

City Council
2023 April Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, April 11, 2023

1. Call to Order

2. Citizens' Concerns

3. Agenda Additions and Deletions

4. Approval of Consent Agenda

- A. Council Minutes of the March 14, 2023
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for March 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. Planning Commission
 - 2. Heartland and Heart of Lakes Trail Plan
 - 3. Economic Development Authority/Housing Redevelopment Authority
- J. Clerk-Treasurer Training Report

5. Committee Reports

- A. Park
- B. Streets/Sidewalks/Yard Waste

6. Staff Reports

- 1. Utilities Superintendent Report

7. Information & Announcements

Trainings:

- a. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
- b. Clerks Advanced Academy- (Lammers)Waite Park
- c. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- d. Municipal Beverage Association-April 29-May 2 (MMBA) (Theisen) Arrowwood

Events:

- a. Continuation of Local Board of Review, Monday, April 24, 2023, 3 pm Vergas Event Center
- b. Planning Commission Public Hearing, Interim Use Permit-Mark Sand and Gravel, Monday, April 24, 2023 5:30 pm.
- c. EDA/HRA Annual Meeting, April 25, 2023 Vergas Event Center, 5:30 pm
- d. Otter Tail County Board of Review, June 14, 2023.
- e. Household Hazardous Waste Day, Thursday, June 29, 2023 10:00 - 2:00 volunteers needed

8. Adjournment

Table of Contents

4. Approval of Consent Agenda	3
April Meeting	12
March	13
2023	15
Sheet1	16
Table 1	18
Follow up actions:	22
Recommendations to Council:	22
7. Committee Reports	28
8. Staff Reports	35
9. Information & Announcements	37

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Files Attached

- 03-14-2023 Council Minutes.pdf
- April Bill Listing for Approval.pdf
- 2023 City Bill Listing.pdf
- 2023 Liquor Store Bill Listing.pdf
- Utility Billing AgedBalance_04062023 (1).pdf
- Investment Schedule & Bond Schedule.pdf
- Genreal Fund_Special Revenue Money Market Account Report.pdf
- American Rescue Plan Funding 2021-2026.pdf
- 03-27-2023 Planning Commission Meeting Agenda & Minutes.pdf
- 04-03-2023 Heart of the Lakes & Heartland Trail Connection to Vergas.pdf
- 04-04-2023 EDA_HRA Agenda & Minutes.pdf
- Clerk-Treasurer Report.pdf

CITY OF VERGAS
COUNCIL MINUTES
Vergas Event Center and Zoom
Tuesday, March 14, 2023

The City Council of Vergas met at 6:30 pm, on Tuesday, March 14, 2023, at the Vergas Event Center 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, Robert Williams of the Frazee-Vergas Forum, Attorney Tom Winters, Engineer Jeff Kuhn, Josh Hanson, Judy Kvam, Jeff Hatlewick, Doug Safar, Lyle Krieg, 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

Thank you notes have been sent to the following for donations to the event center through the purse bingo event: Billy's, Summer's Construction, Lavish Loon, Vergas Auto Repair, Vergas 66, Zitzow Electric, American Beauty, Jaco's Well Service & Repair, Lakes Fit, Forest Edge Gallery, Franklin Fence, Lost Highway Pottery, Natalie's Serendipity, A Step Up Thrift Boutique, Legacy Plumbing, Tammy Kinsella Graphic Design & Marketing, Long Weekend Sportswear, Elm St Boutique, Skal, Vergas Insurance Agency, Vergas State Bank, MW Pastries, Vergas Liquor Store, Winters Consulting/Spanky's and T.I.P.

Approval of Consent Agenda

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

1. Council Minutes of the February 15, 2023
2. Bills paid between Council meetings and Council bills totaling \$32,014.43.
3. Liquor Store bills for January 2023 totaling \$51,272.40.
4. Late water/sewer bills.
5. 2023 Investment Schedule/Bond Schedule
6. General Fund Special Revenue Money Market Account
7. 2023 Statement of Receipts, Disbursements and Balances
8. American Rescue Plan Funding 2021-2026
9. Committee Reports -requiring no Council Action
 - a. Personnel
 - b. Heartland and Heart of Lakes Trail Plan
 - c. Economic Development Authority/Housing Redevelopment Authority

Motion passed unanimously.

Veteran's Memorial City Property Proposal

Lyle Krieg, Veteran's Memorial Committee Member presented proposal to add a gazebo and large painted rock to the park located at 230 Frazee Avenue owned by the City of Vergas. Albright stated this has been brought to the planning commission and they gave their support and explained they needed to bring a report to Council and get a construction permit. Pinke questioned kids climbing on the rock and if they had any vandalism. Krieg explained they have not had any issues and have not dealt with any garbage; people are respecting the area. Motion by Pinke, seconded by Fischer to approve the Veteran's Memorial City Property proposal of a gazebo. Motion passed unanimously. Motion by Albright, seconded by Pinke to have Julie Bruhn as Council representative for the Veteran's Memorial City property project. Motion passed unanimously.

Otter Tail County Garage Property

Lammers explained the County is 95% out of the building on the building located at 140 E Linden, they will remove the rest of their property when it thaws. Motion by Albright, seconded by Pinke to enter into the first right of refusal on the county garage property located at 140 E Linden. Motion passed unanimously.

Committee Reports

Parks

Sherri Hanson reviewed Park Board Advisory Committee meeting of February 23, 2023 (minutes available at the Vergas City Office). Applicants for the open park board position was discussed. The park board did not make a recommendation as both candidates are qualified applicants. Judy Kvam removed her name for the candidacy as she is on the planning commission. Motion by Albright, seconded by Haarstick to appoint Maggie Puetz to the park board. Motion passed unanimously. Motion by Fischer, seconded by Pinke to approve the resolution 2023-004 (complete copy of resolution located at the city office and on the city web page) for the donation for 5 picnic tables from the Vergas Community Club. Motion passed unanimously. Motion by Fischer, seconded by Pinke to approve resolution 2023-006 (complete copy of resolution located at the city office and on the city web page) for apple trees from West Central Initiative. Motion passed unanimously.

Event Center

Lammers reviewed Event Center meeting of March 7, 2023 meeting (minutes available at the Vergas City Office). Motion by Pinke, seconded by Haarstick to approve JJS Painting to paint the at the event center for \$12,500.00. Motion passed unanimously. Motion by Albright, seconded by Pinke to approve resolution 2023-005 (complete copy of resolution located at the city office and on the city web page) excepting donations from Bev Flateland, Billy's Corner Bar and Myles Flateland. Motion passed unanimously. Motion by Pinke, seconded by Haarstick to approve the transfer of \$17,000.00 from the money market account to the general fund for the floors at the event center. Motion passed unanimously.

Planning Commission

Albright reviewed planning commission meeting of February 27, 2023 meeting (minutes available at the Vergas City Office). Motion by Pinke, seconded by Fischer to approve the plat of Lawrence Lake Acres. Motion passed unanimously. Recommended the approval of ordinance 2023-002 regarding gravel permits after holding a public hearing. Due to information provided by our engineer's and comments from members, Albright asked to pull the ordinance from agenda stating it will be brought back to the Council at a later date. Discussed the ordinance 93.3 materials on street or sidewalk. Albright requested we should look at rewriting all of chapter 93, culverts need to be added and snow removal should have a sentence or two on what to do if someone does not remove their snow. No action taken at this time. Fischer explained the property owners are upset with the current ordinance and we need to update. Albright assured her they are reviewing and will have an update for this ordinance. Fischer thanked Dean Haarstick for his help with snow removal on Main Street.

Staff Reports

Mike DuFrane, Utilities Superintendent

DuFrane was not in attendance at the meeting, Lammers provided information on generator and wellhead protection grant. Motion by Albright, seconded by Pinke to apply for the MN Department of Health Source Water Protection Plan Implementation Grant and to purchase the well house generator if we receive the grant with American Rescue Funds. Motion passed unanimously.

Kyle Theisen, Liquor Store Manager

Theisen explained the liquor store equipment is failing and he has found a company out of Thief River Falls which specializes in Liquor Store software. The following information was provided:

- Current
 - Cash drawer does not lock anymore – key is stuck inside
 - Credit Card processor fails randomly
 - Failed twice for Tammy last night
 - Based out of New Jersey
 - 24/7 support @ \$135/hr. (phone or email)
 - e.g. Update in December cost over 3 hours (\$405), plus over 1 hour (\$135) of follow-up support. Updates are not automatic or free

- New
 - Tailored specifically to liquor stores
 - Entirely cloud based
 - No server monthly maintenance fees
 - “Back office” can be on any computer at any location
 - Tablet is capable of
 - Inventory tracking
 - 2nd register on busy days
 - Turning into mobile hotspot (free) during internet interruptions
 - 24/7 support, all included.
 - Based out of Thief River Falls
 - Matched CC processing, plus eliminated miscellaneous monthly fees
 - e.g. January would have been approximately \$100 less in cc fees.

Motion by Pinke, seconded by Haarstick to purchase new POS system from OVVi for \$2,125.00 for the Liquor Store. Motion passed unanimously.

Information & Announcements

Trainings:

- a. MN Clerks and Finance Officers – March 21 -24, 2023 (Lammers) St Cloud
- b. LMC, Loss Control Workshop - March 28, 2023 Bemidji (DuFrane, Engebretson), March 29, 2023 Alexandria (Lammers)
- c. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
- d. Clerks Advanced Academy- (Lammers)Waite Park
- e. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- f. 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. EDA/HRA Annual Meeting, April 25, 2023 Vergas Event Center, 5:30 pm (Everyone)
- c. 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 7:15 pm.

Vergas City Clerk-Treasurer
Julie Lammers, CMC

Date Range : 3/7/2023 To 4/12/2023

<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>
04/11/2023	Aramark	Event,rugs & towels	23651	\$382.62			
					100-45110-210-	EVENT CENTER	\$289.35
					100-45110-210-	EVENT CENTER	\$93.27
04/11/2023	American Legal Publishing Corp.	2023 MN Basic Code	23652	\$435.00			
					100-41010-200-	GENERAL GOVERNMENT	\$435.00
04/11/2023	Card Member Service	Event, capital outlay Clerk, Water, Sewer, Training	23653	\$1,541.52			
					100-45110-530-	EVENT CENTER	\$631.17
					100-41405-331-	Clerk	\$187.45
					601-41405-331-	Clerk	\$187.45
					602-41405-331-	Clerk	\$187.45
					601-49440-331-	Water Utilities - Administration and General	\$348.00
04/11/2023	CDH-Vergas Fire Department	Fire and Rescue, 2nd Quarter contribution	23654	\$3,290.94			
					100-42210-405-	Fire Administration	\$3,290.94
04/11/2023	Corporate Technologies, LLC	All Depts, Technology Inv #83939, 87025, 85853	23655	\$472.40			
					100-41010-200-	GENERAL GOVERNMENT	\$472.40
04/11/2023	Michael DuFrane	Cell phone reimbursed	23656	\$75.00			
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
04/11/2023	Matthew Engebretson	St, Pk, reimbursed cell phone	23657	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
04/11/2023	Dacotah Paper Company	GG, supplies invoice 43673	23658	\$22.52			
					100-41010-210-	GENERAL GOVERNMENT	\$22.52

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04/11/2023	General Equipment & Supplies, Inc.	St, Loader service	23659	\$2,355.23			
					100-43110-220-	Highways, Streets & Roadways	\$785.08
					100-45210-220-	Parks	\$785.08
					100-43128-220-	YARD WASTE	\$785.07
04/11/2023	Great Plains Natural Gas Company	Event, Shop, utility	23660	\$1,107.81			
					100-45110-380-	EVENT CENTER	\$734.52
					100-43010-380-	City Shop	\$373.29
04/11/2023	Hawkins, Inc	Wtr, chemicals Inv# 6429056	23661	\$247.21			
					601-49440-218-	Water Utilities - Administration and General	\$247.21
04/11/2023	Julie Lammers	Clerk, cell phone reimbursement	23662	\$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
04/11/2023	Lakes Community Cooperative	Streets, operating fuel	23663	\$905.44			
					100-43110-210-	Highways, Streets & Roadways	\$905.44
04/11/2023	Leighton Broadcasting	Event, 2023 advertising	23664	\$298.00			
					100-45110-340-	EVENT CENTER	\$298.00
04/11/2023	MINNESOTA DEPARTMENT OF HEALTH	Water, Operator Certification	23665	\$23.00			
					601-49440-210-	Water Utilities - Administration and General	\$23.00
04/11/2023	MCFOA Region 1	Clerks, meeting	23666	\$15.00			
					100-41010-300-	GENERAL GOVERNMENT	\$15.00
04/11/2023	Minnesota Life Insurance Company	Employee Life Ins	23667	\$120.20			
					100-41405-131-	Clerk	\$6.00

Date Range : 3/7/2023 To 4/12/2023

<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>
					100-43110-131-	Highways, Streets & Roadways	\$6.00
					100-43110-999-	Highways, Streets & Roadways	\$21.60
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$32.60
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$54.00
04/11/2023	Madison National Life Ins Co, Inc	Employee short term Insurance	23668	\$211.08			
					100-45210-130-	Parks	\$26.72
					601-49440-130-	Water Utilities - Administration and General	\$26.72
					602-49490-130-	Sewer Utilities - Administration and General	\$26.72
					100-41405-130-	Clerk	\$17.28
					100-49751-130-	Liquor Store - Manager - Off-Sale	\$86.92
					100-43110-130-	Highways, Streets & Roadways	\$26.72
04/11/2023	Napa Auto Parts	Street, supplies	23669	\$145.99			
					100-43110-210-	Highways, Streets & Roadways	\$145.99
04/11/2023	Otter Tail Power Company	All depts, utility	23670	\$847.24			
					100-43010-380-	City Shop	\$26.98
					602-49490-380-	Sewer Utilities - Administration and General	\$105.46
					100-43160-380-	Street Lighting	\$714.80
04/11/2023	Olson Oil Co.	St, operating supplies	23671	\$330.73			
					100-43110-210-	Highways, Streets & Roadways	\$330.73
04/11/2023	Paulnet Goup, LLC	GG, web site	23672	\$798.95			
					100-41010-300-	GENERAL GOVERNMENT	\$798.95
04/11/2023	Productive Alternatives, Inc.	Event Center, Cleaning Inv#73587	23673	\$70.53			
					100-45110-300-	EVENT CENTER	\$70.53
04/11/2023	Kyle Theisen	LS, cell phone reimbursement	23674	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00

Date Range : 3/7/2023 To 4/12/2023

<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>
04/11/2023	Steve's Sanitation, Inc.	Park & Event, garbage	23675	\$445.76			
					100-45210-384-	Parks	\$163.54
					100-45110-384-	EVENT CENTER	\$282.22
04/11/2023	TEAM LAB	Ponds, supplies	23676	\$825.00			
					602-49490-210-	Sewer Utilities - Administration and General	\$825.00
04/11/2023	Vergas Hardware	All Depts, supplies	23677	\$417.71			
					100-45110-210-	EVENT CENTER	\$204.89
					100-43110-210-	Highways, Streets & Roadways	\$187.86
					601-49440-210-	Water Utilities - Administration and General	\$17.98
					100-43010-210-	City Shop	\$6.98
04/11/2023	Widseth Smith Notlting & Assoc. Inc	Engineering 2023, Gravel Pit Ordinance, Lawrence Lake Acres	23678	\$5,614.00			
					100-43110-303-	Highways, Streets & Roadways	\$564.00
					100-43110-303-	Highways, Streets & Roadways	\$3,880.00
					100-43110-303-	Highways, Streets & Roadways	\$1,170.00
Total For Selected Claims				\$21,123.88			\$21,123.88

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	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
 Bill Listing for March 15 to April 6 , 2023

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
Aramark	Shop, towels	23.20
Arvig	All Depts, fax, internet & security	567.79
Card Holder Services	DuFrane, MN Rural Water Hotel	348.00
City of Vergas	Payroll	10,232.96
Colonial Life	Employee, reimbursed ins (Feb-March)	116.24
Dacotah Paper Company	Event, supplies	42.43
DuFrane, Michael	Water, Training MN Rural Water	48.71
Internal Revenue Services	2023 Withholding Tax	2,972.94
Lake Region Electric	Sign, electricity	44.54
Lammers, Julie	Mileage, Conf & Safety meetings	324.38
Marco	Copier Payment	193.66
MN Dept. of Revenue	Sales Tax	52.00
MN Dept. Revenue	2023 Withholding Tax	493.18
MPCA	WWTF, permits	850.00
Palmer, Elaine	Election, mileage	33.93
Productive Alternatives	Event, cleaning	48.61
Public Employees Retirement Assoc.	Payroll	1,906.90
Trophy House	Event, plaque engraving	32.00
Vergas Fire and Rescue	Fire, reimbursed training	285.00
Vergas State Bank	Shazam Card	1.00
Total for bills paid between Council Meetings		<u>\$18,633.57</u>

City of Vergas Liquor Store Checks Paid in March 2023

Vendor	Description	Total
Absolute Ice		2,108.80
Aramark	Rugs	62.74
Artisan Beer Company		97.01
Arvig Communications	Security, phone,	83.13
Bellboy Corporation		2,615.75
Bergseth Bros		8,775.92
Beverage Wholesalers		2,021.07
Blue Cross/Blue Shield	Employee Insurance	1,717.86
Breakthru Beverage MN Wine and Spirits		2,270.27
Bucks Mill Brewing		209.20
Card Member Services-Bell Bank	Supplies	354.44
City of Vergas	Water/Sewer	60.02
City of Vergas	Payroll	7,701.35
Colonial Life	Em. Reimb. Life insurance	248.24
Dacotah Paper Company	Supplies	193.08
Datamann, Inc	Computer Support	2.80
D-S Beverage		5,515.98
Frazee-Vergas Forum	Advertising	35.00
Great Plains Nat Gas	Utility	187.21
Henry's Foods Inc		1,091.60
Internal Revenue Service	2023 Withholding Tax	2,207.07
Johnson Brothers Liquor Co		3,568.99
Leighton Broadcasting	Advertising	322.00
Merchant Service	Credit Card Fees	1,171.46
MN Dept. of Revenue	Sales Tax	3,885.00
MN Dept. Revenue	2023 Withholding Tax	295.63
MN Life	Employee Life Ins	37.80
Otter Tail Power Company	Utility	435.90
Phillips Wine & Spirits		6,237.68
Public Employees Retirement Assoc.	Payroll	1,421.45
Southern Glazer's of MN		8,948.69
Theisen, Kyle	Cell phone reimbursement	25.00
Vergas Hardware	Supplies	24.97
Viking Coca-Cola Bottling Co		358.40
Total		<u>\$64,291.51</u>
March Receipts		<u>45,200.58</u>
	March Operating Income (Loss)	<u>(19,090.93)</u>
	Jan-Feb Operating Income (Loss)	<u>(9,824.47)</u>
2023 Total Operating Income (Loss)		<u>(28,915.40)</u>

AGED BALANCES

CITY OF VERGAS

DATE: 04/06/2023 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
211	N	LEMON, BRANDON	\$291.49	\$252.44	\$114.42	\$0.00	\$658.35
520	I	ZITZOW, KEVIN	\$56.55	\$98.57	\$71.40	\$78.83	\$305.35
550	N	HOWE, JEREMIAH	\$70.87	\$64.43	\$24.79	\$0.00	\$160.09
621	N	WOODS, CASSANDRA	\$95.11	\$124.06	\$59.05	\$0.00	\$278.22
1190	N	SKAL INC	\$121.39	\$104.69	\$106.67	\$0.00	\$332.75
1301	N	WANNA BE	\$62.23	\$56.55	\$0.29	\$0.00	\$119.07
1315	N	VERGAS AUTO REPAIR	\$74.99	\$64.25	\$64.25	\$0.00	\$203.49
1361	N	LONGTIN, TRISHA	\$80.68	\$85.51	\$47.82	\$0.00	\$214.01
3001	N	MEYER, SAPPHIRE	\$104.06	\$81.85	\$79.65	\$0.00	\$265.56
3020	N	NELSON, SHAWN	\$87.71	\$71.40	\$71.40	\$0.00	\$230.51
7701	N	BRACKEN, JOSEPH &	\$246.01	\$283.23	\$508.04	\$0.00	\$1037.28
Totals(11):			\$1,291.09	\$1,286.98	\$1,147.78	\$78.83	\$3,804.68

City of Vergas
Investment Schedule
2023

	<u>Account Number</u>	<u>12/31/22</u>	<u>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	17,000.00	126.33	147,162.48	0.35	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		374,810.57	0.00	17,000.00	126.33	357,936.90		

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	\$132,000.00	2.00%	Vergas State Bank	2/1/32	146,920.00	14,920.00	146,920.00	1,320.00
Total		\$758,291,000.00				1,938,031.47		1,863,637.47	139,680.76

General Fund/Special Revenue Money Market Account

	2022 Balance	Interest	2023 Interest	2023 Purchased	2023 sold	03/31/2023 Balance
City Shop	8048.35	5.47%	6.91	0.00		8,055.26
Easements	5224.79	3.55%	4.49	0.00		5,229.28
Event Center	17956.76	0.65%	0.82	0.00	17,000.00	957.58
Event Center Electronic Sign	10,000.00	6.80%	8.59	0.00		10,008.59
General	14481.58	9.85%	12.44	0.00		14,494.02
Park	20634.42	14.03%	17.73	0.00		20,652.15
Sand Seal (Seal Coating)	31408.18	21.36%	26.99	0.00		31,435.17
Sidewalk	14882.84	10.12%	12.79	0.00		14,895.63
Street Improvements/Equipment	41399.23	28.16%	35.57	0.00		41,434.80
Balance	\$164,036.15	100.00%	\$126.33	\$0.00	\$17,000.00	147,162.48 ***
			126.33			

***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
Revenues and Expenditures
For the Period July 1, 2022 to February 28, 2023

	General Fund	Event Center Fund	Trails, Parks and Recreation Fund	Economic Development Fund	Veteran's Memorial Fund	Total
Net Assets-Beginning	\$123.94	\$580.88	\$23,345.47	\$15,151.69	74018.01	\$113,219.99
SUPPORT & REVENUE						
Contributed Support						
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	\$0.00	\$5,800.00	\$16,050.00
Individual Contributions	\$0.00	\$110.00	\$9,319.33	\$25.00	\$16,454.30	\$25,908.63
Total Support & Revenues	\$0.00	\$110.00	\$31,569.33	\$25.00	\$22,254.30	\$53,958.63
EXPENDITURES:						
Miscellaneous Expense	\$0.00	\$0.00	\$21.63	\$0.00	\$4.78	\$26.41
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants to Other Entities	\$0.00	\$0.00	\$48,635.00	\$0.00	\$32,468.36	\$81,103.36
Total Expenditures	\$0.00	\$0.00	\$48,656.63	\$0.00	\$32,473.14	\$81,129.77

INVESTMENT ACTIVITY

Interest Earnings	\$1.45	\$8.44	\$581.40	\$220.16	\$1,319.76	\$2,131.21
Other Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CHANGE IN NET ASSESTS	\$1.45	\$118.44	(\$16,505.90)	\$245.16	(\$8,899.08)	(\$25,039.93)
Net Assets - Ending	\$125.39	\$699.32	\$6,839.57	\$15,396.85	\$65,118.93	\$88,180.06

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	11,000	9	3/14/2023
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
Broadband Infrastructure; IT Support (All computers/ipads)	City	\$2,400.00	3	9/14/2021
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

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

Expenses approved but not spent

Generator Water \$11,000.00

Total in Fund

\$11,347.19

Total unallocated

347.19

CITY OF VERGAS PLANNING COMMISSION MINUTES
Monday, March 27, 2023
6:00 pm
Vergas Event Center

A City of Vergas Planning Commission meeting was held on Monday, March 27, 2023, with the following members present Bruce Albright, Judy Kvam, Rebecca Hasse and Robert Jacoby. Absent: Neil Wothe. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Blaine Green, Jeff Hattlewick, Lyle Krieg and Dennis Breitzman.

Call to Order

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

Agenda Additions and Deletions

Approved agenda with following additions: cannabis management and zoning map.

Minutes

Motion by Kvam, seconded by Hasse to approve minutes for February 27, 2023. Motion carried.

Status of Council Recommendations

Albright informed Planning Commission the Council returned the Gravel Pit ordinance to the planning commission and approved the final plat of Lawrence Lake Acres.

Construction Permits

151 East Linden

Lammers approved permit for 151 East Linden for new windows and roof repair.

230 East Frazee Ave – Gazebo

Albright explained the city owned property proposal has been approved by the City Council. The area has not been staked out due to the snow. They need to wait until the snow melts to pick out a rock to place on the property and then the gazebo will be built around it. Kvam asked about placing the rock in another location other than under the gazebo as the rock would look really great out by the lake, where there is more parking. The memorial the way it is, is so beautiful and the rock may make this area a tourist destination. Krieg explained the gazebo will protect the rock from elements and the rock will tie into the memorial.

Motion by Jacoby, seconded by Hasse to approve construction permit for the building of a gazebo on City property located at 230 East Frazee Avenue. Motion passed unanimously.

Old Business:

Gravel Pit Ordinance

Albright reviewed the gravel pit ordinance improvements. Jacoby questioned page 4; item 14 mentions active mining, but we do not have a definition of active mining. Albright reviewed Engineer Kuhn's recommendation. Greene stated we need to narrow down what the ultimate goal for having all these definitions and explaining what all areas. This could be narrowed down to 3 types of areas: reclaimed, open area and untouched area (area left to be mined). Unless the city has a point for knowing what the reason is for tracking these areas. Inspection is for knowing if they are in compliance and what is different

of the pit from year to year. Jeff Hattlewick stated you can mine 10 acres but you can't reclaim 10 acres at the same time. This gravel pit had 30 acres open when they started this ordinance, it is difficult to be in compliance when they started out of compliance. This ordinance needs to address future pits and address issues of Mark Sand and Gravel in another way. Lammers will look at adding a definition of active mining and have both the City Engineer and City Attorney review the proposed ordinance. This ordinance is difficult because we have so many different terms. Green stated they can review and change ordinance if they know the intent of the ordinance. There is a lot of information in this ordinance that we could get rid of depending on the intent of the ordinance. Albright stated if we put minimum and maximum sizes in, we need to look at how small gravel pits can be also. Discussed the gravel pit in the current zoning map, currently the pit is in 3 different zones. Hattlewick stated a lot of counties have minimum requirements of a gravel pit. Green stated he has a good direction of cleaning up the gravel pit ordinance. Tabled this until next month's meeting.

Ordinances

Ordinance Culverts, Right-a-way permit, Ordinance 151.32, 85 and 93

Discussed reinforced c culverts and the need for them under roads, this needs to be added to the ordinance. Lammers, DuFrane and Engineering firm are scheduled to meet and will have an update regarding culverts and right-a-ways at the April meeting.

Shoreline Management Ordinance

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

Open Burning

Lammers provided update and Albright asked members to review and bring comments to Lammers for discussion at our April meeting. Lammers will email all the commissioners the complete ordinance.

Discussed MN Basic Code which is the ordinance book approved by the City of Vergas in 2010. We may want to look at getting the updated code book for \$400.00 or purchase an update to the limited basic code book. The limited basic code is \$495.00 and does not include all departments. Discussed that we do not want to adopt a generic book that does not contain what the City of Vergas needs. We also need to look at the platting section of the land use ordinance and review Logan Dahlgren's comments. Once the zoning map is completed, we can add that layer to our GIS map.

New Business

Culvert cost sharing on Glenn Street Extension

City is requiring reinforced concrete culverts for all center line culverts. Albright stated Hanson has stated to him, he will put in the requested culverts-this needs to be confirmed with Josh Hanson. Commissioners stated they do not prefer for city to spend money on this. Jacoby stated that EDA may want to put funds into this project but the City has already made concessions on the water and sewer and we should not spend city money.

Interim Use Permit – Mark Sand and Gravel

Stated the new ordinance will not go into effect until next year so they are working under the current ordinance. Motion by Kvam, seconded by Hasse to schedule a public hearing for 5:30 p.m. on Monday, April 24, 2023. Motion approved unanimously.

Zoning Map

Discussed current zoning map that has the gravel pit in 3 different zones. There is commercial property in the city limits that is not in the commercial zone. J & K Marine will need to fill out a conditional use permit if this was not taken care of when they built. Lammers will review past information by looking at property history in the Otter Tail County GIS system.

Cannabis Management

Lammers reviewed information she learned from the League of MN Cities at her Minnesota Clerks and Finance Officers training last week. Planning Commission will need to look into zoning of THC in the future. Laws are being discussed regarding how close this can be sold or produced to schools, day cares, nursing homes and assisted living centers. This will be a further discussion after Otter Tail County puts their ordinance in place.

Meeting adjourned at 7:25 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

Snow emergency routes.

Send a 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 92.60-92.99 Open Burning

Lammers keep planning commission up to date with Otter Tail County ordinances regarding THC.

Lammers, DuFrane, Engineers to review and update Ordinance 79, 85 and Ordinance 93 regarding culverts and right of ways.

Engineers to review gravel pit ordinance.

Review updated ordinance materials from League of MN Cities. (Sent email with update 3/28/2023)

Hold public hearing on interim use permit – Mark Sand and Gravel on Monday, April 24 at 5:30 pm.

Lammers will look at adding a definition of active mining and have both the City Engineer and City Attorney review the proposed ordinance.

Council recommendations:

None.

Heart of the Lakes & Heartland Trail Connection to Vergas Advisory Committee Meeting
Monday, April 3, 2023
10:00 am
Teams

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

Call to Order

Jillian Reiner called the meeting to order.

Additions and Deletions

None.

Trail Plans

Jillian reviewed routes to both Heart of the Lakes and Heartland trails.

Open Houses

The Cities of Vergas and Frazee are working on bike and pedestrian trail plans this year!

Vergas is planning to connect to both the Heartland Trail at Frazee and the Heart of the Lakes Trail (the new trail from Pelican Rapids to Maplewood State Park to Perham). Frazee is planning a trail to connect the town to the new Wannigan Park.

You are invited to two Open Houses to view progress on these plans and provide input:

- Vergas Event Center on Thursday, May 18 from 6:00pm to 8:00pm
- Frazee Event Center on Tuesday, May 23 from 6:00pm to 8:00pm

Both Open Houses will feature the following:

- Presentation regarding plans to connect Frazee to Wannigan Park by trail.
- Presentation regarding plans to connect Vergas to the Heartland Trail at Frazee and the Heart of the Lakes Trail.
- Update on the status of Wannigan Park planning and development.
- Opportunity for you to provide input on all the above!

The above information will be presented twice at each Open House, once at 6:15pm, and again at 7:15pm.

Both Open Houses are family-friendly events, and we welcome you to bring the kids!

At the Frazee Open House, a free, light supper will be provided courtesy of the Frazee Community Development Corporation.

Please join us for either Open House, or both!

For more information, please contact Patrick Hollister at patrick.hollister@claycountymn.gov or 218-329-1809.

Next Meeting Dates and Times

Tuesday, May 9, 2023 at 10:00 am on Teams. Meeting

Adjourned at 11:00 am.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Follow up actions:

Wideth will provide information (maps) regarding trail routes considered.

Recommendations to Council:

None.

**Vergas EDA/HRA
Vergas Event Center Council Chambers and Zoom
2:00 PM on Tuesday, April 4, 2023**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, April 4, 2023 at 2:00 pm on zoom with the following members present: Bruce Albright, Joy Summers, Vanessa Perry and Kevin Zitzow. Absent: Duane Ditterich. Also Present: City Clerk-Treasurer Julie Lammers, Ron Zeigler, Community and Economic Development Associates (CEDA), and Hillary Tweed(CEDA).

Call to Order

Meeting was called to order by Vice President Bruce Albright.

Agenda Additions and Deletions

Approve agenda as presented.

Kevin Zitzow joined and chaired the meeting, from this point forward.

Minutes

Motion by Zitzow, seconded by Summers to approve minutes for the March 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.

Goals and timelines have not changed.

CEDA (Community and Economic Development Associates)

Ron Zeigler, CEO and President of CEDA provided information on programs available and samples of what they are doing for other communities. He also stated they could adjust time allotted as the committee feels is needed. Albright stated one of our goals for this year is to meet with business owners and determine how things are going for them and if they need our assistance. CEDA has done this and knows how to develop the surveys as is beneficial to have someone have the surveys to get good information. We are also trying to find trainings that would be beneficial for our businesses, information on what is needed could be gleaned from the survey. Albright stated if the EDA/HRA hires CEDA it will take up all of the funding available in a year if we have them here 1 day a week. Lammers currently explained the EDA/HRA could afford to hire CEDA 1 day every two weeks beginning June 1 and review in December this would be \$7,237.00. Zitzow questioned adding hours to our current office staff and asked if Council would be open to extending the current city office parttime position. Lammers stated she would discuss this with the personnel committee about the options of office staff. Discussed the option of a college intern for EDA/HRA. Discussed specific topics like grant writing and we can connect CEDA for single projects. Discussed how to raise funds like adding a sales tax or lodging tax. Lammers stated she could contact the county regarding the amount of tax they are receiving from Vergas from their .05 sales tax. Zitzow asked Vanessa if the community club would be interested in having an employee and she stated they are not.

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 streets, 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 purposes. If the City does not purchase these lots

for public purposes 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. Perry stated she has spoken with someone at the state level, and she is working on information to be able for City to gain control of the lots. Members asked Lammers to find out what the County would like for the lots and if we can sell the lots for resale.

EDA/HRA Annual Meeting

The annual meeting on Tuesday, April 25, 2023 will begin with a 5:30 pm social hour and 6:00 pm meal and program. The meeting will be held at the Vergas Event Center and catered by Loon's Nest. Speakers are tentatively Amy Baldwin, Erik Osberg, Sherri Hanson and someone from SBDC. The format will be the same as the last few years with Kevin opening the meeting, Bruce reviewing budget and EDA/HRA goals and accomplishments, the meal and then the speakers. Albright stated we have businesses in town who could develop the lots.

THC

Zitzow requested why EDA is not involved in businesses being allowed to sell THC in Vergas. Lammers explained Otter Tail County as a moratorium on the sale of THC and Council has voted to comply with the moratorium. Lammers has attended training on THC and the planning commission is reviewing zoning for it. Zitzow stated the EDA should be involved and Albright explained we need to wait and see what laws are passed at the state level as it is still illegal at the federal level.

Donating to EDA/HRA

Zitzow questioned donations to West Central Initiative as he tried to donate with Thrivent funds and was unable to do so. Lammers stated she would check with West Central Initiative.

The meeting was adjourned at 3:15 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.

Lammers confirm speakers for annual meeting.

Lammers to find out what the County would like for tax forfeited lots and if we can sell the lots for resale.

Lammers stated she would check with West Central Initiative regarding donations.

Lammers to discuss with personnel adding staff hours for EDA/HRA office work.

Lammers to look into a City sales tax.

City Clerk Training -Julie Lammers Attended

2023 MCFOA Conference, March 21-24, 2023

Athenian Dialogue – “The Gifts of Imperfection” by Brene Brown

The Gifts of imperfection teaches us not to change ourselves to adapt to expectations instead, we should embrace and engage with our imperfections. The core insights center on empathy, understanding, and adopting “wholehearted living,” so that we start living for ourselves, and not for other people. Often as City Clerks we can get caught up in trying to please all our Council Members, citizens and committee members; we forget that we are enough.

Reinventing Leadership

Building strong cities require teamwork and communication; clear vision and aligned mission. We need to focus on giving leaders tools to empower their teams, constituents, and all stakeholders. Clerks main job is to keep things stable.

- 68% of people live in a 6-year-old mindset.
- 35% of people live in self-altering mind.
- The most important part of a person is where they get their importance.

Conflict arises because people are living different stories

- If I do not understand the context – I cannot deal with the conflict.
- The shortest distance between truth and a human is the story.
- Some people get a high from DRAMA. – You lose your power when you give into them.

If we are going to help people with their stories, we must know what story we are in.

Emergency Management

- Basic understanding of incident command and how unified command can operate.
- The importance of a continuity of operation plan and emergency operation plan.
- How to identify the right people for each role.
- Guidance on prioritizing objectives of our emergency operations center.
- Understanding of how recovery planning is essential to the resiliency of our jurisdiction.

Working Productively with difficult, angry, or upset people

We encounter people who are difficult, angry or get upset. Learned strategies and techniques to de-escalate emotional conversations, helping others to feel “Heard” and improve communication with people who get upset.

Zoning, Housing and Accessories

Reviewed the basics of land use regulation and decision making, with a focus on planning and zoning of residential uses and accessories. Considering critiques of zoning as a barrier to affordability, inclusivity and sustainability.

- Cannot stop group homes.

- Manufactured homes cannot be excluded.
- Tiny houses must have a minimum square footage of 800 square feet.
- Review accessory use.

Edible Cannabinoid Legalization

2022 legislative session allows certain edible and beverage products infused with tetrahydrocannabinol (THC) to be sold in Minnesota. This session focused on how the new law impacts cities including the regulatory, employment, and enforcement considerations your city may have.

Major topics covered:

- What the law does
- How cities may regulate cannabinoid products
- Analyze what is next for cities related to cannabinoid products.

THC is regulated by Pharmacy. It can be sold anywhere but liquor stores. Must be sold in original packages.

Cities can regulate to specific businesses.

Zoning can regulate how many feet it is sold from schools, daycares, and senior living facilities.

Council Relations: Collaboration with each other, with staff, and with public

Communication and lack of collaboration has caused an erosion of trust in government. Cities and staff can put systems in place, as well as learn communication best practices to create more collaborate environments for the city.

Remember: I work for the winner. Every 2 years our employer's change, be careful to work within the laws and regulations. Staff works for the city, under the direction of the council.

There are 4 different communication and learning styles: Connector, Thinker, Mover and Planner. Meet the needs of all the different communication styles.

When having difficult conversations such as: who, what, and why. Do not make it personnel.

The Council focuses on policy not day to day.

During the public comment section of the council meeting there should be no comments from the council.

Navigating the Jungle of Financial Reporting

Discussed month to month financial reporting and ways to organize workflow throughout the year to make financial reporting tasks go as smoothly as possible.

Activate your Inner Superhero- no cap required.

I am strong, smart, capable, adaptable and have the power to lead to mentor and to conquer fears and overcome challenges. There are many opportunities to grow personally and professionally as a City Clerk-Treasurer. It is important to celebrate small victories. Remember to send positive texts daily.

Safety Control Meeting

Required training for City employees regarding AWAIR/Employee Right To Know/Bloodborne Pathogen.

The following employees attending the training Ronola Richards, Kyle Theisen, Tammy Shields, Jezmae Brukett and myself. Felicia Singer, Paul Haarstick and Bella Hiltner take this through their other employment.

LMC – Loss Control

You Can't Say That! Navigating Free Speech in a Polarized World

1st Amendment protects the freedom of speech. Reviewed sign ordinances.

DOT Drug and Alcohol Testing

Overview of the Department of Transportation Drug and Alcohol testing program.

Contract Basics

Essential elements of a well-written contract and how to protect your city's interest.

Verbal Judo De-Escalation

Learned necessary skills to redirect behavior and interact in a positive and professional manner.

City Council
2023 April Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, April 11, 2023

7. Committee Reports

- A. Park
- B. Streets/Sidewalks/Yard Waste

Files Attached

- 3.23.2023 Park MinutesDRAFTpdf.pdf
- 03.30.23 SSYW minutes pdf2.pdf

3.23.2023 MINUTES (draft) Vergas Parks & Rec Advisory Board

Vergas Event Center 3:00 P.M.

1. **Members Present:** Sherri Hanson, Carol Albright, Steph Hogan, Tony Sailer, Dean Haarstick. **Absent:** Maggie Puetz, Matt Engebretson
2. **February Minutes** were approved with a motion by Hogan, second by Sailer.
3. **Additions to Agenda:**
 - a. Bathhouse
 - b. Sign for Baseball Field regarding game dates
 - c. Painted Freedom Rock
 - d. Hager/EOT meeting
4. **Trail Fence:** We need to find volunteer workers to help City workers remove old fence.
5. **EOT SWCD Tin Can Erosion Project:** **Albright will be in charge of finding volunteers to help plant. Julie Lammers will coordinate the project with EOT SWCD.** She has the agreement with them that was approved by the City Council.
6. **Widseth:** Is there a time line for the park project? City Council approved working with Widseth at the January meeting. **Hanson will check with Julie Lammers about whether Widseth has contacted her or if we need to contact them.**
7. **3-D Loons:** The Community Club has agreed to purchase 100 loon statues for Parks & Rec to use for a fundraiser. We need an intentional parks fund raiser, possibly in May. Discussion: \$50 ticket includes appetizers, loon statue, one free drink ticket, supplies to paint your loon. Albright will get a loon from Hanson to try acrylic paint on it. Music possibly by Damian Anderson or Mitch Grothe. Hanson can get a Thrivent grant for paint supplies. Could we provide artists to help paint the loons? Can the Arts Club be a co-sponsor of the event to provide more helpers and use of the Event Center? The event seems to match the Arts Club purpose of providing art making activities for the community. **Albright will check with the Arts Club to find out if they would like to co-sponsor the fundraiser.** We definately need Widseth's proposed plan for renovating Long Lake Park for the fundraiser. There could be easels set up with questions/comments about the proposed renovation and the other parks in Vergas for attendees to answer.
8. **Water Ski Team:** The City Council has approved the team's installation of their docks and lifts at the base of the first parking area in Long Lake Park to use for their practices and several shows for the public. Trees and brush need to be trimmed/removed so audience has a place to sit. Dennis Pausch will be in charge of the trimming/removal. City workers will need to haul away the brush and trees. A plan will be submitted to the Parks Board for approval. We can reference the SWCD Plan from previous minutes for guidance. The Ski Team collects a free will offering at their performances and will donate those monies to the Parks Board.
What if we allowed food vendors to set up at the performances?
9. **Ice Skating Rink:** Still looking for a place to set one up. Hanson is discussing a possible location at Paul's Insulation, which would help keep cars from using his property for parking.
10. **Ball Fields:** Facility Use Agreement has been completed with Frazee Public Schools for this spring and summer. Junior High baseball games will be played there. Discussion that if there is a Vergas Baseball Team they should help with upkeep and funding of the ball field, as well as posting their game schedule. **Albright will try to find out if there will be a team this summer.**
11. **Matt's Update:** none made because Engebretson was not present.
12. **Budget:** none received from J. Lammers.
13. **Other:**
 - a. **Bathhouse:** Dennis Pausch said he would paint the interior if City buys supplies and help maintain it this summer. **Hanson will write an agreement with him and have it**

approved by the Council. Motion by Sailer, second by Hogan to take the recommendation to the Council.

b. **Ball Field Sign:** Can we post a sign at the Ball Field listing the game dates/times so pickleball court won't be used during the games? Yes, good idea.

c. **Painted Freedom Rock:** The Council agreed that the Veterans Group can place a gazebo over a painted "Freedom Rock" next to the existing memorial if and when they get a construction permit from Planning & Zoning. Albright wondered why the Parks Board wasn't approached to approve the plan. **Hanson will bring up the question at the Council meeting.**

d. **Hager:** Albright read in previous minutes that Hanson, Haarstick, and Hager were meeting to discuss Hager's planting plans with EOT SWCD. Hanson noted the meeting was a private one to discuss plans for Hager's property, not the easement property.

14. NEXT MEETING WILL BE THURSDAY, APRIL 27, 2023 AT 3:00 p.m. in the EVENT CENTER.

Items to be approved by the Council:

1. Agreement with Dennis Pausch to paint the interior of the bathhouse and help maintain the bathhouse this summer. City will provide painting supplies.
2. Why wasn't Parks Board contacted about the Freedom Rock?

Follow-up Action Required:

1. Albright will find volunteers to plant for the Tin Can erosion project.
2. Find volunteers to help City workers tear out old Trail fence.
3. Hanson will check with Lammers about the Widseth renovation project for Long Lake Park.
4. Continue the search for Ice Skating Rink location.
5. Albright will find out the status of the Vergas Baseball Team.
6. Make a sign for the ball field showing games schedule.
7. Albright will ask Arts Club if they want to co-sponsor a fundraiser for Parks & Rec.

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas Event Center
March 30, 2023

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Thursday, March 30, 2023 at 3:00 PM at the Vergas Event Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Julie Lammers, City Clerk, Mike DuFrane, Utility Superintendent; and Jeff Kuhn, Widseth. Albright called the meeting to order at 3:00 PM.

2.) Agenda Additions or Deletions. Albright wanted to add Graphic Information Systems (GIS) storm sewer mapping. Lammers wanted to add a summary of the various ordinances that are being updated. DuFrane wanted to add snow placement.

3.) Minutes for the 02/09/23 SSYW meeting was attached in the agenda packet. Motion by Pinke to approve the minutes, seconded by Albright, approved.

4.) Sidewalk Policy. Sidewalks are addressed in Title IX: General Regulations, Section 93. Last year, we looked at sidewalk snow removal ordinances from Frazee, Nisswa, Battle Lake, and Walker. Last month, a Facebook post from the City, relayed the City's current ordinance in this regard. This prompted numerous responses from business owners. The existing ordinance reads: "No person shall (1) obstruct any street or sidewalk by depositing snow or ice thereon". Councilperson Fischer wanted the words added at the end "once the streets have been cleared". This was tabled at the 03/14/23 Council Meeting, as Albright said that SSYW would like to update all of Section 93 at one time. Plus, winter is almost over, and nobody has ever been fined for violating said ordinance the way it currently reads. Nisswa has a rule that if snow is not removed from a sidewalk 48 hours after it was deposited, the City can go in and remove the snow, and bill the business owner. If they don't pay, the billing is placed on their property taxes. Kuhn questioned if the City would consider removing the business sidewalk snow, and then billing said business. DuFrane said staff does not have the time. Albright thought there also may be businesses that want to do their own removal, and would question City costs in said regard. DuFrane said the City has been taking care of the snow removal for the Fire Department, but have not been maintaining the sidewalks bordering their property. While we do all the snow removal, the City's contribution to the Fire Department's is 12.6% of their overall operating costs. Albright felt our Ordinance update also had to take into account the County's policy in said regard. We've had several complaints this winter about broken windshields in vehicles that were hit by people blowing snow onto the roadway. It takes a coordinated effort between the County and City to address snow removal along the County roads that traverse through the City.

DuFrane felt the ordinance also had to address the piling of snow on City owned property by the business owners. A problem south of the City Offices and Liquor Store was discussed. Another problem is the snow removal on West (W) Elm Street (ST) north of Lakes Area Word Fellowship Church. They have a large pile of snow on the County (CO) Road (RD) Number (NO) 17 right-of-way (R/W). DuFrane thought they could have pushed the snow to the west.

Albright felt when the City gets their new one ton pickup and 9.2' v-wedge snowplow, we'll be better able to keep the curb lines cleared of snow from the sidewalks and overhangs. DuFrane said that the box on the 2001 International snowplow truck is really starting to rust out, plus the sander is not doing a good job, primarily dripping the sand/salt mixture in the middle of the road. The old 1990 Ford plow truck is no longer useable, and the SSYW Committee felt it needs to be sold. There are a number of companies that make ice control equipment and

would fit in the box of our new pickup. Some of these are stainless steel, so they don't rust out. This might make more sense, as we are not sanding long road stretches, and we wouldn't always have to dump the sand when we want to use the plow truck to haul snow. Preliminary pricing on a new salt box would be around \$9,000. Dean Harstick has been keeping the gutter open along the east side of South (S) 1ST Avenue (AVE). If this gutter doesn't drain to the north, water can back up into this shop. Along West (W) Main ST, the water has to run east in the south gutter down to the catch basin by the Hardware Store. DuFrane said the snow piles behind the City Office has debris, including boards, nails, etc. He has talked with the Plumbing shop about the source of the debris. Albright felt the update of our sidewalk snow removal ordinance needs to be coordinated with the Otter Tail County Highway Department, as their rules may differ from ours, even though we coordinate on the removal effort.

5.) County Garage Land. Lammers was looking for assistance on developing bid specifications for demolishing the building and establishment of the parking lot. There was discussion about properly abandoning the sewer and water lines. DuFrane questioned why we should pave the parking lot, when we don't have paving funding to properly maintain our streets and alleys. There was discussion if the parking lot should just get Class V gravel? It might be better if the lot was paved in 2024, to let it go through a freeze/thaw cycle next winter. Lammers said the amount of available grant could change if we don't do the work this year. Albright said he noticed the other night, that the lights were on in the building. We took ownership of the building after the 03/14/23 Council meeting. He felt the heat should be turned down, and everything turned off. Lammers said someone commented that the unique ceiling tile could be salvaged and resold. Albright felt this would be up to the demolition contractor. DuFrane felt if we were going to pave the parking lot, the alley between S 1ST AVE and S Railway AVE should also be paved. There was also discussion if the parking lot behind the Liquor Store should also be repaved? There was also talk about adding fencing to the grant application. Each north-south fence on the west and east sides of the parking lot would be about 150' long. We talked about a vertical board fence on the west side, and a split rail fence on the east side. DuFrane said the fences will require maintenance. It was back on October 11, 2022 at the Council Meeting when a unanimous decision was made to demolish the building and make it a parking lot, in accordance with the Comprehensive Plan and the need for City parking. When there is a need to modify or relocate the City shop, Lammers said it will have to be moved, as the current building is on land donated by the State of Minnesota, and was to be used only for the water tower/water plant.

7.) Speed Signs. Lammers intended to bring some information about an Evolis Radar Speed Sign, Twin Pack Special, good through 07/31/23. The price is \$6,199 for two complete Evolis Packs. Last summer, we applied for funding through the Otter Tail County Highway Department for a grant they have to install electronic signs where needed. Lammers said we are like number 8 or 9 on the list. The County would support our use of electronic signs if we were to purchase them.

8.) W Lake ST. At the 02/09/23 SSW meeting, we spent a fair amount of time discussing the feasibility report by Widseth Engineering for this roadway. To date, no one has reached out to Candor Township or any of the landowners in said regard. The Township meets on 04/10/23 at 7:00 PM. Albright is not available that night, as he will be on his way home from Washington, DC. Pinke said that he could attend the meeting. There was discussion again about R/W along the noted road section. According to the County's GIS website, it doesn't appear that we have R/W along the Mike Manual property near C.R. No. 17. DuFrane thought that when James Sandau, Ulteig Engineers, was working on the R/W, it had all been obtained except the Todd Bunkowski property. Lammers will check the City's records. DuFrane said that Robin Manual would like some type of a cul-de-sac or turnaround at the road's end, as right now, vehicles turnaround in his yard. Kuhn said one other possible option would be to review the proposed improvements with a local contractor to get a price for tree and brush clearing within

the R/W, possible widening of the road where needed, possible lowering some of the steeper grades/hills, and road graveling. Once the R/W needs are figured out, Albright felt that we should get a proposal from Widseth to determine the remaining R/W needs. This will be needed, whether or not, the road is ever improved. R/W calculations should take into account the graveled surface, which may have some prescriptive rights. Next steps include further discussions about project funding/assessment options and meeting with the affected landowners. Kuhn has furnished Lammers with road standards for either a cul-de-sac or a T-turnaround.

9.) R/W Needs for E Lake ST and N Railway AVE. Tom Winters, City Attorney, said he was going to have the required R/W exhibits for our meeting today. Lammers said she didn't receive the documents. The Committee urged her to continue to contact Winters in said regard.

10.) W Sunset Strip. The Committee felt we needed a proposal from Widseth to gather the R/W requirements along said roadway. It only involves five landowners: Bruce Sonnenberg; Shelly Day; Garrett Dahlgren; Wallace Family Trust, and Heath Courynea. It appears there is an easement strip (0.35 acres), all the way down to Lawrence Lake. Engineering calculations also need to take into account the existing "prescriptive" rights, or graveled surface, that has been historically maintained by the City. Perhaps, because of the close proximity to the houses, etc., the R/W calculations will be something less than the 33' on each side of the current road centerline.

11.) Storm Sewer GIS Mapping. At the 03/14/23 Council meeting, there was some questions about the proposal submitted by Widseth, so the Council did not approve the work. Albright felt the proposal should include about 8 hours of staff time to: meet with DuFrane in the field (when conditions allow) to document storm sewer locations; and some time for Widseth Staff to review County and State Highway Department plans for storm sewer locations that may show up on their various road plans. Albright thought there was some underground storm sewer at the intersection of C.R. No. 4 and old Trunk Highway (T.H.) No. 228 or now C.R. No. 60. Kuhn will revise the estimate accordingly for the upcoming 04/11/23 Council meeting.

12.) Ordinance Updates. At the Clerk's Conference last week, Lammers learned that the Minnesota League of Cities (LMC) had an update of the Minnesota Livable City Code of Ordinances (LCC). Back in 2009, Vergas adopted the same thing, for a cost of \$895, but we never purchased the Word Document, so that we could make changes without retyping everything. Because we are currently a licensed holder, the update would now cost us \$400, with an extra \$40 for a Word Document version we could modify. The "limited" version costs \$495, but doesn't include sections for sewer or water, subdivisions, etc. Lammers said with the recent Council efforts to update complete sections of the law, it might be cheaper to buy the modifiable version then retyping everything. Expenditures less than \$1,000, do not require Council approval. Lammers will send out the LMC information for the Committee's review.

6/13.) Complete Streets/Budget Goal Setting. In 2022, the State had the Small Cities Assistance Program (SCAP). There was no funding allocated for fiscal year 2023 or after. In 2021, Vergas received \$15,385 (\$18M appropriation) from this program. There are currently bills in the Minnesota House and Senate (H.F. No. 2897 and S.F. No. 2922) appropriating \$15 million again to this program in fiscal years 2024 and 2025. The recent "Complete Streets" policy developed by Widseth for the City of Vergas identified needs of \$1,026,829 for Condition Nos. 1-4 pavement reconditioning. The overlay program, if implemented, could save the City \$738,991 for 1.39 miles on the Condition 2-3 roads. To implement an overlay program on the Condition 2 and 3 roads, it would cost \$343,115. If we were to implement this program over the next 5 years, it would take about \$60,000 annually. The City has a total of 6.31 miles of paved roads/alleys.

Lammers said there are currently bills in the Minnesota House (H.F. 1377) and Senate (S.F. 1828) that would increase local Government Aid (LGA) to Cities in 2023-2024. The proposed increase if the Legislation is approved for Vergas is about \$7,500. Lammers said we could request from the Council that these extra funds be placed in the Street Department budget.

The Committee went through the 2023 City budget regarding roads. The general budget has \$7,500 for seal coating. It also has \$25,000 for "improvements". The general fund/special revenue money market has (effective 01/31/23): \$5,226.12 for easements; \$31,416.18 for seal coating; \$14,886.63 for sidewalks; and \$41,409.78 for street improvements/equipment. On 02/01/22, there were general revenue bonds sold in the amount of \$132,000 for 10 years, to help finance street work on Eva ST, Diane AVE, 3RD AVE, and Scharf AVE. According to the City's Special Assessment Policies and Procedures (10/03/11), the life expectancy of a street project is 20 years for reassessment. Also in accordance with the policies, seal coating projects are not assessed. Reconstruction and overlays are assessed 50% to the City and 50% to the benefitted landowners. There was discussion if the City could tap into any of the funding from the infrastructure bill?

14.) Adjournment. Albright adjourned the meeting at 4:45 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Authorize Widseth to complete R/W studies for W Lake ST and W Sunset Strip
- Authorize Widseth to add "storm sewer" mapping layer to GIS tool.

Follow up Actions:

- Landowner review of Feasibility reports for W Lake Street/funding options.
- Glenn ST extension/RCP costs, share with developer?
- Finalize work on R/W needs for East Lake Street and N Railway AVE (waiting for Attorney).
- Continue to work on budgets, and future road funding needs. -
- Continue to work on City parking, Work on handicap parking spots.
- Assess needs/budget for Small Cities Assistance Program funding. Lobby legislators for future funding, explain our needs.
- Evaluate County and MnDOT speed study data regarding public safety concerns along trail. Look at creating an "urban" district or just extending speed limits to City boundary. Possible electronic signs.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns. Snow emergency routes?
- Look at making W Sunset Strip an official street.
- Cost estimate for N Railway AVE repairs north of Elm ST intersection.
- Hardware Store roof drainage.

Additional Future Meeting Agenda Items:

- none, at this time.

City Council
2023 April Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, April 11, 2023

8. Staff Reports

1. Utilities Superintendent Report

Files Attached

- DuFrane April 2023 council report.pdf

April 2023 Council report from Mike DuFrane

1. Streets
 - a. Plow truck Broke down. Preliminary cost estimates are around 3000.00

City Council
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9. Information & Announcements

Trainings:

- a. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
- b. Clerks Advanced Academy- (Lammers)Waite Park
- c. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- d. Municipal Beverage Association-April 29-May 2 (MMBA) (Theisen) Arrowwood

Events:

- a. Continuation of Local Board of Review, Monday, April 24, 2023, 3 pm Vergas Event Center
- b. Planning Commission Public Hearing, Interim Use Permit-Mark Sand and Gravel, Monday, April 24, 2023 5:30 pm.
- c. EDA/HRA Annual Meeting, April 25, 2023 Vergas Event Center, 5:30 pm
- d. Otter Tail County Board of Review, June 14, 2023.
- e. Household Hazardous Waste Day, Thursday, June 29, 2023 10:00 - 2:00 volunteers needed