

City Council
2023 February Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, March 14, 2023

1. **Call to Order**
2. **Citizens' Concerns**
3. **Agenda Additions and Deletions**
4. **Approval of Consent Agenda**
 - A. Council Minutes of the February 15, 2023
 - B. Bills paid between Council meetings and Council bills
 - C. Liquor Store bills for February 2023
 - D. Late water/sewer bills
 - E. 2023 Investment Schedule/Bond Schedule
 - F. General Fund Special Revenue Money Market Account
 - G. 2023 Statement of Receipts, Disbursements and Balances
 - H. American Rescue Plan Funding 2021-2026
 - I. Committee Reports -requiring no Council Action
 1. Personnel
 2. Heartland and Heart of Lakes Trail Plan
 3. Economic Development Authority/Housing Redevelopment Authority
5. **Veterans Memorial City Property Proposal**
6. **Otter Tail County Garage Property**
7. **Committee Reports**
 - A. Parks
 - B. Event Center
 1. Painting
 2. Donations
 - C. Planning Commission
 1. Lawrence Lake Acres Final Plat
 2. Gravel Pit Ordinance
 - D. Streets/Sidewalks/Yard Waste
 1. Ordinance
8. **Staff Reports**
 1. Utilities Superintendent Report
 - A. Generator
 - B. Wellhead Protection Grant
 2. Liquor Store Manager
 - A. POS System
9. **Information & Announcements**

Trainings:

 - a. MN Clerks and Finance Officers – March 21 -24, 2023 (Lammers) St Cloud
 - c. LMC, Loss Control Workshop - March 28, 2023 Bemidji (DuFrane, Engebretson) March 29, 2023 Alexandria (Lammers)
 - d. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
 - e. Clerks Advanced Academy- (Lammers)Waite Park
 - f. League of MN Cities Annual Conference (Mayor, Council & Lammers)
 - g. Municipal Beverage Association-April 29-May 2 (MMBA) (Theisen) Arrowwood

Events:

 - a. Local Board of Review, April 5, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
 - b. EDA/HRA Annual Meeting, April 25, 2023 Vergas Event Center, 5:30 pm (Everyone)
 - b. Household Hazardous Waste Day, Thursday, June 29, 2023 10:00 - 2:00 volunteers needed
10. **Adjournment**

Table of Contents

4. Approval of Consent Agenda	3
March Meeting	7
February	13
2023	15
Sheet1	16
Table 1	18
Follow up actions:	20
Recommendations to Council:	20
5. Veterans Memorial City Property Proposal	23
6. Otter Tail County Garage Property	26
WARRANTY DEED	29
7. Committee Reports	31
8. Staff Reports	55
Vergas SWP Implementation Grant App Spring 2023.pdf	57
City of Vergas Well House Generator Hook-Up Project Quote.pdf	66
9. Information & Announcements	69

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Files Attached

- 02-15-2023 Council Minutes.pdf
- 02-2023 City Bill Listing.pdf
- 02-2023 Claims List.pdf
- 2023 Liquor Store Bill Listing.pdf
- AgedBalance_03112023 (1).pdf
- Investment Schedule & Bond Schedule.pdf
- Genreal Fund_Special Revenue Money Market Account Report.pdf
- American Rescue Plan Funding 2021-2026.pdf
- Personnel Meeting Feb_21_2023.pdf
- 02-28-2023 Heart of the Lakes & Heartland Trail Connection to Vergas.pdf
- 03-07-2023 EDA_HRA Agenda and Minutes.pdf

CITY OF VERGAS
COUNCIL MINUTES
CDH-Vergas Fire Hall Meeting Room
Wednesday, February 15, 2023

The City Council of Vergas met at 6:30 pm, on Tuesday, February 15, 2023, at the CDH-Vergas Fire Hall for a hybrid regular council meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke, Dean Haarstick and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Liquor Store Manager Kyle Theisen and Sherri Hanson.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Citizens' Concerns

None.

Agenda Additions and Deletions

Motion by Pinke, seconded by Albright to approve the agenda with the following addition: city correspondence. Motion passed unanimously.

City Correspondence

Bruhn has sent 5 thank you notes out. Event center: Paul and Brenda Dellaneva, gun donation for event center kitchen fundraiser; Vergas Lions and Zumba, cleaning out event center for floor upgrade; Bryan and Vanessa Perry, for purse bingo fundraiser at the Event Center. Park: Vergas Community Club for picnic tables.

Approval of Consent Agenda

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

1. Council Minutes of the January 10, 2023
2. Bills paid between Council meetings and Council bills totaling \$98,666.22
3. Liquor Store bills for January 2023 totaling \$48,897.89.
4. 2023 Investment Schedule/Bond Schedule
5. General Fund Special Revenue Money Market Account
6. 2023 Statement of Receipts, Disbursements and Balances
7. American Rescue Plan Funding 2021-2026
8. Committee Reports -requiring no Council Action
 - a. Heartland and Heart of Lakes Trail Plan
 - b. Economic Development Authority/Housing Redevelopment Authority
 - c. CDH-Vergas Fire Annual Meeting

Motion passed unanimously.

Council discussed the late water/sewer listing and questioned large bill at 130 E Elm St. They had large water usage last month. DuFrane reread meter and spoke with renter regarding leak. Motion by Albright, seconded by Pinke to have Lammers write property owner and renter a letter regarding high usage and bill. Motion passed unanimously.

Vergas Community Club

Event June 3, 2023

Sherri Hanson, President of the Vergas Community Club presented the following request regarding Shops and Hops event on June 3, 2023.

Closure of Main Street (Billy's to Vergas State Bank) from Noon -6 pm.

One day liquor license for the craft beer breweries.

What is required of the City workers for this event?

Bring 10 picnic tables to be accessible for the event on Main Street.

Bring garbage cans to be accessible for the event on Main Street.

Bring barricades to be accessible for the event on Main Street.

Looking for the possibility of being flexible as the event comes closer as this is a new event, and there may be some things that might come up which we are not aware of. We plan for volunteers to be available.

Motion by Albright, seconded by Pinke to approve the event contingent on County approval to close Main Street and waving the liquor license fee for the event. Motion passed unanimously.

Picnic Tables

The Vergas Community Club is asking for assistance in hauling 10 picnic tables that were funded and constructed by volunteers of the club. These will need to be hauled from a residence on Sybil Lake to the City garage. Motion by Fischer, seconded by

Pinke for city employees to help move picnic tables to the city shop. Motion passed unanimously.

Committee Reports

Parks

Sherri Hanson reviewed park activities.

ACS Agreement-East Otter Tail Soil and Water has agreed to fund and help with planting of plants in the Long Lake Park. Motion by Albright, seconded by Fischer to have Lammers coordinate with East Otter Tail Soil and Water for the ACS agreement for a cost of \$1,010.13. Motion passed unanimously.

Facility Agreement-Frazee-Vergas School District would like to use the Vergas ballfield for summer rec and little league activities. Motion by Albright, seconded by Pinke to approve Lammers to sign the facility agreement with the Frazee-Vergas School District. Motion passed unanimously.

Water Ski Group-Park Advisory Board requested the water ski team be able to install a dock off of City beach area, hold practice twice a week and perform once a month during the summer months. They would place the dock out of the swimming beach area and would need to do some brush clearing. Motion by Albright, seconded by Pinke to approve the water ski team the use of the city park for a term of one year. Motion passed unanimously.

Swimming Lessons-Frazee-Vergas school district has asked the City to participate in swimming lessons with them again this year. Cost to City is the Red Cross fee and Hanson will ask Vergas Community Club and the Vergas Lion's to each pay for ½ of the fee again as they did last year. Motion by Albright, seconded by Pinke to hold swimming lessons with Frazee-Vergas school district again this year. Motion passed unanimously.

West Central Initiative(WCI)- WCI has given apple trees to the City of Vergas through the park board. Questioned if they could ask DuFrane to plant and where the Council would like them planted. Lammers will have a resolution ready for next month's meeting.

Park Member-Sydney Glawe has resigned her position on the park advisory board. Motion by Pinke, seconded by Haarstick to accept the resignation and have Lammers advertise for a replacement member with the Council reviewing applications at the March 14, 2023 Council meeting. Motion passed unanimously.

Event Center

Lammers reviewed Event Center meeting of February 1 and February 6, 2023 meeting (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to grant the Vergas Lions use of the Vergas Event Center on March 11, 2023 for free. Motion passed unanimously. Discussed handicapped parking at the event center. The sign we currently have is to let people know there is a handicapped entrance – does not mean parking. The pavement is painted for handicapped parking, but the sign will not be installed by maintenance employees until spring.

Personnel

Bruhn reviewed personnel meeting of January 25 and February 8, 2023 meeting (minutes available at the Vergas City Office).

Accident/Incident Report-Discussed form and made the change to say action response, this form is for both Council and staff to fill out for the prevention and/or action of future issues. Motion by Pinke, seconded by Fischer to accept the accident/incident form with changes mentioned and for Lammers to provide reports to committee the report is pertaining to. Motion passed unanimously.

Time Clocks-Motion by Albright, seconded by Pinke to purchase 2 time clocks for city employees. Motion passed unanimously.

Drug Alcohol Policy-Motion by Pinke, seconded by Fischer to approve the drug and alcohol policy provided. Motion passed unanimously.

Hiring Policy-Motion by Albright, seconded by Pinke to approve the hiring policy. Motion passed unanimously.

COLA-Motion by Albright, seconded by Pinke to approve the 2023 cola to 3% retroactive to January 1, 2023.

Personnel Policy-Discussed the holiday of Juneteenth, on February 3, 2023 a bill established Juneteenth as a state-recognized holiday effective in effect on August 1, 2023. State office will be closed for Juneteenth this year as they had previously collectively bargained for the holiday. City may elect to recognize holiday in 2023 if they choose. Holidays require that no public business be conducted on this day. Motion by Albright, seconded by Pinke to approve the personnel policy with the change under holidays to reflect in effect on 8-1-2023. Motion passed unanimously.

Planning Commission

Albright reviewed planning commission meeting of January 23, 2023 meeting (minutes available at the Vergas City Office).

Ordinance- Dogs and Cats-Motion by Fischer, seconded by Pinke to approve ordinance 91.2 Cats and Dogs requiring cats to be licensed if not on owners' property. Motion passed unanimously.

Permit Inspector-Construction Permits have not been reviewed after they are issued, and the city is having difficulty closing permits. Motion by Albright, seconded by Pinke to appoint Neil Wothe a volunteer permit inspector. Motion passed unanimously.

Liquor Store/Municipal Building/Licenses

Kyle Theisen, Liquor Store Manager requested Council to approve proposal from Widseth regarding remodeling the current liquor store building. Motion by Albright, seconded by Pinke to approve Widseth Proposal for \$4,320.00 to provide plans to remodel liquor store. Motion passed unanimously.

Streets/Sidewalks/Yard Waste

Albright reviewed planning commission meeting of February 9, 2023 meeting (minutes available at the Vergas City Office).
Albright reviewed need for storm sewer map. Lammers has spoken with Widseth, and they need to know if the City would like

them to survey the storm drains and provide condition of structures for a cost of \$3,500 a day or have DuFrane mark up a map of the drains and proceed with conditions only when a need arises. The layers will then be added to the GIS map. DuFrane will work with Greene to identify and map storm drains for the next streets/sidewalks/yard waste meeting. Discussed the County property the city will accept in March. Haarstick questioned parking study and tearing down the building. Albright stated the city does not need a place to store more junk, but we need parking. Fischer also stated how important parking is needed in Vergas. DuFrane stated there is a lot of parking that is not being used behind businesses and the street department will soon be asking for a larger building. Haarstick stated there are new doors and a roof on this building and we need to look at what it will cost to build a building. Lammers stated she would email Council members an inspection report of the building.

Staff Reports

Mike DuFrane, Utilities Superintendent

No report was provided to Council prior to meeting. DuFrane stated the sewer lift station froze up on Scharf Avenue and Albright questioned the cost to correct this problem. DuFrane stated he has replaced the heater and the only way to correct would be to replace the pump which would be very expensive.

DuFrane requested clarification regarding being on-call. Personnel Committee has stated employees do not need to answer the phone when they are not working, and he would like to know how the Council feels regarding being on-call. DuFrane stated many communities pay their public works staff to be on-call. Haarstick reviewed a water break incident that happened a few years ago at 3 am and how Mike came to Vergas and repaired as soon as he called him. DuFrane stated employees need to be appreciated.

Bid for Snow Removal

Ness Construction of the Lakes LLC provided the only bid for snow removal on a on-call basis. The city employees will let Mayor, or if not available, Acting Mayor know when they are calling Ness Construction for extra help with the removal of snow. Motion by Albright, seconded by Pinke to contract with Ness Construction for back up snow removal when needed. Voting Yes: Albright, Pinke and Fischer. Voting No: Haarstick. Motion carried.

Information & Announcements

Trainings:

- 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
- c. LMC, Loss Control Workshop - March 29, 2023 Alexandria (DuFrane, Engebretson, Lammers)
- d. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
- e. Clerks Advanced Academy- (Lammers)Waite Park
- f. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- g. Municipal Beverage Association, April 29-May 2, 2023 (MMBA) (Theisen) Arrowwood

Events:

- a. Local Board of Review, April 5, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
- b. Household Hazardous Waste Day, Thursday, June 29, 2023 10:00 - 2:00 volunteers needed

Adjournment

The business for which the meeting was called having been completed, the meeting was adjourned at 8:55 pm.

Vergas City Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS

Bill Listing for February 16 to March 10, 2023

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
Aramark	Shop, towels	38.77
City of Vergas	Payroll	5,236.12
Internal Revenue Services	2023 Withholding Tax	1,535.81
Lake Region Electric	Sign, electricity & camera's	45.53
MN Dept. of Revenue	Sales Tax	105.00
MN Dept. Revenue	2023 Withholding Tax	257.40
Public Employees Retirement Assoc.	Payroll	978.44
Vergas Fire & Rescue	State, reimbursed training	520.00
Vergas State Bank	Shazam Fee	1.00
Total for bills paid between Council Meetings		<hr/> \$8,734.17

Date Range : 2/11/2023 To 3/15/2023

<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>
03/14/2023	Aramark	Event, towels, rugs Inv 2520153939, 2520161328	23581	\$149.14			
					100-45110-210-	EVENT CENTER	\$149.14
03/14/2023	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, March. 2023	23582	\$3,489.62			
					100-41405-131-	Clerk	\$221.47
					601-49440-131-	Water Utilities - Administration and General	\$442.94
					602-49490-131-	Sewer Utilities - Administration and General	\$442.94
					100-43110-131-	Highways, Streets & Roadways	\$332.21
					100-45210-131-	Parks	\$332.20
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,717.86
03/14/2023	Card Member Service	LS & Shop, timeclocks Event, supplies Clerk, training	23583	\$1,199.22			
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$149.99
					100-43110-210-	Highways, Streets & Roadways	\$72.00
					100-45210-210-	Parks	\$72.00
					100-41405-331-	Clerk	\$395.00
					100-45110-210-	EVENT CENTER	\$510.23
03/14/2023	Core & Main LP	Water & Sewer, software support	23584	\$2,340.00			
					601-49440-580-	Water Utilities - Administration and General	\$1,170.00
					602-49490-580-	Sewer Utilities - Administration and General	\$1,170.00
03/14/2023	Corporate Technologies, LLC	All Depts, Technology Inv #8505383782	23585	\$547.40			
					100-41010-200-	GENERAL GOVERNMENT	\$547.40
03/14/2023	Michael DuFrane	St, Parks, Water, Sewer, cell phone	23586	\$75.00			
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75

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					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
03/14/2023	Matthew Engebretson	St, Pk, reimbursed cell phone	23587	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
03/14/2023	Frazee-Vergas Forum	GG, legal Event, ad	23588	\$341.80			
					100-41010-350-	GENERAL GOVERNMENT	\$286.80
					100-45110-350-	EVENT CENTER	\$55.00
03/14/2023	Gopher State One Call	Wtr, Swr, Locates	23589	\$2.70			
					602-49490-210-	Sewer Utilities - Administration and General	\$1.35
					601-49440-210-	Water Utilities - Administration and General	\$1.35
03/14/2023	Hawkins, Inc	Wtr, chemicals Inv# 6405777	23590	\$574.97			
					601-49440-218-	Water Utilities - Administration and General	\$574.97
03/14/2023	Hansons Plumbing & Heating, Inc.	Event, cap and sleeve Inv 36895305, 36991817	23591	\$26.53			
					100-45110-210-	EVENT CENTER	\$26.53
03/14/2023	JH Signs & Designs, Inc	Park, reimbursed sign repair insurance	23592	\$1,750.00			
					100-45210-999-	Parks	\$1,750.00
03/14/2023	Julie Lammers	Clerk, Cell Phone, reimbursement	23593	\$75.00			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
03/14/2023	Lakes Community Cooperative	Streets, operating fuel	23594	\$362.56			

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					100-43110-210-	Highways, Streets & Roadways	\$362.56
03/14/2023	League of Minnesota Cities	LMC, training safety and loss control	23595	\$491.67			
					100-42010-331-	PUBLIC SAFETY	\$431.67
					100-41405-331-	Clerk	\$20.00
					100-43110-331-	Highways, Streets & Roadways	\$20.00
					100-45210-331-	Parks	\$20.00
03/14/2023	Leighton Broadcasting	Event, 2023 advertising	23596	\$100.00			
					100-45110-340-	EVENT CENTER	\$100.00
03/14/2023	Minnesota Life Insurance Company	Employee Life Ins	23597	\$57.40			
					100-41405-131-	Clerk	\$3.00
					100-43110-131-	Highways, Streets & Roadways	\$6.00
					100-43110-999-	Highways, Streets & Roadways	\$10.60
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$6.00
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$31.80
03/14/2023	MN DEPT OF HEALTH/DRINKING WATER	Wtr,1st Quarter connection fee	23598	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
03/14/2023	Olson Oil Co.	St, operating supplies	23599	\$252.54			
					100-43110-210-	Highways, Streets & Roadways	\$252.54
03/14/2023	Otter Tail Power Company	All depts, utility and christmas lighting (453.56)	23600	\$3,022.94			
					100-45110-380-	EVENT CENTER	\$222.78
					100-43010-380-	City Shop	\$122.19
					100-45210-380-	Parks	\$97.13
					601-49440-380-	Water Utilities - Administration and General	\$1,157.92
					602-49490-380-	Sewer Utilities - Administration and General	\$283.95
					100-43160-380-	Street Lighting	\$685.41
					100-45210-380-	Parks	\$453.56

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<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
03/14/2023	RMB Environmental Laboratories, Inc	Water, 2023 Chemicals	23601	\$30.49			
					601-49440-218-	Water Utilities - Administration and General	\$30.49
03/14/2023	Steve's Sanitation, Inc.	Park & Event, garbage	23602	\$291.32			
					100-45210-384-	Parks	\$163.54
					100-45110-384-	EVENT CENTER	\$127.78
03/14/2023	Swansons Repair Inc	St, plow truck reimbursed by insurance	23603	\$1,827.34			
					100-43110-999-	Highways, Streets & Roadways	\$1,827.34
03/14/2023	Kyle Theisen	LS, cell phone reimbursement	23604	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
03/14/2023	Vergas Hardware	All depts,supplies	23605	\$401.33			
					100-45110-210-	EVENT CENTER	\$210.80
					602-49450-210-	Sewer Utilities - Sanitary Sewer Maintenance	\$125.96
					100-43110-210-	Highways, Streets & Roadways	\$27.60
					100-45210-210-	Parks	\$23.98
					100-43010-210-	City Shop	\$12.99
03/14/2023	Widseth Smith Notlting & Assoc. Inc	Engineering 2023, Glen St, W Lake St, 1st St, Sidewalk, Lawrence Lake Acres	23606	\$4,388.50			
					100-43110-303-	Highways, Streets & Roadways	\$2,160.50
					100-43110-303-	Highways, Streets & Roadways	\$423.00
					100-43110-303-	Highways, Streets & Roadways	\$180.00
					100-43110-303-	Highways, Streets & Roadways	\$810.00
					100-43110-303-	Highways, Streets & Roadways	\$390.00
					100-43110-303-	Highways, Streets & Roadways	\$425.00
03/14/2023	Zitzow Electric, Inc.	WW, heater	23607	\$1,022.79			
					602-49450-300-	Sewer Utilities - Sanitary Sewer Maintenance	\$1,022.79

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Total For Selected Claims				\$23,280.26			\$23,280.26

Bruce E Albright	City Council/Town Board	Date
Dean Haarstick	City Council/Town Board	Date
Julie A Bruhn	City Council/Town Board, Mayor	Date
Natalie K Fischer	City Council/Town Board	Date
Paul Pinke	City Council/Town Board	Date

City of Vergas Liquor Store Checks Paid in February 2023

Vendor	Description	Total
Absolute Ice		58.40
Aramark	Rugs	48.34
Artisan Beer Company		1,143.70
Arvig Communications	Security, phone	577.00
Bergseth Bros		8,214.00
Beverage Wholesalers		2,559.11
Blue Cross/Blue Shield	Employee Insurance	1,717.86
Breakthru Beverage MN Wine and Spirits		3,124.77
Bucks Mill Brewing		184.80
Card Member Services	LS, City Hive, tissues	301.43
City of Vergas	Water/Sewer	59.32
City of Vergas	Payroll	4,807.39
Datamann, Inc	Computer Support	90.50
D-S Beverage		4,454.14
Great Plains Nat Gas	Utility	219.43
Internal Revenue Service	2023 Withholding Tax	1,379.78
Johnson Brothers Liquor Co		7,914.54
Leighton Broadcasting	Advertising	100.00
Merchant Service	Credit Card Fees	806.93
MMBA	Conference	759.00
MN Dept. of Revenue	Sales Tax	4,059.00
MN Dept. Revenue	2023 Withholding Tax	187.13
MN Life Ins Company	Employee Insurance	75.60
Nardini Fire Equipment Co	Inspection of fire extinguishers	115.40
NCR	Credit Card Fees	73.13
Otter Tail Power Company	Utility	424.50
Phillips Wine & Spirits		1,998.94
Public Employees Retirement Assoc.	Payroll	881.67
Southern Glazer's of MN		3,124.16
Theisen, Kyle	Cell phone reimbursement	25.00
Vergas Hardware	Supplies	53.42
Viking Coca-Cola Bottling Co		419.75
Vinnocopia		823.25
Zitzow Electric	Office Heater	491.01
Total		<u>\$51,272.40</u>
February Receipts		<u>44,181.71</u>
	February Operating Income (Loss)	(7,090.69)
	January Operating Income (Loss)	(2,733.78)
2023 Total Operating Income (Loss)		<u><u>(9,824.47)</u></u>

AGED BALANCES

CITY OF VERGAS

DATE: 03/11/2023 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
21	N	BENJAMIN KRIEG	\$88.07	\$76.99	\$74.49	\$62.41	\$301.96
211	N	LEMON, BRANDON	\$252.44	\$132.54	\$150.67	\$96.21	\$631.86
230	N	WELDON, BEN &	\$127.60	\$117.84	\$113.37	\$0.00	\$358.81
361	N	RHONDA UEKE	\$96.37	\$115.50	\$53.21	\$0.00	\$265.08
405	N	HODNEFIELD, PATRICK	\$87.97	\$110.93	\$48.01	\$0.00	\$246.91
470	N	TRISTYN LEWIS	\$109.59	\$105.77	\$83.13	\$51.23	\$349.72
502	N	TJ JOHNSON	\$99.03	\$93.71	\$81.25	\$0.00	\$273.99
530	N	DANIEL HOARD	\$78.76	\$98.87	\$28.69	\$0.00	\$206.32
570	N	TONY LICENSE	\$101.95	\$116.27	\$67.70	\$0.00	\$285.92
800	N	HAARSTICK, DEAN	\$86.65	\$87.37	\$78.65	\$0.00	\$252.67
990	N	VERGAS FORD	\$74.80	\$76.34	\$71.50	\$0.00	\$222.64
1180	N	WANNA BE	\$255.43	\$165.97	\$146.53	\$0.00	\$567.93
1371	N	DARYL PIXLEY	\$75.27	\$68.43	\$62.21	\$56.55	\$262.46
1765	N	CISSELL, GREGORY &	\$102.20	\$90.46	\$82.55	\$0.00	\$275.21
2000	N	LENDE, BRIAN	\$106.14	\$118.36	\$73.75	\$0.00	\$298.25
7701	N	BRACKEN, JOSEPH &	\$283.23	\$604.80	\$103.24	\$0.00	\$991.27
Totals(16):			\$2,025.50	\$2,180.15	\$1,318.95	\$266.40	\$5,791.00

City of Vergas
Investment Schedule
2023

	<u>Account Number</u>	<u>12/31/22 Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>12/31/23</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	164,036.15	0.00	0.00	0.00	164,036.15	0.30 MMDA
Sewer Reserve	19753	26,910.87	0.00	0.00	0.00	26,910.87	0.40 12/27/2023
Sewer and Water Debt Service	19759	37,395.60	0.00	0.00	0.00	37,395.60	0.35 7/17/2023
Liquor Fund	20338	146,467.95	0.00	0.00	0.00	146,467.95	1.75 12/9/2023
Totals		<u>374,810.57</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>374,810.57</u>	

City of Vergas
Bond Schedule
2023

<u>Title</u>	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2022</u>	<u>Interest Due 12/31/2023</u>	<u>Total Due 12/31/2023</u>	<u>Amount Paid in 2023</u>
General Obligation Improvement Refunding Bonds,	12/15/2015	\$299,000.00	2.43%	Vergas State Bank	2/1/27	252,315.75	29,173.50	281,489.25	30,089.50
Water/Sewer Refunding Bonds	6/9/2009	\$475,000.00	4.09%	US Bank N.A.		187,150.00	83,352.50	270,502.50	40,870.00
General Obligation Improvement	6/11/2019	\$985,000.00	3.10%	Northland Trust	2/1/40	1,351,645.72	352,715.09	1,311,645.72	67,401.26
General Obligation Water Revenue Note, Series 2022A	2/1/2022	<u>\$132,000.00</u>	2.00%	Vergas State Bank	2/1/32	146,920.00	14,920.00	<u>146,920.00</u>	<u>1,320.00</u>
Total		\$758,291,000.00				1,938,031.47		1,863,637.47	139,680.76

General Fund/Special Revenue Money Market Account

			2023		01/31/2023	
	2022 Balance	Interest	2023 Interest	Purchased	2023 sold	Balance
City Shop	8048.35	4.91%	2.05	0.00		8,050.40
Easements	5224.79	3.19%	1.33	0.00		5,226.12
Event Center	17956.76	10.95%	4.58	0.00		17,961.34
Event Center Electronic Sign	10,000.00	6.10%	2.55	0.00		10,002.55
General	14481.58	8.83%	3.69	0.00		14,485.27
Park	20634.42	12.58%	5.26	0.00		20,639.68
Sand Seal (Seal Coating)	31408.18	19.15%	8.00	0.00		31,416.18
Sidewalk	14882.84	9.07%	3.79	0.00		14,886.63
Street Improvements/Equipment	41399.23	25.24%	10.55	0.00		41,409.78
Balance	\$164,036.15	100.00%	\$41.80	\$0.00	\$0.00	164,077.95 ***

***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
December 31, 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	\$124.79	\$695.85	\$5,696.44	\$64,040.25	\$15,306.40	\$85,863.73
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	\$124.79	\$695.85	\$5,696.44	\$64,040.25	\$15,306.40	\$85,863.73
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	\$124.79	\$695.85	\$5,696.44	\$64,040.25	\$15,306.40	\$85,863.73
TOTAL LIABILITIES & FUND BALANCES	\$124.79	\$695.85	\$5,696.44	\$64,040.25	\$15,306.40	\$85,863.73

West Central Initiative
Vergas Community Fund
Revenues and Expenditures
For the Period July 1, 2022 to December 31, 2022

	General Fund	Event Center Fund	Trails, Parks and Recreation Fund	Veteran's Memorial Fund	Economic Development Fund	Total
REVENUES:						
Foundation Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Government Grants	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00
Corporate Contributions	\$0.00	\$0.00	\$10,250.00	\$5,800.00	\$0.00	\$16,050.00
Individual Contributions	\$0.00	\$110.00	\$8,319.33	\$15,849.65	\$25.00	\$24,303.98
Transfers from Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings-General	\$0.85	\$4.97	\$438.27	\$845.73	\$129.71	\$1,419.53
Total Revenues	\$0.85	\$114.97	\$31,007.60	\$22,495.38	\$154.71	\$53,773.51
EXPENDITURES:						
Miscellaneous Expense	\$0.00	\$0.00	\$21.63	\$4.78	\$0.00	\$26.41
Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Raising Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Board Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pledge Loss Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants to Other Entities	\$0.00	\$0.00	\$48,635.00	\$32,468.36	\$0.00	\$81,103.36
Total Expenditures	\$0.00	\$0.00	\$48,656.63	\$32,473.14	\$0.00	\$81,129.77
EXCESS REVENUE OVER EXPENDITURES	\$0.85	\$114.97	(\$17,649.03)	(\$9,977.76)	\$154.71	(\$27,356.26)

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	8	1/10/2023
Infrastructure: Paint Water tower out of these funds to keep water costs down that are passed onto residents.	Residents	\$123,000	9	
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	6	3/8/2022
It Support - Fire Wall and Microsoft 365	General Government	\$4,373.00	4	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	7	7/12/2022
Camera's	General Government	\$3,450.00	5	10/11/2022
Parks	General Government	\$11,347.19		

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	Widseth Mapping System	General Government	4,600.00
City Camera System	Arvig	General Government	\$3,450.00
Event Center Floors		General Government	\$10,000.00

Total Expenses

\$27,120.16

Total in Fund

\$11,347.19

City of Vergas
Personnel Committee Meeting

The Personnel Committee was called to order on Tuesday, February 21, 2023, at 9 am at Natalie's Serendipity. In attendance were Natalie Fischer and Matt Engerbretson.

Agenda: Annual Performance Appraisal

At 9 am the appraisal for Matt Engerbretson was conducted. The Performance Appraisal was prepared and reviewed by Julie Bruhn and Natalie Fischer. Each performance element was reviewed with an overall rating of needs improvement. Areas of improvement were in the areas of attendance and communication. Issues and concerns were already discussed in a prior group meeting so there were no surprises regarding the rating. Matt stated he is already striving to make improvements.

Meeting adjourned at 9:40 am

Recorder
/es/ Natalie Fischer

Heart of the Lakes & Heartland Trail Connection to Vergas Advisory Committee Meeting
Tuesday, February 28, 2023
10:00 am
Teams

Present: Patrick Hollister, Blaine Green, Jillian Reiner, Kevin Fellbaum, Deb Sjostrom, Steph Hogan, Mary Safgren, Paul Pinke and Clerk- Treasurer Julie Lammers.

Absent: Jay Norby and Jill Shipman.

Call to Order

Jillian Reiner called meeting to order.

Additions and Deletions

None.

Trail Plans

Reviewed routes and plus and minus of the 4 different options. Jillian will put plan together for next meeting.

Next Meeting Dates and Times

Thursday, March 16, 2023 at 10:00 am on Teams.

Meeting adjourned at 11:50 am.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Follow up actions:

Widseth will provide information (maps) regarding trail routes considered.
Schedule 2 public hearings: 1 in Vergas, 1 in Frazee

Recommendations to Council:

None.

**Vergas EDA/HRA
Vergas Event Center Council Chambers and Zoom
2:00 PM on Tuesday, February 7, 2023**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, February 7, 2023 at 2:00 pm at the Vergas Event Center and Zoom with the following members present: Bruce Albright, Joy Summers, Duane Ditterich and Kevin Zitzow. Also Present: City Clerk-Treasurer Julie Lammers, Ron Zeigler, Community and Economic Development Associates (CEDA), Michael Monson (CEDA), Stacey (?), Robert Williams of the Frazee-Vergas Forum, and Amy Baldwin, Ottertail County. Absent: Vanessa Perry. Also present: Joe Clauson.

Call to Order

Meeting was called to order by Vice President Bruce Albright.

New Business

Tax-Forfeited Land in Vergas

Discussed Sunny Oaks Development with 11 lots that have been given back to the State of Mn. This development has city road, water and sewer. It is in the best interest of the City to have this area developed. Ottertail County has jurisdiction of these lots, and the city may get the lots for either public use or public purpose. If the City does not purchase these lots for public purpose or public use, they will go to a County auction. No date has been set for the next County Auction currently. The HRA needs to decide if they want to pursue this development or wait for the county to develop. They currently have 3 projects they are working on and will not be able to move forward with this project until they are completed. HRA will discuss again at next month's meeting.

Kevin Zitzow joined meeting by zoom.

Housing Incentives-Otter Tail County

Amy Baldwin discussed affordable housing programs currently in Otter Tail County. They have a single-family home project with developers or senior rental housing (senior tri-plex plans are being worked on by the County). They have the Big Build program and a gap financing program to help with developments in the county. Properties do not qualify for both programs. Gap financing may cover up to \$50,000 per house or \$100,000 per development. The County is working with one project with state financing which they applied for in July 2021 and were able to break ground in October 2022. If the city would like to initiate one of these programs or acquire the tax-forfeited land, they will need to prepare a letter to Otter Tail County. Baldwin stated she would be happy to review the letter before it is submitted and run it through the Community Development Agency for a recommendation of support. HRA members need to define what we are looking for. More research will need to be done on this before next months meeting. Discussed if the HRA could profit on the sale of lots, Baldwin will research this but currently it states it must be affordable housing.

Agenda Additions and Deletions

Motion by Summers, seconded by Ditterich to approve agenda with the following additions: Annual meeting. Motion carried.

Minutes

Motion by Summers, seconded by Ditterich to approve minutes for the February 7, 2023 meeting. Motion passed unanimously.

Status of Recommendations to City Council

None.

Financial Update

Lammers provided financial information for EDA/HRA-no change from last month.

Old Business

2023 Housing and Economic Goals.

Albright reviewed goals and timeline.

CEDA (Community and Economic Development Associates)

Ron Zeigler, CEO and President of the Community and Economic Development Associates (CEDA) introduced employee Michael Monson who works with the city of Cold Springs and reviewed the organization CEDA, regarding what they do for other communities. CEDA is a non-profit 501(3)c. CEDA works in the following areas: Grant Writing, Marketing, Planning, Mediator, the bottom line is they are here to help Cities. They either work as a per project basis or as a community support group. Most communities use the community support area of CEDA, they would provide a team member for a community for a minimum of 1 day a month to 5 days a week. Committee asked Zeigler to provide quote on doing a business retention plan. Ziegler stated he would provide an ala cart plan for the city. Discussed looking at sample work plans at the meeting in April. The largest concern for the committee is funding. There are grants for many community supports currently which they could assist us in receiving. Their bottom line is "We are here to help."

New Business

EDA/HRA Annual Meeting

Discussed meeting location and date. Proposed having the annual meeting on Tuesday, April 25, 2023 with a 5:30 pm social hour and 6:00 pm meal and program. The meeting will be held at the Vergas Event Center unless a caterer cannot be found, then we will move to Billy's. Lammers will talk to Vanessa Perry regarding location and meal.

Meeting adjourned at 3:50 p.m.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

None.

Follow up Actions.

Lammers to add Give to the Max Fundraiser to the August meeting agenda.

Lammer discuss with Perry Annual Meeting.

Lammers find speakers, catering and schedule for annual meeting.

Lammers talk to Sherri Hanson, President of the Vergas Community Club regarding shared event.

City Council
2023 February Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, March 14, 2023

5. Veterans Memorial City Property Proposal

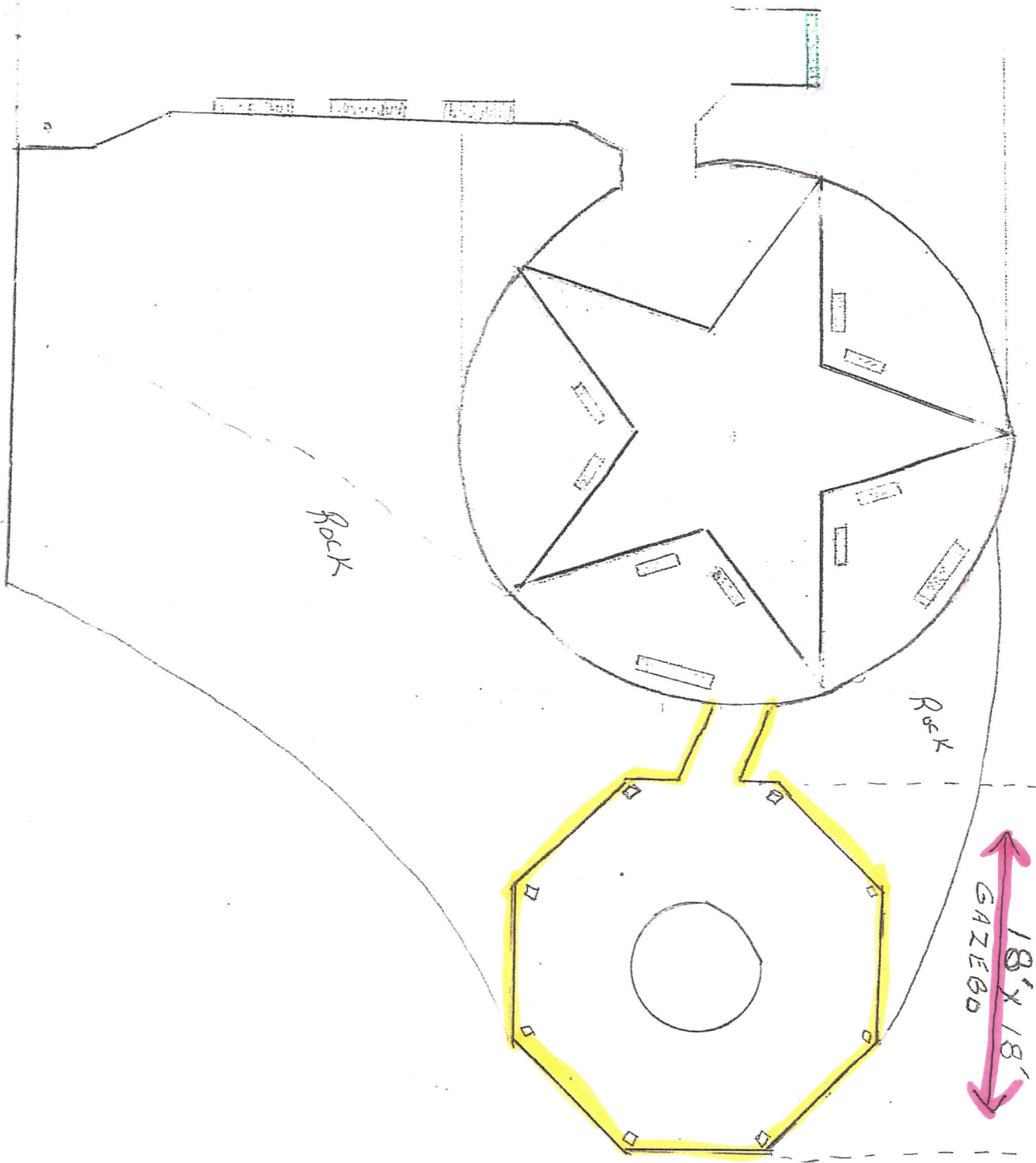
Files Attached

- City Property Vet Memorial Proposal.pdf
- City Property Vet Memorial Plan.pdf

11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 841. 842. 843. 844. 845. 846. 847

03/6/2023

- Page 24 of 70



TIME
CASSABE

City Council
2023 February Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, March 14, 2023

6. Otter Tail County Garage Property

Files Attached

- 2022-12-30 Right of First Refusal Agreement_Vergas.pdf
- Waranty Deed - Vergas Garage.pdf

RIGHT OF FIRST REFUSAL

THIS AGREEMENT made this 28th day of February 2023, by and between, Otter Tail County, a political subdivision, “Grantor” and the City of Vergas, a municipal corporation, “Grantee”.

WHEREAS, Otter Tail County is the owner of the Property described herein;

WHEREAS, Grantor is interested in having a first right of refusal to purchase the property legally described as follows:

Lot fifteen (15), in Block three (3) of the Original Plat of the Village of Vergas.

Together with all hereditaments and appurtenances belonging thereto.

NOW, THEREFORE, FOR VALUABLE CONSIDERATION the receipt and sufficiency being acknowledged, it is agreed:

1. Grantee hereby grants a right of first refusal on the Property or any portion of the Property in accordance with the terms below (“**Right of First Refusal**”).

2. If, at any time, Grantee intends to dispose of all or part of the Property, Grantee shall give written notice to Grantor at the address provided below.

3. Within sixty (60) business days after receipt of the written notice, Grantor shall have the right to notify Grantee that it is exercising its Right of First Refusal and will purchase all or part of the Property. The purchase price of the Property shall be one dollar and zero cents (\$1.00).

4. If Grantor fails to exercise its Right of First Refusal within the time stated above, this Right of First Refusal shall have no more force and effect.

5. Notices. Any notice, request or demand herein provided for or given hereunder, if given by the parties hereto, shall be effective (a) when delivered in person to the recipient named below, (b) one day after timely deposit with a responsible overnight courier to the recipient named below, or (c) five days given if mailed by postage paid, certified mail return receipt requested as follows:

Grantor: Otter Tail County
Attn: County Administrator
520 Fir Ave.
Fergus Falls, MN 56537

Grantee: City of Vergas
PO Box 32
111 Main St
Vergas, MN 56587-0032

IN WITNESS WHEREOF, this First Right of Refusal has been made the date and year written below.

GRANTEE:

GRANTOR:

Date

Date

City of Vergas
PO Box 32
111 Main St
Vergas, MN 56587-0032

Otter Tail County
520 Fir Ave.
Fergus Falls, MN 56537

No delinquent taxes and transfer
entered; Certificate of Real Estate
Value () filed () not required
Certificate of Real Estate Value
No. _____
_____, 20____

County Auditor
By _____
Deputy

WARRANTY DEED

DEED TAX DUE: \$ _____
Date: _____

FOR VALUABLE CONSIDERATION, Otter Tail County, a municipal corporation, Grantor, hereby
conveys and warrants to the City of Vergas, a political subdivision, Grantees, real property in Otter Tail
County, Minnesota, legally described as follows:

Lot fifteen (15), in Block three (3) of the Original Plat of the Village of Vergas.

Together with all hereditaments and appurtenances belonging thereto.

{ } The seller certifies that the seller does not know of any wells on the described property.
{ } A well disclosure certificate accompanies this document.
{X} I am familiar with the property described in this instrument and I certify that the status and number
of wells on the described real property have not changed since the last previously filed well disclosure
certificate.

COUNTY OF OTTER TAIL

By _____
Wayne Johnson, Chair
Otter Tail County Board of Commissioners

By _____
Nicole Hansen, Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF OTTER TAIL)

 This foregoing was acknowledged before me this ____ day of _____, 20__, by Wayne Johnson and Nicole Hansen, the Chair and Clerk of Otter Tail County, a political subdivision of the State of Minnesota, on behalf of the Board of Commissioners.

Notary Public

This instrument was drafted by:

Michelle M. Eldien
Otter Tail County Attorney
121 West Junius
Fergus Falls, MN 56537

Tax statements due hereon should be mailed to:

City of Vergas
PO Box 32
111 Main St
Vergas, MN 56587-0032

City Council
2023 February Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, March 14, 2023

7. Committee Reports

- A. Parks
- B. Event Center
 - 1. Painting
 - 2. Donations
- C. Planning Commission
 - 1. Lawrence Lake Acres Final Plat
 - 2. Gravel Pit Ordinance
- D. Streets/Sidewalks/Yard Waste
 - 1. Ordinance

Files Attached

- Park Board Application-Kvam.pdf
- Park Board Application-Puetz.pdf
- Event Center Painting Quote.pdf
- 02-28-2023 Planning Commission Meeting Agenda & Minutes.pdf
- LAWRENCE LAKE ACRES FIRST ADDITION FINAL 2-27-23.pdf
- 2-28-2023 Proposed updates to the 2017-001 ORDINANCE 151.70 Gravel Pit Ordinance_.pdf
- Proposed Ordinance 93.03 Streets and Sidewalks.pdf
- 2023-03-07 Event Center Agenda Minutes.pdf
- Resolution 2023-04 Vergas Donation from VCC for picnic tables.pdf
- Resolution 2023-005 Vergas Donation for Event Center .pdf
- Resolution 2023-006 West Central Initiative Vergas Donation for Park Trees .pdf
- Park Advisory Board Updated Minutes 2-2023.pdf

APPLICATION FOR POSITION OF PARK BOARD MEMBER

The City prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, and marital status, status with regard to public assistance, membership, or activity in a local commission, disability, or age in all aspects of our personnel policies, practices, and operations.

NAME: Judy Kvan
HOME ADDRESS: 131 1st Avenue City Vergas State MN
Email: KVAN171@hotmail.com Home Phone: —
Work Phone: — Cell Phone: 727 215 0690

Why does the appointment to the Park Board Advisory Committee interest you?

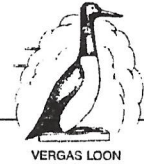
I LOVE VERGAS & I LOVE PLANTS & NATURE.
TO BE A PART OF THIS WONDERFUL & CHARMING
CITY OF MINE WOULD BE AN HONOR.

Are you able to meet on the third Thursday of each month at 3:00 pm? yes or no

Signed: Jm Kvan Date: 2/27/2023

Please return to the Vergas City Office, 111 Main Street PO Box 32 Vergas MN 56587 or email jammers@cityofvergas.com by Friday, March 3, 2023.

City of Vergas



Minnesota's State Bird

APPLICATION FOR POSITION OF PARK BOARD MEMBER

The City prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, and marital status, status with regard to public assistance, membership, or activity in a local commission, disability, or age in all aspects of our personnel policies, practices, and operations.

NAME: Maggie Puetz
 HOME ADDRESS: 321 Pelican Ave. City Vergas State MN
 Email: magdalena.pearl@gmail Home Phone: 612-236-3136
 Work Phone: N/A Cell Phone: ↑

Why does the appointment to the Park Board Advisory Committee interest you?

I'm very passionate about Parks and Rec of any community. I think a solid Park and Rec board is necessary for a healthy growing community and I feel I have some fun new ideas to offer and love brainstorming w/ and hearing others ideas to really make our town grow with fun new events and parks.

Are you able to meet on the third Thursday of each month at 3:00 pm? ☒ yes or no

Signed: M. Puetz Date: Feb. 27th, 2023

Please return to the Vergas City Office, 111 Main Street PO Box 32 Vergas MN 56587 or email jlammers@cityofvergas.com by Friday, March 3, 2023.

111 East Main Street • P.O. Box 32 • Vergas, Minnesota 56587 • Phone: (218) 302-5996 • Fax: (218) 342-2068
 Website: www.cityofvergas.com

The City of Vergas is an equal opportunity Provider and Employer.

We'd paint 2 coats of Repose Gray color to all walls in the back entry ways, lower section of stairway, main hall area, back meeting space off main hall, and front entry.

We'd paint 22 small heater vents and large wall vent with 1 coat primer and 3 coats of Gauntlet Gray.

We'd paint 11 industrial doors 1 coat primer, 3 coats Gauntlet Gray. The doors that back the outside would only be the front face of them, the ones connecting to main hall and bathrooms would be double sided. Bathroom and front door include the vents as well to go same color as door. The door Jambs to also go same color as wanes coating etc.

Our Bid includes all the Paints/Primer, materials, supplies and labor. We will be using a styx primer with Scuff X for all the wane coating/beams and doors. This paint is engineered to resist scuffing in the most demanding high traffic commercial settings. It is ideal for a place such as your center where it can take a beating a little better than most traditional paints.

And as far as the walls go we will use more of a traditional wall paint in eggshell which ensures for easy wiping and clean without leaving marks. 😊

Julie, you had mentioned to me that you'd like a quote for the front entry bathroom Stalls separately. We'd have to prime them 1 coat to ensure a bond of the paint, and we'd spray 3 coats of Gauntlet Gray for \$600 a Stahl. I believe there was 3 so you're looking at about \$1,800 for all 3. 😊

The total of the bid would come out \$12,500. This is without the bathroom Stall's figured in.

Please let me know if you have any questions. Thanks so much and again, I enjoyed visiting with you and helping you piece together colors to really make your center shine! Have a great day!

Mandy Jackson
JJs Painting

CITY OF VERGAS PLANNING COMMISSION MINUTES
Monday, February 27, 2023
6:00 pm
CDH-Vergas Fire Hall

The City of Vergas Planning Commission was held on Monday, February 27, 2023, with the following members present: Bruce Albright, Judy Kvam, Rebecca Hasse, Robert Jacoby and Neil Wothe. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Blaine Green, Josh Pfeffer of Meadowland Surveying, Jon Olson of Apex Engineering, Jeff Hattlewick, Jon Lotzer, Lyle Krieg and Dennis Breitzman.

Call to Order

Chairman Bruce Albright called meeting to order at 6:00 pm. Introductions were made by everyone present.

Agenda Additions and Deletions

Approved agenda with following additions: construction permit at 361 Unit Ave.

Minutes

Motion by Wothe, seconded by Kvam to approve minutes for January 23, 2023. Abstain: Jacoby and Hasse. Motion carried.

Status of Council Recommendations

Albright informed Planning Commission the Council approved Ordinance 91.02 regarding cats and dogs and having Neil Wothe as the permit inspector at their February 15, 2023 meeting.

Construction Permits

Lammers provided 2022 and 2023 permits to Commissioners.

361 Unit Avenue

Motion by Kvam, seconded by Wothe to approve construction permit for the removal of a building, moving a current building and building a 36x33 garage as explained on permit. Motion passed unanimously.

Old Business:

Gravel Pit Ordinance

Albright reviewed the gravel pit ordinance improvements. Have both the City Engineer and City Attorney review the proposed ordinance. Lammers stated she would look into Otter Tail County for the gravel tax. Motion by Kvam, seconded by Wothe to recommend to Council to approve the ordinance after holding a public hearing. Motion passed unanimously.

Ordinances

Ordinance Culverts, Right-a-way permit, Ordinance 79 & 85

Look at combining permits so residents can fill out one application for permitting. Lammers will present a form at the next planning commission meeting. Lammers, DuFrane and Engineering firm are scheduled to meet in March and will have an update regarding culverts and right-a-ways at the March meeting.

Shoreline Management Ordinance

This is a work in process and will have an update soon.

Open Burning

Albright did some research on DNR permits and communities with permits. We need to take a look at cleaning this ordinance up. Asked commissioners to review ordinances 92.60 to 92.71.

New Business

Veteran's Memorial

Lyle Krieg explained they would like to add a 18x18 gazebo to the memorial area. They would also like to add more granite benches to the plan. Circle in the center would be a freedom run, which would include history of the area on the rock. MN

Freedom Rock can be looked up online for history of these rocks. They are booked out until 2024. Gazebo would be on a concrete slab. Lammers explained they need a new proposal for working on city property as the current approved plan has been completed. Motion by Hasse, seconded by Jacoby for verbal support of the gazebo. Motion passed unanimously.

Lawrence Lake Acres Final Plot

Josh Pfeffer of Meadowland Surveying reviewed the second phase Lawrence Lake Acres project asking for approval of 15 lots. Engineers Blaine Green and Jeff Kuhn have reviewed the final plat and have discussed concerns with Pfeffer. Pfeffer added drainage easements as discussed with engineers. Jacoby asked the following financial questions:

- a. Has anyone from the city reviewed the financial impacts of the proposed subdivision to the city?
- b. What cost will the city bear in maintaining the proposed public road and dedicated parcel?
- c. How long is the proposed road and will it require any additional workforce/contract labor or equipment be purchased by the city? Can Mike give us an estimate of cost per foot to maintain a city street or road? If the road is not paved who will bear the cost of maintaining,(grading etc.)?
- d. Are there any other cost the city will bear as a result of this subdivision? Who maintains the areas labeled drainage easements?
- e. Has the city prepared a schedule of expected increased tax revenue as a result of this subdivision?
- f. The subdivision proposed has much larger lots than a typical "city" lot. The subdivider does not intend on including these lots on the city water or sewer system. Since this subdivision is not typical has the city considered having the road be a private road maintained by the subdivider or a homeowner's association?

Lammers reviewed financial data regarding the area. Vergas current market value is \$52,002,300.00 with the addition of 15 lots with homes valuing at least \$250,000.00, this would bring the tax value to \$55,752,300. Would bring in approximately \$31,875.00 a year, when homes are built and tax incentives are completed. Road is ½ mile and would cost the city approximately \$2,110.00 a year to maintain including gravel, grading, and plowing. There would be additional cost when park is established but it would be difficult to figure expense as we do not know what recommendations park board will propose for the area. Motion by Kvam, seconded by Wothe to recommend to council to approve phase 2 of the project and sign the final plat. Motion passed unanimously.

Grade and Fill Permit for the Extension of Glenn Street

Jon Olson, Apex Engineering reviewed the request for a grade and fill permit for the extension of Glenn Street. City Engineers Blaine Green and Jeff Kuhn have reviewed the plans and discussed changes they would like to see. A summary of the discussion is as follows:

- Soil bores were not conducted as part of our design based on previous experience within the area, general soil mapping, wetland/lake water elevations, and our understanding that the southern portion of site was a gravel pit at one point in time. Section 16.10 of the MPCA permit states "Permittees must provide at least one soil boring, test pit or infiltrometer test in the location of the infiltration practice for determining infiltration rates." There is no mention of when the soils evaluation needs to be completed. Given our confidence in the existing soils and water level conditions we feel there is little risk of requiring the test pit to be conducted during construction. If soils deviate from our assumptions, they will need to be removed and replaced. I confirmed this approach with MPCA Engineer Todd Smith and the local MPCA inspector this morning and they agreed that our approach was reasonable. We plan to proceed with this approach.
- The comment related to the access strip around the basins in our SWPPP narrative should have been deleted. An access strip for these basins is not necessary for maintenance.
- Drainage easements will be added to the plat as noted.
- We assumed a 7-ton ultimate design on existing soils with soil factor of 100. See the attached chart. To achieve this GE we propose 4" of aggregate base with 3.5" future asphalt. We normally do not sluff our aggregate at 4:1 in well drained soils. Given this, we assumed the top of aggregate at 28' to be suitable for construction of the bituminous pavement to this full width. We plan to flatten out the topsoil to account for future topsoil shouldering. No modifications to the typical section are necessary.
- We will add a culvert at the initial extension on Glenn Street. This will require ditching on the south which may reduce cover on the existing sanitary sewer service. Further coordination with public works is necessary to confirm depth and potential need for insulation.
- No changes are required on the P&P sheets related to street width.

- Culvert depths will be reviewed, and additional cover provided where viable. I followed up with the developer on culvert material. Given the City does not have any standards related to this, we would prefer to leave as-is. We will confirm cover and installation is in accordance with manufacturer's recommendations.
- We will extend the ditch through at 12+00.

No changes to the cross-section sheets are required for the future minor turf shouldering following future pavement construction

Blaine Green questioned RC Pipe and recommended the city consider this. Recommended the city look at cost difference of the culverts. Roughly \$20.00 a foot difference in cost. Four center lines about 250 feet for a cost of \$5,000.00. Jacoby questioned who would be responsible for the road if it is not completed or houses are allowed to be build before road is completed. City will not be responsible for the road until engineers sign off on the road and city is responsible for approving construction permits which will not be issued until road is completed and approved by City Engineers. Paving will be done once properties are developed and homeowners petition for it to be paved. There is a \$200,000.00 upfront investment for W Lake Street which has been discussed in the comprehensive plan and the Capital Improvement Plan for years.

Motion by Jacoby, seconded by Kvam to approve the grade and fill permit including cul-de-sac with the developer having road center line culverts being concrete and with final approval of Engineer with the first 400 feet of Glenn Street be a part of developers cost. Motion passed unanimously.

Albright reviewed proposed ordinance of gravel permit. Discussed reclamation. Jeff Hattlewick of Mark Sand and Gravel stated trying to change 1:1 slope to a 4:1 slope is difficult while you are still trying to work. The new areas will not have a slope of less than 4:1 slope. They need to mine out the center and then they will be able to fill.

Meeting adjourned at 7:55 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

Snow emergency routes.

Send letter to property owner at 311 Park View Drive regarding the shed.(June 1, 2023)

Send letter to property owner on Bennett regarding trees in right of way. (June 1, 2023)

Review and update Ordinance 72.

Updated Shoreline Management Ordinance (Lammers & Kvam)

Review and update Ordinance 92.60-92.71 Open Burning

Review and update Ordinance 79, 85 and Ordinance 93 regarding culverts and right of ways.

Council recommendations:

Approve ordinance 2023-002 regarding gravel permits after holding public hearing.

ORDINANCE NO. 2017-001
CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
Proposed revision February 28, 2023

151.70 EXCAVATION, MINING AND GRAVEL PITS

151.70 PURPOSE AND INTENT

It is the purpose of this ordinance to regulate the existing and future Mining Operations in the city. Mining Operations are inherently accompanied by noise and dust, often create hazardous conditions, and may result in lasting disfigurement of the land where they are conducted on, and therefore can tend to interfere with the use of nearby property or the quality of life for the residents adjacent or in proximity to Mining Operations. It is also the city's intent to ensure that the disturbed areas are restored upon completion of Mining Operations, and overall, to protect public health, life and general welfare.

151.701 DEFINITIONS.

For the purposes of this section, the definitions listed below shall be construed as follows:

Abandonment. The inactivity of a worksite for one year or more without the act of extracting any minerals.

***Active Gravel Pit.** The terms "active gravel pit" and "active excavation" mean any area where the topsoil or overburden has been removed for the purpose of mining earthly deposits or minerals.

Berm. A mound of earth designated to provide screening of areas and to reduce noise.

Dust. Airborne mineral particulate matter.

Engine Retard Breaking. Dynamic Brake, Jake Brake, Jacobs Brake, C Brake, Paccar Brake, transmission brake or other similar engine retarding brake system which alters the normal compression of the engine and subsequently releases that compression.

Excavation. The movement or removal of soil and minerals.

***Inactive area.** A part of the subject property, that is currently not being used but still needs rehabilitation.

Interim Use Permit. A permit for temporary use of a property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.

Manufacturing. Any activity that includes Portable, Permanent, or Temporary Asphalt Plants, Concrete Ready-Mix Plants, Processing and Recycling Plants.

***Manufacturing Area.** Such operations may include, but are not limited to, concrete mixing, concrete block production, asphalt production, the grinding and/or crushing of concrete or asphalt, and the processing of petroleum-contaminated soil being managed pursuant to the Minnesota Pollution Control Agency (MPCA) approval, so long as the processing or recycling does not violate any federal or state law or any of the requirements of any regulatory agencies having jurisdiction over said operations.

Mineral. Sand, gravel, rock, clay and similar higher density non-metallic natural minerals.

Mineral Extraction. The removal of sand, gravel, rock, clay and other minerals from the ground.

Open Gravel Pit Open-pit mines that produce building materials and dimension stone are commonly referred to as "quarries." Open-pit mines are typically enlarged until either the mineral resource is exhausted, or an increasing ratio of overburden to ore makes further mining uneconomic.

Operator. Any person or persons, partnership, corporations or other entities or a combination or assignees thereof, including public or governmental agencies, engaging in mineral extraction and any processing, recycling, and manufacturing activities derivatives.

Operation. "Operation" includes the driving of all hauling trucks or equipment into or out of a gravel pit, loading, roadwork or engine start-up of any kind.

Owner. Any person or persons, partnership, corporation or other entities owning fee title to the Subject Property.

***Previously Open Gravel Pit (idle)** Previously Open-pit mines that are not actively producing building materials but are still active and not reclaimed.

***Processing Area.** Any area that is being used for stockpiling, storage, or processing or recycling of sand, gravel, soils, or other materials or products derived from gravel mining, even if such materials did not originate or were not produced on the premises.

Processing Plant. Machinery used to crush, wash, compounding, mixing, or treat dirt, sand, gravel, rocks, or similar mineral products into consumable products such as construction grade sand, gravel, and other similar products. This does not include Asphalt Plants and Concrete Ready-Mix Plants. (see Manufacturing Area)

Rehabilitation. To claim land to self-sustaining long-term use which is compatible with contiguous land uses, present and future, in accordance with the standards set forth in this Ordinance.

***Rehabilitation Area.** Areas of the subject property that have met the rehabilitation standards.

Rough Grade. The stage at which the grade approximately conforms to the approved plan.

Slope. An inclined ground surface the inclination of which is expressed as a rate of horizontal distance to vertical distance.

Soil. Is naturally occurring superficial deposits overlaying bedrock.

Stockpiling. Move or handle a reserve supply of goods or raw material accumulated for future use.

***Stockpiling Area.** An area used for a reserve supply of goods or raw material accumulated for future use.

Subject Property. The real property on which Mineral Extraction Facilities, Processing Plant, Asphalt Plant and/or Ready-Mix Plant is sought to be permitted.

Topsoil. Is the upper most layer of naturally occurring soil.

* Areas to be monitored annually per inspections.

151.71 PERMIT REQUIRED.

Mineral Extraction.

- A. Permit Required. Irrespective of the zoning classification of a subject property a permit, as provided herein, is required for Mineral Extraction or Manufacturing unless specifically excepted from such permit.
- B. Interim Use Permit (I.U.P.) is required for any Mineral Extraction or Manufacturing Facility.
- C. Interim Use Permits are valid for one year. City has 60 days to issue permit.

151.72 PERMIT APPLICATION REQUIREMENTS.

An application for a permit required by this Ordinance shall contain the following:

- A. The legal description of the lands from which it is proposed to excavate, remove, process, store or handle minerals.
- B. The name and address of the applicant and the name and address of the owner of the land.
- C. Names and addresses of all adjacent landowners within one-half mile radius.
- D. Copies of any agreements pertaining to the operation including the duration of any lease, if applicable.
- E. The purpose of the excavation or related activities.
- F. The estimated time required to complete the excavation or related activities.
- G. The highways, streets or other public ways within the city upon and along which the material removed shall be transported.
- H. The plan of operation, including, but not limited to:
 - 1. Soil processing (any operation other than direct mining and removal),
 - 2. Nature of the processing and equipment,
 - 3. The area to be included in the operation,
 - 4. Depth of topsoil and soil type,
 - 5. The depth and grade of excavation,
 - 6. The estimated quantity of material to be added to or removed from the premises,
 - 7. Location of the plant,
 - 8. Location of stockpiles,
 - 9. Source of water, disposal of water and reuse of water. In the event that water is used in the operation of a pit, approval from the state department of natural resources and other appropriate state or federal agencies shall be obtained as to the type, location and depth of such well and contained with such application.
 - 10. The number and location of trees prior to excavation.
 - 11. Adjacent and on-site buildings and land uses.

12. Map or plat of the proposed pit or excavation showing the confines or limits thereof, together with the proposed finished elevations based on sea level readings.

13. Elevations and percent slope within 100 feet beyond the perimeter of the excavation and other such information necessary to analyze the site shall be provided by the applicant. United States Geological Survey datum shall be used for all topographic mapping where feasible.

14. Phasing plan which provides no more than ten (10) acres of the site to be open to active mining at any one time. Before any additional land may be mined, the applicant must reclaim portions of the site to the condition that is indicated on the approved reclamation plan.

I. The operation plan must also identify actions to be taken during operation to mitigate adverse environmental impacts, particularly erosion and rising dust out of any sand or gravel pit.

J. A reclamation plan including, but not limited to:

1. Final grade of the property;
2. Depth of topsoil reclaimed;
3. Type of vegetation replanted;
4. Number of trees to be replanted, replacing the trees removed during excavation.

151.73 **BOND.**

A. The city council shall require the applicant apply for a special use permit under this ordinance. Owner or user of the property on which the pit or excavation is located, shall post a cost bond with surety acceptable to the city or cash escrow in such form and sum as the city council shall determine, with sufficient surety running to the city, conditioned to pay the city the extraordinary cost and expense of managing or repairing, from time to time, any highways, streets or other public ways where such repair work is made necessary by the special burden resulting from hauling and travel, in removing material from any pit or excavation, the amount of such cost and expense to be determined by the city engineer; and conditioned further to comply with all the requirements of this ordinance, and the particular permit, and to pay any expense the city may incur by reason of doing anything required to be done by any applicant to whom a permit is issued.

The city council, for failure of any person to comply with any requirements made of them in writing, under the provisions of this ordinance, as promptly as the same can reasonably be done, may proceed to such requirement to be complied with and the cost of such work to be taxed against the property, whereon the pit or excavation is located or the city council may at its option proceed to collect such costs by an action against the entity to whom such permit has been issued and its sureties.

B. In addition to the bond required in subsection (A), the applicant for the permit shall post a performance bond of at least \$50,000.00. The amount may be greater based on the city engineer's recommendation(S). The performance bond shall be executed by a corporate surety company authorized to do business in the state. The performance bond shall be used for the subject property for which a permit is granted and conditioned upon full performance of the terms and conditions of this chapter by the applicant and/or owner of the premises described in the permit application. The bond shall remain in effect for at least one year after the expiration of the permit or until reclamation of the subject property . The bond shall guarantee the required restoration of the entire site.

151.74 AGREEMENT TO HOLD CITY HARMLESS

No person shall open, operate or maintain any mineral extraction facility or engage in mineral extraction on a subject property without an agreement with the city, saving the city free and harmless from any and all suits or claims for damage resulting from negligent excavation, removal or storage of minerals or operation of any mineral extraction facility within the city.

151.75 FEES AND APPLICATIONS.

151.75.001. Annual fee required. An annual fee will be required for the Interim Use Permit. Such fee shall be established by council resolution as adopted from time to time.

151.75.002. Inspection and review permit fee. The inspection and review permit fee shall be established by council resolution adopted from time to time.

151.75.003. Denial of Permit. In the event an application for the issuance of a permit is denied, the city council shall retain such amount of said fees as shall be necessary to defray costs of engineering and legal services incurred by the council in connection with such application and the balance, if any, shall be returned to the applicant.

151.75.004. Reimbursement of city for engineering and legal services. In the event the cost of engineering and legal services exceeds the permit fee, then and in that event the applicant shall, upon notice from the city, reimburse the city for the same within 30 days.

151.75.005. Form of application. The application shall be in such form and shall furnish such information as shall be required by the city council.

151.76 INSPECTIONS.

The City Engineer shall inspect operating and gravel mining pits annually, approximately May 1, weather permitting, and have the report to the City Clerk by June 1. The Engineer shall inspect and certify as compliant or, if deficient, note the deficiency and corrective action(s) to be taken pursuant to a checklist to be developed by the Engineer and the City to ensure compliance with this Ordinance.

151.77. CONDITIONS OF PERMIT.

151.77.01. Hours of Operation. Operation shall be conducted only between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, unless specifically authorized by the City. No mineral extraction or manufacturing shall take place on holidays. In cases of public emergencies, hours of operation may be extended by the City Clerk. It is the specific intent of this section that no crushing, loading, hauling, or engine startup activity of any kind shall take place on or upon any area or subject property other than during those hours specified above.

151.77.02. Fencing or Berm: Where deemed necessary by the City, a fence or berm may be required prior to the commencement or as a condition of the continuous operation of any Mineral Extraction or Manufacturing operation enclosing the area authorized by the applicable permit. If required, the fencing must have a minimum of two (2) single strand wires with posts a maximum of twelve (12) feet apart and at least four (4) feet in height. A berm must be a minimum of thirty (30) inches high and six (6) feet in width at the base.

151.77.03. Screening. The applicant or owner shall plant suitable and fast growing screening trees which shall be a minimum of six feet high placed in two rows, staggered with trees not more than ten feet apart in each row, reducing unsightly view of the operations and reducing noise and dust.

151.77.04. Access Roads. All access roads will be of a sufficient length from a public road so that any turns onto the public road can be completed with a margin of safety. All access roads shall be maintained so as to minimize noise and dust from vehicles using such access road.

151.77.05. Dust Control. The Operator shall utilize all practical means to reduce the amount of dust cause by the operation. In no case shall the amount of dust or other particulate matter exceed the standards established by the MPCA pollution control agency and the United States Environmental Protection Agency (EPA).

151.77.06. Noise. Maximum noise levels at the perimeter of the Operation will be consistent with the standards established by the MPCA and the United States EPA.

151.77.07. Air Quality. All activities on the Subject Property will be conducted in a manner consistent with the MPCA standards.

151.77.08. Maximum slopes. During the entire period of operations, all excavations other than the working face shall be sloped on all sides at a maximum ratio of one foot horizontal to one foot vertical, unless a steeper slope shall be approved by the city. Where excavations are adjacent to a public roadway or other right-of-way, or the property adjacent to the excavation, the excavation shall have a maximum four to one slope. Slopes adjacent to or contiguous to bodies of water shall be sloped at a maximum of six to one.

151.77.09. **Setbacks. The following setbacks shall apply:**

a. No mining shall take place within one-hundred (100) feet of any property lines, road right-of-way or easement;

b. No part of the operation shall be within five hundred (500) feet of any occupied structure not owned by the Operator or Owner and existing at the time of the original permitting.

151.77.10. Limits of Excavation. No more than ten (10) acres shall be open to active mining, except for previously opened areas. For each additional acres to be mined, an acre of previously mined area should be reclaimed. The processing area shall be no more than an additional ten (10) acres.

151.77.11. Noxious Weeds. The Operator shall utilize all practical means to reduce and prevent the growth of noxious weeds.

151.77.12. Spillage on Public Roadways. Spillage of material on and damage to public streets used as haul roads shall be cleaned up and repaired to the satisfaction of the City Engineer in a timely manner.

151.77.13. Water pollution. Operators shall comply with all applicable state pollution control agency regulations and federal and EPA regulations for the protection of water quality. No waste products or process residue, including untreated wash water, shall be deposited in any lake or natural drainage system, except that lakes or ponds wholly contained within the extraction site may be so utilized.

151.77.131. Topsoil preservation. All topsoil shall be retained at the site until complete rehabilitation of the site has taken place according to the rehabilitation plan.

151.78. **RECLAMATION.**

151.78.01. All mining areas shall be reclaimed immediately after mining operations cease. Reclamation shall be complete within one (1) year. The following standards shall apply:

- 1) The peaks and depressions shall be graded and backfilled to a surface which will result in a gentle rolling topography in substantial conformity to the land area immediately surrounding. All interior slopes shall be graded to a maximum of 4:1.
- 2) The slope to adjacent properties shall be four foot horizontal to one foot vertical (4/1) of mined areas;
- 3) Reclaimed areas shall be surfaced with an amount equal to the surrounding area with a minimum of 2 inches of soil of a quality at least equal to the topsoil of the land areas immediately surrounding; and
- 4) The reclaimed areas shall be seeded, sodded or planted with native grasses, legumes and grasses. Trees and shrubs may also be planted, but not as a substitute to native grasses, grasses and legumes. Erosion control measures must be implemented until ground cover is established.

151.79. Standards for filling and compaction.

- 1) Prior to reclamation, the operator shall provide to the city engineer the location, area, and depth of the land before and after the anticipated activity. Such activity and the materials used shall be subject to the following:
- 2) Prior to such activity, the operator shall submit an engineering analysis of the proposed fill and compaction method to the city engineer. Side slopes of the excavation shall be graded to a maximum 1:1 slope prior to the placement of fill and achieve a maximum final slope of 4:1 after filling operations are complete.
- 3) Unless otherwise approved by the city council, materials including, but not limited to, organic soils and debris (topsoil, peat, muskeg, muck, stumps, roots, logs, brush, etc.), demolition debris (broken concrete or bituminous fragments, brick, lumber, metal, etc.) and any other solid or hazardous wastes shall not be used as fill in reclamation.
- 4) Imported materials used as fill in reclamation shall consist of mineral soils which typically demonstrate a minimum soil bearing capacity.
- 5) The top ten feet of all fill areas shall be compacted by mechanical equipment as the fill is placed, unless otherwise approved by the council, to a minimum of 95 percent of maximum density for a particular soil as determined by the Standard Proctor method.
- 6) Beginning July 1, 2023 acreage to be reclaimed should be no more than number of acres in the previous year. Reclamation has to be completed by July 1 of the following year. Reclamation procedures will be done in accordance with the current specifications in the existing Ordinance.

151.79.00 PERMIT RENEWAL

Operations in compliance with the Interim Use Permit may renew the permit on an annual basis. Renewal applications must be submitted to the City, 60 days before current permit expires.

151.80.00 TERMINATION OF PERMIT.

- 1) Violations. The Council may terminate an Interim Use Permit for violation of this Ordinance, or a condition of this permit, or for violation of other applicable laws.
- 2) Notice to Terminate. To terminate a permit, the Council shall give notice of the violation or other cause for termination along with an order that the condition be remedied. If the condition has not been repaired within two (2) weeks, the Council shall hold a hearing to determine whether the permit should be terminated.
- 3) Cease Operation Upon Termination. No mining shall take place after the permit is terminated.

151.81.000 PENALTY

1) Violation a misdemeanor. Any person, firm or corporation who violates or who fail to comply with any of the provision of this ordinance or who make any false statement or omission in any document required to be submitted under the provisions shall be guilty of a misdemeanor and upon conviction shall be punished not more than the maximum penalty for a misdemeanor as prescribed by state law.

2) Each day an offense. Each day that a violation continues shall constitute a separate offense.

151.82 ENFORCEMENT.

Shall be pursuant to Ordinance 151.99, as amended.

Adopted this ____ day of _____, 2023 by the City Council of the City of Vergas., 2023.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, Clerk

Established: January 25, 2017

Updated:

Current ordinance

' 93.03 MATERIALS ON STREET OR SIDEWALK.

(A) No person shall encumber any street, sidewalk, or right-of-way. No owner, occupant, or person having the care of any building or lot of land, bordering on any street, sidewalk, or right-of-way shall permit it to be encumbered with barrels, boxes, cans, articles, or substances of any kind, so as to interfere with the free and unobstructed use thereof.

(B) Except for the actions of the city employees and contractors carrying out their duties, no person shall:

- (1) Obstruct any street or sidewalk by depositing snow or ice thereon;
- (2) Dig any holes in any street, sidewalk or right-of-way;
- (3) Remove any earth, gravel, or rock from any street, sidewalk or right-of-way;
- (4) Obstruct any ditch draining any street or drain any noisome materials into any ditch;
- (5) Deface, mar, damage, or tamper with any structure, work, material, equipment, tools, signs, markers, signals, paving, guardrails, drains or any other highway appurtenance on or along any street, sidewalk or right-of-way.
- (6) Remove, injure, displace, or destroy right-of-way markers, or reference or witness monuments, or markers placed to preserve section or quarter-section corners;
- (7) Drive over, through, or around any barricade, fence, or obstruction erected for the purpose of preventing traffic from passing over a portion of a street or sidewalk closed to public travel or to remove, deface, or damage any such barricade, fence or obstruction.

Penalty, see ' 10.99

Proposed Ordinance

' 93.03 MATERIALS ON STREET OR SIDEWALK.

(A) No person shall encumber any street, sidewalk, or right-of-way. No owner, occupant, or person having the care of any building or lot of land, bordering on any street, sidewalk, or right-of-way shall permit it to be encumbered with barrels, boxes, cans, articles, or substances of any kind, so as to interfere with the free and unobstructed use thereof.

(B) Except for the actions of the city employees and contractors carrying out their duties, no person shall:

- (1) Obstruct any street or sidewalk by depositing snow or ice thereon once streets have been cleared of snow;
- (2) Dig any holes in any street, sidewalk or right-of-way;
- (3) Remove any earth, gravel, or rock from any street, sidewalk or right-of-way;
- (4) Obstruct any ditch draining any street or drain any noisome materials into any ditch;
- (5) Deface, mar, damage, or tamper with any structure, work, material, equipment, tools, signs, markers, signals, paving, guardrails, drains or any other highway appurtenance on or along any street, sidewalk or right-of-way.
- (6) Remove, injure, displace, or destroy right-of-way markers, or reference or witness monuments, or markers placed to preserve section or quarter-section corners;
- (7) Drive over, through, or around any barricade, fence, or obstruction erected for the purpose of preventing traffic from passing over a portion of a street or sidewalk closed to public travel or to remove, deface, or damage any such barricade, fence or obstruction.

Penalty, see ' 10.99

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Tuesday, March 7, 2023

The City of Vergas Event Center Advisory Committee was called to order by Acting Chairperson Julie Lammers on Tuesday, March 7, 2023 at 5:30 pm with the following members present: Julie Lammers, Mary Ditterich, Bev Flateland, Lyle Krieg, Vanessa Perry and Paul Pink Absent: Paul Haarstick. Guests included: none.

Approval of the Agenda

Motion by Ditterich, seconded by Flateland to approve the agenda. Motion carried unanimously.

Minutes

No minutes have been received for February 21, 2023.

Fundraising Events

Gun Raffle

Reviewed event. Feel raffles sell better in the summertime and the length of time to sell tickets should be longer. Thanked everyone for their help in selling tickets.

Paul Pinke joined meeting.

Purse Bingo

Reviewed the event. The Event made \$19,280.00 and most comments have been very favorable to have another event. Reviewed an email from Julie Bruhn with a briefing on the event. Changes committee members feel need to be made for future event: sell 250 tickets, open doors 1 hour before event, have a bottle of water for every attendee at the table. Discussed making an annual event every February. This was remarkably successful.

Building Update

Floors – The floors are completed for the event center.

Painting-We have received bids from the following: Morris Paint & Decorating, Inc for \$14,811.50, Miles Watson Painting and Restoration for \$14,961.80 and JJ's Painting for \$12,500.00. If we would like to have the partitions in the bathroom painted the cost would be an additional \$1,800.00. The Vergas Community Club will provide the \$5,000 funding up front and consider this a 'pay forward' for rental of the Event Center. This should cover two years of rental fees for Vergas Community Club Events (not more than \$5,000 at regular rental price and not more than 2 years/ whichever comes first). All cleaning, electricity, heating etc. should already be built into the rental costs so it will not be a loss to the city.

We have 2 private donations for \$500.00 each. Four purses will be raffled though TIP at Billy's. The total raised can be \$10,000.00. Motion by Flateland, seconded by Pinke to recommend to Council to use \$5,000 prepayment of rental fees for painting of

Vergas Event Center. Motion passed unanimously.

Kitchen-The plumbing is completed, and the dishwasher and sink are placed in their new locations. Meeting with Zitzow Electric on Wednesday to discuss electrical and has said he will have the plug-ins installed by end of month.

Chair Pads- Chair pads have been purchased and 188 chairs have the pads on them. The rest of the chairs will be done on Friday.

Event Center is rented on Saturday for a funeral, and everything will be functional but the kitchen. Kitchen will be ready for Maple Syrup Fest with the exception on the coffee maker. We have 3 flattops for April 1 and Lyle Krieg stated he would look into renting or borrowing another one.

Lammers thanked the Lion's for coming in on Monday and putting the event center back together. They were amazing at helping both to remove items and to place the items back in their locations for the funeral. Thanked Vanessa Perry for all work with raising funds: purse bingo, gun raffle and donations for painting the center. We so appreciate all she has accomplished. Thanked Bev Flateland and Steph Hogan for putting the chair caps on the chairs. The renovation at the event center could not have happened without all the wonderful volunteers.

The business for which the meeting was called having been completed, the meeting was adjourned at 6:49 p.m.

Submitted by,

Julie Lammers, CMC
Vergas Clerk-Treasurer

Council Recommendations

- Approve using pre-payment of event center for painting Event Center.
- Approve painting at the event center.
- Resolution to accept donations from purse bingo. (when received from T.I.P)
- Resolution to accept donation from gun raffle. (when received from T.I.P)
- Resolution to accept donations from private donors.

RESOLUTION 2023-004
RESOLUTION ACCEPTING DONATION RECEIVED

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City of Council; and

WHEREAS, the City of Vergas has received the following donation:

5 picnic tables from the Vergas Community Club

WHEREAS, it is the recommendation of the Vergas City Clerk that the City accept this donation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vergas, Minnesota:

That the City graciously appreciates and accepts this donation and will use it as prescribed.

Passed and Adopted by the Council on this 14th day of March 2023.

CITY OF VERGAS

By: Julie Bruhn
Its Mayor

ATTEST: _____
By: Julie Lammers
Its City Clerk-Treasurer

RESOLUTION 2023-005
RESOLUTION ACCEPTING DONATION RECEIVED

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City of Council; and

WHEREAS, the City of Vergas has received the following donation:

\$500.00 from Bev Flateland for Event Center remodel project
\$500.00 from Billy's Corner Bar for Event Center remodel project
\$500.00 from Myles Flateland for Event Center remodel project

WHEREAS, it is the recommendation of the Vergas City Clerk that the City accept these donations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vergas, Minnesota:

That the City graciously appreciates and accepts this donation and will use it as prescribed.

Passed and Adopted by the Council on this 14th day of March 2023

CITY OF VERGAS

By: Julie Bruhn
Its Mayor

ATTEST: _____
By: Julie Lammers
Its City Clerk-Treasurer

RESOLUTION 2023-006
RESOLUTION ACCEPTING DONATION RECEIVED

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City of Council; and

WHEREAS, the City of Vergas has received the following donation:

Apple Trees from West Central Initiative for the Parks

WHEREAS, it is the recommendation of the Vergas City Clerk that the City accept these donations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vergas, Minnesota:

That the City graciously appreciates and accepts this donation and will use it as prescribed.

Passed and Adopted by the Council on this 14th day of March 2023

CITY OF VERGAS

By: Julie Bruhn
Its Mayor

ATTEST: _____
By: Julie Lammers
Its City Clerk-Treasurer

Minutes
Park and Rec Board Meeting
February 23, 2023

Members Present: Sherri Hanson, Tony Sailer, Steph Hogan, Dean Haarstick

Members Absent: Carol Albright and Matt Engebretson

Other Present: Brad Eastman

Approve Minutes: Move to approve minutes with corrections. Motions made by Tony, 2nd Sherri and passed.

Eastman Fence Presentation: Brad Eastman of Eastman Fence has submitted 3 proposals, which have previously been reviewed and presented to the council. The option of the brown treated fencing would cost \$12,650.00, and less if city did removal of the present fence. It was suggested to cut down the poles from the current fence and place new poles to the sides, eliminating the removal cost and disruption causing erosion. Brad Eastman provided a firm quote of \$12,000 for 490 feet of treated 3 rail cedar tone split rail fence. The city will remove the old fence, with help from the park board and volunteers. Brad felt install could be late May or early June.

EOT Soil and Water Info: Julie Lammers is working with Liz Wiese from EOTSW to do the planting to help prevent the soil erosion along the Vergas Trail. Bob Hager had notified Sherri that he was meeting with Liz from EOTSW about planting plans on his property on 2-27-23, park board welcome to attend.

Swim Lesson: The council approved the plan to provide swimming lessons at the Long Lake beach, with Frazee Vergas Community Ed. The process will be similar to last year. Possible grant dollars may be available, the same instructors will be teaching.

3D Loons: Tony S has been in contact with Ashely Martell, Brainerd, MN, regarding 3D Loons. We have ordered 12 of the loons 100 (remaining 88 will be ordered once approved), with an approximate cost of \$600.00, which was fronted by the VCC. A fundraiser is planned.

Open Position on the Board: So far no one has submitted an application for the open position. Deadline is March 3rd, 2023.

Water Ski Team: The Council approved a one-year trial with the North Stars Water Ski Team for 2023. They will hold practices on Monday and Friday evenings, with shows at least monthly. They will have their own dock and are responsible for install and removal. The dock will be at least 60', the same as the fishing piers, to assure proper depth for take offs. They have asked to put small signs with sponsor names. They will provide insurance certificates. The request for some tree cleanup will be followed up, to assure that it stays with the EOTSW plans that we have in place.

Bathhouse: Dennis Pausch has offered to paint and maintain bathhouse for the summer of 2023. City would furnish supplies.

Skating Rink: We continue to look for a good spot for an ice rink for 2024.

Baseball Field Facility Agreement: The facility Agreement form was approved by the Council. Nick Courneya, AD for Frazee Vergas Schools been sent this agreement for signature.

Matt Engebretson Update: none

Widseth Plans: o plans have been received to date

Budget: No discussion

Next meeting will be Thursday, march 23rd, 2023 at 3:00pm – VEC

Meeting Adjourned at 4PM

Minutes recorded by Steph Hogan, updated by Sherri Hanson

Council Approval Items.

Resolution for apple trees.

Resolution for picnic tables.

3/13/2023

City Council
2023 February Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, March 14, 2023

8. Staff Reports

1. Utilities Superintendent Report
 - A. Generator
 - B. Wellhead Protection Grant
2. Liquor Store Manager
 - A. POS System

Files Attached

- City of Vergas Well House Generator Hook-Up Project Quote.pdf
- Vergas SWP Implementation Grant App Spring 2023.pdf
- Vergus Liquor Store Final proposal.pdf



Quote

02/17/2023

Attn: Mike @ City of Vergas

Well House Generator Hook-Up Project

Scope of Work:

Install Generator Receptacles at Well House

Quote Includes:

Main Well House

- (1) 400amp 3phase 3R Service Rated Transfer Switch
- (1) 100amp 3phase Generator Receptacle

State of Minnesota Electrical Inspections Fees

Quote Amount.....\$21,000.00

Note: Quote Does Not Include: Generator, Cords or Cord Ends

Signature of Acceptance_____Date_____

23996 Clark Road Detroit Lakes, MN 56501

218-847-9900

danj@aceelectricdl.com * amy@aceelectricdl.com

Source Water Protection Plan Implementation Grant Application

Applicant Information

Public Water System Name _____ PSWID _____

Street Address _____ Apartment/Unit # _____

City _____ County _____ ZIP _____

Name of the person who will serve as the Grant Contact _____

Phone _____ Fax _____ Email _____

Federal Tax Id # _____

Person Authorized to Sign Application and Grant Agreement on Behalf of the Public Water System

Name _____ Title _____

Amounts

Total cost of the project \$ _____

Amount requested from MDH (minimum \$1,000, maximum \$10,000, or \$30,000 if 3 or more PWS's apply jointly)

\$ _____

Check this box if you are currently under a APO (administrative penalty order) in regards to the Wellhead protection rule.

Work Item 1

For each work item to be funded under the grant, provide the following information (Use additional sheets if necessary).

Check this box if the work is a continuation from a previous MDH grant.

1. Describe the work that will be performed.

If the work item is about managing one or more potential contaminant sources, are they located in the DWSMA?

Yes No

1a. Amount requested for performing this work \$ _____

1b. Anticipated outcomes (products) of performing this work.

1c. Management Strategy/Measure number _____ (If numbered) Reference the Management Strategy/Measure number in the MDH source water protection approved plan (**Not the draft copy**) or intake protection plan that will be supported by this work item. **Attach the page(s)** that contain(s) the source water protection strategy /measure;

OR

Attach the page(s) in the most recent sanitary survey that contains the action that will be supported by this work item. (**Failure to submit the required documentation may result in disqualification**).

Work Item 2

For each work item to be funded under the grant, provide the following information (Use additional sheets if necessary).

Check this box if the work is a continuation from a previous MDH grant.

2. Describe the work that will be performed.

If the work item is about managing one or more potential contaminant sources, are they located in the DWSMA?

Yes No

2a. Amount requested for performing this work \$ _____

2b. Anticipated outcomes (products) of performing this work.

2c. Management Strategy/Measure number _____ (If numbered) Reference the Management Strategy/Measure number in the MDH source water protection approved plan (**Not the draft copy**) or intake protection plan that will be supported by this work item. **Attach the page(s)** that contain(s) the source water protection strategy /measure;

OR

Attach the page(s) in the most recent sanitary survey that contains the action that will be supported by this work item. **(Failure to submit the required documentation may result in disqualification).**

Work Item 3

For each work item to be funded under the grant, provide the following information (Use additional sheets if necessary).

Check this box if the work is a continuation from a previous MDH grant.

3. Describe the work that will be performed.

If the work item is about managing one or more potential contaminant sources, are they located in the DWSMA?

Yes No

3a. Amount requested for performing this work \$ _____

3b. Anticipated outcomes (products) of performing this work.

3c. Management Strategy/Measure number _____ (If numbered) Reference the Management Strategy/Measure number in the MDH source water protection approved plan (**Not the draft copy**) or intake protection plan that will be supported by this work item. **Attach the page(s)** that contain(s) the source water protection strategy /measure;

OR

Attach the page(s) in the most recent sanitary survey that contains the action that will be supported by this work item. **(Failure to submit the required documentation may result in disqualification).**

Detailed Budget and Schedule

Describe all tasks that are included in the project with the corresponding costs and estimated date of completion (Use additional sheets if necessary).

| Tasks | No of hours (where applicable) | Amount | Est. start date |
|-------|--------------------------------|--------|-----------------|
| | | | |
| | | | |
| | | | |

SOURCE WATER PROTECTION PLAN IMPLEMENTATION GRANT APPLICATION

| Tasks | No of hours (where applicable) | Amount | Est. start date |
|-------|--------------------------------|--------|-----------------|
| | | | |
| | | | |
| | | | |

Checklist

I have attached the required pages from the Wellhead Plan or sanitary survey to my application.

I have filled out all the fields in my application.

I have provided a detailed budget for each work item.

I have signed my application.

Disclaimer and Signature

I certify that the information herein is true and accurate to the best of my knowledge and I submit this application on behalf of the applicant public water supply system. I acknowledge that the project will be completed by the grant expiration date and that all work performed will be done in accordance with all Local, State and Federal Regulations.

Signature _____ Date _____

Note: If you are awarded a grant, **no** work should begin until all required signatures have been obtained on the grant agreement, and grantee receives a signed copy of the grant agreement.

Instructions

You may complete this form manually or electronically. Print the information if you opt to do this manually. Once you are finished, you have three options for submitting the application form to the Minnesota Department of Health:

Option 1 - Mail the form to:

Minnesota Department of Health

SWP Grant Coordinator

P.O. Box 64975

St. Paul, Minnesota 55164-0975

Option 2 - Fax the form to:

Minnesota Department of Health

SWP Grant Coordinator

(651) 201-4701

Option 3 - E-mail the form to:

health.swpgrants@state.mn.us

Subject Line to read: "Attention: SWP Grant Coordinator, [Your Public Water System Name]"

Definitions of the Terms Used in this Form

Public Water System (PWS) name means the name that is used by the Minnesota Department of Health to identify the public water system and that is associated with a public water supply system identification number.

PWSID # means the public water system identification number that is assigned by the MDH and is listed on all correspondence between a public water system and MDH.

Mailing address means the mailing address of the public water system that shall be used for correspondence with MDH.

Name of the grant contact means the name of the individual who will be responsible for managing the grant.

Telephone number means the telephone number of the contact person that the Minnesota Department of Health can call during its regular business hours (M-F from 8:30 a.m. to 4:30 p.m.).

E-mail means an internet address for the contact person that the Minnesota Department of Health can use to electronically transmit information related to the grant.

Federal Tax ID# means a nine digit number, also known as the Employer Identification Number (EIN).

Name and title of the person authorized to sign the Grant Agreement on behalf of the Public Water System means a person who has authority to administer a financial agreement between the public water system and the Minnesota Department of Health.

Total Grant amount being requested means the sum of the costs of the work items that are identified in the grant application (1a + 2a + 3a +....).

Work item is the source water protection activity measure from the WHP plan that are to be performed under this part of the grant application. Fill one box for each activity included in the project; feel free to insert more boxes if needed.

Amount requested for performing this work means the estimated amount requested by the grantee for completing the activity performed under this part of the application.

Product(s) produced or anticipated outcomes of performing this work means the tangible results of performing the work that is funded by this grant.

DWSMA means Drinking Water Supply Management Area; is the Minnesota Department of Health (MDH) approved surface and subsurface area surrounding a public water system well that completely contains the scientifically calculated wellhead protection area.

Correspondence from MDH or Section of the sanitary survey or page number(s) means in the source water protection plan that reference the source water protection measures that will be supported by this work item – self-explanatory.

Detailed Budget means a breakdown of costs with a detailed description of all costs. The total must match the dollar amount that is being requested. The number of hour's column must be filled out only for activities that involve hiring of a consultant.

Estimated start date means the date when you expect to start the work.

Minnesota Department of Health
Drinking Water Protection Section
651-201-4700

health.swpgrants@state.mn.us

www.health.state.mn.us

Rev.08/2018

To obtain this information in a different format, call: 651-201-4700.

Table 7- State and Federal Agency Controls and Programs

| Government Unit | Type of Program | Program Description |
|------------------------|---|--|
| MDH | State Well Code
(Minnesota Rules, Chapter 4725) | MDH has authority over the construction of new wells and the sealing of wells. MDH staff in the Well Management Program offer technical assistance for enforcing well construction codes, maintaining setback distances for certain contamination sources, and well sealing. |
| MDH | Wellhead Protection Program | MDH has staff that will help the city identify technical or financial support that other governmental agencies can provide to assist with managing potential contamination sources. MDH administers SWP grant program. |
| DNR | Water appropriation permitting
(Minnesota Rules, Chapter 6115) | DNR can require that anyone requesting an increase in existing permitted appropriations, or to pump groundwater, must address concerns regarding the impacts to drinking water if these concerns are included in a WHP plan. |
| U.S. EPA | 40 Code of Federal Regulations
144, Subpart G | Automatic closure of Class 5 automotive waste disposal wells in WHPA; inventory of all Class V wells. |

7.4 Support Provided by Nonprofit Organizations

The City of Vergas will work with the Minnesota Rural Water Association and other established organizations to assist in the implementation of their WHP plan.

Chapter 8 - Goals

Goals define the overall purpose for the WHP plan, as well as the end points for implementing objectives and their corresponding actions. The WHP team identified the following goals after considering the impacts that 1) changing land and water uses have presented to drinking water quality over time and 2) future changes that need to be addressed to protect the community's drinking water:

- **Maintain a safe and adequate drinking water supply for community residents which meet all state and federal drinking water standards.**
- **Increase awareness among public officials, land owners and the general public about the importance of WHP in protecting the public drinking water supply.**

Chapter 9 - Objectives and Plan of Action

Objectives provide the focus for ensuring that the goals of the WHP plan are met and that priority is given to specific actions that support multiple outcomes of plan implementation. Both the objectives and the wellhead protection measures (actions) that support them are based on assessing 1) the data elements (Chapter 2), 2) the potential contaminant source inventory (Chapter 4), 3) the impacts that changes in land and water use present (Chapter 5) and 4) issues, problems, and opportunities referenced to administrative,

financial, and technical considerations (Chapter 6). The initial result of this assessment process was to assign priority to the types of contamination sources that were inventoried (Table 2).

9.1 Objectives

The following objectives have been identified to support the goals of the WHP plan for the City of Vergas:

1. Educate the public to increase their awareness of WHP.
2. Utilize community comprehensive planning to protect the city's drinking water.
3. Properly manage wells owned or operated by the community.
4. Provide guidance to private well owners to properly manage wells.
5. Collect, monitor and evaluate data necessary to support WHP Plan implementation.
6. Prepare the city to respond to emergencies which interfere with the city's ability to provide a potable water source/supply.

9.2 Establishing Priorities

WHP measures reflect the administrative, financial, and technical requirements needed to address the risk to water quality or quantity presented by each type of potential contamination source. Not all of these measures can be implemented at the same time, so the WHP team assigned a priority to each. A number of factors must be considered when WHP action items are selected and prioritized (part 4720.5250, subpart 3):

- Contamination of the public water supply wells by substances that exceed federal drinking water standards.
- Quantifiable levels of contamination resulting from human activity.
- The location of potential contaminant sources relative to the wells.
- The number of each potential contaminant source identified and the nature of the potential contaminant associated with each source.
- The capability of the geologic material to absorb a contaminant.
- The effectiveness of existing controls.
- The time needed to acquire cooperation from other agencies and cooperators.
- The resources needed, i.e., staff, money, time, legal, and technical resources.

9.3 WHP Measures and Action Plan

Based upon these factors, the WHP team has identified WHP measures that will be implemented by the city over the 10-year period that its WHP plan is in effect. The objective that each measure supports is noted as well as 1) the lead party and any cooperators, 2) the anticipated cost for implementing the measure and 3) the year or years in which it will be implemented.

The following categories are used to further clarify the focus that each WHP measure provides, in addition to helping organize the measures listed in the action plan:

- Education and Outreach
- Well and Contaminant Source Management
- Land Use Planning
- WHP Coordination, Evaluation and Reporting
- Monitoring, Data Collection and Assessment

| Contingency Planning - Implementation Action Items | | | | | | | | | | | | | |
|--|----------|--|---------------------|-------------|------------|---------------------------|------|------|------|------|------|------|------|
| Action | Priority | Description | Objective Addressed | Cooperators | Cost | Implementation Time Frame | | | | | | | |
| | | | | | | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
| Action 19 | Medium | Review and update the Contingency Strategy (Appendix IV) every five years. | 3, 6 | | Staff Time | | | | | • | | | • |
| Action 20 | High | The city will apply for a MDH WHP grant to install the necessary wiring to power the water plant during extended periods of power outages. | 3, 6 | MDH, MRWA | \$10,000 | • | • | • | • | | | | |
| Action 21 | High | Mail a letter and DWSMA map to the County Emergency Mgmt. Dept. and request they included the DWSMA map into the county dispatch manual and add the DWSMA shapefile to their GIS mapping system. | 3, 6 | County | Staff Time | | • | | | | | | |
| Action 22 | Medium | Apply for a sourcewater protection grant to install a security fence around the water plant and wells. | 3, 6 | MDH | \$10,000+ | | | | | | • | | |

9.4 Commitments from Cooperators

The agencies listed in Table 9 have indicated they will support the City of Vergas with implementing the WHP measure(s) in which they are identified.

Table 9 - Cooperating Agencies List

| Agency Name and Measure Number | Agency Name and Measure Number |
|--|--------------------------------|
| MDH - 2, 3, 6, 7, 8, 9, 10, 11, 12, 13, 14, 17, 18, 20, 22 | Otter Tail Co. SWCD – 6, 9, 15 |
| MRWA - 1, 2, 4, 5, 6, 9, 10, 11, 12, 13, 14, 20 | US EPA – 8 |
| DNR – 7 | Otter Tail County – 15, 21 |
| Township - 15 | School – 4 |



Quote

02/17/2023

Attn: Mike @ City of Vergas

Well House Generator Hook-Up Project

Scope of Work:

Install Generator Receptacles at Well House

Quote Includes:

Main Well House

- (1) 400amp 3phase 3R Service Rated Transfer Switch
- (1) 100amp 3phase Generator Receptacle

State of Minnesota Electrical Inspections Fees

Quote Amount.....\$21,000.00

Note: Quote Does Not Include: Generator, Cords or Cord Ends

Signature of Acceptance_____Date_____

23996 Clark Road Detroit Lakes, MN 56501

218-847-9900

danj@aceelectricdl.com * amy@aceelectricdl.com



PROPOSED Service Agreement

Powerful software and payment solutions sized to fit any business

No contracts. No hidden fees. Simply a better solution and superior service. Guaranteed ROI in 3 months.

Prepared for: Kyle Theisen **Business:** Vergas Municipal Liquor Store **City:** Vergas, MN **CC Vol:** \$45K/mo

Date: 12/22/22 (Offer valid through 12/31/22) **Prepared by:** Michelle Gjerde

| | <u>Qty</u> | <u>Program/Install/Train</u>
(One-Time) | <u>Total P/I/T</u>
(One-Time) | <u>Support</u>
(Monthly) | <u>Total Support</u>
(Monthly) |
|--|------------|---|----------------------------------|-----------------------------|-----------------------------------|
| <u>Proposed Solution</u> | | | | | |
| Integrated Point of Sale Bundle
(Touch-Screen, Cash Drawer, Printer, Pin Pad) | 1 | SAVE \$950 end of year
\$1900 | \$950 | \$100 | \$100 |
| Touch Screen Terminal | | \$ 1200 | | \$ 70 | |
| Cash Drawer | | \$ 100 | | \$ 10 | |
| Receipt Printer | | \$ 300 | | \$ 10 | |
| Pin Pad (EMV) | | \$ 400 | | \$ 10 | |
| Bar Code Scanner | 1 | \$ 225 | \$225 | \$ 0 | |
| Kitchen Display System (KDS) | | \$ 900 | | \$ 100 | |
| Kitchen Printer | | \$ 400 | | \$ 40 | |
| Tablet | 1 | \$ 500 | \$500 | \$ 50 | 50 \$75 |
| Inventory Import/Setup | | \$ 200 | \$200 | 0 | - |
| Customer Facing Display | 1 | \$ 250 | \$250 | \$ 0 | - |
| <u>Options</u> | | | | | |
| Cash Discount | | \$ 0 | | \$ 0 | |
| Gift Cards (per location) | | \$ 49 | | \$ 15 | |
| Loyalty | | \$ 99 | | \$ 70 | |
| Online Ordering | | \$ 240 | | \$ 50 | |
| <u>Totals</u> | | One-Time | \$2125 | Monthly | 150 \$175 |

Credit Card Processing Fees:

Option 1: If the City of Vergas chooses to continue to pay the processing fees, Robin Hood Business Systems will match the low rate of **2.3%** and will agree to not raise the rate over the duration of our partnership.

Option 2: Alternatively, if the Cash Discount or Surcharge model is selected, the City will profit by no longer paying a fee. This option may be selected at a later time.

MONTHLY BILLING

Monthly billing shall begin the THIRD month after the date of this agreement on the first of the month.

*** *FOURTH month if agreement is signed within 24 hours of Proposal Date* ***

*** *FIFTH month if installed within 60 days of signing this agreement* ***

SUPPORT

Support will be available 24/7/365. In most instances, initial support is provided by RHBS by telephone and/or remote access. On-site support will be provided if telephone and/or remote options are unsuccessful. On-site support may be limited on evenings/weekends.

PROGRAMMING/INSTALLATION/TRAINING (P/I/T) FEES

P/I/T fees assume each station location has a hardwired internet connection via ethernet cable to-from a central router. If running cable is required, it will be billed at an additional cost of \$99 an hour. P/I/T fees are non-refundable.

TERMINATION

This agreement may be terminated at any time with 30-days written notice. Client shall return all provided equipment within 15 days of Termination.

AMENDMENTS

The Parties agree that any amendments made to this agreement shall be in writing and signed by both parties. Accordingly, all amendments made will be applied to this agreement.

ASSIGNMENT

The parties are not entitled to assign responsibilities that they have under this agreement to anyone else unless both Parties agree and provide such agreement in writing.

ENTIRE AGREEMENT

This agreement contains the entire agreement and understanding among the Parties to it with respect to its subject matter, and supersedes all prior agreements, understandings, inducements, and conditions, expressed or implied, oral, or written, of any nature with respect to its subject matter. The expressed terms of this agreement control and supersede any performance and/or usage of the trade inconsistent with any of its terms.

SEVERABILITY

If any provision of this agreement is found to be void and unenforceable by a court of competent jurisdiction, then the remaining provisions shall remain in force in accordance with the Parties' intentions.

LOSS OR DAMAGE

The Client hereby assumes and shall bear the entire risk of any loss, theft, damage to, or destruction of, any unit or equipment, from any cause whatsoever, from the time equipment is installed at the location.

GOVERNING LAW

This agreement shall be governed by and construed in accordance with the laws of Minnesota.

ALTERNATIVE DISPUTE RESOLUTION

Any dispute or difference arising out of, or in connection with, this Agreement shall be submitted to mediation in accordance with, and subject to the laws of Minnesota.

By signing below, I accept this proposal and its terms.

Signature: _____

Business Name: _____

Printed Name: _____

Date: _____

Phone: _____

Email: _____

Thank You for your Business!

Robin Hood Business Services 320Knight Ave N Thief River Falls, MN 56701
(218) 688-2204 rhbizservices@gmail.com

City Council
2023 February Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, March 14, 2023

9. Information & Announcements

Trainings:

- a. MN Clerks and Finance Officers – March 21 -24, 2023 (Lammers) St Cloud
- c. LMC, Loss Control Workshop - March 28, 2023 Bemidji (DuFrane, Engebretson) March 29, 2023 Alexandria (Lammers)
- d. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
- e. Clerks Advanced Academy- (Lammers)Waite Park
- f. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- g. Municipal Beverage Association-April 29-May 2 (MMBA) (Theisen) Arrowwood

Events:

- a. Local Board of Review, April 5, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
- b. EDA/HRA Annual Meeting, April 25, 2023 Vergas Event Center, 5:30 pm (Everyone)
- b. Household Hazardous Waste Day, Thursday, June 29, 2023 10:00 - 2:00 volunteers needed

Files Attached

- Information.pdf

Information:

Bills Making Headway

[HF 198 \(Koegel\)](#) - on **Open Meeting Law** - was passed by the House State and Local Government Committee last week. This bill would strike the words “during a state-declared emergency” from current law and allow remote participation in public meetings up to three times per year for medical reasons. The bill passed committee unanimously and is on its way to the House floor.

[HF24 \(Jordan\)](#) is also moving through committees. This bill would require the Public Facilities Authority to establish a program to **replace all lead drinking water service lines in the state** by 2033. \$80 million would be appropriated in fiscal year 2024 for lead pipe removal grants to municipalities and residential properties in the state. Another \$20 million combined in fiscal years 2024-25 would be used to establish grant programs to help municipalities discover the location of lead-lined pipes in their jurisdictions.

[HF100](#) - a bill to **legalize adult-use Marijuana/Cannabis** - took another step forward last week, when it passed out of the House Judiciary Finance and Civil Law Committee. This bill still has many committees to go through and a significant path ahead.

The Senate Jobs and Economic Development Committee approved a measure this week that would give Minnesota workers up to 12 weeks **Paid Family Leave** and up to an additional 12 weeks **Paid Sick Leave**. [Paid family and sick leave could come soon for Minnesotans](#)