

**City Council**  
**2023 May Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, May 9, 2023**

1. **Call to Order**
2. **Citizens' Concerns**
3. **Agenda Additions and Deletions**
4. **Approval of Consent Agenda**
  - A. Council Minutes of the April 11 & 24, 2023 and Board of Review
  - B. Bills paid between Council meetings and Council bills
  - C. Liquor Store bills for April 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. 2023 General Fund Budget - March 31, 2023
  - J. 2023 Water Fund Budget - March 31, 2023
  - K. 2023 Sewer Fund Budget - March 31, 2023
  - L. Committee Reports - requiring no Council Action
    1. Personnel
    2. Planning Commission
5. **Music/Food Truck on Main Street**
6. **2023 Pickleball Project**
7. **Committee Reports**
  - A. Park
  - B. EDA/HRA
  - C. Streets/Sidewalks/Yard Waste
  - D. Event Center
8. **Staff Reports**
  1. City Clerk-Treasurer - Report
    - a. Receptionist Review
    - b. Financial Update
    - c. Source Water Protection Grant
  2. Utilities Superintendent Report
  3. Liquor Store Manager Report
9. **Information & Announcements**

Trainings:

  - a. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
  - b. League of MN Cities Annual Conference, June 21-23, 2023 (Bruhn, Haarstick, Albright)
  - c. Clerks Advanced Academy- Sept 14-15, 2023, Bemidji, MN (Lammers)

Events:

  - a. Thursday, May 18, 6-8 pm Frazee-Vergas Trail Plans- Open House, Vergas Event Center
  - b. Tuesday, May 23, 6-8 pm Frazee- Vergas Trail Plans-Open House Frazee Event Center
  - c. Otter Tail County Board of Review, June 14, 2023.
  - d. Household Hazardous Waste Day, Thursday, June 29, 2023 10:00 - 2:00 volunteers needed
10. **Adjournment**

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**City Council**  
**2023 May Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, May 9, 2023**

**3. Agenda Additions and Deletions**

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**Files Attached**

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- Request - Lawrence Lake Acres.pdf
- Looney Days Parade.pdf
- 88 Park View - working in City Easement - documents from Bob Hager.pdf

Vergas City Council;

It has come to my attention that the City has indicated that they may not accept the extension of Glenn Street, unless the culverts are reinforced concrete (RC).

I cannot find any information in the Ordinances that require me to do this. I have also looked at similar projects in the City of Vergas, and noticed there are no RC culverts present.

I have done some research into high density polyethylene (HDPE) and feel it would be ideal for the extension of Glenn Street. I have also attached a sheet with features and benefits of HDPE. Included in the benefits are: a minimum life span of 100-years, smooth interior for increased water flow capacity, and structurally designed corrugated exterior to support typical construction and long-term loading. The difference in cost to me could be in excess of \$15,000.

I am asking that you approve the use of HDPE for the extension of Green Street, aka Lawrence Lake Acres. I would also ask that this is approved or denied at this meeting, as we have an order to place for the pipe.

Sincerely

Justin Hansen



N-12 pipe is available in soil tight (ST), water tight (WT) and plain end, all of which offer joint options of bell and spigot design, gasket, bell

Drainage Handbook / Submittal Packages / Water Management Catalog / Careers / Blog / Find a Rep / 1-800-821-6710



Markets

Resources  
& Tools

Start a Project

Documentation

Overview

## Features and Benefits

- Smooth interior with a Manning's value of 0.012 resulting in increased flow capacity
- Inert HDPE material is resistant to the effects of chemicals, abrasion, hot soils, and effluent
- Lightweight product for best-installed cost and maximizing delivery and installation efficiencies
- Structurally designed corrugated exterior to support typical construction and long term loading
- Readily available in convenient locations to service local projects
- Joint options to meet your application performance requirements, including up to water-tight joints meeting ASTM D3212
- Available in ST, WT and Plain End
- Joint options include bell and spigot design, gasket, bell wrap or pressure-rated 10.8 psi coupler

## Lubricants

- Soft, paste like compound

- High performance pipe joint lubricant
- NSF certified for potable water pipelines
- Contains no petroleum-Will not swell gaskets
- Stable from -10 to 120°F
- Non-toxic
- No objectionable odor
- Will not support bacteria
- Effect on gaskets-less than 1% weight gain and less than 1 duro hardness loss
- Effectively lubricates pipe and pipe gaskets for safe and efficient assembly Ask your sales representative for more information on these and other ADS products.

### **Build America, Buy America (BABA) Act**

These products, manufactured in accordance with AASHTO M252, AASHTO M294 or ASTM F2306, complies with the requirements in the Build America, Buy America (BABA) Act.

- N-12 Per AASHTO
- N-12 WT Series 35
- N-12 Low Head

	Plain End	Soil Tight (STIB)	Water Tight (WTIB)
Diameters Available	4-60 inch (100-1500 mm)	4-60 inch (100-1500 mm)	4-60 inch (100-1500 mm)
Lengths Available	13, 20 feet (4, 6 m)	13, 20 feet (4, 6 m)	13, 20 feet (4, 6 m)
Joint Performance	Soil Tight	Soil Tight	Water Tight (ASTM D3212)
Joining System	External Coupler	Integral Bell & Gasketed Spigot	Water Tight Reinforced Integral Bell & Gasketed Spigot
Specifications	AASHTO M252 (4-10 inch) (100-250 mm)	AASHTO M252 (4-10 inch) (100-250 mm)	AASHTO M252 (4-10 inch) (100-250 mm)
	AASHTO M294 (12-60 inch) (300-1500 mm)	AASHTO M294 (12-60 inch) (300-1500 mm)	AASHTO M294 (12-60 inch) (300-1500 mm)
	ASTM F2306 (12-60 inch) (300-1500 mm)	ASTM F2306 (12-60 inch) (300-1500 mm)	ASTM F2306 (12-60 inch) (300-1500 mm)
Design Service Life	Minimum 100 Year	Minimum 100 Year	Minimum 100 Year

Get new product  
info and more in  
advance.

Email

Join The List





May 4, 2023

Patty Jaeger  
pj@loretel.net

RE: Vergas Looney Days Parade, August 13, 2023

Dear Lacey:

Please be advised that the Otter Tail Highway Department has approved your request to close a portion CSAH Nos. 4 & 17 on August 13, 2023 for parade as indicated on your map.

Our approval is contingent upon the approval of the County Sheriff. It is your responsibility to contact the Sheriff's Office to obtain their approval.

The liability insurance is the responsibility of the City of Vergas. Otter Tail County assumes no liability for this event.

It is also your responsibility to arrange for and place the necessary detour signing for the street closure.

If you have any questions or require additional information on this matter, please feel free to contact me at any time.

Sincerely,  
Otter Tail County Highway Department

  
Charles Grotte, P.E.  
County Engineer

CHG:re

cc: Julie Lammers, City of Vergas  
Otter Tail County Sheriff's Office  
Cristi Field, Highway Maintenance Supervisor  
Dean Larson, Area Lead Worker  
Ricky Swanberg, Sign Technician  
Festival File



## Rachel Ehlert

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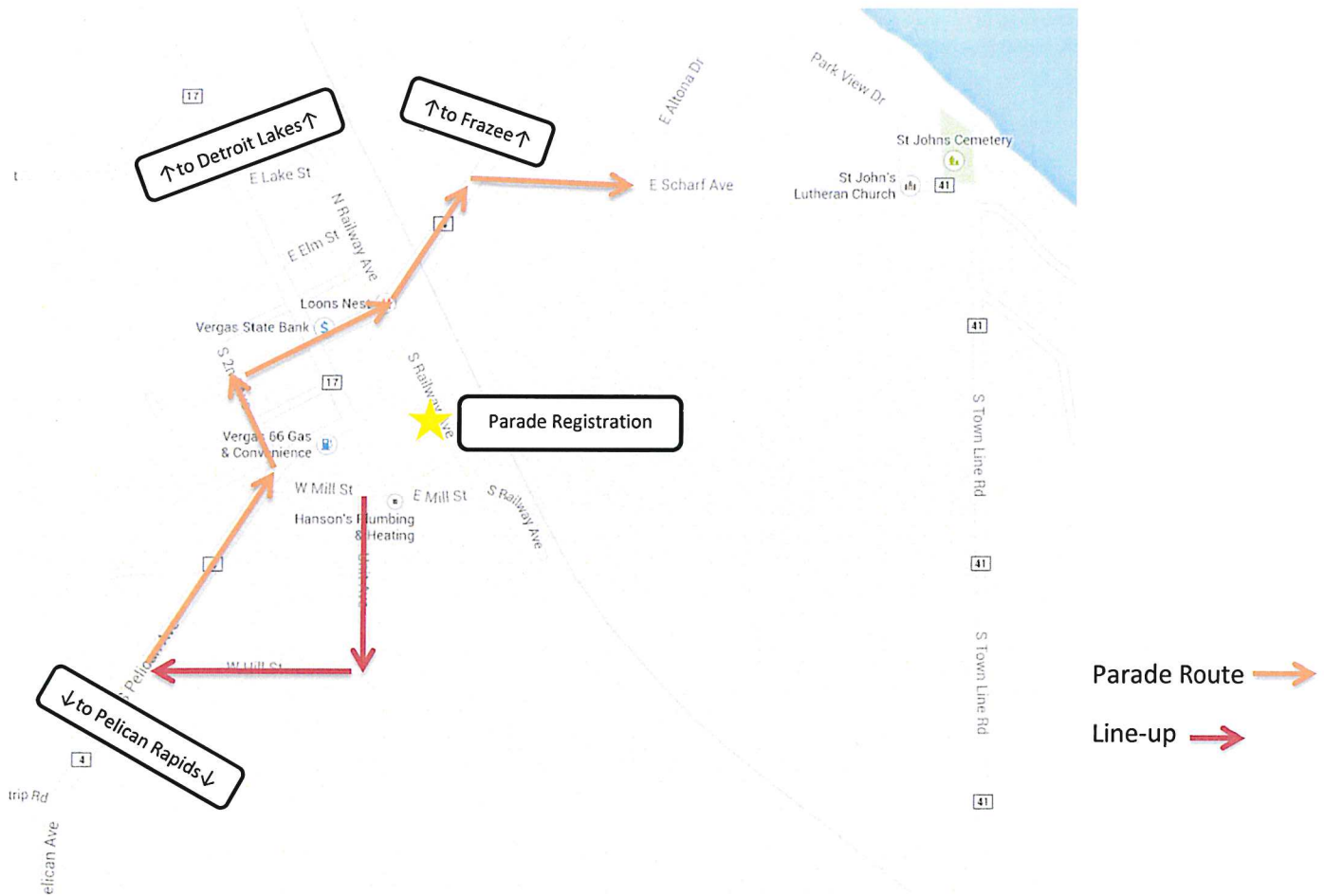
**From:** pj@loretel.net  
**Sent:** Thursday, May 4, 2023 11:02 AM  
**To:** Rachel Ehlert  
**Subject:** Vergas Looney Days parade  
**Attachments:** Parade route.pdf

Hello.

We are seeking approval for Vergas Looney days parade as in the past for August 13 2023, parade starting time duration approx 1 hour. I have requested assistance from OT Posse.

Attached is parade route, please let me know what else we need.

## Parade route



## 2023 Shoreline Restoration Plan on Dresen Property

From: Robert Hager (hjr0615@yahoo.com)

To: pete.guck@eot.mnswcd.org

Cc: hjr0615@yahoo.com; tara.dresen@gmail.com; adam.dresen@gmail.com

Date: Monday, May 8, 2023 at 08:38 AM CDT

Good Morning Pete,

I have attached your worksheet as to plants and grasses to be planted in the ditch area where the City of Vergas removed the willow vegetation long established and created a erosion situation.

I have checked off what i can afford to do in 2023 and focus on the upper area of the ditch for erosion control. This totals \$515.00 and other costs and labor will be covered by me.

The maple trees along the retaining wall have been moved to the park and the Dresen property. So i am not looking to create any issues for the Shoreline Restoration Group in SWCD.

If you need payment for this order now, let me know the amount and i will send or drop off a check.

Thank you,  
Bob Hager  
218-841-4399



SWCD1.jpg  
582kB



## 2023 Cost Estimate

ID #	Latin Name	Common Name	Number of 6-Packs	Sun	Color	Height	Bloom	Total \$
1	<i>Asclepias syriaca</i>	Common Milkweed	8	F-P	Pink	24-72"	June-Aug	\$80.00
2	<i>Caltha palustris</i>	Marsh Marigold	8	F-S	Yellow	12-24"	April-June	\$80.00
3	<i>Anemone canadensis</i>	Canada Anemone	8	F-P	White	24-36"	May-June	\$80.00
4	<i>Verbena hastata</i>	Blue Vervain	8	F	Blue	36-48"	July-Sept	\$80.00
5	<i>Agastache foeniculum</i>	Anise Hyssop	8	F-S	Purple	24-36"	June-Sept	\$80.00
6	<i>Monarda fistulosa</i>	Wild Bergamont	8	F-P	Purple	24-36"	July-Sept	\$80.00
7	<i>Ratibida pinnata</i>	Yellow Coneflower	8	F	Yellow	36-48"	July-Sept	\$80.00
8	<i>Penstemon grandiflorus</i>	Large Flowered Beardstongue	8	F	Pink	36-48"	May-June	\$80.00
9	<i>Aster laevis</i>	Smooth Blue Aster	8	F-P	Blue	36-48"	Aug-Oct	\$80.00
Total @ \$10 per 6-Pack								\$720.00

Latin Name	Common Name	Number of 6-Packs	Sun	Color	Height	Bloom	Total \$
<i>Andropogon gerardii</i>	Big Bluestem	12	F	Green	>84"	Warm	\$120.00
<i>Sorghastrum nutans</i>	Indian Grass	12	F	Green	60-84"	Warm	\$120.00
<i>Schizachyrium scoparium</i>	Little Bluestem	12	F-P	Green	24-36"	Warm	\$120.00
<i>Bouteloua curtipendula</i>	Sideoats Grama	12	F	Green	24-36"	Warm	\$120.00
<i>Glyceria canadensis</i>	Rattlesnake Grass	12	F	Green	24-36"	Cool	\$120.00
<i>Glyceria grandis</i>	Reed Manna Grass	12	F	Green	60"	Cool	\$120.00
<i>Spartina pectinata</i>	Prairie Cord Grass	12	F	Green	60-84"	Cool	\$120.00
<i>Carex lacustris</i>	Common Lake Sedge	12	F-S	Green	24-36"	Cool	\$120.00
<i>Carex bebbi</i>	Bebb's Oval Sedge	12	F	Green	24-36"	Cool	\$120.00
Total @ \$10 per 6-Pack							\$1,080.00

Native Seed Mixes	Pounds	\$/lb	Total
Mesic Prairie Mix	0.5	\$60.00	\$30.00
Pollinator Mix Wet Mesic	0.5	\$170.00	\$85.00
Total			\$115.00

Native Shrubs	Units	\$/Unit	Total
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Material	Quantity	\$/Each	Total
Mat= \$150 Straw 8'x112' Double Net		\$0.38	\$0.00
Coir Log (10')		\$210.00	\$0.00
Staples		\$0.11	\$0.00
Wood Wedge Stake 2'		\$2.25	\$0.00
Rope (per foot)		\$0.06	\$0.00
Wattlels 9"x25' Straw		\$31.90	\$0.00
Stake=Stakes 1" x1" x 24" 25/bundle		\$8.45	\$0.00
Herbicide		\$100.00	\$0.00
<b>Total</b>			<b>\$0.00</b>

Labor	Quantity	\$/Each	Total
SWCD Labor		\$30.00	\$0.00
Volunteer Labor		\$29.95	\$0.00
<b>Total</b>			<b>\$0.00</b>

Flowers \$720.00  
 Grasses \$1,080.00  
 Seed \$115.00  
 Shrubs \$0.00  
*Plant Subtotal* **\$1,915.00**  
 Material \$0.00  
 Labor \$0.00  
**Grand Total \$1,915.00**

Grand Total + 10% Contingency	\$2,106.50
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**KE**  
**BOB HAGAR**  
**88 PARK VIEW DRIVE**  
**VERGAS, MN**  
**LONG LAKE**  
**~2,400 SQUARE FEET**

[illegible]



## HOW DOES THIS PROJECT RELATE TO MINNESOTA?

- Every plant species in the seed mix and plant list is native to Minnesota - it's always been here (pre-settlement)
- We support local Minnesota nurseries for our projects. The seed is carefully harvested in Minnesota and surrounding states (if necessary) and all of their native plants are grown onsite on the nursery grounds from the seed they've harvested. They really are "Minnesota-Grown"!
- Milkweed, white prairie clover, purple prairie clover, purple coneflower, wild geranium, wild lupine, wild bergamot, and blazing-stars are all flowers that Minnesota's State Bee, the Rusty Patched Bumblebee, has been documented to use for pollen. (<https://www.fws.gov/midwest/endangered/insects/rpbb/plants.html>)
- There's only less than 1% of Minnesota's original prairies remaining today due to farming and development. When you do a restoration project with us, your essentially creating your own little prairie for you and the wildlife to enjoy!
- The roots of these plants go down 8 to 10 feet into the soil, as opposed to the 4 to 6 inch roots that lawn grass has. These native plant roots are excellent at filtering out extra nutrients, such as phosphorus, nitrogen, and sediment, before they can enter the lake or river. An excess of these nutrients can cause a lake or river to become impaired (not healthy). By using these native plants in our projects, we are helping our Minnesota waters to be swimmable, fishable, and sustainable!
- Lastly, these plants are Minnesota-hardy like we are. We both can endure -20 degree temps (maybe the plants better than us) and we both long to experience those first signs of spring.

### COST ESTIMATE:

Project Supplies	Estimated Costs
Plants & Seed	\$1,915.00
<b>Estimated Project Total (+10%)</b>	<b>\$2,100.00</b>





## TECHNICAL ASSISTANCE

The SWCD can provide technical assistance with the installation of this project. This includes:

- Ordering seed and plants for installation
- Coordinating delivery of seed and plants on day of installation
- Providing a no-till ATV seed drill for rent to plant seed (not recommended for steep slopes)
- Staging the planting area for the plugs by laying out 6 packs in the general area they should be planted
- Helping with plant identification as the planting becomes more established to determine planted versus weedy species and suggest specific maintenance to help the planting thrive
- Being available to hold educational opportunities such as plant identification, benefits of native plants, how a buffer functions, etc. for lake associations and other organizations.

← I have reviewed this design & estimate, timeline, preparing the planting site, and operations & maintenance. →

LANDOWNER	DATE	SWCD TECHNICIAN	DATE
			



**East Otter Tail**  
Soil & Water Conservation District

**Liz Wiese, Shoreland Specialist**

218-228-2381

[liz.wiese@eot.mnswcd.org](mailto:liz.wiese@eot.mnswcd.org)

**Pete Guck, Assistant Shoreland Specialist**

218-228-2377

[pete.guck@eot.mnswcd.org](mailto:pete.guck@eot.mnswcd.org)

**City Council**  
**2023 May Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, May 9, 2023**

**4. Approval of Consent Agenda**

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- A. Council Minutes of the April 11 & 24, 2023 and Board of Review
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for April 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. 2023 General Fund Budget - March 31, 2023
- J. 2023 Water Fund Budget - March 31, 2023
- K. 2023 Sewer Fund Budget - March 31, 2023
- L. Committee Reports - requiring no Council Action
  - 1. Personnel
  - 2. Planning Commission

**Files Attached**

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- 04-11-2023 Council Minutes.pdf
- 04-24-2023 Special Council Meeting Minutes.pdf
- 4-5-23 and 4-24-23 Board of Review.pdf
- Vergas 1 Percent Null and Void (002).pdf
- 2023 City Bill Listing.pdf
- Council Claims List for Approval.pdf
- 2023 Liquor Store Bill Listing for April.pdf
- Utility Billing AgedBalance\_05022023.pdf
- Investment Schedule & Bond Schedule.pdf
- General Fund\_Special Revenue Money Market Account Report.pdf
- Statement of Receipts, Disbursements and Balances.pdf
- American Rescue Plan Funding 2021-2026.pdf
- 2023 Budget vs Year to Date 3-31-2023.pdf
- 2023 Water Budget vs Actual 3-31-2023.pdf
- 2023 Sewer Budget vs Year to Date 3-31-2023.pdf
- Personnel Committee mts 4 19 23 (002).pdf
- 04-24-2023 Planning Commission Meeting Agenda Minutes.pdf

CITY OF VERGAS  
COUNCIL MINUTES  
Vergas Event Center and Zoom  
Tuesday, April 11, 2023

The City Council of Vergas met at 6:30 pm, on Tuesday, April 11, 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, Blaine Green, Tom Winters 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 Haarstick to approve the agenda with the following addition: Event Center Advisory Board Report. Motion passed unanimously.

**Approval of Consent Agenda**

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

- A. Council Minutes of the March 14, 2023
- B. Bills paid between Council meetings and Council bills for \$39,757.45.
- C. Liquor Store bills for March 2023 for \$64,291.51.
- 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

Motion passed unanimously.

**Committee Reports**

Parks

Sherri Hanson reviewed the Park Advisory Board meeting of March 23, 2023 (minutes available at the Vergas City Office). They do not have the agreement drawn up with Dennis Pausch to paint the interior of the bathhouse and help maintain the bathhouse this summer and will submit it at the May Council meeting. Questioned why Park Board was not involved in adding the Freedom Rock to the ballfield area? Bruhn explained the park board is an advisory committee and the council can choose to have committees research things or vote on them. They reviewed their plan and the council felt they were ready to approve without any research needed.

Streets/Sidewalks/Yard Waste

Albright reviewed the Streets/Sidewalk/Yard Waste committee meeting of March 30, 2023 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to enter into an agreement with Widseth for up to \$4,000.00 to inventory and add Vergas Storm Sewers to the GIS map. Motion passed unanimously.

Event Center

Lammers reviewed Event Center Advisory Board meeting of April 10, 2023 meeting (minutes not available yet but will be at the Vergas City Office when available) Motion by Pinke, seconded by Fischer to approve purchase of cabinets for kitchen with the funds raised from fundraisers for \$5,295.75 from Summers Design Center. Motion

passed unanimously. Discussed having an event center employee to set up event center, meet with renters, clean event center and inventory items in the event center. Albright stated EDA/HRA would like to have personnel look at having an employee work 4 hours a week on their agenda items. Motion Albright, seconded by Pinke to have personnel look at both positions and/or added hours. Motion passed unanimously.

Mike DuFrane, Utilities Superintendent

April 2023 Council report from Mike DuFrane

1. Streets

- a. Plow truck Broke down. Preliminary cost estimates are around 3,000.00.

DuFrane explained the rear end, leaf springs and the braking system are also broken. The City paid \$12,000.00 for the truck and we have a quote of \$7,000.00. We will have another \$3,000.00 in expenses. Proposed the Council wait and look for a used truck. Albright asked if we would be looking at a truck that will be able to use our plow and sander or are we would be looking at replacing everything. Discussed selling the old plow truck. Motion by Albright, seconded by Fischer to authorize Dufrane to work with the streets committee to address the replacement of the plow truck. Motion passed unanimously. The brake line blew on the Ford pickup today and was repaired.

**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, June 21-23, 2023 (Bruhn, Haarstick, Albright)
- 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

**Adjournment**

The business for which the meeting was called having been completed, the meeting was adjourned at 7:00 pm.

Vergas City Clerk-Treasurer  
Julie Lammers, CMC

CITY OF VERGAS  
SPECIAL COUNCIL MINUTES  
Vergas Event Center and Zoom  
Monday, April 24, 2023

The City Council of Vergas met at 2:45 pm, on Monday, April 24, 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 and Natalie Fischer. Absent: Dean Haarstick. Also present: Clerk/Treasurer Julie Lammers.

**Call to Order**

Mayor Julie Bruhn called the meeting to order.

**Community Development Grant**

Lammers reviewed the grant application for tearing the County Garage building down, paving and marking the parking lot, a trex fence along the west side of the property and a metal fence along the east side of the property. If resolution is approved project will proceed with no more approval needed. This grant is for \$25,000 of the project and the City will need to spend \$31,000 for this project. There is a general fund that has \$14,498.79 in the money market fund and the streets committee has decided to recommend repairing the snowplow leaving funds available for this project if Council recommends. Motion by Albright, seconded by Pinke to approve resolution 2023-007 (complete copy of resolution located at the city office and on the city web page) allowing the Clerk-Treasurer to execute grant for parking lot at 140 E Linden. Motion passed unanimously.

Albright stated we may want to have Widseth survey the property for the City to know exactly where property lines are. The council will need to decide if they want to continue to allow the county cardboard dumpster on this property. The council stated they would consider this after the building is down.

**Treasurer Report**

Lammers explained she has spoken with the City Auditor Colleen Hoffman and the City can allow the treasurer to move funds from a money market savings account or CD to allow a great interest rate on city funds. Motion by Albright, seconded by Pinke to approve resolution 2023-008 (complete copy of resolution located at the city office and on the city web page) allowing the Clerk-Treasurer to transfer funds at the Vergas State Bank. Motion passed unanimously.

**Adjournment**

The business for which the meeting was called having been completed, the meeting was adjourned at 2:55 pm.

Vergas City Clerk-Treasurer  
Julie Lammers, CMC



**CITY OF VERGAS**  
**Board of Review**  
**Wednesday, April 05, 2023 1:00 P.M.**

The City Council of Vergas met for the annual board of review at 1:00 p.m., Wednesday, April 6, 2022 in a hybrid meeting in the Smart Room at the Vergas Event Center and on zoom with the following members present: Mayor Julie Bruhn, Council Members, Dean Haarstick, Paul Pinke, Bruce Albright and Natalie Fischer. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Otter Tail County Assessor Tony Vigen, Otter Tail County Supervisor Kevin Scheidecker, Otter Tail County Assessor Joel Dulski, Beth Finkelson, Otter Tail County Assessor Trainee, John Thiessen, Jerry Johnson, Tom Wollin, Dan Bueide, Michelle Bueide, Heather Jacobson, Randy Mcnea and Patty Mehrer.

Mayor Julie Bruhn called the meeting to order.

County Assessor Tony Vigen introduced himself and the County staff.

General Assessment Information: 13 sales on homes in Vergas – no sales on the lake. 5% increase on buildings in Vergas and a 15% increase for all city residents. Long Lake seen a large jump in value going from \$1900.00 to \$3,000 a foot. 2024 market values are based upon sales activity from 10-1-2021 to 9-33-22. The Minnesota Department of Revenue requires a sales ratio of 90% to 105%.

The following properties were discussed:

<b>Parcel</b>	<b>Address</b>	<b>Notes</b>
82000500036001	802 E Scharf Ave	This property is triangle and has a 48% reduction due to shape.

Motion by Albright, seconded by Pinke to have no change at 802 E Scharf based on recommendation for the County Assessor. Motion passed unanimously.

82000500038000	860 E Scharf Ave
----------------	------------------

Motion by Albright, seconded by Pinke to have no change at 860 E Scharf based on recommendation for the County Assessor. Motion passed unanimously.

82000990266000	1045 E Scharf Ave
----------------	-------------------

Motion by Albright, seconded by Pinke to have no change at 1045 E Scharf based on recommendation for the County Assessor. Motion passed unanimously.

82000990257000	1020 E Scharf Ave
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Motion by Fischer, seconded by Albright to continue discussion at another meeting. Motion passed unanimously.

82000990118000	102 Park View Drive
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Motion by Albright, seconded by Pinke to have no change at 102 Park View Drive based on recommendation for the County Assessor. Motion passed unanimously.

82000990178000	106 Park View Drive
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Motion by Fischer, seconded by Albright to continue discussion at another meeting. Motion passed unanimously.

82000990269000	110 Scharf Ave
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Motion by Albright, seconded by Pinke to have no change at 110 E Scharf based on recommendation for the County Assessor. Motion passed unanimously.

82000500188001 1206 Frazee Ave E

Motion by Albright, seconded by Pinke to lower value from \$149,400 to \$147,900 removing the value of the car port. Motion passed unanimously.

Discussion on the properties consisted of the following. Albright reviewed options the Council has they can either make no change or recess and look at information and have another meeting. Albright stated a Council member should be present at the Ottertail County meeting on June 14, 2023. Vigen stated an assessor cannot use the sale of bare lots. We need to change laws by speaking with county commissioners and state legislatures both as council members and as individuals. Scheidecker stated there is no property type that has not seen an increase.

Parcel	Address	Notes	Recommendations
The following 10 lots had errors made in coding and County recommends changes in value.			

Motion by Albright, seconded by Pinke to lower the value on 82000990269000 from \$299,200 to \$200,400.00. Motion Passed unanimously.

Motion by Albright, seconded by Pinke to lower the value on parcel 82000990270000 from \$298,200 to \$199,800.00. Motion Passed unanimously.

Motion by Albright, seconded by Pinke to lower the value on parcel 8200099027200 from \$281,500 to \$205,100.00. Motion Passed unanimously.

Motion by Fischer, seconded by Pinke to lower the value on parcel 82000990273000 from \$294,000 to \$205,600.00. Motion Passed unanimously.

Motion by Fischer, seconded by Pinke to lower the value on parcel 82000990274000 from \$294,700 to \$204,300.00. Motion Passed unanimously.

Motion by Fischer, seconded by Pinke to lower the value on parcel 82000990275000 from \$284,800 to \$196,400.00. Motion Passed unanimously.

Motion by Fischer, seconded by Pinke to lower the value on parcel 82000990276000 from \$241,000 to \$203,700.00. Motion Passed unanimously.

Motion by Fischer, seconded by Pinke to lower the value on parcel 82000990277000 from \$317,300 to \$212,600.00. Motion Passed unanimously.

Motion by Fischer, seconded by Pinke to lower the value on parcel 82000990278000 from \$332,600 to \$216,100.00. Motion Passed unanimously.

Motion by Fischer, seconded by Pinke to lower the value on parcel 82000990279000 from \$329,800 to \$220,900.00. Motion Passed unanimously.

Scheidecker stated the City Council has authority to make changes, but all other properties will be figured at a different rate. If this goes to the County Board it would give the County time to look at changes for all of the lake. Bueide stated the Council is passing the buck if they don't use the information and make a recommendation.

Motion by Albright, seconded by Pinke to recess meeting at 3:20 p.m. to Monday, April 24, 2023 at 3 pm.

**CITY OF VERGAS**  
**Board of Review**  
**Monday, April 24, 2022 3:00 P.M**

The City Council of Vergas reconvened the board of review at 3:00 p.m., Monday, April 24, 2023 in a hybrid meeting in the Smart Room at the Vergas Event Center and on zoom with the following members present: Mayor Julie Bruhn, Council Members, Dean Haarstick, Paul Pinke, Bruce Albright and Natalie Fischer. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Otter Tail County Assessor Tony Vigen, Joel Dulski, Appraiser Assessor Beth Finkelson, Dan Bueide and Michelle Bueide.

Mayor Julie Bruhn called the meeting to order.

Tony Vigen, Otter Tail County Assessor introduced himself and read a letter from the County Assessor Kevin Schieder. Property value is based on sales from October 1, 2021 to September 31, 2022 and the ratio of the county market value. No bare lots are used in figuring out the property value of a parcel.

Dan Bueide reviewed documents of property sold in Vergas and lots sold on Long Lake outside the city limits. Bueide also reviewed the process for valuing land and values of properties.

Vigen explained the city did not fall into state statute which states the city must have 6 comparable sales to value the lots within the city limits, so they needed to go back 3 years of sales.

Motion by Albright, seconded by Pinke to make no changes in the value because Council could not justify a change and for Bueide's to take their concerns to the Otter Tail County Board. Motion passed unanimously.

The business for which the meeting was called having been completed, the meeting was adjourned at

4:18 p.m.

Clerk-Treasurer Julie Lammers, CMC

May 4, 2023

Kevin Scheidecker  
Otter Tail County Assessor

Dear Kevin,

It has come to our attention that the City of Vergas Local Board of Appeal and Equalization lowered estimated market values in excess of their statutory limitation of one percent at their April 5 and April 24, 2023 meetings. Minnesota Statutes, section 274.01, subdivision 1, paragraph (c) states:

*“A local board may reduce assessments upon petition of the taxpayer but local reductions **must not reduce the aggregate assessment made by the county assessor by more than one percent.** If the total reductions would lower the aggregate assessments made by the county assessor by more than one percent, none of the adjustments may be made. The assessor shall correct any clerical errors or double assessments discovered by the board without regard to the one percent limitation.”*

Since the amount of reduction exceeds the one percent limitation, all actions of the City of Vergas Local Board of Appeal and Equalization are null and void. If the county believes these changes are appropriate, they can be made at the County Board of Appeal and Equalization.

Please be sure a copy of this notice is sent to the city. We would recommend the city or county notify the property owners that appealed at the local board meeting that the changes made are null and void.

If you have any further questions, please contact our division at [proptax.bae@state.mn.us](mailto:proptax.bae@state.mn.us).

Sincerely,

**Information & Education Section**

Property Tax Division  
Phone: 651-556-6922

Cc: Ginger Buitenwerf, Property Tax Compliance Officer

CITY OF VERGAS  
 Bill Listing for April 14 to May 2, 2023

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>TOTAL</u></b>
Adobe Reader	All Depts., Computer Program	16.10
Aramark	Shop, towels	11.60
Arvig Communications	All Depts, fax, internet & security	339.10
Blue Cross Blue Shield	Employee, health insurance	3,489.62
City of Vergas	Payroll	4,962.89
Internal Revenue Services	2023 Withholding Tax	1,455.21
JJ's Painting	Event Center, painting	13,600.00
Lake Region Electric	Sign, electricity	32.47
Lakeland Veterinary Clinic	Dog, boarding and euthanasia	341.00
MN Dept. of Revenue	Sales Tax	85.00
MN Dept. Revenue	2023 Withholding Tax	239.20
Otter Tail County Recorder	Purchase of County Property	1.00
Paul Haarstick, Tax Cat	Event Center, deposit	50.00
Public Employees Retirement Assoc.	Payroll	926.88
Vergas Fire & Rescue	Reimbursed training	1,194.00
Vergas State Bank	Shazam Card	1.00
Zitzow Electric	Event, electric	3,437.71
Total for bills paid between Council Meetings		<u>\$30,182.78</u>

Date Range : 5/9/2023 To 5/10/2023

<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>
05/09/2023	Aramark	Event, Rugs & towels Inv 252018937, 2520175002, 2520190910	23712	\$279.81			
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$279.81
05/09/2023	Cash	Reimbursed petty cash, mailings	23724	\$51.44			
					100-41010-210-	GENERAL GOVERNMENT	\$51.44
05/09/2023	Core & Main LP	Water, socket	23725	\$205.44			
					601-49440-240-	Water Utilities - Administration and General	\$205.44
05/09/2023	Card Member Service	St, Operating supplies	23726	\$37.75			
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$37.75
05/09/2023	Michael DuFrane	Cell phone reimbursed	23727	\$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
05/09/2023	Matthew Engebretson	St, Pk, reimbursed cell phone	23728	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
05/09/2023	Daggett Wrecker Services, Inc	Streets, wrecker service	23729	\$912.69			
					100-43110-400-	Highways, Streets & Roadways	\$912.69
05/09/2023	Frazee-Vergas Forum	Gg, legal ad Event, wedding guide	23730	\$307.00			
					100-45110-340-	EVENT CENTER	\$55.00
					100-41010-350-	GENERAL GOVERNMENT	\$252.00
05/09/2023	Gopher State One Call	Wtr, Swr, Locates	23731	\$6.75			

Date Range : 5/9/2023 To 5/10/2023

<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>
					602-49490-210-	Sewer Utilities - Administration and General	\$3.38
					601-49440-210-	Water Utilities - Administration and General	\$3.37
05/09/2023	Great Plains Natural Gas Company	Event, Shop, utility	23732	\$601.72			
					100-45110-380-	EVENT CENTER	\$385.80
					100-43010-380-	City Shop	\$215.92
05/09/2023	Hach Corporation	Wtr, chemicals	23733	\$671.06			
					601-49440-218-	Water Utilities - Administration and General	\$671.06
05/09/2023	Hansons Plumbing & Heating, Inc.	Event, kitchen updat	23734	\$2,063.37			
					100-45110-210-	EVENT CENTER	\$2,063.37
05/09/2023	Lakes Community Cooperative	Streets, operating fuel	23735	\$323.05			
					100-43110-210-	Highways, Streets & Roadways	\$323.05
05/09/2023	Julie Lammers	Clerk, cell phone reimbursement, mileage to Fergus Falls and Callaway (clerks conference)	23736	\$246.00			
					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
					100-41010-220-	GENERAL GOVERNMENT	\$171.00
05/09/2023	League of MN Cities Insurance Trust	All Departments, Workers Comp	23737	\$2,078.00			
					100-41010-360-	GENERAL GOVERNMENT	\$178.00
					100-42210-360-	Fire Administration	\$78.00
					100-43010-360-	City Shop	\$228.00
					100-43110-360-	Highways, Streets & Roadways	\$376.00
					100-45110-360-	EVENT CENTER	\$78.00
					100-45210-360-	Parks	\$278.00

Date Range : 5/9/2023 To 5/10/2023

<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>
					601-49440-360-	Water Utilities - Administration and General	\$228.00
					602-49490-360-	Sewer Utilities - Administration and General	\$228.00
					609-49751-360-	Liquor Store - Manager - Off-Sale	\$228.00
					100-41110-360-	Council/Town Board	\$178.00
05/09/2023	League of Minnesota Cities	LMC, Annual Conference (Haarstick, Bruhn, Albright)	23738	\$825.00			
					100-41310-331-	Mayor	\$275.00
					100-41110-331-	Council/Town Board	\$550.00
05/09/2023	Leighton Broadcasting	Event, 2023 advertising	23739	\$199.00			
					100-45110-340-	EVENT CENTER	\$199.00
05/09/2023	Locators & Supplies	Water, Sewer, supplies	23740	\$121.98			
					601-49440-210-	Water Utilities - Administration and General	\$60.99
					602-49440-210-	Water Utilities - Administration and General	\$60.99
05/09/2023	Marco Inc	Copier, contract	23741	\$184.68			
					100-41010-200-	GENERAL GOVERNMENT	\$61.56
					601-49440-200-	Water Utilities - Administration and General	\$61.56
					602-49490-200-	Sewer Utilities - Administration and General	\$61.56
05/09/2023	MCFOA Region 1	Clerks, meeting	23742	\$40.00			
					100-41010-300-	GENERAL GOVERNMENT	\$40.00
05/09/2023	MENARDS - DETROIT LAKES	Shop & Event, operating supplies	23743	\$148.64			
					100-45110-210-	EVENT CENTER	\$118.65
					100-43010-210-	City Shop	\$29.99
05/09/2023	NAPA CENTRAL	Street, supplies	23744	\$15.98			
					100-43110-210-	Highways, Streets & Roadways	\$15.98
05/09/2023	Olson Oil Co.	St, operating supplies	23745	\$293.00			



Date Range : 5/9/2023 To 5/10/2023

<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>
					100-43110-210-	Highways, Streets & Roadways	\$293.00
05/09/2023	Otter Tail County Auditor-Treasurer	2023, 1st half of taxes	23746	\$1,795.29			
					100-43128-440-	YARD WASTE	\$461.28
					100-45210-440-	Parks	\$493.72
					602-49490-440-	Sewer Utilities - Administration and General	\$204.14
					100-45110-440-	EVENT CENTER	\$213.45
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$422.70
05/09/2023	Otter Tail Power Company	All depts, utility	23747	\$2,235.73			
					100-43010-380-	City Shop	\$102.51
					602-49490-380-	Sewer Utilities - Administration and General	\$260.33
					100-43160-380-	Street Lighting	\$637.24
					100-45110-380-	EVENT CENTER	\$252.51
					601-49440-380-	Water Utilities - Administration and General	\$709.63
					100-45210-380-	Parks	\$130.01
					100-43010-380-	City Shop	\$143.50
05/09/2023	RMB Environmental Laboratories, Inc	Water, 2023 Chemicals Inv 43645, 43644, 42887	23748	\$797.15			
					601-49440-218-	Water Utilities - Administration and General	\$398.58
					602-49490-218-	Sewer Utilities - Administration and General	\$398.57
05/09/2023	Pelican Rapids Press	GG, office supply	23749	\$70.96			
					100-41010-200-	GENERAL GOVERNMENT	\$70.96
05/09/2023	Steve's Sanitation, Inc.	Park & Event, garbage	23750	\$353.14			
					100-45210-384-	Parks	\$163.54
					100-45110-384-	EVENT CENTER	\$189.60
05/09/2023	Kyle Theisen	LS, cell phone reimbursement	23751	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00

Date Range : 5/9/2023 To 5/10/2023

<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>
05/09/2023	Victor Lundeen Company	All Depts, reciept books & checks	23752	\$409.30			
					100-45110-200-	EVENT CENTER	\$68.22
					100-45210-200-	Parks	\$68.22
					100-43110-200-	Highways, Streets & Roadways	\$68.22
					601-49440-200-	Water Utilities - Administration and General	\$68.22
					602-49490-200-	Sewer Utilities - Administration and General	\$68.22
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$68.20
05/09/2023	Widseth Smith Notlting & Assoc. Inc	Engineering 2023, Engineering and Trail Plan	23753	\$5,260.00			
					100-43110-303-	Highways, Streets & Roadways	\$1,927.00
					100-45210-999-	Parks	\$3,333.00
Total For Selected Claims				\$20,658.93			\$20,658.93

Date Range : 5/9/2023 To 5/10/2023

<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>
	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 April 2023

Vendor	Description	Total
Aramark	Rugs	\$53.84
Artisan Beer Company		\$244.60
Arvig Communications	Phone, Tv, Security	\$83.13
Bergseth Bros		8,981.06
Beverage Wholesalers		2,373.74
Blue Cloud of Burnsville, MN		\$1,265.50
Blue Cross/Blue Shield	Employee Insurance	\$1,717.86
Breakthru Beverage MN Wine and Spirits		2,131.04
Card Member Services-Bell Bank	Supplies	67.34
City of Vergas	Water/Sewer	59.32
City of Vergas	Payroll	4,995.70
Datamann, Inc	Computer Support	31.10
D-S Beverage		5,321.50
Fergus Brewing Company		125.00
Frazee-Vergas Forum	Advertising	35.00
Great Plains Nat Gas	Utility	131.88
Internal Revenue Service	2023 Withholding Tax	1,430.22
Johnson Brothers Liquor Co		880.33
Leighton Broadcasting	Advertising	300.00
Merchant Services	Credit Card Fees	924.40
MN Dept. of Revenue	Sales Tax	3,964.00
MN Dept. Revenue	2023 Withholding Tax	190.76
MN Life Ins Company	Employee Life Ins	86.60
Otter Tail Power Company	Utility	462.85
Paustis Wine Company		304.00
Phillips Wine & Spirits		1,654.55
Public Employees Retirement Assoc.	Payroll	\$912.94
Southern Glazer's Wine & Spirits		1,256.27
Theisen, Kyle	Cell phone reimbursement	25.00
Vergas Hardware	Supplies	26.97
Viking Coca-Cola Bottling Company		357.85
Total		<u>\$40,394.35</u>
April Receipts		<u>50,197.88</u>
	April Operating Income (Loss)	<u>\$9,803.53</u>
2023 March Balance		<u>(28,915.40)</u>
	<b>2023 Total Operating Income (Loss)</b>	<b><u>(\$19,111.87)</u></b>

# AGED BALANCES

CITY OF VERGAS

DATE: 05/02/2023 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	\$357.33*	\$252.44	\$114.42	\$0.00	\$724.19
520	I	ZITZOW, KEVIN	\$87.09*	\$98.57	\$71.40	\$78.83	\$335.89
550	N	HOWE, JEREMIAH	\$70.87	\$64.43	\$24.79	\$0.00	\$160.09
621	N	WOODS, CASSANDRA	\$122.93*	\$124.06	\$59.05	\$0.00	\$306.04
1301	N	WANNA BE	\$62.23	\$56.55	\$0.29	\$0.00	\$119.07
1315	N	VERGAS AUTO REPAIR	\$95.34*	\$64.25	\$64.25	\$0.00	\$223.84
3001	N	MEYER, SAPPHIRE	\$130.62*	\$81.85	\$79.65	\$0.00	\$292.12
Totals(7):			\$926.41	\$742.15	\$413.85	\$78.83	\$2,161.24

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	174.71	147,210.86	0.40	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	174.71	357,985.28		

City of Vergas  
Bond Schedule  
2023

Title	<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		\$1,891,000.00				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	04/30/2023 Balance
Uncommitted Funds	0.00	0.00	0.00	0.00		0.00
City Shop	8048.35	5.47%	9.56	0.00		8,057.91
Easements	5224.79	3.55%	6.21	0.00		5,231.00
Event Center	17956.76	0.65%	1.14	0.00	17,000.00	957.90
Event Center Electronic Sign	10,000.00	6.80%	11.88	0.00		10,011.88
General	14481.58	9.85%	17.21	0.00		14,498.79
Park	20634.42	14.03%	24.52	0.00		20,658.94
Sand Seal (Seal Coating)	31408.18	21.36%	37.32	0.00		31,445.50
Sidewalk	14882.84	10.12%	17.68	0.00		14,900.52
Street Improvements/Equipment	41399.23	28.16%	49.19	0.00		41,448.42
Balance	\$164,036.15	100.00%	\$174.71	\$0.00	\$17,000.00	147,210.86 ***
			174.71			

\*\*\*Committed total should not drop below \$110,000 or be above \$165,000 at the end of the year.

Vergas Community Fund  
Revenues and Expenditures  
For the Period July 1, 2022 to March 31, 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	\$10.33	\$31.96
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	\$32,478.69	\$81,135.32
INVESTMENT ACTIVITY						
Interest Earnings	\$1.45	\$10.19	\$619.67	\$265.76	\$1,535.99	\$2,433.06
Other Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CHANGE IN NET ASSESTS	\$1.45	\$120.19	(\$16,467.63)	\$290.76	(\$8,688.40)	(\$24,743.63)
Net Assets - Ending	\$125.39	\$701.07	\$6,877.84	\$15,442.45	\$65,329.61	\$88,476.36

As on 4/30/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	175,847.99	79,508.86	0.00	0.00	234,861.39	0.00	7,000.00	13,495.46	147,036.15	160,531.61
Small Cities Development	30,527.87	3,400.00	0.00	0.00	0.00	0.00	0.00	33,927.87	0.00	33,927.87
Street Debt Service*	(44,219.87)	0.00	0.00	0.00	26,921.25	0.00	0.00	(71,141.12)	0.00	(71,141.12)
SEWER AND WATER DEBT SERVICE	(217,288.71)	10,883.01	0.00	0.00	0.00	0.00	0.00	(206,405.70)	37,395.60	(169,010.10)
Long Lake Trail Extension Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019 Street Project	184,735.47	82.07	0.00	0.00	53,470.63	0.00	0.00	131,346.91	0.00	131,346.91
Street Project 2006*	109,400.39	50.57	0.00	0.00	0.00	0.00	0.00	109,450.96	0.00	109,450.96
Water	223,641.09	36,473.68	0.00	0.00	31,343.77	0.00	0.00	228,771.00	0.00	228,771.00
Sewage Collection and Disposal	8,652.55	33,748.64	0.00	0.00	26,998.31	0.00	0.00	15,402.88	26,910.87	42,313.75
2022 Water MN Micro Loan	12,229.70	0.00	0.00	0.00	13,320.00	0.00	0.00	(1,090.30)	0.00	(1,090.30)
Municipal Liquor Store	34,953.52	186,045.98	0.00	0.00	196,591.52	0.00	0.00	24,407.98	146,467.95	170,875.93
Vergas EDA	18,336.36	25,960.00	0.00	7,000.00	26,760.00	0.00	0.00	24,536.36	0.00	24,536.36
<b>Total :</b>	<b>536,816.36</b>	<b>376,152.81</b>	<b>0.00</b>	<b>7,000.00</b>	<b>610,266.87</b>	<b>0.00</b>	<b>7,000.00</b>	<b>302,702.30</b>	<b>357,810.57</b>	<b>660,512.87</b>



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
<b>Infrastructure: Higher grade dehumidifier for the</b>	Utilities	<b>\$2,470.00</b>	<b>1</b>	<b>9/14/2021</b>
Lost Revenue: Event Center track type unit to provide barrier between kitchen & event area and flooring.	Event Center Committee	\$10,000	8	1/10/2023
<b>Broadband Infrastructure; IT Support (All computers/ipads)</b>	City	<b>\$2,400.00</b>	<b>3</b>	<b>9/14/2021</b>
Municipal Building Telephone System	General Government	\$2,030.00	6	3/8/2022
<b>It Support - Fire Wall and Microsoft 365</b>	General Government	<b>\$4,373.00</b>	<b>4</b>	<b>9/14/2021</b>
<b>NDSU Landscaping Phase 1 of Long Lake Park</b>	Parks	<b>\$1,250.00</b>	<b>2</b>	<b>1/11/2022</b>
GIS Mapping	General Government	\$4,600.00	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:**

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

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

**\$8,093.00**

Telephone System	Telephone System	General Government	977.16
GIS Mapping	Widseth Mapping System	General Government	4,600.00
City Camera System	Arvig	General Government	\$3,450.00
Event Center Floors		General Government	\$10,000.00

**Total Expenses**

**\$27,120.16**

**Total Expenses - reported 04/27/2023 report**

<b>Expenses approved but not spent</b>	Generator	Water	\$11,000.00
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**Total in Fund**

**\$11,347.19**

Total unallocated

347.19

		2023 Budget	3/31/2023 Actual
	General Property Taxes (31000)	259,068.00	0.00
	Penalties & Deling Taxes (31900)	0.00	961.50
	10% Gaming Fee (31311)	3,000.00	61.88
	Gravel Permit	7,000.00	0.00
	Intoxicating On-Sale Liquor (32110)	6,900.00	0.00
	Non-Intoxicating Malt Liquor (32115)	125.00	0.00
	Set-Up License (32116)	125.00	0.00
	Cigarette Licenses (32117)	200.00	0.00
	Conditional Use/Variance/Interim Permit (32118)	0.00	800.00
	Construction Permit (32210)	5,000.00	240.00
	Grade and Fill Permit	0.00	0.00
	Golf Cart Permit (32213)	200.00	0.00
	Recycling Center (32215)	15,335.00	645.00
	Cat & Dog Licenses (32240)	550.00	266.00
	Intergovernmental Aid (33404)	131.00	0.00
	Federal Grants and Aids (33101)	4,000.00	2.68
	State Aids/Fire Relief (33390)	10,000.00	0.00
	Local Government and Aids (33401)	37,814.00	0.00
	County Grants & Aids for Hwys (33610)	2,000.00	0.00
	Charges of Services (34005)	2,000.00	0.00
	General Government (34100)	0.00	0.00
	Fire, Reimbursed (34210)	16,000.00	0.00
	Recreation (36217)	0.00	0.00
	Miscellaneous Revenues (36200)	0.00	0.00
	Interest Earnings (36210)	60.00	124.40
	Rent/Municipal Building (36217)	6,000.00	1,500.00
	Rent/Event Center (36225)	17,600.00	2,225.00
	Event Center other related charges (36227)	1,500.00	275.00
	Contributions & Donations (36230)	2,000.00	4,870.00
	Contributions to Event Center	0.00	13,475.00
	Refunds & Reimbursements (36233)	0.00	11,586.82
	LMCit/Dividends (36235)	3,000.00	0.00
	Liquor Store Transfer (39201)	30,000.00	0.00
	Total Receipts	<b>\$429,608.00</b>	<b>\$37,033.28</b>
GENERAL GOVERNMENT			
	Workers Compensation	0.00	0.00
(41000)	Office Supplies (200)	1,160.00	1,673.42
	Operating Supplies (210)	250.00	61.96
	Repair & Maint. Supplies (220)	200.00	180.96
	Auditor (301)	2,125.00	0.00
	Postage (322)	300.00	0.00
	Telephone	4,000.00	728.85
	Dues (345)	930.00	115.00
	Printing & Publishing (350)	4,000.00	594.80
	Insurance (360)	3,105.00	0.00
	Repair & Maintenance (400)	300.00	0.00
	Improvements (530)	1,000.00	0.00
	Office Equip & Furnishing & IT.(570)	1,500.00	0.00
	Refund & Reimbursements	0.00	19,528.92
	Total General Government	<b>\$18,870.00</b>	<b>\$22,883.91</b>
Legislative (Council/Board)			
	Wages and Salaries (100)	4,500.00	878.56
(41100)	Employer Cont./Soc.Sec. (122)	1,250.00	646.45
	Office Supplies (200)	200.00	195.28
	Travel, Mtgs & Schools	1,000.00	0.00
	Operating Supplies (210)	200.00	0.00
	Insurance (360)	200.00	100.00

	Total Legislative	<b>\$7,350.00</b>	<b>\$1,820.29</b>
Executive (N	Wages and Salaries (100)	1,200.00	190.47
(41300)	Employer Cont./Soc.Sec. (122)	200.00	138.66
	Workers Compensation	0.00	0.00
	Volunteer Appreciation	100.00	0.00
	Dues (345)	30.00	0.00
	Travel, Mtgs & Schools	1,000.00	0.00
	Total Executive	<b>\$2,530.00</b>	<b>\$329.13</b>
<b>Total General Government</b>		<b>28,750.00</b>	<b>25,033.33</b>
Clerk (4140)	Wages and Salaries (100)	17,000.00	3,945.00
	Employer Cont./Soc.Sec. (122)	7,600.00	2,115.62
	Health/Life Insurance (131)	2,600.00	681.37
	Telephone	300.00	75.00
	Workers Compensation	350.00	0.00
	Travel, Mtgs & Schools	1,500.00	891.45
Legal Servic	Attorney (304)	9,000.00	0.00
Elections (4	Wages and Salaries (100)	0.00	0.00
	Office Supplies (200)	0.00	0.00
	Travel, Mtgs. & Schools (211)	0.00	0.00
<b>Total Clerk, Legal services and Elections</b>		<b>38,350.00</b>	<b>7,708.44</b>
Planning & Zoning (41910)		500.00	0.00
Fire (42200)	Pensions-Relief Assoc. (120)	0.00	0.00
	Workers Compensation	5,500.00	0.00
	Insurance (360)	5,500.00	0.00
	V-CDH Budgeted amount	12,000.00	3,290.94
	Reimbursed Expenses (810)	0.00	26,414.25
<b>Total for Public Safety, Traffic, Fire</b>		<b>61,850.00</b>	<b>37,413.63</b>
City Shop (4	Operating Supplies (210)	100.00	234.54
	Repair & Maint. Supplies (220)	100.00	0.00
	Small Tools & Minor Equip (240)	1,000.00	0.00
	Internet (321)	810.00	202.50
	Insurance (360)	828.00	0.00
	Utility Services (380)	5,200.00	1,440.68
	Repair & Maintenance Service (400)	300.00	305.00
	City Share/Assessments	60.00	0.00
	Improvements (530)	2,500.00	0.00
<b>Total For City Shop</b>		<b>10,898.00</b>	<b>2,182.72</b>
Highways, S	Wages and Salaries (100)	21,500.00	8,553.26
(43100)	Employer Cont./Soc.Sec. (122)	12,685.00	4,650.60
	Health Insurance (131)	6,538.00	1,091.85
	Workers Compensation (150)	1,300.00	0.00
	Office Supplies (200)	100.00	0.00
	Operating Supplies (210)	8,000.00	2,366.67
	Travel, Mtgs, & Schools	300.00	20.00
	Repair & Maint. Supplies (220)	2,500.00	24.00
	Small Tools & Minor Equip (240)	600.00	400.00
	Employee Clothing Allowance (245)	350.00	0.00
	Engineer (303)	28,000.00	10,201.50
	Telephone	375.00	93.75
	Insurance (360)	4,725.00	0.00
	Repair & Maintenance Service (400)	5,000.00	837.45
	Seal Coating (410)	7,500.00	0.00
	Improvements (530)	25,000.00	0.00
	Other Equipment (580)	15,000.00	1,843.94
Sidewalk	Repair & Maintenance (400)	1,500.00	0.00
Ice and Snow	Sand & Salt	1,500.00	0.00
	Repair & Maintenance (400)	0.00	0.00
	Snow Removal (415)	0.00	0.00
	Capital Outlay	5,000.00	857.29
<b>Total for Streets, Sidewalks, Ice Control</b>		<b>147,473.00</b>	<b>30,940.31</b>
Recycling Center (43218)			

	Wages and Salaries (100)	7,700.00	1,792.10
	Employer Cont./Soc.Sec. (122)	4,361.00	999.14
	Repair & Maintenance (220)	3,000.00	0.00
	Office Supplies (200)	500.00	106.51
	Printing & Publishing (350)	600.00	0.00
	Street Lighting (380)	400.00	38.01
	City Share/Assessments	850.00	0.00
	Improvements (530)	8,000.00	0.00
<b>Total for Recycling Center</b>		<b>25,411.00</b>	<b>2,935.76</b>
Street Lighti	Utility Services (380)	9,000.00	3,334.61
Event Center	Part-Time Employees (103)	0.00	0.00
	Employer Cont./Soc.Sec. (122)	0.00	0.00
	Professional Services	3,800.00	234.74
	Office Supplies (200)	100.00	0.00
	Operating Supplies (210)	3,900.00	1,744.02
	Repair & Maint. Supplies (220)	1,580.00	0.00
	Internet	1,104.00	276.00
	Security Services (300)	0.00	0.00
	Advertising	4,000.00	619.00
	Insurance (360)	1,900.00	0.00
	Rug Rental (370)	0.00	0.00
	Utility Services (380)	8,000.00	2,746.57
	Rubbish Service (384)	1,500.00	371.72
	Repair & Maintenance (400)	3,000.00	1,128.00
	City Share/Assessments (440)	400.00	0.00
	Improvements (530)	10,000.00	42,358.00
	Refunds & Reimbursements	0.00	12,560.90
<b>Total for Event Center</b>		<b>39,284.00</b>	<b>62,038.95</b>
Parks (4520)	Wages and Salaries (100)	22,760.00	3,276.95
	Employer Cont./Soc.Sec. (122)	12,465.00	1,888.49
	Health Insurance (131)	6,000.00	1,053.23
	Workers Compensation	900.00	0.00
	Engineering	2,500.00	0.00
	Office Supplies (200)	100.00	0.00
	Operating Supplies (210)	7,500.00	95.98
	Telephone	375.00	93.75
	Travel, Mtgs, & Schools	300.00	20.00
	Repair & Maint. Supplies (220)	5,000.00	0.00
	Employee Clothing Allowance(245)	250.00	0.00
	Printing & Publishing (350)	250.00	0.00
	Licenses/Permits	360.00	35.00
	Insurance (360)	5,000.00	0.00
	Utility Services (380)	3,000.00	1,021.03
	Rubbish Service (384)	2,400.00	477.88
	Repair & Maintenance Service(400)	3,000.00	0.00
	City Share/Assessments (440)	975.00	0.00
	Improvements (530)	18,000.00	0.00
	Refunds & Reimbursements	0.00	3,250.00
<b>Total for Parks</b>		<b>91,135.00</b>	<b>11,212.31</b>
Cemetery	Insurance (360)	0.00	0.00
Non-Expend	Economic Development (46510)	7,000.00	7,000.00
Misc.		3,043.00	0.00
Tax Abatement		<b>5,764.00</b>	0.00
	Total Disbursements	<b>\$468,458.00</b>	<b>\$189,800.06</b>
<b>2024 Notes</b>			

## City of Vergas

		3-31-2023	
Water Fund		<u>2023 Budget</u>	<u>Actual</u>
Refunds and Reimbursements		0.00	0.00
Water User Charges		128,970.00	26,309.98
Water Connection Fee		2,250.00	334.98
Water Late Fees		2,000.00	1,000.75
Letter Delivery Fees		180.00	264.00
Sale of Water		300.00	40.00
Replaced Parts		0.00	225.26
Total Revenues		<u>\$133,700.00</u>	<u>\$28,174.97</u>
Disbursements Legislative (Council/Board)			
Wages and Salaries		3,125.00	635.16
Employer Cont./Soc.Sec./PERA		1,000.00	153.48
Total Acct 411		<u>4,125.00</u>	<u>788.64</u>
Executive (Mayor/Manager)			
Wages and Salaries		1,300.00	190.47
Employer Cont./Soc.Sec./PERA		250.00	31.56
Travel, Mtgs. & Schools		300.00	0.00
Total Acct 413		<u>1,850.00</u>	<u>222.03</u>
Water Administration & General			
Bond Payment		0.00	0.00
Wages and Salaries		32,332.00	8,470.26
PERA/Employer Cont./Soc.Sec.		17,000.00	4,834.43
Health/Life Insurance		5,200.00	1,990.48
Office Supplies		2,000.00	29.72
Operating Supplies		5,000.00	1,845.30
Chemicals & Chem Products		6,000.00	131.25
Small Tools		0.00	0.00
Repair & Maint. Supplies		500.00	0.00
Auditor		1,000.00	0.00
Telephone		525.00	0.00
Professional Services		3,000.00	0.00
Engineer/Water Tower		4,633.00	0.00
Travel, Mtgs. & Schools		1,600.00	1,103.17
Dues		400.00	420.00
Annual Fees/Permits		1,435.00	0.00
Insurance		2,500.00	0.00
Utility Services		5,000.00	3,013.23
Repair & Maintenance		1,500.00	115.40
Water Connection Fees		1,500.00	217.00
Water Use Fees		0.00	410.00
Improvements		36,600.00	1,339.86
Refunds & Reimbursements		0.00	0.00
Total Acct 494		<u>127,725.00</u>	<u>23,920.10</u>
Total Disbursements		<u>133,700.00</u>	<u>24,930.77</u>

Difference

Page 41 of 74 3,244.20

\*Bond Payments 2023-2032

## City of Vergas

## Sewer Fund

	2023 Budget	3-31-2023 Actual
Refunds and Reimbursements	0.00	0.00
Sewer User Charges	120,275.00	25,105.98
Sewer Connection Fee	2,250.00	0.00
Sewer Late Fees	3,400.00	1,011.67
Miscellaneous Revenue	0.00	58.88
Total Revenues	125,925.00	26,176.53
Disbursements Legislative (Council/Board)		
Wages and Salaries	2,800.00	635.16
Employer Cont./Soc.Sec./PERA	800.00	153.43
<b>Total Acct 411</b>	<b>3,600.00</b>	<b>788.59</b>
Executive (Mayor/Manager)		
Wages and Salaries	800.00	196.24
Employer	200.00	32.52
Travel, Mtgs. & Schools	100.00	0.00
<b>Total Acct 413</b>	<b>1,100.00</b>	<b>228.76</b>
Water Administration & General		
Wages and Salaries	31,000.00	7,627.60
Pensions/PERA/Em cont/Soc.	15,000.00	4,202.88
Health/Life Insurance	5,200.00	1,990.49
Workers Compensation	450.00	0.00
Office Supplies	2,000.00	29.73
Operating Supplies	3,200.00	125.96
Chemicals & Chem Products	1,000.00	91.46
Clothing Allowance	0.00	0.00
Repair & Maint. Supplies	900.00	0.00
Professional Service	8,000.00	423.55
Auditor	1,000.00	0.00
Telephone	525.00	131.25
Travel, Mtgs. & Schools	1,000.00	431.47
Dues	175.00	0.00
Printing & Publishing	0.00	0.00
License/Permits	900.00	0.00
Insurance	1,375.00	0.00
Utility Services	2,500.00	850.00
Repair & Maintenance	1,200.00	2,322.16
City Share/Assessments	500.00	0.00
Small Tools	300.00	0.00
Refunds & Reimbursements	0.00	0.00
Improvements	45,000.00	1,170.00
<b>Total Acct 494</b>	<b>121,225.00</b>	<b>19,396.55</b>
<b>Total Disbursements</b>	<b>125,925.00</b>	<b>20,413.90</b>
Difference	0.00	5,762.63

**City of Vergas  
Personnel Committee Meeting**

The Personnel Committee was called to order of Wednesday, April 19, 2023, 9am, at the Vergas Event Center meeting room. In attendance; Julie Bruhn, Natalie Fischer, and Julie Lammers,

1. Additions to the agenda included Financial update, Accident & Incident Reports, and LMC updates.
2. Julie Lammers provided an update regarding employee reviews noting continued need for higher level skill set needs to support the city. Receptionist role is limited in providing administrative support. It was noted Julie Lammers needed to look at work aspects that the Liquor Store Manager can support as defined in the Liquor Store Manager job description. Other issue is employee's taking breaks has created questions. It was reiterated city policy is that employees working 8 or more consecutive hours are paid 15 minute break within each 4 consecutive hours of work and an unpaid 30 minute lunch.
3. As the Personnel Committee Council members are also the Budget Committee members, Julie Lammers noted here has been identified fraud where 2 checks were cashed, totaling \$19,354.56. One check was cashed on January 27<sup>th</sup> and other February 6<sup>th</sup>. Julie Lammers noted the bank account will be closed with a new one established and will need signatures at the bank. Will be contacting the OTC Sheriff and filing claim with city insurance. Have noted with the City Auditor. The bank is following up with the banks in Missouri and Florida where the forged checks were cashed. Members noted the need to further look at account review and balancing practice to better ensure account balance is reviewed earlier for any discrepancies.
4. The Event Center Advisory Board is recommending a position specific to the event center to coordinate aspects of rental, working with those renting, and monitoring of the cleaning and maintenance needs of the facility. Discussed options, which included looking at a shared position with Frazee Event Center Coordinator and possible options with a Liquor Store position that will be opening. Julie Lammers will follow up.
5. The EDA/HRA is asking for a position to support the work needs. Discussed options of the EDA/HRA using the \$7000.00 provided funds to hire a consultant for remainder of year, as there are no funds for this in current budget. Other option is to examine and enhance the role of the receptionist to broaden administrative support needed by the city and build into next year's budget. Julie Lammers will follow up.
6. Status of requested action to establish an Accident/Incident report spreadsheet so Personnel Committee can address the safety component of employee reviews. Julie Lammers noted this remains pending. Asked this be posted in the Personnel Committee One Drive folder as a component of ongoing information. It was additionally noted to remove the DOT draft documents on Alcohol and Drug testing in One Drive and there is

another draft document present on Reasonable Suspicion Record. This record would be limited to Julie Lammers completed as the trained employee for the city and will remove. Natalie Fischer noted the use of One Drive and available documents is not well known by the Council. Julie Lammers will highlight at a City Council meeting.

7. Julie Bruhn provided an update from the LMC Human Relations Department.
  - The Minnesota Legislature is considering earlier implementation of Juneteenth in 2023. It is in the House and Senate Omnibus bills and could be passed mid-May. It was noted not to schedule city activity on Juneteenth this year, suspecting it will be passed.
  - HR tools have been updated; Telephone Reference Checks form, Instructions for Interview Panels, and spreadsheet on DO Not Ask Questions. Will place these in the Personnel Committee One Drive folder.
  - LMC Personnel policy has been updated to include Crown Act, which are protections of traits associated with race. Personnel Committee didn't feel any changes were required to the City Personnel Policy.

#### **Actions by Personnel Committee**

- Julie Lammers follow up with EDA/HRA regarding consultant for remainder of this year to support EDA/HRA work needs.
- Julie Lammers further review receptionist role and enhancing to an Administrative Support position.
- Julie Lammers follow up with City of Frazee regarding Event Center Coordinator and potential for an open Liquor Store position to be directed toward Event Center.
- Julie Lammers get spreadsheet developed with reported Accidents and Incidents and place in Personnel Committee One Drive folder.
- Julie Lammers remove draft documents in Personnel One Drive folder; DOT Alcohol and Drug Testing and Reasonable Suspicion form.
- Julie Bruhn forward and Julie Lammers place updated documents from LMC regarding Telephone References, Interview panel instructions, and Do not ask questions into Personnel One Drive folder.

#### **Recommendation for City Council**

- Review of the availability and use of One Drive.

Recorder  
/es/ Julie Bruhn



## CITY OF VERGAS PLANNING COMMISSION

Public Hearing  
Monday, April 24, 2023  
5:30 pm  
Vergas Event Center

The City of Vergas Planning Commission held a Public Hearing on Monday, April 24, 2023, with the following members present: Bruce Albright, Judy Kvam and Neil Wothe. Absent: Rebecca Hasse and Robert Jacoby. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Blaine Green, Jeff Hattlewick, Neil Strawhorn and Bob Hager.

Bruce Albright opened the public hearing at 5:30 pm.

Jeff Hattlewick, Mark Sand and Gravel reviewed the scheduled activities for 2023. Currently there is no activity planned for a hot mix plant. They will begin making aggregate as soon as a permit is issued as they have their equipment in place.

Albright stated they are reviewing this permit with the current ordinance. The Planning Commission is working with their engineers to update the current ordinance, but actions tonight will use the existing ordinance.

Albright closed public hearing at 5:38 pm.

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, April 24, 2023  
6:00 pm  
Vergas Event Center

A City of Vergas Planning Commission meeting was held on Monday, April 24, 2023, with the following members present: Bruce Albright, Judy Kvam, Rebecca Hasse and Neil Wothe. Absent: Robert Jacoby. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Blaine Green, Neil Strawhorn, Bob Hager and Robert Jacoby (on zoom).

### **Call to Order**

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

### **Agenda Additions and Deletions**

Approved agenda as presented.

### **Minutes**

Motion by Hasse, seconded by Wothe to approve minutes for March 27, 2023 with changes mentioned. Motion carried.

### **Status of Council Recommendations**

Albright stated there were no Council recommendations.

### **Construction Permits**

Reviewed permits for 202 Townline Road and 150 E Herman St which Lammers has approved.

Robert Jacoby joined the meeting on zoom.

### **Old Business:**

Interim Use Permit – Mark Sand & Gravel

Discussed permit requirements and what was in place this past year. Hattlewick questioned if the date of the new ordinance permit changes from June 1 the city will issue an extension. Albright stated Planning Commission would look at this as we would not want to leave them unable to work for a month. Motion by Kvam, seconded by Wothe to approve the interim use permit for Mark Sand and Gravel with the same conditions as 2022. Motion passed unanimously.

#### Ordinances

##### Shoreline Management Ordinance

Work in process.

##### Open Burning, Ordinance 92.60

Work in process. Updated and looking for commissioner's review. Commissioners were asked to please get comments in to Lammers by May 5, and she will provide update for May meeting.

##### Streets & Sidewalks, Ordinance 93

Updated but not complete. Work in progress. The Streets committee is recommending adding a permit in this section regarding utility companies working in town and getting a permit if working within the right of way. The language would state they could put their items in the right of way but if an issue arises, they will remove them at their cost.

##### Culverts, Ordinances 79, 85, 93 and 151.32

Work in progress.

##### Gravel Pit Ordinance

Greene provided the updated gravel pit ordinance document which will be emailed to commissioners by Tuesday afternoon. Reviewed areas in red to be removed and in yellow added. Cut our redundant terms. Reduced pit to 3 different categories to the following: active gravel pit, reclaimed area and virgin land. Added 2 terms potential minable area and prohibited zone for mining operations. Reviewed the phasing plan of 50% of total potential minable area can be active at any time. No permits shall be granted for any gravel permit with lots less than 30 acres of potential minable area. Commissioners were asked to please get comments in to Lammers by May 5, and she will provide update for May meeting.

#### **New Business**

##### Nuisance Properties

Albright reviewed the property at 88 Park View Avenue regarding working in the easement area and removing 7 trees the Council has asked to have removed in October. Bob Hager, resident of property located at 88 Park View Avenue (owner is his daughter and son-in-law) explained in the fall of 2021 he had permission to plant trees (from the park board) and then in September of 2022 a resident complained about a wheelbarrow full of dirt was put in the easement area. Hager read the trail easement wording (he did not include the wording of the 2 draining easements). He explained the city is in violation as it states the easement says snowmobiles, four wheelers, etc. can be on the trail. We have a sign up saying no motorized vehicles. Hager stated he is working with the Soil Conservation Office to know what plants could be put along trail. Hager stated everything was going fine until October when DuFrane was given the job to remove the trees. He stated he had permission to plant the trees and now Council wants them removed. Hager told the planning commission to leave well enough alone and keep out of the work he is doing in the easement. Hager is working at keeping the willow trees out of the area, which is the city's job to remove, but that will end if he continues to be harassed. Albright questioned if erosion would be a concern, when we have heavy rain, due to areas needing to be established. Hager stated fabric will be put down – Albright explained a permit will be needed before he does this. The tree removal that has not happened needs to be addressed by the City Council. Hager stated he will take the 3 trees down by the fence if the Council still wants them removed but would ask for a variance for the 2 trees by the bench. Albright stated there are 4 trees next to the wall (Council asked to have removed per recommendation of employee of SWCS) and 2 trees in trail easement by the bench. In reality, we need to go back to what the trail easement says. Hager brought up the stairs in the right of way and the planning commission needs to be reasonable. Albright stated the Council needs to discuss trees as they have requested the removal of the trees.

Reviewed sidewalk ordinance 93.03 A

**' 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.

The property located at 137 East Main Street has placed a pallet of mulch on the sidewalk bordering Railway Avenue. The sidewalk is 72 inches wide and with the mulch it leaves a passable area of 28 inches within the passageway. Checking with the ADA requirements we need 36 inches of passable area. Last year, a sidewalk was torn up and replaced due to not being ADA complaint and if this is checked somebody is going to get sued. DuFrane stated when he spoke with the property owners, they stated we have pop machines, benches, flowerpots on sidewalks. Discussed other business in town who has had items sitting in road right of way for years and the city has not done anything about it. Jacoby stated it is inconsistency that makes our residents complain. Reviewed the sidewalk and right of way area cannot be obstructed. Discussed pallets that may be in the right of way. The street committee has been in contact with the county who has stated they will contact the property owner of the tractors which are placed in the right of way. DuFrane explained he goes to the LMC schools who has stated there are people who go to communities to look for items that are not in ADA compliance just to sue the city. Motion by Albright, seconded by Kvam to send letter to 137 Main Street East with the ordinance and giving them 10 days to remove. Motion passed unanimously. (Jacoby not able to vote due to the residents were not being notified he would be on zoom). Albright explained that the city has a sidewalk map, and this sidewalk is on the map. Hasse explained she works with ADA compliances and the city does not want to be sued. Basically we need to ask them to be in compliance or they need to apply for a variance.

Motion by Hasse, seconded by Wothe to adjourn the meeting at 7:25 pm. Motion passed unanimously.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

*Follow Up Actions:*

Snow emergency routes.

Send a letter to the 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)

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.

Commissioners to review gravel pit ordinance and provide comments to Lammers by Friday, May 5, 2023.

Commissioners to review and update Ordinance 92.60-92.99 Open Burning and provide comments to Lammers by Friday, May 5, 2023.

Lammers to update ordinance materials from League of MN Cities.

*Council recommendations:*

None.

**City Council**  
**2023 May Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, May 9, 2023**

**7. Committee Reports**

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- A. Park
- B. EDA/HRA
- C. Streets/Sidewalks/Yard Waste
- D. Event Center

**Files Attached**

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- 4.27.2023 Park DRAFT Minutespdf.pdf
- 05-02-2023 EDA\_HRA Agenda & Minutes.pdf
- 04.18.23 SSYW min pdf.pdf
- Resolution 2023-009 Vergas Donation for Event Center - TIP.pdf
- Resolution 2023-010 Vergas Donation Parks - Basketball Hoop.pdf

#### 4.27.2023 DRAFT Minutes Vergas Parks & Rec Advisory Board

1. **Members Present:** Carol Albright, Sherrie Hanson, Steph Hogan, Maggie Puetz, Julie Lammers, Tony Sailer, Julie Lammers, Dean Haarstick, Matt Engebretson.
2. **Others Present:** Janelle Lotzer and Mary Ditterich (Lions), Lin Peterson (North Star Ski Show Team), and Jillian Reiner (Widseth).
3. **Additions/Corrections to Agenda:** Lions Request added.
4. **March Minutes:** motion by Hogan, second by Sailer to approve March minutes; passed.
5. **Trail Fence:** no date set by Eastman Fence yet. **Sailer will line up volunteers to help City workers tear down fence.** City has chain saws and may use tractor, as well.
6. **Lions Request:** Lotzer and Ditterich asked to move their Little Free Library to Long Lake Park near the Lions shelter by the swingset. **Approved by consensus.**  
They also want to purchase picnic tables (steel frame and composite material) to place in that shelter. The tables will be anchored with chains. They will let us know how many they plan to donate. **A motion by Sailer, second by Hogan to recommend the Lions donation of picnic tables be accepted. Hanson will take it to the Council.**
7. **Waterski Team clean-up of brush:** Peterson asked when can they clean the brush, small trees, and sumac at Long Lake Park. The view needs to be cleared on the lakeside of the first parking lot, so the Team has easy access to their dock and so people can watch the practices and shows. No trees greater than four inches in diameter will be cut down. No chemicals will be used. Peterson shared “before” and “after” photos of the site-line.  
**Engebretson will set up a trailer for workers to pile the brush on and haul it to the City Compost Pile. He will let Board members know the date and time for the clean-up. Motion by Hanson, second by Hogan to approve the brush clearing by the Ski Team. City Council approved the brush clearing at the February 15 meeting according to Lammers.**
8. **Reiner from Widseth Engineering presented preliminary drawings of the Long Lake Park renovation.** Two concepts were discussed. The following comments were made:  
Not in favor of parking on lake side of driveway.  
Likes playground moved to beach area. Can it be moved according to grant that was used?  
Can we add a “natural” playground?  
Plant natural grasses/flowers to minimize mowing.  
Can we improve/increase parking spaces at the entrance to Tin Can Alley?  
Can we make the sand beach wheel chair accessible?  
Is there really enough space for an amphitheater?  
Reiner will send a summary of our discussion to Lammers. She will meet with OTC Engineer to ask about the possibility of one-way traffic at the park; then combine both concepts to discuss. Cost will likely be included with the next drawing.
9. **EOT SWCD Erosion Planting Project:** Lammers has contacted them but has no response yet. It appears no volunteers will be needed for planting because the seeds are in the mat.  
**However, City workers will need to water the plants weekly.**
10. **Bathhouse at Long Lake Park:** Dennis Pausch volunteered to paint the interior and some exterior spots; plus clean it weekly. City workers will continue to inspect and clean as they have done in the past. He has electric hand dryers to donate but the voltage is not correct there. He will be considered an “independent contractor”. **A motion by Puetz, second by Hanson passed to recommend a written agreement be made with Pausch in which he cannot exceed \$300 for materials purchase.**
11. **WIC Apple Trees:** The trees donated by WIC will be planted in May by City workers. Trees are to be purchased at Crossroads Garden Center in Vergas and planted at Tin Can Alley.

Haarstick volunteered to help.

**12. Matt's Update:**

**Motion by Hanson, second by Hogan passed to recommend Lammers and Kyle Thiesen work with the veterans to install a new flag system at the loon. Boardwalk barriers will be removed when road restrictions are lifted.**

**Boardwalk has several loose boards to secure.**

**Resolution to accept the donation of a new basketball hoop with a motion by Hanson, second by Puetz. The base needs to be filled with concrete, then the hoop can be placed opposite the old hoop.**

**Spring Park Clean-Up: Lammers will let Engebretson know when FHS students will arrive in Vergas on May 3 to do volunteer clean-up. One job for them is to rake the beach area at Long Lake Park.**

**13. Heartland Trail Plans:** update from Hogan. The Trail will connect Frazee and Vergas via Wymer Lake, the bird sanctuary, Hobart Town Hall, and Highway #60 to Tin Can Alley, where there will be a trail head established at the Boardwalk. Eventually, all state parks in Minnesota will be connected by the same trail system. A public information meeting will be held on May 18 at the Event Center.

**14. A Vergas Loons Baseball Schedule 2023** was secured from Ryan Aarhus by Albright. Lammers posted it on the City website. **Albright will send Aarhus' contact information to Lammers so she can make an agreement with the Vergas Loons similar to the one with FHS baseball teams.**

**15. Budget:** consensus reached to add memorial gifts to the general park budget then to the Park's money market if unused at the end of the year.

**16. Swimming Lessons** will be July 10-22; and are free again this year. Register with Frazee Community Education.

**17. Puetz agreed to ask Engebretson to provide an ash bucket near the new grill at Long Lake Park.** People have been leaving ashes on the grass or in the lake.

**18. 3-D Loons Fundraiser was briefly discussed then tabled until the May meeting.** We will bring ideas to the next meeting. People could buy a ticket then buy a blank loon to paint at the event or bid silently on loons that are already painted. More ideas to follow.

**19. The next meeting will be on Thursday, May 25, 2023 at 3:00 p.m. in the Vergas Event Center.**

**Items to be approved by the City Council:**

1. **Agreement with Pausch to not exceed \$300 in supplies for the bath house painting project.**
2. **Recommendation to accept the Lions' donation of picnic tables for Long Lake Park.**
3. **Resolution for basketball hoops.**
4. **Replace flag and pole in the park.**
- 5.

**Follow-Up**

**Action:**

1. **Sailer will get volunteers to help City workers tear down Trail fence.**
2. **Lions need to let Parks Board how many picnic tables they are donating.**
3. **Engebretson will set up a trailer for brush when the Ski Team clears the site-line to the lake. He will haul away the brush.**
4. **Engebretson will let Parks Board members know what date the brush clearing will take place.**
5. **Reiner will send a summary of our discussion to Lammers who will share it with the Parks Board.**
6. **Mike DuFrane and Matt Engebretson will need to water the erosion control plants**

- at Tin Can on a weekly basis.
7. City workers and Dean Haarstick will plant the WIC apple trees.
  8. Lammers and Thiesen will coordinate the installation of a new flag system at the loon statue.
  9. Lammers will let Engebretson know what time FHS students will be in Vergas for the Spring Clean-Up at the beach.
  10. Boardwalk Barriers need to be removed.
  11. Loose boards on the Boardwalk need to be nailed down.
  12. City workers need to install the new basketball hoop.
  13. Albright should send Aarhus' contact information to Lammers.
  14. Lammers should secure an agreement with the Vergas Loons baseball team.
  15. Puetz will ask Engebretson to place a bucket for ashes next to the new grill at Long Lake Park.
  16. Everyone will think about ideas for the Parks Fundraiser w/Loons!

Minutes prepared by Carol Albright

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

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

**Call to Order**

Meeting was called to order by President Kevin Zitzow at 2:25 pm.

**Agenda Additions and Deletions**

Approve agenda with the following addition: Otter Tail County Housing Summit.

**Minutes**

Motion by Albright, seconded by Summers to approve minutes for the April 4, 2023 meeting. Motion passed unanimously.

**Status of Recommendations to City Council**

Lammers stated the Council asked the personnel committee to review request of additional office hours for EDA/HRA city staff. Lammers has met with the personnel committee who recommended the EDA/HRA use the \$7,000 the city provided to EDA/HRA for 2023 to contract out staffing and they will review the need for additional staffing when budgeting for 2024. CEDA is also in the state omnibus bill for a grant to work with small communities.

**Financial Update**

Lammers provided financial information for EDA/HRA.

**Old Business**

2023 Housing and Economic Goals.

The goals and timelines have not changed as the committee is waiting to see if a grant is approved for CEDA from the State of MN for them to work with small cities. Discussed need for knowledge of available lots in Vergas and Lammers will provide one to Summers.

Tax-Forfeited Land in Vergas

Discussed Sunny Oaks Development with 11 lots that have been given back to the State of Mn. Discussed amount of assessments on the lots and how the city needs to recoup these costs. Summers stated it is easier to sell lots with no assessments and the committee asked if the council would support them by dropping assessments and allowing them to provide utilities payment when the lots are sold. Motion by Summers, seconded by Albright to have Lammers send County a letter for Vergas HRA to purchase the lots for \$0.00 with the council's support to wait until lots are sold to recoup the utility assessments. Motion passed unanimously. Discussed contacting Ottertail County HRA regarding senior housing on 3 of the lots.

EDA/HRA Annual Meeting

The annual meeting took place on Tuesday, April 25, 2023 beginning with a 5:30 pm social hour and 6:00 pm meal and program at the Vergas Event Center and catered by Loon's Nest. 38 people attended the annual meeting. Many compliments on the food and tasting from the liquor store. Next year we will look at only having 3 main speakers as the meeting was a little long. The Committee felt the meeting accomplished our goal.

**New Business**

Ottertail County Housing Summit

Albright reviewed the housing summit which focused on senior housing built in Dalton with Ottertail County HRA and they are looking for another community to build senior housing. Lammers reviewed 0% loans available for housing units



within commercial properties. Vergas businesses that may want to be made aware of this would include Loon's Nest, American Beauty, Wannabe's and Olson Oil.

Summers questioned why the EDA/HRA was not consulted on the purchase of the Ottertail County garage property, and it being made into a parking lot. EDA would like to be consulted on activity being done by the city in the commercial district.

Motion by Albright, seconded by Summers to adjourn the meeting at 3:02 p.m.

Julie Lammers  
City Clerk-Treasurer  
City of Vergas

**Council Recommendations**

To drop assessments on tax forfeited land purchased by Vergas HRA and allow them to pay utility amount out of proceeds from the sale of the lots.

**Follow up Actions.**

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

Lammers to write letter to County tax forfeited lots.

Lammers to look into a City sales tax.

Lammers to provide a map of Sunny Oaks development to members.

Lammers provide map of available lots in the City limits to Joy Summers.

**Street/Sidewalks/Yard Waste Committee Meeting Minutes**  
**Vergas Event Center**  
**April 18, 2023**

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Tuesday, April 18, 2023 at 9:00 AM 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 9:00 AM.

2.) Agenda Additions or Deletions. Lammers said there is information from Widseth (attached with the agenda) about the Streets Conditions Report and the county garage proposed parking lot. Albright wanted to add the Lawrence Lake Addition road culverts. **Motion** by Pinke to adopt the revised agenda, **seconded** by Albright, **approved**.

3.) Minutes for the 03/30/23 SSYW meeting was attached in the agenda packet. **Motion** by Pinke to approve the minutes, **seconded** by Albright, **approved**.

4.) Council Recommendations. Kuhn said Widseth has revised their proposal to add a storm sewer mapping location map to our Graphic Information Systems (GIS). Their new quote is not to exceed (NTE) \$4,000, and includes about 8 hours of manpower time to meet with DuFrane in the field to locate storm sewers and for time to review any applicable county or state road plans showing sewer locations. The revised proposal will be submitted to the 05/09/23 Council meeting.

The SSYW Committee has been discussing right-of-way (R/W) needs for West (W) Lake Street (ST) and W Sunset Strip. Kuhn said he needs to meet with the surveying department at Widseth, but should have proposals for both projects for the 05/09/23 Council meeting.

5.) Complete Streets. Kuhn said based on their 01/10/23 Comprehensive Street Condition Survey (CSCS), for 2023, they are recommending that: Altona Avenue (AVE); Park View Drive (DR); and W Main ST; South (S) 3RD AVE; and W Linden ST, all west of S 2ND AVE, be seal coated. These are roads identified in CSCS that are “nearly new” and would benefit from the recommended work. The 2023 general budget has \$7,500 for seal coating. There is also \$31,416 in the special revenue money market account. DuFrane will get a cost estimate for doing said work. Seal coating should last 3-8 years, depending on use. Crack sealing should be done first.

There was considerable discussion about East (E) Scharf AVE, including the unpaved section in Bunkowske’s Phase 2 and the new road to be developed in Phase 3. Costs for reclamation of the pavement included in their study for various sections were: \$82,555; \$110,695; \$36,410; \$214,577; and \$14,835, totaling \$459,072 (not including Bunkowske’s Phase 3). The SSYW Committee talked about redoing E Scharf AVE in 2028? Kuhn said Widseth will redo their estimate for the entire road section, including Phase 3. He also recommended that some core samples be obtained of the existing road bed to ensure that the road can just be resurfaced. If there are weak subgrade areas, they made need to be dug up and recompacted with new material. Bunkowske will have soil engineers on site for his Phase 3 construction, and that might a time to get the core samples. The project could look at asphalt pavement recycling with reclaimed asphalt pavement (RAP). RAP projects should be: cost effective; environmentally responsible; and perform well. Lammers said Bunkowske has a new contractor, Ruther Excavating, Inc. They plan to start as soon as conditions allow this spring.

Bunkowske has obtained a Stormwater permit (Permit) for Construction Activity and has a stormwater pollution prevention plan (SWPPP).

There was discussion about the ditch along the north side of E Scharf AVE, starting at Fischer's driveway, and going east to Townline Road (RD). Widseth was authorized last fall to put together an estimate for flattening the slope so it could be mowed by the landowners. Lammers said she did get the quote form, which includes 350 cubic yards (c.y.) of "common topsoil borrow. Kuhn thought the quote should be given to Ruther Excavating, as they are in the area, and may be interested in the doing the project. There is one fire hydrant that may be need to be adjusted, and DuFrane said he has the necessary parts.

DuFrane questioned if the City is expected to maintain Eva ST and Dianne AVE? Albright thought the noted roads became a part of the City's responsibility when they adopted the final plat. Right now, the State of Minnesota owns the tax forfeited lots (11) associated with the Sunny Oaks Subdivision. Lammers said Otter Tail County is having Sentence to Serve (STS) mow the lots and deal with the weeds. Albright felt the R/W associated with said roads was the City's responsibility to maintain. DuFrane said the north ditch of Dianne AVE also needs to be properly sloped so they can maintain it. DuFrane questioned if the tax forfeited lots might be a place for a new City shop? He referenced how much the City of Detroit Lakes was spending on their new public utility building.

6.) Budget - Goal Setting. The 03/30/23 meeting minutes described current cash on hand, the 2023 road/street budget, and bills at the 2023 Legislature Session that could assist a community like Vergas with possible road funds.

7.) 2023 Road Repairs. There was discussion about the hole in the alley between the Hardware Store and Hanson's Plumbing. DuFrane thought it was dug by either Arvig or Great Plains Natural Gas Company (GPNGC). He had no idea when they were coming back to patch the repairs. DuFrane said in talking with the varying locating companies in town, "Vergas could be all tore up this summer". Lammers said she knew nothing about any upcoming projects. Kuhn said Alexandria Township has a "Application for Utility Permit on Township Road Right-of-Way". The SSW Committee thought that this was a good idea, and should be incorporated into our rewrite of Chapter 93: Streets and Sidewalks. Kuhn said he would send us a copy of Alexandria's permit application. Via a permit system for utility work, we can also add disclaimers to permits that if in the future, their utilities are found to be in the way of a future City project, we can require the utility company to relocate their facilities at their expense. Lammers said at the present time, the City does not have "high speed internet". Kuhn said that some utility companies, such as Otter Tail Power Company, pay "franchise" fees to the city to have their utilities within the R/W.

DuFrane has obtained several quotes from Driveway Service for various repairs. The first was for miscellaneous city patching at \$4.80 per square foot (sq.ft.). This includes saw cutting, prepping patches, and filling patches back in with asphalt.

The second quote was for N Railway AVE, and asphalt removal of an area 160' x 22' , adding two loads of Class 5 material, reclaiming the Class 5 material and existing road, blading, and shaping the packed material. The quote totaled \$4,478.

The third quote was for work on E Scharf AVE. By House #830, remove an area 22'x50', remove 12" material, repack with Class 5, pave with 3" compacted asphalt, \$6,600. The next work is by House #900, remove a 22'x68' area, doing the same as referenced above, the quote was for \$9,000.

The fourth quote was for the alley between 1ST AVE S and S Railway AVE, behind the City offices. They would remove the existing material, blade and shape area adding Class 5 material as necessary. They would pave the area with 4" of compacted asphalt in 2-2" lifts, cost \$35,100.

The fifth and final quote was for asphalt removal at the County garage site, refilling the area with Class 5 material, and repaving the area with 4" of compacted asphalt in 2-2' lifts, cost \$9,000.

Kuhn said Widseth also put together numbers for the alley, with 4 separate areas. Area 1 is the County garage site, 7,000 sq.ft. Area 2 is the alley, 6,000 sq.ft. Area 3 is the area between the alley and City building, 4,721 sq.ft. Area 4 is the area between the City building and the post office, 2,800 sq.ft. Area 4 is not a designated alley. The Committee reviewed the property line location the County's GIS website. A number of different options were reviewed by Widseth, such as: 3" asphalt with 12" of Class 5; 3.5" bituminous with 8" Class 5; Alternate B looked at leaving the exiting asphalt and making the necessary repairs, and then paving over the top. Rough Area 1 costs are \$45,000 - \$50,000. Area 2 - \$25,000 - \$50,000, depending on whether or not the asphalt is removed or repaired. Area 3 - \$14,000 - \$38,000 (repair vs. new). Area 4 - \$11,000 - \$25,000 (repair vs. new).

The numbers will be useful for Lamers as she prepares the County grant application for the building demolition and creation of the parking lot. The grant is due by May 1.

**Motion** by Pinke to go ahead with the Driveway Service repairs for miscellaneous patching, work on N Railway AVE, and adding the work on E Scharf AVE to the patch list. **Seconded** by Albright, **approved**. The work on the county garage site and associated alley will probably be done in 2024.

8.) Ordinances. Work is ongoing regarding Chapter 93. We talked earlier about adding utility permits to this section.

9.) The new pickup is estimated to cost \$42,000. We are going add a lift end gate, snow plow, and J&H Signs will paint the city logos. Bert's Equipment will also add the necessary lights. The snow plow and lift gate are estimated to cost \$15,000. There is \$41,409.78 in the budget reserves/money market account. Plus the City's 2023 budget contains \$15,000 for other equipment. There may be a grant available for the new pickup safety equipment. And, we have the \$7,000 (approx.) insurance settlement for damage to the 1990 Ford snowplow (2022). So basically, the new pickup and associated accessories are paid for.

Regarding the City snowplow, Albright has done some research. Looking at a website in St. Cloud, there are basically two types of snow plow trucks available for sale. Older trucks in 1998 - 2000 year class, with up to 250,000 miles, still sell for \$20,000-\$25,000. Newer trucks in the 2010 - 2012 year class, still with 125,000 miles on them are in the \$50,000-\$60,000 price range. The City of Fulda had a used snow plow for sale, otherwise there was nothing else listed on the League of Minnesota's website. Albright said the problem with buying anything used, unless you can purchase it from a known seller (neighboring city, county, state), you don't know what you're getting. The estimate to repair our existing truck for a rebuilt rear end, new leaf springs, etc. is about \$13,000. We still have about \$5,000-\$6,000 of insurance money to do cosmetic work on our truck. We think our truck is good (motor, transmission, snow plow, sander), and with the noted repairs, at least we know what we have. **Motion** by Pinke to repair the existing snow plow. **Seconded** by Albright, **approved**.

Once the new pickup is here, the 2005 Chevrolet pickup along with the 1990 Ford plow truck should be advertised for sale.

10) City Streets. Regarding W Lake ST, Pinke did not get to the last Hobart Township meeting. Their next meeting is the same night as our Council meeting, May 9th. The SSW Committee also has not talked with the Maneval Family. As noted earlier, a R/W proposal from Widseth will be presented at the next Council meeting.

Sunset Strip was also discussed earlier, with a Widseth R/W proposal to be reviewed at the next Council meeting.

Regarding finishing up on the R/W work for E Lake ST, the City Attorney may need some additional work from Widseth. While there are a number of different parties involved, this shouldn't be so complicated. The City has only been working on this for two years. Kuhn thought working with the Railroad could be difficult. Albright said we don't know that, as nothing has been sent to them yet.

Regarding Lawrence Lake Acres and the extension of Glenn ST, the developer has questioned why he can't use high-density polyethylene (HDPE) culverts as shown on his plans, rather than the reinforced concrete pipes (RCP) recommended by the engineer. The cost difference could be as much as \$15,000. The City's current ordinance doesn't require RCP. There are also a number of options with RCP, such as tied sections or gaskets joints. Lammers thought the City could take the position that if the pipes aren't RCP, we won't take over jurisdiction of the road after it's finished (snow plowing/grading). The one culvert in Bunkowske's Phase 3 is a corrugated metal pipe (CMP). Kuhn felt the use of RCP would closer match state standards. The matter will be coming to the 05/09/23 Council meeting for further discussion. Kuhn expected there would be a pre-construction meeting scheduled with the developer in the near future.

11.) Speed Signs. Lammers will contact Otter Tail County to see if they will be placing their portable signs on City roads this summer. The signs are supposed to stay at a particular site for no longer than 2 weeks, but sometimes they are left longer.

Regarding the Elan City Evolis Radar Speed Signs which Lammers furnished information about at the last meeting, Albright questioned where in the budget we could come up with \$6,199 for two complete Evolis packs? We also still have our grant request in with Otter Tail County for their Driver Feedback Sign Policy. Lammers will check with them to see where we are at on their list. The County plans to do two installations per year at their highest priority sites.

12.) County Garage Land - previously discussed.

13.) Other. Pinke mentioned that the Hardware Store placed a pallet of mulch on the sidewalk along their building and S Railway AVE. The current Ordinance, 93.03 Materials on Street or Sidewalk states: No owner having the care of a building on any street or sidewalk 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. The SSW Committee discussed they may need to be made aware of the ordinance.

14.) Next Meeting. A date for the next SSW Committee meeting was not set.

15.) Adjournment. Albright adjourned the meeting at 11:45 AM.

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.
- Repair 2001 International plow truck.
- Authorize 2023 seal coating projects as noted.
- Authorize 2023 road repairs as quoted by Driveway Service.
- Authorize staff to advertise for bids for sale of two City trucks after new pickup arrives.

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.
- Hardware Store roof drainage.

Additional Future Meeting Agenda Items:

- none, at this time.

**RESOLUTION 2023-009**  
**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:

\$20,000.00 from T.I.P. Otter Tail Chapter  
From funds of a purse bingo and gun raffle

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 9th day of May 2023

CITY OF VERGAS

---

By: Julie Bruhn  
Its Mayor

ATTEST: \_\_\_\_\_  
By: Julie Lammers  
Its City Clerk-Treasurer

**RESOLUTION 2023-010**  
**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:

Baseball Hoop for Lion's Park

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 9th day of May 2023

CITY OF VERGAS

\_\_\_\_\_  
By: Julie Bruhn  
Its Mayor

ATTEST: \_\_\_\_\_  
By: Julie Lammers  
Its City Clerk-Treasurer



**City Council**  
**2023 May Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, May 9, 2023**

**8. Staff Reports**

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1. City Clerk-Treasurer - Report
  - a. Receptionist Review
  - b. Financial Update
  - c. Source Water Protection Grant
2. Utilities Superintendent Report
3. Liquor Store Manager Report

**Files Attached**

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- May Clerk-Treasurer Report.pdf
- SWP Implementation Grant Application Results.pdf
- 5 May 2023 Utility Superintendent.pdf
- Bennett Road.pdf
- Value March 2021.pdf
- Value March 2022.pdf
- Value March 2023.pdf
- Q1 23v20.pdf
- Q1 23v21.pdf
- Q1 23v22.pdf
- City of Vergas Well House Generator Hook-Up Project Quote.pdf

## **Personal Time Off (PTO)**

Hours currently at 213.79.

Personnel Policy States:

A). Should an employee reach the accrued PTO maximum of 200 hours. A plan for leave usage is to be devised to get under the 200 hours with approval at the following City Council meeting.

I will be taking May 31-June 2 off using 24 hours of PTO.

## **American Rescue Plan Funding**

Email from Auditor Colleen Hoffman:

Hi Julie,

Just a heads up.

Since Biden declared the pandemic emergency over with there is a push to have any unspent money sent back.

Just wanted to let you know!

Have a great weekend!

Colleen

## **City of Vergas Checking Account Fraud**

The City of Vergas has had 2 identified fraud 2 checks.

January 27 the first check was cashed totaling \$9,354.56. This check was cashed electronically and written to Jordan Lester of Riverview Florida.

February 6 the second check was cashed totaling \$10,000.00. This check was cashed electronically and written to Doontrey Jones of Blue Springs Missouri.

Checks were printed on checks with City of Vegas and did not have embroidery on them and the information required by the state to be printed on the back of city checks was missing.

The bank was notified of the fraud and provided documentation I needed for the sheriff's department. They cannot stop payment of electronic deposits unless they are notified within 48 hours of the amount being deposited.

Contacted Insurance Agent Sherri Hanson who filed a claim, I worked with claim adjuster and insurance is covering the fraud. The city has a deductible of \$250.00 for fraud claims.

Began working with Keith Rogal, Sheriff Deputy who has turned the case over to Detective Jensen to follow up on the claim.

Notified City Auditor.

The following changes have been made regarding City account:

Checking account changed and both accounts are checked every morning for activity.

I am looking at purchasing a locked file drawer to keep checks and other financial information secure.

## **Council Shared Documents**

Click on one drive application.

Click on Shared. (located at the bottom of your screen.

Shared files are located here.

Do not hesitate to ask if you have any questions or issues.

Hi Julie,

We are pleased to announce your application for the Minnesota Department of Health (MDH) Source Water Protection (SWP) Implementation Grant for Spring 2023 received the points needed to qualify for funding and has been approved for a grant.

You will receive a grant agreement via DocuSign for your review and signature in the coming weeks. Once we receive your signed grant agreement, you will be notified with a copy of your fully executed grant agreement.

It is very important that you do not begin any work or incur any expenses until you receive an executed grant agreement signed by you and MDH.

Note: MDH DOES NOT reimburse funds for Well and Sealing permit fees.

You may begin work and start incurring expenses for your project once you receive a fully executed grant agreement.

Your grant agreement will expire 8/30/2024. I look forward to working with you through this entire grant process. Feel free to contact me with any questions.

**Eddie Wojski**

Source Water Protection Grant Coordinator | Drinking Water Protection

**Minnesota Department of Health**

Office: 651-201-4576



Council Report for May 2023.

1. Wastewater
  - a. Ponds were at capacity. Discharge is taking place currently.
  - b. Marchs influent sample Total suspend solids was extremely high over 1400 m/l. the cause of this was fats oil and grease according to the laboratory.
2. Water
  - a. Hydrants were flushed last week.
3. Streets
  - a. Streets were swept on 5-3-2023
  - b. Patching, see street committee report.
  - c. 200 Bennett Rd

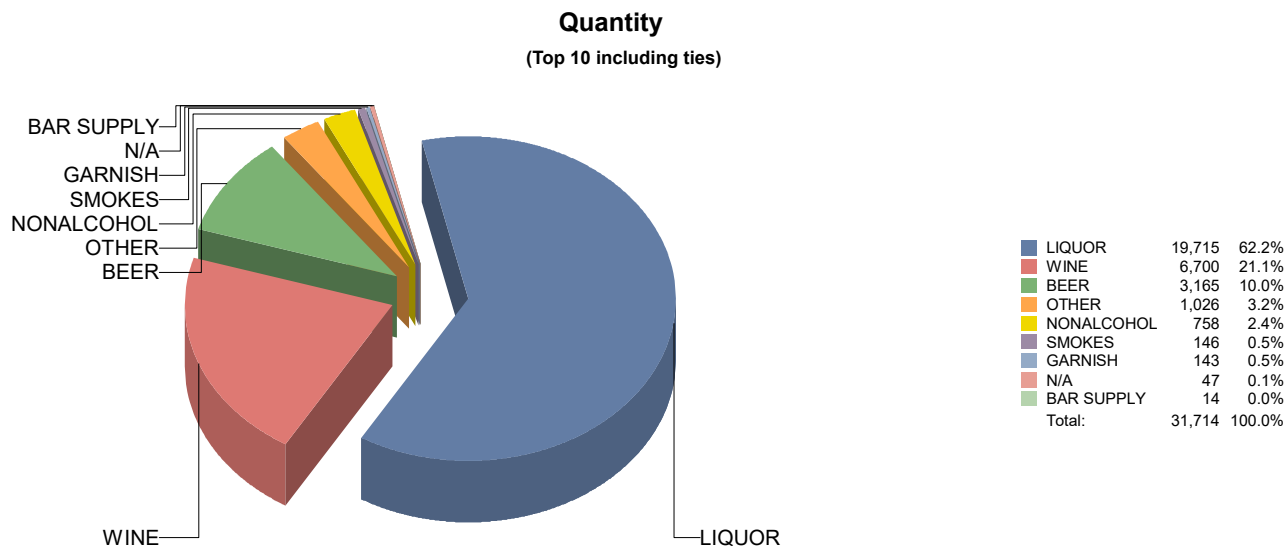
200 Bennett RD. Allan Knoll Sandy Properties LLC







## Vergas Liquor Historical Valuation by Category



Analyze by: Group

Group by: Category

Print: All

Ranked by: Quantity (shaded)

Order by: Rank

Valuation date: 3/31/2021

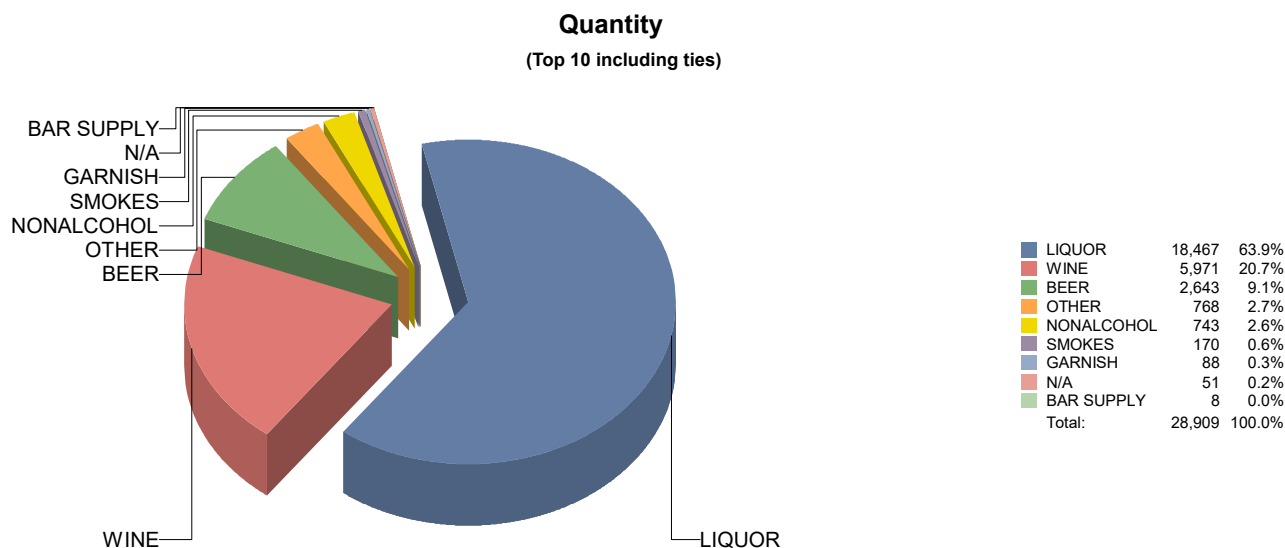
Locations: All

\*\*\* by Category indicates the group includes miscellaneous items; values may not 'add across' the report

Rank	Category	Description	-----Inventory-----					
			Quantity	%-Tot	Cost	%-Tot	Retail value	%-Tot
1	LIQUOR	LIQUOR	19,715	62	159,017	65	238,725	65
2	WINE	WINE	6,700	21	48,288	20	75,775	21
3	* BEER	Beer	3,165	10	31,434	13	44,143	12
4	OTHER	OTHER	1,026	3	1,617	1	2,725	1
5	NONALCOHOL	Non Alcohol items	758	2	2,476	1	3,803	1
6	SMOKES	SMOKES	146	0	1,474	1	1,752	0
7	GARNISH	Drink Garnish	143	0	280	0	442	0
8	N/A	N/A	47	0	1,082	0	320	0
9	BAR SUPPLY	Bar supplies	14	0	42	0	89	0
* Report totals			31,714	100	245,710	100	367,773	100

-- End of report --

## Vergas Liquor Historical Valuation by Category



Analyze by: Group

Group by: Category

Print: All

Ranked by: Quantity (shaded)

Order by: Rank

Valuation date: 3/31/2022

Locations: All

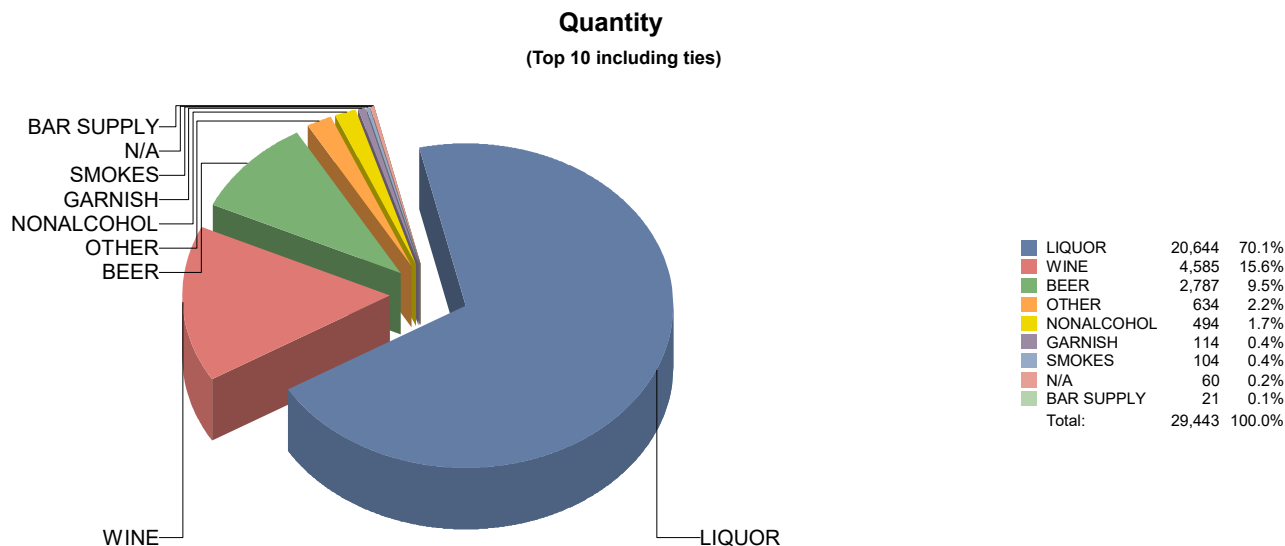
\*\* by Category indicates the group includes miscellaneous items; values may not 'add across' the report

Rank	Category	Description	-----Inventory-----					
			Quantity	%-Tot	Cost	%-Tot	Retail value	%-Tot
1	LIQUOR	LIQUOR	18,467	64	140,462	64	208,971	65
2	WINE	WINE	5,971	21	43,671	20	65,817	20
3	* BEER	Beer	2,643	9	28,506	13	38,748	12
4	OTHER	OTHER	768	3	1,248	1	2,386	1
5	NONALCOHOL	Non Alcohol items	743	3	2,715	1	4,040	1
6	SMOKES	SMOKES	170	1	1,778	1	2,040	1
7	GARNISH	Drink Garnish	88	0	267	0	422	0
8	N/A	N/A	51	0	1,144	1	458	0
9	BAR SUPPLY	Bar supplies	8	0	25	0	46	0
* Report totals			28,909	100	219,817	100	322,928	100

-- End of report --



## Vergas Liquor Historical Valuation by Category



Analyze by: Group

Group by: Category

Print: All

Ranked by: Quantity (shaded)

Order by: Rank

Valuation date: 3/31/2023

Locations: All

\*\*\* by Category indicates the group includes miscellaneous items; values may not 'add across' the report

Rank	Category	Description	-----Inventory-----					
			Quantity	%-Tot	Cost	%-Tot	Retail value	%-Tot
1	LIQUOR	LIQUOR	20,644	70	148,303	67	217,312	67
2	WINE	WINE	4,585	16	35,487	16	56,190	17
3	* BEER	Beer	2,787	9	31,611	14	42,604	13
4	OTHER	OTHER	634	2	1,327	1	2,382	1
5	NONALCOHOL	Non Alcohol items	494	2	2,355	1	3,346	1
6	GARNISH	Drink Garnish	114	0	243	0	473	0
7	SMOKES	SMOKES	104	0	1,158	1	1,279	0
8	N/A	N/A	60	0	1,553	1	488	0
9	BAR SUPPLY	Bar supplies	21	0	63	0	126	0
* Report totals			29,443	100	222,100	100	324,199	100

-- End of report --

**Vergas Liquor**  
**Sales Analysis by Item category**

Select all  
Order by (Item) Item category  
Ranking value is shaded.  
Store: TEMPLATE

Period A: From 1/1/2023 thru 3/31/2023  
Period B: From 1/1/2020 thru 3/31/2020

Item category Description	Rank	Period	Sales	% Tot	Profit \$	% Tot	Profit %	# of tickets	Average ticket
N/A	1	A	73.93	0.1	52.93	0.2	71.6	9	8.21
N/A		B	2,299.75	2.2	845.11	3.0	36.7	186	12.36
BAR SUPPLY	2	A	5.99	0.0	3.00	0.0	50.1	1	5.99
Bar supplies		B	26.12	0.0	8.60	0.0	32.9	6	4.35
BEER	3	A	59,866.95	48.5	14,329.14	42.8	23.9	2,803	21.36
Beer		B	52,310.95	50.0	12,366.60	44.5	23.6	2,732	19.15
GARNISH	4	A	213.37	0.2	85.97	0.3	40.3	45	4.74
Drink Garnish		B	263.65	0.3	60.92	0.2	23.1	41	6.43
LIQUOR	5	A	45,297.53	36.7	13,433.14	40.1	29.7	2,292	19.76
LIQUOR		B	32,186.25	30.8	8,682.34	31.2	27.0	1,740	18.50
NONALCOHOL	6	A	3,014.17	2.4	838.56	2.5	27.8	494	6.10
Non Alcohol items		B	2,585.47	2.5	758.49	2.7	29.3	468	5.52
OTHER	7	A	565.35	0.5	201.10	0.6	35.6	224	2.52
OTHER		B	404.51	0.4	161.74	0.6	40.0	180	2.25
SMOKES	8	A	1,559.00	1.3	158.24	0.5	10.2	83	18.78
SMOKES		B	922.25	0.9	109.75	0.4	11.9	75	12.30
WINE	9	A	12,894.77	10.4	4,413.71	13.2	34.2	601	21.46
WINE		B	13,562.27	13.0	4,803.96	17.3	35.4	768	17.66
Report totals									
9 groups		A	123,491.06		33,515.79		27.1		
		B	104,561.22		27,797.51		26.6		

-- End of report --

**Vergas Liquor**  
**Sales Analysis by Item category**

Select all  
Order by (Item) Item category  
Ranking value is shaded.  
Store: TEMPLATE

Period A: From 1/1/2023 thru 3/31/2023  
Period B: From 1/1/2021 thru 3/31/2021

Item category Description	Rank	Period	Sales	% Tot	Profit \$	% Tot	Profit %	# of tickets	Average ticket
N/A	1	A	73.93	0.1	52.93	0.2	71.6	9	8.21
N/A		B	1,211.75	1.1	582.70	1.8	48.1	82	14.78
BAR SUPPLY	2	A	5.99	0.0	3.00	0.0	50.1	1	5.99
Bar supplies		B	4.99	0.0	3.02	0.0	60.5	1	4.99
BEER	3	A	59,866.95	48.5	14,329.14	42.8	23.9	2,803	21.36
Beer		B	58,447.44	50.8	15,023.30	46.1	25.7	2,973	19.66
GARNISH	4	A	213.37	0.2	85.97	0.3	40.3	45	4.74
Drink Garnish		B	102.58	0.1	38.64	0.1	37.7	37	2.77
LIQUOR	5	A	45,297.53	36.7	13,433.14	40.1	29.7	2,292	19.76
LIQUOR		B	36,121.71	31.4	10,493.93	32.2	29.1	1,894	19.07
NONALCOHOL	6	A	3,014.17	2.4	838.56	2.5	27.8	494	6.10
Non Alcohol items		B	2,815.78	2.4	912.66	2.8	32.4	508	5.54
OTHER	7	A	565.35	0.5	201.10	0.6	35.6	224	2.52
OTHER		B	458.94	0.4	178.17	0.5	38.8	201	2.28
SMOKES	8	A	1,559.00	1.3	158.24	0.5	10.2	83	18.78
SMOKES		B	1,085.50	0.9	111.64	0.3	10.3	73	14.87
WINE	9	A	12,894.77	10.4	4,413.71	13.2	34.2	601	21.46
WINE		B	14,906.40	12.9	5,275.46	16.2	35.4	827	18.02
Report totals									
9 groups		A	123,491.06		33,515.79		27.1		
		B	115,155.09		32,619.52		28.3		

-- End of report --

**Vergas Liquor**  
**Sales Analysis by Item category**

Select all  
Order by (Item) Item category  
Ranking value is shaded.  
Store: TEMPLATE

Period A: From 1/1/2023 thru 3/31/2023  
Period B: From 1/1/2022 thru 3/31/2022

Item category Description	Rank	Period	Sales	% Tot	Profit \$	% Tot	Profit %	# of tickets	Average ticket
N/A	1	A	73.93	0.1	52.93	0.2	71.6	9	8.21
N/A		B	133.78	0.1	124.36	0.4	93.0	11	12.16
BAR SUPPLY	2	A	5.99	0.0	3.00	0.0	50.1	1	5.99
Bar supplies		B	5.99	0.0	2.89	0.0	48.2	1	5.99
BEER	3	A	59,866.95	48.5	14,329.14	42.8	23.9	2,803	21.36
Beer		B	51,716.93	48.2	12,892.77	45.1	24.9	2,544	20.33
GARNISH	4	A	213.37	0.2	85.97	0.3	40.3	45	4.74
Drink Garnish		B	165.13	0.2	64.49	0.2	39.1	52	3.18
LIQUOR	5	A	45,297.53	36.7	13,433.14	40.1	29.7	2,292	19.76
LIQUOR		B	37,419.58	34.9	9,915.56	34.7	26.5	1,946	19.23
NONALCOHOL	6	A	3,014.17	2.4	838.56	2.5	27.8	494	6.10
Non Alcohol items		B	2,898.41	2.7	775.59	2.7	26.8	471	6.15
OTHER	7	A	565.35	0.5	201.10	0.6	35.6	224	2.52
OTHER		B	300.47	0.3	118.57	0.4	39.5	146	2.06
SMOKES	8	A	1,559.00	1.3	158.24	0.5	10.2	83	18.78
SMOKES		B	1,320.00	1.2	189.68	0.7	14.4	87	15.17
WINE	9	A	12,894.77	10.4	4,413.71	13.2	34.2	601	21.46
WINE		B	13,280.92	12.4	4,531.14	15.8	34.1	681	19.50
Report totals									
9 groups		A	123,491.06		33,515.79		27.1		
		B	107,241.21		28,615.05		26.7		

-- End of report --



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Quote

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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](mailto:danj@aceelectricdl.com) \* [amy@aceelectricdl.com](mailto:amy@aceelectricdl.com)

**City Council**  
**2023 May Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)**  
**6:30 PM on Tuesday, May 9, 2023**

**9. Information & Announcements**

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Trainings:

- a. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
- b. League of MN Cities Annual Conference, June 21-23, 2023 (Bruhn, Haarstick, Albright)
- c. Clerks Advanced Academy- Sept 14-15, 2023, Bemidji, MN (Lammers)

Events:

- a. Thursday, May 18, 6-8 pm Frazee-Vergas Trail Plans- Open House, Vergas Event Center
- b. Tuesday, May 23, 6-8 pm Frazee- Vergas Trail Plans-Open House Frazee Event Center
- c. Otter Tail County Board of Review, June 14, 2023.
- d. Household Hazardous Waste Day, Thursday, June 29, 2023 10:00 - 2:00 volunteers needed