defined? Many communities have established this (such as Baxter, Crosslake and others) and do not allow subdivision to occur within the service area boundary without connection to city utilities.
- Does the City have a Drinking Water Supply Management Area (DWSMA) for its municipal water system? Allowing private wastewater systems within the DWSMA is counter to safe public water supply and may be prohibited within its wellhead protection plan.
- Large lots also create a barrier. The subdivided area becomes a void where extension of future sewer and water utilities becomes exceedingly difficult to extend due to cost and, more importantly, to go around to serve other areas that have a higher density of development.

Committee asked Kuhn to check on wellhead protection plan information and provide to committee regarding wells in the DWSMA area.

Committee has discussed having new developments receive 1/3 of cost from utility customers.

Kuhn suggested City look at paying for lift station due to it being used for future development instead of payment project costs. Water is more flexible as to where it can be placed but sewer is dependent on gravity.

Pros for allowing rural water and sewer:

- Cost for municipal water and sewer is \$1.7 million.
- Developments are not adjoining current water and sewer lines.
- Private development providing housing, tax base and people.
- Currently there is only 1 home for sale in Vergas.
- No cost to city utility customers if lots do not sell.
- Lots can be larger due to not having large connection lines.

Pros for requiring municipal water and sewer:

- Drain field life span is 10 years and new drain fields cannot be placed in the same area.
- Contamination in current wells in the area.
- Development is in the DWSMA.
- Our wellhead protection plan does not encourage wells to be drilled in our DWSMA.
- Public water suppliers are required to meet drinking water health and safety standards and ensure adequate supply to their connections.

Committee recommends no city utility funds be spent on development until developer requests items (such as lift station) be paid by city due to other developments using item.

Committee recommendation: Allow rural water and sewer if the state allows wells to be drilled in the DWSMA.

Pond Grease

Currently we are waiting for the Minnesota Pollution Control Agency (MPCA) to allow bugs to be used in our current lagoon. We will be adding 5 pounds a week to our sewer lines. When sewer lines were televised and areas with the most grease are the lines held by Billy's and the Loon's Nest and the line by Wanna Be's and Skal. Committee feels education is the key to slowing down the grease accumulation in sewer lines. Committee asked Lammers to send letters to area restaurants and to put an article in the newsletter.

Meeting adjourned at 5:50 pm.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Follow up actions:

Kuhn to provide information on what is allowed in DWSMA areas.

Lammers to send letters to restaurants regarding proper grease disposal. (Letters to be sent to Skal, Billy's, The Loon's Nest, Vergas 66 and Wanna Be's)

Lammers to have information on proper drain disposal City newsletter.

Recommendations to Council:

Not changing ordinances at this time.

Allow developments to have rural water and sewer if variance is applied.

Information received after the meeting:

Items to consider when determining municipal water and sewer vs rural water and sewer.

How will this effect the city 50 years from now?

If the City needs to drill another well – where would it be drilled?

Is it a risk to the City to have wells drilled within its City Limits?

Wellhead Protection Area-Wells within the Wellhead Protection Area (WHPA) that are 275 feet and deeper are a concern to the drinking water quality for the city since this is the depth of the aquifer from which the city draws their water. Wells drilled 275 ft and deeper within the WHPA (blue area) which are mismanaged can be a direct conduit for contamination to enter into the city's aquifer. Any wells shallower than 275 ft will not have an impact on the city's drinking water supply due to the geologic protection the city has in place. Deeper wells that are mismanaged (cracks in the casings, caps not on the wells etc.) allow pollution at the land surface to bypass this geological protection by traveling down the inside of the casing. Wells outside the WHPA (blue area) but still in the Drinking Water Supply Management Area (DWSMA) should have little to any impact on the city's water supply especially the further west from town you get.

Language from the City's Delineation and Vulnerability Report created by MDH:

DWSMA vulnerability -The vulnerability of the city's aquifer throughout the DWSMA is based on the geologic sensitivity ratings of wells and their monitoring data. Based on this information MDH has assigned a low vulnerability to the

DWSMA. This suggests that the clay-rich sediments that overlie the city's aquifer prevent water and contaminants from moving quickly from the land surface into the city's aquifer and implies a vertical time of travel of decades or longer. The principal threats to this aquifer are unsealed abandoned wells that penetrate through this clay layer. Such wells are 275 feet or greater in depth in the Vergas area.

DRAFT

CDH Vergas Fire Board

The CDH Vergas Fire Board held its budget meeting on November 30, 2022, 7pm, at the Vergas Fire Hall.

After considerable discussion, the final recommendation from the Board was a 10% budget increase. The Fire Chief will further review what % portion can be pulled into the Truck Fund.

The Fire Truck fund is significantly low for what should be there and grown for future need. Board entities who may have further available funds, will follow up with their respective boards to consider a donation to the Truck fund. This was optional.

Inflationary costs have impacted the Fire & Rescue Department; resulting in the need for more funds. The historical raises of 3-4% have not kept up with needs.

The 10% increase would raise the budget by \$10,879.13. Current budget \$108,791.34 to \$119,670.47.

For the City of Vergas, which contributes 11% of the budget total, this would reflect an increased amount of \$1,196 in 2023.

Future meetings of the Fire Board

Audit Meeting: January 30th 2023, 6:30pm, at the Fire Hall

Annual Meeting: February 6th 2023, 7:00pm, at the Fire Hall.

Respectfully Submitted:

/es/ Julie Bruhn

CITY OF VERGAS PLANNING COMMISSION MINUTES

Thursday, December 9, 2022

6:00 pm

Event Center & Zoom Meeting

The City of Vergas Planning Commission was held on Thursday, December 9, 2022, with the following members present: Bruce Albright, Robert Jacoby, Van Bruhn, Neil Wothe and Paul Pinke. Absent: None. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Blaine Green, Josh Hanson, Judy Kvam and Dean Haarstick.

Call to Order

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

Agenda Additions and Deletions

Motion by Pinke, seconded by Bruhn to approved agenda with following additions: Ordinance 71.08 regarding parking in front yards..

Minutes

Motion by Pinke, seconded by Jacoby to approve minutes for October 24, 2022. Motion passed unanimously.

Status of Council Recommendations

None.

Construction Permits

Approved Permits by City Clerk-Treasurer

1. 110 East Main St, steel roof
2. 137 E Main St, signs

Permits to be approved

Motion by Pinke, seconded by Wothe to approve the construction permit at 159 E Elm Street for the following: sinks, railing, driveway, ceiling light, handicapped ramp and 2 signs. Motion passed unanimously.

Motion by Pinke, seconded by Bruhn to approve the construction permit for 241 Bennet Road for a shed. Motion passed unanimously.

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. Lammers has not received any new information regarding the property. Commissioners asked Lammers to follow up with the property owner.

Grade and Fill Permit

Tabled grade and fill permit due to lack of information. Motion by Pinke, seconded by Wothe to table the request until road plans are submitted and reviewed by Engineers. Motion passed unanimously. Discussed Glen Street and if the road would be extended to subdivision when he puts in the road. City has had a public meeting regarding upgrading the current Glen Street and adjoining property owners do not feel there is any benefit to their property for this extension and the developer should pay for extension. Jon Olson, Apex has also commented they would be adjoining the new development with the current road. Plans and specs need to be reviewed before a response on road can be made.

Albright thanked Lammers for the construction permit spreadsheet.

New Business:

Variance

Discussed the variance application from Josh Hanson for Laurance Lake Acres subdivision regarding adding wells and drain fields instead of municipal water and sewer. Josh Hanson reviewed his request for variance as it is not feasible to

add city water and sewer. Commissioners asked for feasibility study confirming the project is not financially feasible and questioned why the lots were not smaller. Typically City lots are 50-100 feet and these lots are 2-3 acres and the size of the lots are making this unfeasible. Hanson stated they could have gone the route of 45 lots but he personally does not feel Vergas is ready for this much expansion. Hanson stated the comprehensive plan states we need housing and rental housing. Jacoby questioned having smaller lots for part of the developments. Hanson stated it is still not feasible. Commissioners stated they would like to see feasibility study confirming this. Hanson stated he has 4 purchase agreements currently and they are comfortable having wells and drainage fields or city water and sewer but they are not willing to have assessments greater than \$30,000.00. Discussed grants available. Discussed the drinking water supply management area (DWSMA) in the City of Vergas and the impact on the City water supply and contamination. Discussed what kind of precedence is the City setting if we allow wells and drainage fields – stated we need to look at each project separately. In ordinance 152.103 and 152.104 it is talking about where sanitary sewer is available. This is in land use but the water and sewer ordinance discusses being within 200 feet of a street or current sewer line. Motion by Bruhn, seconded by Pinke to recommend to Council to hold a public hearing for this variance with Hanson providing a feasibility report. Motion passed unanimously.

Old Business:

Nuisance Properties

Discussed nuisance properties at 306 E Frazee Avenue, 235 Frazee Avenue, 339 E Frazee Avenue and 350 Pelican Avenue. Jacoby asked Lammers to provide all planning commission members the nuisance process she had provided earlier to the commission. Lammers said she would provide for the January meeting. Motion by Wothe, seconded by Pinke to have attorney send letter to 306 E Frazee Avenue regarding unlicensed cars and have planning commission review other properties at the April meeting. Motion passed unanimously.

Past Conditional Use Permits

Lammers provided a spreadsheet of conditional use permits within the City of Vergas. We have not located a conditional use permit for J & K Marine. Motion by Jacoby, seconded by Pinke to have Lammers send letter to J & K Marine requesting they either provide us a copy of their conditional use permit or apply for one. Motion passed unanimously.

Ordinances

Discussed the following ordinances 71.04, 71.08, 72, 85, 91.2 and 2016-001. Motion by Pinke, seconded by Bruhn to remove the exemption of cats in ordinance 91.02. Motion passed unanimously.

Motion by Pinke, seconded by Bruhn to recommend to Council updating 71.04 and 72 for approval. Motion passed unanimously. Commissioners are leaving ordinance 2016-001 Campgrounds as it reads and we will discuss ordinances 71.08 and 85 at the January meeting.

Gravel Pit Ordinance

Commissioners are to review changes Jeff Hatlewick has made to our current ordinance and we will discuss in January. Lammers will update the date of application to March 1 and correct grammatical errors.

Discussed roles and responsibilities of planning commission. Albright stated he would like to see the Vergas Basic Code updated, indexed and have page numbers.

Lammers thanked Van Bruhn and Paul Pinke for serving on the commission and informed them Judy Kvam and Rebecca Hasse would be joining the planning commission.

Meeting adjourned at 7:40 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

Snow emergency routes.

Review and update Developers Notice Procedure

Review and update Ordinance 85 regarding culverts.

Contact property owner at 311 Park View Drive regarding the shed.

Update gravel pit ordinance.

Add process of nuisance procedure to January agenda.

Council recommendations:

Schedule Public Hearing for utility variance for Laurance Lake Acres Development.

' 91.02 DOGS AND CATS.

(A) *Running at large prohibited.* It shall be unlawful for the dog or cat of any person who owns, harbors, or keeps a dog or cat, to run at large. A person, who owns, harbors, or keeps a dog or cat which runs at large shall be guilty of a misdemeanor. Dogs or cats on a leash and accompanied by a responsible person or accompanied by and under the control and direction of a responsible person, so as to be effectively restrained by command as by leash, shall be permitted in streets or on public land unless the city has posted an area with signs reading "Dogs or Cats Prohibited".

(B) License required.

(1) All dogs and cats over the age of three months kept, harbored, or maintained by their owners in the city, shall be licensed and registered with the city. Dog licenses shall be issued by the City Clerk upon payment of the license fee as established by the Ordinance Establishing Fees and Charges adopted pursuant to ' 30.11 of this code, as that ordinance may be amended from time to time. The owner shall state, at the time application is made for the license and upon forms provided, his or her name and address and the name, breed, color, and sex of each dog owned or kept by him or her. No license shall be granted for a dog or cat that has not been vaccinated against distemper and rabies, as evidenced by a certificate by a veterinarian qualified to practice in the state in which the dog or cat is vaccinated.

(2) It shall be the duty of each owner of a dog or cat subject to this section to pay to the City Clerk the license fee established in the Ordinance Establishing Fees and Charges adopted pursuant to ' 30.11, as it may be amended from time to time.

(3) Upon payment of the license fee as established by the Ordinance Establishing Fees and Charges adopted pursuant to ' 30.11 of this code, as that ordinance may be amended from time to time, the Clerk shall issue to the owner a license certificate and metallic tag for each dog licensed. The tag shall have stamped on it the year for which it is issued and the number corresponding with the number on the certificate. Every owner shall be required to provide each dog with a collar to which the license tag must be affixed, and shall see that the collar and tag are constantly worn. In case a dog tag is lost or destroyed, a duplicate shall be issued by the City Clerk. A charge shall be made for each duplicate tag in an amount established in the Ordinance Establishing Fees and Charges adopted pursuant to ' 30.11, as it may be amended from time to time. Dog tags shall not be transferable from one dog to another and no refunds shall be made on any dog or cat license fee or tag because of death of a dog or the owner's leaving the city before the expiration of the license period.

(4) The licensing provisions of this division (B) shall not apply to dogs whose owners are nonresidents temporarily (staying less than 14 days) within the city, nor to dogs brought into the city for the purpose of participating in any dog show. If the animal owned is a service animal which is capable of being properly identified as from a recognized school for seeing eye, hearing ear, service or guide animals, and the owner is a blind or deaf person, or a person with physical or sensory disabilities, then no license shall be required.

(5) The funds received by the City Clerk from all dog and cat licenses and metallic tags fees as established by the Ordinance Establishing Fees and Charges adopted pursuant to ' 30.11 of this code, as that ordinance may be amended from time to time, shall first be used to defray any costs incidental to the enforcement of this chapter; including, but not restricted to, the costs of licenses, metallic tags, and impounding and maintenance of the dogs.

(C) *Cats.* Cats shall be included as controlled by this division insofar as running-at-large, pickup, impounding, boarding, licensing and proof of anti-rabies vaccine is concerned. All other provisions of this section shall also apply to cats unless otherwise provided.

(D) *Vaccination.*

(1) All dogs and cats kept harbored, maintained, or transported within the city shall be vaccinated at least once every three years by a licensed veterinarian for:

(a) Rabies - with a live modified vaccine; and

(b) Distemper.

(2) A certificate of vaccination must be kept on which is stated the date of vaccination, owner's name and address, the animal's name (if applicable), sex, description and weight, the type of vaccine, and the veterinarian's signature. Upon demand made by the City Clerk, the Animal Control Officer or a police officer, the owner shall present for examination the required certificate(s) of vaccination for the animal(s). In cases where certificates are not presented, the owner or keeper of the animal(s) shall have seven days in which to present the certificate(s) to the City Clerk or officer. Failure to do so shall be deemed a violation of this section.

Penalty, see ' 91.99

' 71.04 DECLARATION OF SNOW EMERGENCY; PARKING PROHIBITED.

(A) The Mayor or other designated official may declare a snow emergency in the city. The emergency shall continue in effect for a period of 24 hours, until the snow has been removed from the city's streets or until the snow emergency has been rescinded by action of the Mayor or other designated officer.

(B) Notice of the declaration of a snow emergency shall be given by notifying the local news media; however, the notification shall be a service aid only and not a duty on the part of the officials.

(C) During a declared snow emergency or after over two inches of snow have accumulated, no motor vehicle shall be left parked on any street or public way in the city until the declared emergency is canceled or, if no emergency is declared, until the street is completely cleared of accumulated snow of both sides of the street.

(D) During a declared snow emergency, any police officer or city appointed parking enforcement officer, appointed pursuant to M.S. ' 169.041, Subd. 2, who finds a motor vehicle in violation of this section shall attempt to contact the owner of the motor vehicle and require the owner to immediately move the motor vehicle so as not to be in violation of this section. If the owner does not immediately remove the motor vehicle or the owner cannot be located, the utility superintendent or city appointed parking enforcement officer, appointed pursuant to M.S. ' 169.041, Subd. 2, is authorized to have the motor vehicle removed at the owner's expense.

Penalty, see ' 10.99

72.031 Replacing Ordinances 72.03-72.07 Snowmobiles

It is the purpose of this section to permit snowmobiling only on designed routes within the City of Vergas.

- A. Designed routes. Travel by snowmobile shall be permitted on designated trails along the following routes.
 - 1. From County State Aid Highway (CSAH) 17 on the west side of right-of-way to the business district on 1st street and or East Lake Street to Railway Avenue to CSAH 60.
 - 2. From CSAH 4 to Linden Avenue to Railway Avenue to CSAH 60.
 - 3. From Old Detroit Rd to CSAH 60.
- B. Direct access and use. All snowmobiles operating within city limits shall use as direct route to access the designated routes. Designated routes are intended to be means of ingress, egress and movement of snowmobiles to and from adjoining snowmobile trail systems and not as a primary trail for other snowmobile riding.
- C. License requirement. All snowmobiles operating within city limits shall be properly licensed and authorized for use in accordance with Minnesota Statutes.
- D. Qualifications of operators. All persons operating a snowmobile within city limits shall be properly licensed and authorized in accordance with state statute.
- E. Easement required. Snowmobile clubs shall obtain proper easements for all designated routes which travel upon or cross private property.

City Council
2022 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, December 13, 2022

11. Clerk-Treasurer Report

1. Liquor Store CD
2. General Fund Special Revenue Money Market Account Transfer

Files Attached

- Current Liquor Store CD 20097.pdf
- Genreal Fund_Special Revenue Money Market Account Report.pdf

Current Liquor Store CD 20097 matures on 12/09/2022 for \$71,467.95.

I would like to propose cashing CD and moving \$75,000.00 for liquor store checking account (these are previous years funds).

Purchasing a CD for 12 months at 1.75% or 24 months for 2% interest.

General Fund/Special Revenue Money Market Account

	2022 Balance	Interest	2022 Interest	Proposed 2022 Purchased	2022 sold	11/30/2022 Balance	Proposed Totals
City Shop	3,043.22	3.24%	4.02	5,000.00		3,047.24	8,047.24
Easements	5,215.99	5.56%	6.89			5,222.88	5,222.88
Event Center	1,953.47	2.08%	2.58	16,000.00		1,956.05	17,956.05
Event Center Electronic Sign	0.00	0.00%	0.00	10,000.00		0.00	10,000.00
General	10,463.93	11.15%	13.82	4,000.00		10,477.75	14,477.75
Park	14,110.62	15.03%	18.64	6,500.00		14,129.26	20,629.26
Sand Seal (Seal Coating)	23,867.92	25.42%	31.53	7,500.00		23,899.45	31,399.45
Sidewalk	11,862.83	12.64%	15.67	3,000.00		11,878.50	14,878.50
Street Improvements/Equipment	23,359.83	24.88%	30.86	18,000.00		23,390.69	41,390.69
Balance	\$93,877.81	100.00%	\$124.03	\$70,000.00	\$0.00	94,001.84	164,001.84 ***

***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
November 30, 2022

	General Fund	Event Center Fund	Trails, Parks and Recreation Fund	Veteran's Memorial Fund	Economic Development Fund	Total
ASSETS:						
Wells Fargo US Govt 1	\$124.22	\$582.56	\$5,269.81	\$84,561.93	\$15,195.52	\$105,734.04
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	\$0.00	\$0.00	\$0.00	\$0.00
Total Assets	\$124.22	\$582.56	\$5,269.81	\$84,561.93	\$15,195.52	\$105,734.04
LIABILITIES:						
Payable To	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants Payable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FUND BALANCES	\$124.22	\$582.56	\$5,269.81	\$84,561.93	\$15,195.52	\$105,734.04
TOTAL LIABILITIES & FUND BALANCES	\$124.22	\$582.56	\$5,269.81	\$84,561.93	\$15,195.52	\$105,734.04

City Council
2022 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, December 13, 2022

12. 2023 Budget

Files Attached

- 2023 Proposed Budget.pdf
- 2023 Proposed Water Budget.pdf
- 2023 Proposed Sewer Budget.pdf

		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	131.00	
	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	37,814.00	
	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	
	Total Receipts	\$517,536.29	\$428,764.00	\$431,084.48	\$429,608.00	0.20%
GENERAL GOVERNMENT						
	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	
	Total General Government	\$11,474.30	\$18,765.00	\$20,537.39	\$18,870.00	
Legislative (Council/Board)						
	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)	100.00	200.00	202.00	200.00	
	Total Legislative	\$4,096.32	\$6,550.00	\$6,067.97	\$7,350.00	
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	
Total General Government		16,340.80	27,845.00	27,579.79	28,750.00	
Clerk (4140	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	
Total Clerk, Legal services and Elections		14,318.72	50,812.00	28,360.36	38,350.00	
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	
Total for Public Safety, Traffic, Fire		39,036.96	22,500.00	50,393.78	23,000.00	
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	810.00	
	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	
Total For City Shop		14,428.00	10,164.00	5,475.26	10,898.00	
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	763,500.00	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	
Total for Streets, Sidewalks, Ice Control		62,268.91	130,627.00	108,292.26	147,473.00	
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
Total for Recycling Center		6,567.68	26,146.00	10,352.09	25,411.00	
Street Light	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	1,104.00	
	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	
Total for Event Center		15,936.32	38,900.00	25,246.61	39,284.00	
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	
Total for Parks		39,197.54	105,020.00	69,117.03	91,135.00	
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	5,764.00	
	Total Disbursements	\$222,675.81	\$428,764.00	\$339,568.52	\$426,565.00	-\$3,043.00
2022 Notes						
no longer paying cemetary insurace (cemetery is not owned by City)						
Budget figured 3% salary increase - Council approved 2.5% salary increase.						
2023 Notes						
Adding planning and zoning GIS license						
Budget figured 2% salary increase						
Received Tax Abatement number form county						
Council approved 2% salary increase in November and budget updated.						

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	102,015.52	128,970.00
	Water Connection Fee	2,250.00	3,421.70	2,250.00	2,460.09	2,250.00
	Water Late Fees	1,500.00	3,864.51	1,500.00	4,090.63	2,000.00
	Letter Delivery Fees	0.00	0.00	0.00	408.99	180.00
	Sale of Water	300.00	1,200.00	300.00	480.00	300.00
	Replaced Parts	0.00	64.00	0.00	1,173.25	0.00
	Total Revenues	\$115,839.00	\$118,152.29	\$123,510.00	\$111,724.67	\$133,700.00
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	30,040.59	32,332.00
	PERA/Employer Cont./Soc.Sec.	18,494.00	18,502.78	19,050.00	16,298.14	17,000.00
	Health/Life Insurance	5,200.00	3,932.76	5,200.00	4,037.35	5,200.00
	Office Supplies	2,000.00	1,943.90	2,000.00	1,994.25	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	4,878.01	6,000.00
	Small Tools	0.00	27.99	50.00	2,882.31	0.00
	Repair & Maint. Supplies	1,000.00	163.79	1,000.00	247.19	500.00
	Auditor	850.00	0.00	1,000.00	1,000.00	1,000.00
	Telephone	525.00	525.00	525.00	456.75	525.00
	Professional Services	0.00	1,105.00	0.00	2,500.00	3,000.00
	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	378.33	400.00
	Annual Fees/Permits	160.00	1,400.16	1,500.00	93.33	1,435.00
	Insurance	1,500.00	1,579.00	1,500.00	2,303.00	2,500.00
	Utility Services	6,000.00	4,717.94	6,000.00	4,332.75	5,000.00
	Repair & Maintenance	1,530.00	1,130.00	1,530.00	1,163.08	1,500.00
	Water Connection Fees	1,500.00	1,640.00	1,500.00	1,230.00	1,500.00
	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	36,600.00
	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	103,657.85	127,725.00
	Total Disbursements	115,839.00	107,165.20	123,510.00	107,438.22	133,700.00
	Difference	0.00	10,987.09	0.00	4,286.45	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

Contracts	Annual Payment	Term	Dates of Term	Total Amount	Re:
Paid in January each year	\$930.00	10 years	2021-2031	\$9,300.00	Inspection Services on the 100,000 gallon
Paid in January each year	\$1,833.00	3 years	2021-2023	\$5,500.00	Exterior Cleaning of Water Tower

City of Vergas
Sewer Fund

	1/31/2021	2022 Budget	11/30/2022	2023 Proposed
Refunds and Reimbursements	0.00	0.00	0.00	0.00
Sewer User Charges	119,331.16	122,141.00	96,119.62	120,275.00
Sewer Connection Fee	2,250.00	2,250.00	2,250.00	2,250.00
Sewer Late Fees	3,400.00	3,400.00	3,944.45	3,400.00
Miscellaneous Revenue	0.00	0.00	139.92	0.00
Total Revenues	\$124,981.16	\$127,791.00	102,453.99	125,925.00
Disbursements:				
Legislative (Council/Board)				
Wages and Salaries	3,500.00	3,500.00	2,417.66	2,800.00
Employer Cont./Soc.Sec./PERA	650.00	650.00	797.50	800.00
Total Acct 411	4,150.00	4,150.00	3,215.16	3,600.00
Executive (Mayor/Manager)				
Wages and Salaries	1,300.00	1,300.00	494.53	800.00
Employer Cont./Soc.Sec./PERA	300.00	300.00	116.29	200.00
Travel, Mtgs. & Schools	100.00	100.00	0.00	100.00
Total Acct 413	1,700.00	1,700.00	610.82	1100.00
Water Administration & General				
Wages and Salaries	31,490.16	32,500.00	28,295.89	31,000.00
Pensions/PERA/Em cont/Soc. Sec	11,596.00	11,596.00	14,803.67	15,000.00
Health/Life Insurance	5,200.00	5,200.00	4,037.36	5,200.00
Workers Compensation	450.00	450.00	425.00	450.00
Office Supplies	2,000.00	2,000.00	1,994.24	2,000.00
Operating Supplies	5,000.00	3,000.00	3,160.33	3,200.00
Chemicals & Chem Products	0.00	800.00	2,180.20	1000.00
Clothing Allowance	0.00	0.00	0.00	0.00
Repair & Maint. Supplies	1,500.00	1,500.00	49.91	900.00
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	456.25	525.00
Travel, Mtgs. & Schools	1,500.00	1,500.00	389.11	1,000.00
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	873.00	900.00
Insurance	1,375.00	1,375.00	1666.00	1,375.00
Utility Services	2,250.00	2,250.00	2,487.43	2,500.00
Repair & Maintenance Services	7,000.00	3,000.00	817.96	1,200.00
City Share/Assessments	550.00	1,400.00	485.78	500.00
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	45,000.00
Total Acct 494	119,131.16	121,941.00	84,825.89	121,225.00
Total Disbursements	124,981.16	127,791.00	88,651.87	125,925.00
Difference		0.00	13,802.12	0.00

City Council
2022 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, December 13, 2022

13. Information & Announcements

Currently until Feb. 1, 2023 Board of Review Training <https://www.revenue.state.mn.us/board-appeal-and-equalization-training>
04/05/223 Local Board of Review, Vergas Event Center Council Chambers 1:00 pm (Mayor, Council Members, Lammers)