

**City Council**  
**2023 November Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:00 PM on Tuesday, November 14, 2023**

**1. Public Hearing**

*VERGAS CITY COUNCIL  
PUBLIC HEARING NOTICE  
NOTICE OF PUBLIC HEARING REGARDING COMMUNITY GROWTH PARTNERSHIP  
APPLICATION*

*NOTICE IS HEREBY GIVEN that the Vergas City Council will hold a public hearing on Tuesday, November 14, 2023, at 6:00 p.m. to be held in the Council Chambers as a hybrid meeting at the Vergas Event Center, 140 W Linden, Vergas, Minnesota, and on zoom id number 267-094-2170 (password 56587) to consider proposed Resolution for Community Growth Partnership Application – Lawrence Lake Affordable Single-Family Housing. All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments or questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 302-5996 Ext 1 prior to the hearing so that arrangements can be made to address any specific requirements.  
Julie Lammers, CMC City Clerk-Treasurer  
City of Vergas*

**2. Call to Order**

**3. Citizens' Concerns**

**4. Agenda Additions and Deletions**

**5. Approval of Consent Agenda**

- A. Council Minutes of the October 10 and 30, 2023
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for October 2023
- D. Late water/sewer bills
- E. 2023 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2023 Statement of Receipts, Disbursements and Balances
- H. American Rescue Plan Funding 2021-2026
- I. Committee Reports - requiring no Council Action
  - 1. EDA/HRA

**6. Community Growth Partnership Application**

**7. Government Services Building**

**8. Street Closing - Nov.. 25, 2023-Small Town Christmas**

**9. Committee Reports**

- A. Planning Commission
- B. Park Advisory Board
- C. Streets/Sidewalks/Yard Waste
- D. Event Center
- D. Personnel
  - 1. Organizational Flow Chart
  - 2. Job Descriptions
  - 3. Personnel Policy

**10. Staff Reports**

- A. Utilities Superintendent Report

**11. 2024 Budget**

- A. 2024 Fee Schedule

B. 2024 Budget

**12. Information & Announcements**

Trainings:

Otter Tail County Housing Summit, Thursday, November 16, 2023 8:30-3:30 Thumper Pond  
(Council and Lammers) (must preregister)

Events:

Vergas Tour of Homes/Festival of Trees, November 18, 2023

Small Town Christmas, November 25, 2023

**13. Adjournment**

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Lake Affordable Single-Family Housing.*

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*Julie Lammers, CMC City Clerk-Treasurer  
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- H. American Rescue Plan Funding 2021-2026
- I. Committee Reports - requiring no Council Action
  - 1. EDA/HRA

**Files Attached**

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- 10-10-2023 Council Minutes.pdf
- 10.30.2023 Special Council Meeting Minutes.pdf
- 2023 City Bill Listing.pdf
- 11.14.2023 Vergas List of Claims.pdf
- 2023 Liquor Store Bill Listing.pdf
- 11.13.23 AgedBalance\_11122023.pdf
- 10.31.2023 Investment Schedule & Bond Schedule.pdf
- 10.31.2023 Statement of Reciepts, Disursements and Balances.pdf
- American Rescue Plan Funding 2021-2026.pdf
- 09-05-2023 EDA\_HRA Agenda & Minutes.pdf
- 10.31.2023 General Fund\_Special Revenue Money Market Account Report.pdf

CITY OF VERGAS  
COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, October 10, 2023

The City Council of Vergas met at 6:30 pm, on Tuesday, October 10, 2023 at the Vergas Event Center and on a Zoom for a hybrid regular council meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke, Dean Haarstick and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Liquor Store Kyle Theisen, Attorney Tom Winters, Felicia Singer, Jessica Green, Jeff Hattlewick, Kathy Wouters and Lori Moxness, Senior Commercial and Industrial Representative, Otter Tail Power (OTP) and Bob Williams of the Frazee-Vergas Forum.

**Call to Order**

Mayor Julie Bruhn called the meeting to order.

**Citizens' Concerns**

No concerns addressed.

**Agenda Additions and Deletions**

Motion by Pinke, seconded by Fischer to approve the agenda with the following items removed: Streets/Sidewalks/Yard Waste Committee and Event Center. Motion passed unanimously.

**Approval of Consent Agenda**

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

1. Council Minutes of September 12, 13 and 27, 2023
2. Bills paid between Council meetings and Council bills totaling \$269,506.66.
3. Liquor Store bills for September 2023 totaling \$96,446.08.
4. Late water/sewer bills
5. 2023 Investment Schedule/Bond Schedule
6. General Fund/Special Revenue Money Market Account Report
7. 2023 Statement of Receipts, Disbursements and Balances
8. American Rescue Plan Funding 2021-2026
9. LG230 Application to Conduct Off-Site Gambling Oct 14 Turn in Poachers
10. Committee Reports, requiring no Council Action-EDA/HRA

Motion passed unanimously.

**Street Lighting**

Lori Moxness reviewed proposal for esplanade streetlights for the Lawrence Lake Acres development. Moxness stated that originally, she had stated the city could put in the old type poles and then change to the esplanade poles but that is not true. OTP has looked at the pole placement and needs of the area and have three options: Option one for 9 poles for \$1,286.54 a month, option two for 12 poles for \$1,563.22 a month and option three for 17 poles for \$2,072.02 a month. Discussed the difference in lighting regarding the 3 different light poles for the development. Motion by Albright, seconded by Pinke to approve option 1 for 9 poles for a total of \$1,286.54 a month. Motion passed unanimously.

Fischer questioned allowing Christmas lights on the existing wood poles. Moxness explained poles need to be engineered to allow wind load. Moxness explained probably not but she would check on the liability of putting Christmas lights on the poles. Moxness requested the specs of the Christmas lights, dates of when lights would be put up and taken down. Fischer will provide specs and dates to Lammers who will email Moxness.

**Vergas 125<sup>th</sup> Celebration**

There is a group interested in the 125th celebration (in 2028) committee and they are looking for support and if a council member would like to serve on the committee. Motion by Albright, seconded by Pinke to approve support for a 125<sup>th</sup> celebration in 2028. Motion approved unanimously.

## **Government Services Building**

Jessica Green, Northland Securities reviewed the loan structure for purchasing the Government Services Building and the obligations to the city. This is a 15-year loan at an annual proportion of 6.263%. Motion by Pinke, seconded by Fischer to approve resolution 2023-014 (a complete text of the resolution is part of permanent public record in the City Clerk's office.) for Government Services Center. Motion passed unanimously. Motion by Pinke, seconded by Haarstick to approve the lease with the Vergas State Bank regarding the government services center. Motion passed unanimously. Lammers reviewed the budget for the remodeling of the City Office portion of the government services center. Currently we have a \$30,000 budget for the remodeling of the office space and for office furnishings. The city is also able to apply for a safety grant for \$10,000 to cover windows, security cameras and doors. We can apply for this grant by December and the funds will be available in January. Motion by Pinke, seconded by Fischer to approve the budget of \$34,000 for the office space at the government services center. Motion passed unanimously.

## **Committee Reports**

### Water and Sewer Committee

Fischer reviewed water and sewer committee meeting held October 6, 2023 (minutes available at the Vergas City Office). Discussed Munibilling and the advantages of having over our current utility billing system. Motion by Albright, seconded by Pinke to approve Munibilling system for \$2,340 and \$235.00 monthly charge. Motion passed unanimously. Motion by Albright, seconded by Haarstick to approve SCADA Web Insight system for \$11,600.00 and flow meter for \$5,40.00 for the water system and the \$4,525.00 for the lift station. Motion passed unanimously. Motion by Albright seconded by Haarstick to purchase a wrench to turn hydrants valves for \$2,686.00 with payment divided between water and sewer capital improvement funds. Motion passed unanimously. Motion by Pinke, seconded by Albright to increase the base rate for water to \$28.50 a month and sewer for 28.50 a month with a refund of 50 cents for both water and sewer if customer signs up for both ACH and email once Munibilling system is live. Motion passed unanimously.

### Planning Commission

Albright reviewed the planning commission meeting held September 25, 2023 (minutes available at the Vergas City Office). The Planning Commission would like guidance on animal control. Currently we have a cat concern, and our current ordinance states all cats must have a license. How much time and effort should be put into allowing a dispensary if Council states they are not going to allow one? Bruhn stated there are strong feelings regarding selling on Main Street and we will want a public hearing before deciding where to sell and if we want to sell. Discussed cats which are not being licensed and we have 3 people in town currently picking up cats and rehoming them. Felicia Singer asked why the city needs to have pet owners pay for the tags and the Council explained the \$8.00 is to pay for the tags and administrative costs. Motion by Fischer, seconded by Pinke to allow Albright and Kvam to volunteer as construction permit investigators. Motion passed unanimously.

## **Staff Reports**

### Liquor Store Manager report

Felicia Singer has been put on unpaid leave and requested Council terminate her employment. Singer has been given notice to request a hearing and to return her keys to the city office or the liquor store and no response has been made by Singer. Albright stated a letter requesting a hearing and her keys were given to him at the beginning of tonight's meeting. Singer stated she would be getting legal Council and Attorney Winters informed Council they were not to speak to Singer regarding this matter and to set a closed meeting at another time. Singer asked if the meeting had to be closed and Winters stated it is the employee's choice for the meeting to be open or closed but the Council sets the time and date of the meeting. Motion by Albright, seconded by Pinke to hold a meeting to discuss this employee issue on Monday, October 30, 2023 at 6:30 pm. Motion passed unanimously. Winters stated the agenda will state the meeting will be closed and the night of the meeting Singer can state she wants the hearing to be open to the public. Theisen explained the liquor store has begun charging customers for credit card fees and this will save the liquor store approximately \$15,000.00 to \$20,000.00 a year. Introduced winter hours which change the opening time Monday-Thursday to 11 am. Liquor Store is nominated for an award at the 2024 MMBA Conference for the Hairy Man Liquor.

#### Clerk-Treasurer

Lammers stated she is unable to accomplish both the utility billing system and the Gov Forms system change at the same time and asked Council to wait until after utility billing system is completed to review Gov Forms. The council agreed to review after Munibilling is active.

#### Utilities Superintendent

Motion by Haarstick, seconded by Pinke to approve resolution 2023-013 (a complete text of the resolution is part of permanent public record in the City Clerk's office.) approving purchasing sand from Ottertail County. Motion passed unanimously. DuFrane stated the lift station has had the meter calibrated. Townline Road and Scharf tree trimming has been completed. DuFrane will request Don Schroeder to cut trees on W Lake Street. Hydrants will be flushed as soon as the wrench is received.

#### **2024 Budget**

##### 2024 Fee Schedule

Lammers provided a proposed 2024 fee schedule for the council to review over the next month.

##### 2024 Budget

The council is still reviewing and will pass the final 2024 budget in December.

#### **Information & Announcements**

##### Trainings:

A. LMC, Safety and Loss Control Workshop, Peer Support Training, Cybersecurity Essentials, October 31, 2023 Fergus Falls, (Lammers, DuFrane, Engebretson)

B. Securing State & Federal Funding for your Community, Thursday, November 2, 2023 8:00 am. Thumper Pond Resort Otter Tail Mn 56571

##### Events:

A. Streets/Sidewalks/Yard Waste public comment meeting regarding Sunset Strip, Wednesday, October 18, 2023 at 6:30 pm Council Chambers Vergas Event Center

#### **Adjournment**

The business for which the meeting was called having been completed, the meeting was adjourned at 8:10 pm.

Vergas Clerk-Treasurer  
Julie Lammers, CMC



CITY OF VERGAS  
SPECIAL COUNCIL MINUTES  
Vergas Event Center and Zoom  
Monday, October 30, 2023

The City Council of Vergas met at 6:00 pm, on Monday, October 30, 2023, at the Vergas Event Center for a hybrid emergency 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, Liquor Store Manager Kyle Theisen, Attorney Tom Winters, Wideseth Funding Specialists Gail Leverson and Ryan Zemek, James R Nelson, Lynette Nelson, Loren Menz, Diane Menz, Rick Singer, Jill Hoffman, Lynnae Salverson, Felicia Singer, Kathy Wouters, Bill Schoeneberger, Lynn Schoeneberger, Chris Singer, Bob Williams of the Frazee-Vergas Forum, the following phones were on zoom, but they did not provide their names 218-234-0293 and 303-810-1710.

**Call to Order**

Mayor Julie Bruhn called the meeting to order.

**West Lake Street Project**

Gail Leverson, Wideseth Funding Specialist reviewed the Local Road Improvement Program (LRIP) funding the City of Vergas has requested to apply for. Ryan Zemek, Wideseth Funding Specialist informed Council of the grant regulations of needing to have Otter Tail County apply for the grant as our fiscal agent due to the City of Vergas being a City under 5,000. Albright stated the streets committee supports the application for funding of West Lake Street. Leverson explained she has spoken with Otter Tail County Engineer, and they are supportive of the project and will bring the grant to the board on November 14, 2023. Motion by Albright, seconded by Pinke to adopt Resolution 2023-15 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FOR WEST LAKE STREET RECONSTRUCTION (complete copy of resolution located at the city office) and to adopt the conflict of interest of Council members for the project. Motion passed unanimously.

**Otter Tail County Community Development Agency Community Growth Partnership**

Lammers explained the City of Vergas has an application for the Community Development and a public hearing needs to be held for the Council to approve the application. Lammers requested a public hearing to be held before the November meeting. Motion by Albright, seconded by Pinke to hold a public hearing on November 14 at 6 pm for the community development funding application. Motion passed unanimously.

**Employee Performance**

Mayor Bruhn asked Felicia Singer if she would like to have the meeting closed for the proceedings of the employee performance. Felicia Singer stated she would like the meeting to be open. The meeting was turned over to City Attorney Tom Winters. Winters stated that we are here for a Loudermill hearing explaining this is mini court trail (a little less formal) witnesses will be called. Winters called Liquor Store Manager Kyle Theisen testimony. Winters swore Theisen in and questioned him regarding the reason we are here tonight. Theisen stated the store was not opened by Singer who was on the schedule. Citizens of Vergas stated they saw Singer downtown when she was supposed to be working. Theisen asked Singer to come to a meeting and Singer refused to meet with Liquor Store Manager Kyle Theisen and Clerk -Treasurer Julie Lammers. Winters asked, "what the main reason for removal of Singer, as Liquor Store Clerk was? Theisen stated continuing to not listen, unable to follow orders from supervisor. The meeting I requested for her to come into would not have been terminated if she had attended. Theisen stated instead of meeting with him, and human resources Singer stated she needed to be provided with written notice of exactly what would be discussed, and she wanted to know why Lammers needed to attend the meeting.

Singer was given the option to question Theisen and she stated she had no questions but reviewed her opinion of what happened.

- She called Theisen to discuss a payroll error and when the schedule would be out on September 2, 2023. The payroll error was resolved but she did not get a text regarding the schedule.
- Never refused to meet with Theisen, she only refused to meet with Julie Lammers.
- She provided times when she could meet with him, but she would not meet with Julie Lammers, and she requested a letter telling us what the meeting would entail.

- She is unaware if Council members are aware of Julie Lammers being human resources.
- She has made complaints about Julie Lammers and the city has not resolved the complaints or provided the requested action plan.
- Feels she should be able to meet with council members before meeting with her supervisor.
- She grew up in Vergas, raised her daughter in Vergas and she expects to be given slightly more consideration.
- Not sure who Theisen had discussed all of this with and was never told if he had met with personnel or other council members.
- Her response to being asked to meet with Theisen and Lammers was for him to provide the purpose, why the parties involved are invited and why you are not meeting with me first. She feels this is the chain of command.
- Stated this was a scheduling error not something that we needed to meet on. Concerns and her anxiety was not addressed.
- Provided opportunities to meet with Theisen on Singer's schedule.
- With busy schedule she was unable to read letters for a few days.
- Singer read parts of the letter she received and stated it did not make sense to her. She stated I did not refuse to meet with him, I declined meeting with Julie Lammers.
- Reviewed the criteria of being a liquor store clerk and how she represented the city.
- Stated she calls Dean Haarstick and other city officials to represent the City when the city needed support.
- Exposed to a lot of hostility during the time when we required masks and the 25 cent raise Lammers (Liquor Store Manager at the time) requested from Council did not even equate to 1 penny per time I was sworn at.
- Have worked multiple Sundays by herself and wonders how many dollars she has taken in for the City.
- In 15 years I have only called in sick for COVID and strep throat.
- Needs to place the needs of her family at the top and does not feel she wants to work for the liquor store any longer.
- Appreciated Winters question as to if Singer had worked between the time she worked and when she was scheduled to work.
- Worked her September 2 shift and only works one shift a month.
- Reviewed actions she has decided to do as a clerk -such as lending money to patrons, giving discounts, calling council members to find answers, etc.
- Does not understand why the liquor store manager would be supervised by the Clerk-Treasurer. She feels they should work for the City Council.
- Questioned training given to the Liquor Store Manager.
- Questioned training given to Human Resources.
- Everything Singer questioned should be looked into, and all information should be available to her.
- Pains her to say she does not want her job back.

**\*\*All of these comments were provided by Singer and not questioned or verified for facts.\*\***

Winters: In your other employment if the supervisor asked to meet with you, do you have the right of refusal.

Singer: Depends on the circumstances but I would have the right to teacher's rights member.

Winters: Yes, you have the teacher's union unlike the city.

Singer: Actually, we do have PERA (Public Employee Retirement Association) but I would have someone with me.

Winters: In no part of your text messages did you request Council representatives.

Singer: I did not know it was necessary at the time. This is why I asked for the purpose of the meeting. This was not a payroll issue, so Lammers did not need to be there.

Winters: With, him being the manager, you do agree you do not get to make demands of your manager?

Singer: If it involves these circumstances, I have the right to make demands.

Winters: No other questions. Singer do you have any further questions.

Singer: Stated no.

Bruhn asked if Theisen had any other statements or questions.

Theisen stated no questions were asked of him by Singer. Theisen began many sentences, such as the letters were not done by text and Singer kept interrupting. Theisen stated the reason to get this point was for insubordinations.

Winters asked Singer to quit interrupting. Theisen stated he had nothing else to say.

Albright thanked the Council regarding their services and stated he does not know the flow chart of employment. Albright discussed what he thinks of the employment procedure. We need a flow chart and job descriptions. Fischer stated it is an organizational chart which we have, and we have job descriptions for all positions. Albright stated that none of the committees have the authority to make decisions without the full council. Bruhn stated we are off subject for this meeting. Winters stated that Albright is correct and only the council has the authority to hire and fire, which is essentially what we are doing right now. Managers and Clerk-Treasurers have authority to do what they did here, and employees have the right to hearing, which we are having here. Albright reviewed how he would make a schedule and Pinke agreed. Fischer stated that we need to support our manager as he is doing a great job. Lammers is our human resources and followed procedure. Singer stated that she filed concerns about Julie Lammers and received no action plan or follow up but instead Lammers was given 2 positions of authority over Singer. Singer again stated that she is being forced to discuss that she filed complaints. Theisen tried to respond to Fischer and Singer kept interrupting him not allowing him to finish a sentence. Fischer asked if we could accept Singers resignation. Winter asked Singer to officially resign. Pinke stated we could give Singer the opportunity to work Sundays. Singer stated she no longer wants to work for the city and appreciates Paul's comment and the problem solving. Singer stated she is submitting her resignation.

Motion by Fischer, to accept resignation with letter not going into Singer's file. Motion failed for lack of second.

Singer stated she would write up her letter of resignation tomorrow and hopes the Council takes this opportunity for Theisen to be given training as the manager. Hopefully the Council writes up a better model for the Liquor Store Manager position.

Winter stated the Council has not acted on finding grounds of termination and/or act on resignation.

Motion by Pinke, seconded by Fischer to accept resignation with no findings. Motion passed unanimously.

Singer asked if she could waive her two weeks' notice, be an employee in good standing and receive a letter of recommendation. The council stated yes.

### **Adjournment**

The business for which the meeting was called having been completed, the meeting was adjourned at 8:10 pm.

Vergas City Clerk-Treasurer  
Julie Lammers, CMC

CITY OF VERGAS  
Bill Listing for Oct. 11 to Nov. 13, 2023

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>
Bruhn, Julie	Mayors, training
City of Vergas	Payroll
United States Postmaser	GG, Wtr, Swr, postage
Internal Revenue Services	2023 Withholding Tax
Lake Region Electric	Sign & Camera, electricity
Lammers, Julie	Clerk, mileage
Mn Dept of Revenue	Withholding Tax
MN Dept. of Revenue	Sales Tax
Public Employees Retirement Assoc	Payroll Expense
Total for bills paid between Council Meetings	

**TOTAL**

25.00

5,272.73

462.00

3,724.26

58.24

48.47

494.58

116.73

2,119.15

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\$12,321.16

Date Range : 10/12/2023 To 11/15/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/14/2023	Astech Surface Technologies Corp	Street, Seal Coat & Fog	24220	\$25,941.44			
					100-43110-410-	Highways, Streets & Roadways	\$25,941.44
11/14/2023	Arvig Communication Systems	All Depts, cameras, internet, phone, fax	24221	\$1,036.79			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$124.27
					100-43010-321-	City Shop	\$67.50
					100-45110-321-	EVENT CENTER	\$92.00
					100-41010-321-	GENERAL GOVERNMENT	\$127.56
					100-41010-220-	GENERAL GOVERNMENT	\$625.46
11/14/2023	Alden Pool & Municipal Supply Co.	Water plant, filter	24222	\$144.00			
					601-49440-400-	Water Utilities - Administration and General	\$144.00
11/14/2023	Aramark,	Event Center, cleaning products and rugs	24223	\$105.63			
					100-45110-210-	EVENT CENTER	\$105.63
11/14/2023	Barefoot Lawns, LLC	PK, Fall Herbicide	24224	\$1,179.00			
					100-45210-400-	Parks	\$1,179.00
11/14/2023	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, Dec 2023	24225	\$3,489.62			
					100-41405-131-	Clerk	\$221.46
					601-49440-131-	Water Utilities - Administration and General	\$442.94
					602-49490-131-	Sewer Utilities - Administration and General	\$442.94
					100-43110-131-	Highways, Streets & Roadways	\$332.21
					100-45210-131-	Parks	\$332.21
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,717.86
11/14/2023	CDH-Vergas Fire Department	Fire and Rescue, 4th Quarter	24226	\$3,290.93			
					100-42010-405-	PUBLIC SAFETY	\$3,290.93

Date Range : 10/12/2023 To 11/15/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/14/2023	City Vergas	Gov. Services Center, water and sewer	24227	\$1.86			
					100-41010-380-	GENERAL GOVERNMENT	\$1.86
11/14/2023	Corporate Technologies, LLC	All Depts, Technology Inv #107990, 109218, 108558, 110207,	24228	\$821.20			
					100-41010-200-	GENERAL GOVERNMENT	\$821.20
11/14/2023	Core & Main LP	Sewer, SIP 490 CVR	24229	\$293.78			
					602-49490-220-	Sewer Utilities - Administration and General	\$293.78
11/14/2023	Dakota Supply Group	Sewer& water, Valve Box, Fuel pipe threader kit & Hrdrant Valve exerciser	24230	\$2,751.04			
					602-49490-220-	Sewer Utilities - Administration and General	\$211.59
					601-49440-530-	Water Utilities - Administration and General	\$1,269.73
					602-49490-530-	Sewer Utilities - Administration and General	\$1,269.72
11/14/2023	Dewey's Septic Service	Park, Sewer, vacuum pump bathhouse, lift stations & satitary sewer	24231	\$9,546.50			
					602-49490-300-	Sewer Utilities - Administration and General	\$9,196.50
					100-45210-300-	Parks	\$350.00
11/14/2023	Dacotah Paper Company	Event, labor ro repair floor cleaner Inv 94328	24232	\$110.00			
					100-45110-210-	EVENT CENTER	\$110.00
11/14/2023	Scott Ehlke	Parks, blow out water lines	24233	\$400.00			
					100-45210-400-	Parks	\$400.00
11/14/2023	Elan Financial Services	LS, supplies	24234	\$12.71			
					609-49750-210-	Liquor Store - Merchandise Purchases - Off-Sale	\$12.71

Date Range : 10/12/2023 To 11/15/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/14/2023	Flow Measurement and Control	WW & Water, Main Lift Station down	24235	\$662.00			
					602-49490-400-	Sewer Utilities - Administration and General	\$331.00
					601-49440-400-	Water Utilities - Administration and General	\$331.00
11/14/2023	Michael DuFrane	Cell phone, reimbursed	24236	\$75.00			
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
11/14/2023	Matthew Engebretson	St, Pk, reimbursed cell phone	24237	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
11/14/2023	Gopher State One Call	Wtr, Swr, Locates	24238	\$21.60			
					602-49490-210-	Sewer Utilities - Administration and General	\$10.80
					601-49440-210-	Water Utilities - Administration and General	\$10.80
11/14/2023	JH Signs & Designs, Inc	Yard Waste, sign install	24239	\$150.00			
					100-43128-400-	YARD WASTE	\$150.00
11/14/2023	Lakes Community Cooperative	Parks, operating fuel	24240	\$269.83			
					100-45210-210-	Parks	\$269.83
11/14/2023	Julie Lammers	Clerk, Reimbursed mileage Otter Tail -52 miles, Cell Phone Reimbursement	24241	\$109.06			
					100-41405-331-	Clerk	\$34.06
					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



Date Range : 10/12/2023 To 11/15/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/14/2023	Leighton Broadcasting	Event, 2023 advertising	24242	\$100.00	100-45110-340-	EVENT CENTER	\$100.00
11/14/2023	Lakes Country Service Cooperative	GG, 2024 Membership	24243	\$118.00	100-41010-345-	GENERAL GOVERNMENT	\$118.00
11/14/2023	Locators & Supplies	Park, supplies	24244	\$115.83	100-45210-210-	Parks	\$115.83
11/14/2023	Marco Inc	Copier, contract	24245	\$203.64	100-41010-200- 601-49440-200- 602-49490-200-	GENERAL GOVERNMENT Water Utilities - Administration and General Sewer Utilities - Administration and General	\$67.88 \$67.88 \$67.88
11/14/2023	Olson Oil Co.	St, operating supplies	24246	\$362.51	100-43110-210-	Highways, Streets & Roadways	\$362.51
11/14/2023	Otter Tail Power Company	All depts, utility	24247	\$1,857.92	100-43010-380- 602-49490-380- 100-43160-380- 100-45110-380- 100-45210-380- 601-49440-380-	City Shop Sewer Utilities - Administration and General Street Lighting EVENT CENTER Parks Water Utilities - Administration and General	\$83.50 \$233.48 \$664.64 \$236.11 \$182.79 \$457.40
11/14/2023	Lyse Papenfuss	Event Center, return deposit	24248	\$75.00	100-45110-999-	EVENT CENTER	\$75.00
11/14/2023	Perham Steel & Welding	WW, rotary cutter	24249	\$133.00	602-49490-220-	Sewer Utilities - Administration and General	\$133.00
11/14/2023	Productive Alternatives, Inc.	Event Center, Cleaning Inv#75483	24250	\$89.17			

Date Range : 10/12/2023 To 11/15/2023

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-45110-300-	EVENT CENTER	\$89.17
11/14/2023	RMB Environmental Laboratories, Inc	WW, 2023 Chemicals Inv.43499, 52647, 52976	24251	\$529.26			
					602-49490-218-	Sewer Utilities - Administration and General	\$529.26
11/14/2023	Sign Solutions	St, signs	24252	\$677.32			
					100-43110-210-	Highways, Streets & Roadways	\$677.32
11/14/2023	Steve's Sanitation, Inc.	Event garbage	24253	\$189.60			
					100-45110-384-	EVENT CENTER	\$189.60
11/14/2023	Tammy Kinsella	HRA, Brochure for lots	24254	\$144.80			
					290-41010-340-	GENERAL GOVERNMENT	\$144.80
11/14/2023	TEAM LAB	Ponds, supplies Inv 38368	24255	\$198.00			
					602-49490-210-	Sewer Utilities - Administration and General	\$198.00
11/14/2023	Thein Well	Water, annual inspection of pumps & wells Inv# 8694	24256	\$315.00			
					601-49440-300-	Water Utilities - Administration and General	\$315.00
11/14/2023	Kyle Theisen	LS, Cell Phone Reimbursement	24257	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
11/14/2023	Timberline Brush Management, LLC	St, tree trimming Townline & Scharf	24258	\$3,542.00			
					100-43110-400-	Highways, Streets & Roadways	\$3,542.00
11/14/2023	Tri-State Pump & Control, Inc.	SW, Lift Station Annuals Inv # 444648	24259	\$2,650.00			
					602-49490-580-	Sewer Utilities - Administration and General	\$2,650.00
11/14/2023	ULINE	GG, Office Furniture	24260	\$5,509.00			
					440-41010-570-	GENERAL GOVERNMENT	\$5,509.00

Date Range : 10/12/2023 To 11/15/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
11/14/2023	Verizon	Event, cell phone	24261	\$41.23	100-45110-321-	EVENT CENTER	\$41.23
11/14/2023	Vergas Hardware	All Depts, supplies	24262	\$147.44	100-45210-210-	Parks	\$38.96
					100-43010-210-	City Shop	\$34.05
					100-45110-210-	EVENT CENTER	\$35.67
					100-41010-210-	GENERAL GOVERNMENT	\$21.97
					602-49490-210-	Sewer Utilities - Administration and General	\$16.79
11/14/2023	Widseth Smith Notlting & Assoc. Inc	Gg, Engineering Gravel Pit \$9,000.	24263	\$12,241.05	100-43110-303-	Highways, Streets & Roadways	\$6,650.00
					100-43110-303-	Highways, Streets & Roadways	\$91.05
					100-43110-303-	Highways, Streets & Roadways	\$5,500.00
<b>Total For Selected Claims</b>				<b>\$79,701.76</b>			<b>\$79,701.76</b>

Date Range : 10/12/2023 To 11/15/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	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 October 2023

Vendor	Description	Total
Absolut Ice		118.55
Aramark	Rugs & towels	381.83
Artisan Beer Company		588.00
Bergseth Bros		10,075.29
Beverage Wholesalers		3,405.00
BlueCross Blue Shield of MN	Employee Insurance	1,717.86
Breakthru Beverages		2,647.53
Bucks Mill Brewing		190.60
City of Vergas	Utility	60.02
City of Vergas	Payroll	4,908.65
Colonial Life	Employee Reimbursed Ins	124.12
Ditterich Mercantile	LS, supplies	29.65
D-S Beverage		7,392.76
Frazee-Vergas Forum	Advertising	158.00
Fricke Consultin Sale	POS service fee	165.00
Great Plains Natural Gas	Utility	24.70
Internal Revenue Service	2023 Withholding Tax	1,414.06
Johnson Brothers Liquor Co		9,851.59
League of MN Cites	Workers Comp, Insurance	4,671.00
Merchant Service	Credit Card Fees	1,766.70
Mn Dept. of Public Safety	Buyers Card	20.00
MN Dept. Revenue	2023 Withholding Tax	202.95
MN Dept. Revenue	Sales Tax	8,152.63
Otter Tail County Treasurer	Property Taxes	422.69
Otter Tail Power Company	Utility	422.03
Phillips Wine & Spirits		5,774.74
Public Employees Retirement Assoc.	Payroll	866.47
Southern Glazer's of MN		2,129.77
Theisen, Kyle	Cell Phone	25.00
True Brands		714.70
Vergas Community Club	Wine Walk	50.00
Vergas Hardware	supplies	4.18
Vergas Liquor Store	Wine Walk gift card	25.00
Viking Coca-Cola		346.70
Vinocopia		1,064.24
Wine Merchants		1,351.34
	Total	<u>71,263.35</u>
	October Receipts	<u>63,225.80</u>
<b>October Balance</b>		<b>(\$8,037.55)</b>
	January -September Operating Income (Loss)	\$66,919.05
	Transfer to General Fund	\$0.00
<b>2023 Total Operating Income (Loss)</b>		<b>\$58,881.50</b>

# AGED BALANCES

CITY OF VERGAS

DATE: 11/12/2023 AUTHOR: VERJL22

CRITERIA: ACCT#: 0 - 9999999999 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
31	N	CUTTING EDGE	\$75.43	\$66.73	\$61.28	\$0.00	\$203.44
110	N	DAY, SHAWN	\$114.54	\$123.99	\$22.64	\$0.00	\$261.17
361	N	RHONDA UEKE	\$98.73	\$83.01	\$68.75	\$0.00	\$250.49
370	F	HOLT, KYLE	\$25.91	\$63.76	\$58.58	\$0.00	\$148.25
502	N	TJ JOHNSON	\$102.22	\$84.33	\$101.87	\$7.16	\$295.58
530	N	DANIEL HOARD	\$80.02	\$69.07	\$23.85	\$0.00	\$172.94
570	N	TONY LICENCE	\$93.49	\$118.01	\$42.07	\$0.00	\$253.57
621	N	WOODS, CASSANDRA	\$145.75	\$128.59	\$111.14	\$0.00	\$385.48
701	N	GROSSMAN, JORDAN	\$125.60	\$128.29	\$123.38	\$0.00	\$377.27
712	N	KNUDSON, MIKE	\$69.64	\$0.00	\$56.55	\$0.00	\$126.19
2000	N	LENDE, BRIAN	\$112.83	\$90.92	\$53.36	\$0.00	\$257.11
3001	N	MEYER, SAPPHIRE	\$99.14	\$88.90	\$46.74	\$0.00	\$234.78
Totals(12):			\$1,143.30	\$1,045.60	\$770.21	\$7.16	\$2,966.27

### City of Vergas Investments

	<u>Account Number</u>	<u>12/31/22</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>09/30/23</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	164,036.15	264,000.00	17,000.00	1,234.14	412,270.29	0.40	MMDA
Sewer Reserve	19753	26,910.87	0.00	0.00	53.67	26,964.54	0.40	12/27/2023
Sewer and Water Debt Service	19759	37,395.60	0.00	0.00	131.00	37,526.60	2.50	7/17/2024
Liquor Fund	20338	146,467.95	0.00	0.00	1,278.08	147,746.03	1.75	12/14/2023
Totals		<u>374,810.57</u>	<u>264,000.00</u>	<u>17,000.00</u>	<u>2,696.89</u>	<u>624,507.46</u>		

### City of Vergas Bond Schedule

Title	<u>Purchase Date</u>	<u>Beq. Balance</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2022</u>	<u>Interest Due 12/31/2022</u>	<u>Balance 12/31/2023</u>	<u>Amount Paid in 2023</u>
<b>Street Debt Service Fund</b>									
General Obligation Improvement Refunding Bonds,	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	145,000.00	29,173.50	174,173.50	28,511.25
General Obligation Improvement	6/11/2019	\$985,000.00	3.26%	Northland Trust	2/1/40	905,000.00	27,402.00	865,000.00	66,976.26
<b>Water Fund</b>									
General Obligation Water Revenue Note, Series 2022A	2/1/2022	<u>\$132,000.00</u>	3.25%	Vergas State Bank	2/1/32	132,000.00	1,320.00	<u>118,800.00</u>	<u>14,520.00</u>
Total		\$1,416,000.00				<b>1,182,000.00</b>		1,039,173.50	110,007.51

As on 10/31/2023

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	446,886.27	100,000.00	0.00	548,622.12	265,020.47	11,350.00	(102,258.33)	312,056.62	209,798.29
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)	11,164.88	0.00	0.00	28,511.25	0.00	0.00	(61,566.24)	0.00	(61,566.24)
SEWER AND WATER DEBT SERVICE	(217,288.71)	951.64	37,395.60	217,288.59	0.00	37,461.10	0.00	886.02	0.00	886.02
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	56,971.72	0.00	11,780.00	66,976.26	0.00	0.00	186,510.93	0.00	186,510.93
Street Project 2006*	109,400.39	13,284.58	0.00	16,310.00	0.00	0.00	8,879.00	130,115.97	0.00	130,115.97
Govenment Services Office	0.00	221,620.58	0.00	0.00	198,779.48	0.00	0.00	22,841.10	0.00	22,841.10
Water	223,641.09	112,614.67	0.00	0.00	145,987.26	14,958.24	9,721.30	165,588.96	15,023.74	180,612.70
Sewage Collection and Disposal	8,652.55	97,100.41	0.00	0.00	242,534.80	22,556.53	7,430.00	(166,768.37)	49,467.40	(117,300.97)
2022 Water MN Micro Loan	12,229.70	0.00	0.00	2,290.30	14,520.00	0.00	0.00	0.00	0.00	0.00
Municipal Liquor Store	34,953.52	834,572.40	0.00	0.00	770,268.99	1,278.08	0.00	97,978.85	147,746.03	245,724.88
Vergas EDA	18,336.36	40,791.46	0.00	7,000.00	41,651.60	0.00	0.00	24,476.22	0.00	24,476.22
<b>Total :</b>	<b>536,816.36</b>	<b>1,839,358.61</b>	<b>137,395.60</b>	<b>254,668.89</b>	<b>2,057,851.76</b>	<b>341,274.42</b>	<b>37,380.30</b>	<b>331,732.98</b>	<b>524,293.79</b>	<b>856,026.77</b>



## American Rescue Plan Funding 2021-2026

<b>Income:</b>				
	9/7/2021	Grant Funds	\$18,623.80	
	11/22/2021	Grant Funds	\$609.88	
	6/28/2022	Grant Funds	\$19,233.67	
<b>Total Income</b>				<b>\$38,467.35</b>
<b>Expenses:</b>				
Dehumidifier		Water Plant	2,470.00	
Fire Wall		General Government	848.44	
Microsoft 365		General Government	1,124.56	
Computer Tech. Support		General Government	2,400.00	
NDSU Landscaping		Parks	1,250.00	
<b>Total Expenses - reported 04/30/2022 report</b>				<b>\$8,093.00</b>
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	
<b>Total Expenses - reported 04/27/2023 report</b>				<b>\$27,120.16</b>
Fire Department	Paving parking lot		347.19	
Expenses approved but not spent	Generator	Water	\$11,000.00	
<b>Total in Fund</b>				<b>\$11,000.00</b>

**Vergas EDA/HRA**  
**Vergas Event Center Council Chambers and Zoom 2:00**  
**PM on Tuesday, September 5, 2023**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, September 5, 2023 at 2:00 pm at the Vergas Event Center for a hybrid with the following members present: Kevin Zitzow, Bruce Albright, Joy Summers, Duane Ditterich and Vanessa Perry. Absent: None. Also Present: City Clerk-Treasurer Julie Lammers.

**Call to Order**

The meeting was called to order by Chair Kevin Zitzow at 2:00 pm.

**Agenda Additions and Deletions**

Approve agenda as presented.

**Minutes**

Motion by Summers, seconded by Albright to approve the minutes of August 1, 2023. Motion carried.

**Status of Recommendations to City Council**

Albright reviewed the HRA request to have the Council forgive the 2019 water and sewer project amounts on three parcels 82000990253000, 82000990254000 and 82000990255000 owned by Otter Tail County. The Council forgave the water and sewer fees from the 2019 water and sewer project.

**Financial Update**

Lammers reviewed the 2023 income and expenses report.

**Old Business**

2023 Housing and Economic Goals

The goals and timelines have not changed.

Tax-Forfeited Land in Vergas

The Vergas HRA owns 8 parcels in the Sunny Oaks Development. The committee discussed selling the lots with the criteria provided by Otter Tail County. Summers stated we could sell the lots for \$25,000-\$30,000 but feels we should look into the costs for the HRA to build spec house on one of them. Zitzow reviewed needing to know what the city is going to charge the HRA for water and sewer installation. The City will be able to put specials on these parcels when they sell. The committee compared the Lawrence Lake lots – which are different due to having water and sewer and views. Listings that do not sell can have a negative effect on selling lots. Zitzow stated he did not feel selling these lots are not worth doing if we are only going to make \$1,000 a lot. Discussed going to the City and asking for ½ of the 2019 Water and Sewer project expenses to be forgiven. The cost per lot is \$21,375.13. This would lower the amount owed to the water and sewer funds to \$10,687.56 and the HRA could then make at least \$8,000.00 per lot to build a spec house with. If the city denies this request, we can then sell the lots for \$8,000 and then have the city put on special assessments. We may want to ask Council for a reduction if sold within the next 2 years. Discussed the amounts the City would be collecting if these lots were sold. Vergas does not have extra money any place and the utility customers will be paying this bill if forgiven. What will the HRA use this money for? Due to not having funds, the HRA has not been able to do large projects.

Projects they would like to work on:

- Build a home or duplex on one of the lots.
- Add commercial property for new business.

Items EDA/HRA has spent funds on:

- Crossroads – sign
- Skal – cooler
- Citizens of Vergas – Housing Study
- Summers Construction – Water and Sewer connection fees
- S & Z Properties – Water and Sewer connection fees

Motion by Summers, seconded by Perry at the sale of the lots by the HRA will pay \$10,000.00 to the water and sewer funds for 2019 project with the condition the city does not ask for other fees to be reimbursed. Motion passed unanimously.

Discussed the County HRA lots and when they would know if they were building and if they had received funds. Lammers stated she would let the committee know when she is informed about the grant the County applied for. Zitzow asked Lammers to get information regarding all programs available for building in Vergas. Such as the Big Build program, property tax refund, Down Payment Assistance...

**New Business**

Dispensary

Lammers reviewed the new cannabis laws and licenses in Vergas. The planning commission is working on where they will allow dispensaries in Vergas as they are responsible for land use. Lammers explained how Otter Tail County legally needs to allow 5

dispensaries due to the number of people in Otter Tail County. The City of Vergas does not legally need to allow any dispensaries in Vergas. There are people who would like to open one in January of 2025 when they become legal. Looking for recommendations on if the EDA would like to recommend allowing dispensary licenses and if they want to limit the amount of them. Zitzow stated we need to help businesses out why would we want to limit them. Others commented that we want to control the types of dispensary and protect some businesses. Discussed the benefits of the amount the city will receive from the taxes of the sale of products. Motion by Summers, seconded by Perry to recommend to Council the EDA is not against having dispensaries as there could be some advantages, however we have some concerns and would like the Council to take into consideration all the pros and cons.

### 131 E Main St

Zitzow questioned why the EDA was not involved in the purchase of 131 E Main St, he did not appreciate learning of the purchase of the building on Main Street. Lammers explained the building came up for sale on Monday and was sold the following Monday and the Council had enough time to have an emergency meeting. Lammers spoke with both the City Attorney and Bond Council before purchasing the building. Zitzow and Ditterich questioned why the city took the only available building off the market. The building has not closed, and this can be discussed at the next Council meeting. Having the City Office on Main Street is not beneficial for the City. Both Perry and Ditterich stated they were interested in purchasing the business. Albright explained the liquor store just had the building designed for remodel for over \$700,000.00. The current city offices are small, have no privacy and employees need to use a public restroom. Albright stated he raised the concern of what kind of business could be put in this building. This will allow space for the liquor store and if the city had to build a city office it would be at a greater expense. Discussed the County property and what would be happening to the building. Zitzow asked if an analysis was done on the building, as he has an older building and knows what it costs. Zitzow asked for a motion regarding the building and multiple members stated they have a financial interest and could not vote regarding this. Why has the city not looked at remodeling the event center for city offices, the Council meetings could be held in the large area. This would give more parking. Zitzow again asked for a motion. A member stated he does not believe the purchase of 131 E Main Street is in the best interest of the EDA's goals, it takes the building off the tax rolls, it does not create economic development, it was competitive with others, does not feel it is ADA compliant and the purchase price was too high. Government should not put interest into things others are interested in. EDA totally agrees the city office space needs to be moved into a new space, but this is not the space. The city needs bigger offices but the idea of being in the event center makes so much sense.

Motion by Perry, seconded by Summers to adjourn the meeting at 4:00 p.m.

Julie Lammers  
City Clerk-Treasurer  
City of Vergas

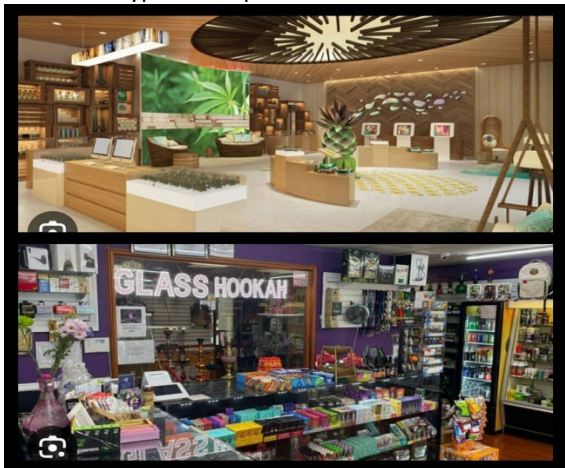
### **Council Recommendations**

Lower 2019 water and sewer fund fees to \$10,000 per lot owned by the Vergas HRA in the Sunny Oaks Development.  
Allow dispensaries in Vergas.  
Make Council aware they are not in favor of purchase of 131 E Main St.

### **Follow up Actions.**

Update goal timeline.  
Set up discussion with Arvig regarding broadband.

Here are 2 types of Dispensaries:



**General Fund/Special Revenue Money Market Account**

	2022 Balance	Interest	2023 Interest	2023 Purchased	2023 sold	09/30/2023 Balance
Uncommitted Funds	0.00	64.23%	792.44	264,000.00		264,792.44
City Shop	8048.35	1.96%	24.19	0.00		8,072.54
Easements	5224.79	1.27%	15.67	0.00		5,240.46
Event Center	17956.76	0.23%	2.84	0.00	17,000.00	959.60
Event Center Electronic Sign	10,000.00	2.43%	29.99	0.00		10,029.99
General	14481.58	3.52%	43.57	0.00		14,525.15
Park	20634.42	5.02%	61.95	0.00		20,696.37
Sand Seal (Seal Coating)	31408.18	7.64%	94.41	0.00		31,502.59
Sidewalk	14882.84	3.62%	44.68	0.00		14,927.52
Street Improvements/Equipment	41399.23	10.07%	124.40	0.00		41,523.63
Balance	\$164,036.15	100.00%	\$1,234.14	\$264,000.00	\$17,000.00	412,270.29 ***
			1,234.14			

\*\*\*Committed total should not drop below \$110,000 or be above \$205,000 at the end of the year.

Current Committed Total 147,477.85

\*\*\*\*\*Request to transfer \$18,445.00 for sand sealing in 2023.00 on November 15, 2023



**City Council**  
**2023 November Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:00 PM on Tuesday, November 14, 2023**

**6. Community Growth Partnership Application**

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**Files Attached**

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- Resolution for Otter Tail County Development Agency Community Growth Partnership.pdf

CITY OF VERGAS  
COUNTY OF OTTER TAIL  
STATE OF MINNESOTA  
RESOLUTION # 2023-016

RESOLUTION Approving the Community Growth Partnership Application – Lawrence Lake Affordable Single Family

**WHEREAS**, the City of Vergas held a public hearing on Tuesday, November 14, 2023 at 6 pm for public input on approving the Community Growth Partnership Application- Lawrence Lake Affordable Single-Family housing;

**WHEREAS**, the City of Vergas has identified a proposed project within the City that meets the Otter Tail County Community Development Agency (CDA) Community Growth Partnership Grant program’s purposes and criteria; and

**WHEREAS**, the City has the capability and capacity to ensure the proposed project be completed and administered within the Community Growth Partnership Grant program guidelines; and

**WHEREAS**, the City has the legal authority to apply for financial assistance; and

**NOW THEREFORE BE IT RESOLVED** that the City of Vergas approves the application for funding from the Otter Tail County CDA Community Growth Partnership Grant program.

**BE IT FURTHER RESOLVED** that upon approval of its application by the Otter Tail County CDA, the City Clerk-Treasurer Juile Lammers, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

ADOPTED this 14<sup>th</sup> day of November 2023.

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Julie Bruhn, Mayor  
City of Vergas

**CERTIFICATION**

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of Vergas on November 14, 2023.

---

Julie Lammers Clerk/Treasurer  
City of Vergas

**City Council**  
**2023 November Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:00 PM on Tuesday, November 14, 2023**

**7. Government Services Building**

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**Files Attached**

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- City of Vergas Ductless Heat Pump Proposal.pdf





Plumbing & Heating

Hanson's Plumbing & Heating  
PO Box 99  
Vergas, MN 56587  
218-342-2422

**BILL TO**  
CITY OF VERGAS  
PO BOX 32  
VERGAS, MN 56587 USA

ESTIMATE  
42738526

ESTIMATE DATE  
Oct 27, 2023

**JOB ADDRESS**  
NEW OFFICE 131 E. MAIN ST  
131 East Main Street  
Vergas, MN 56587 USA

**Job:**

TASK	DESCRIPTION	QTY	PRICE	TOTAL
BIDHVACR	INSTALL A NEW BRYANT PREFERRED 2 TON UP TO 23 SEER MULTIZONE DUCTLESS HEAT PUMP SYSTEM INTO THE NEW OFFICE BUILDING. REMOVE AND DISPOSE OF THE OLD LG DUCTLESS AIR CONDITIONER. PLACE THE NEW 2 TON OUTDOOR CONDENSER 38MGRBQ24CA3 ON A HEAT PUMP STAND AND 2" THICK PLASTIC PAD IN PLACE OF THE OLD CONDENSER. RUN THE FIRST 1/4"X3/8" LINESET STRAIGHT UP AND INTO THE EXISTING HOLE TO THE FIRST OFFICE 1/2 TON 6,000BTU INDOOR HIGH WALL AIR HANDLER 619AHBQ06XA3. RUN THE CONDENSATION DRAIN BACK OUT AND COVER THE LINES WITH LINEHIDE. RUN THE SECOND 1/4"X1/2" LINESET OVER AND THRU THE STORAGE CLOSET OF OFFICE NUMBER 1 INTO THE MAIN MEETING AREA TO A 1 TON 12,000BTU INDOOR HIGH WALL AIR HANDLER 619AHBQ12XA3. RUN THE CONDENSATION DRAIN BACK OUT AND COVER BOTH LINES OUTSIDE WITH LINEHIDE. RUN THE 3RD 1/4"X3/8" LINESET INSIDE THRU OFFICE 1 STORAGE CLOSET AND THRU THE MEETING ROOM BUILT IN CABINETS LOW TO THE 2ND OFFICE AND UP TO A 1/2 TON 6,000BTU INDOOR HIGH WALL AIR HANDLER. GRAVITY DRAIN THE CONDENSATION DRAIN BACK OUT AND COVER BOTH LINES OUTSIDE WITH LINEHIDE. EACH INDOOR AIR HANDLER COMES WITH A WIRELESS REMOTE CONTROL. 1 YEAR COMMERCIAL WARRANTY AND 1 YEAR LABOR WARRANTY. ELECTRICAL NOT INCLUDED IN THE BID (OUTDOOR CONDENSER NEEDS 220V MAX AMPS OF 35) ELECTRIC PROVIDER REBATES MAY BE AVAILABLE DEPENDING ON THE PROVIDER. TOTAL INSTALLED: \$8,851 -	1.00	\$8,851.00	\$8,851.00

POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$8,851.00
TOTAL	\$8,851.00

Thank you for placing your trust in our company! If you have any questions or concerns please feel free to reach out to us.

All returned material may be subject to a 30% restocking fee. Any invoice not paid within 30 days will be subject to finance charges of 1.5% monthly/18% annually.

#### CUSTOMER AUTHORIZATION

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Customer accepts responsibility for projects that would require Architect or Engineering license. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Purchaser agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted within 30 days of the date of this proposal. Any returned material may be subject to a restocking fee up to 30%. Any invoice not paid within 30 days will be subject to finance charges of 1.5% monthly/18% annually.

Sign here

Date

**City Council**  
**2023 November Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:00 PM on Tuesday, November 14, 2023**

**9. Committee Reports**

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- A. Planning Commission
- B. Park Advisory Board
- C. Streets/Sidewalks/Yard Waste
- D. Event Center
- D. Personnel
  - 1. Organizational Flow Chart
  - 2. Job Descriptions
  - 3. Personnel Policy

**Files Attached**

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- 10.26.2023 Park Advisory Board Minutes DRAFTpdf.pdf
- 10.18.2023 Street.Sidewalk.Yardwaste Committee meeting.pdf
- Job Description City Clerk-Treasurer.pdf
- Job Description Utilities Superintendent.pdf
- JOB DESCRIPTION - Maintenance Operator (002).pdf
- Job Description - LS Manager .pdf
- Job Description Receptionist (1).pdf
- Job Description Liquor Store Clerk.pdf
- 06-13-2023 Personnel Policy.pdf
- City of Vergas Organizational Chart.pdf
- 10.23.2023 Planning Commission Meeting Agenda Minutes.pdf

10.26.2023 Minutes Vergas Parks & Rec Advisory Meeting, 3:00 p.m., Vergas Event Center

1. Members Present: Carol Albright, Steph Hogan, Tony Sailer. Arriving later were Dean Haarstick and Maggie Putz. City Liaison Present: Julie Lammers. City Liaison Absent: Matt Engebretson.
2. Others Present: Dennis Pausch, arriving later with Haarstick.
3. Changes/Additions to Agenda:
  - FEMA Grant Update
  - Bike Rack Grant Update
4. August Minutes Approved (September meeting was cancelled because of no quorum.). Motion by Sailer/second by Hogan.
5. City Council Actions on P&R Recommendations (Sailer):
  - a. Approved Ski Team for next year but with one dock, not two.
  - b. Approved \$2500 for two flush toilets/vent/labor at Bath House.
    - Dennis Pausch will bring Hanson's quote to Lammers for her signature.**
    - Pausch will install as approved by Council.**
    - Concern was expressed about how Council actions recommended by P&R get completed. **Lammers said she will follow-up at the City Huddles to let City staff know what jobs they need to do.**
  - c. Approved renting Porta Potties for Ice Rink on Long Lake.
  - d. Approved asking OtterTail Power for an additional light on the beach light pole.
    - Engbretson should proceed with the request.**
6. Water Ski Team: addressed in #5a.
7. Ice Rink: Porta Potties approved by Council. **Hanson had said at a previous meeting she would try to find someone to keep the ice rink free of snow.** Motion Sailer/second Hogan to ask the Council to clear the Trail from East Scharf/East Frazee (just past the Express Laundromat) to the beach where the Ice Rink will be located. **Albright agreed to represent P&R at the next Council meeting. Two recommendations will be presented:**
  - a. **New P&R Board Member needed to fill Albright's position.**
  - b. **Clear the Trail of snow from intersection at E. Scharf and E. Frazee to beach. That way kids will be able to walk to the ice rink from downtown.**
8. Budget: Lammers reported the Preliminary Budget was approved in September. P&R and Streets are the only two committees that will receive Improvements funds for 2024. The question was asked if P&R had done well this past year. Lammers noted we overspent because the new pick up was paid for partially (\$13,000) with P&R Improvements funds.
9. Matt's Update presented by Lammers.
  - a. Landscape Dip at park has been filled.
  - b. DuFrane contacted DNR about a pier extension. They are still investigating; not sure if the pier can handle the water depth.
  - c. All ball bag hooks have been installed at the ball field.
  - d. The storage shed door at the ballfield was damaged during Hairy Man Festival but no entry was made. Handle has been replaced.
  - e. DuFrane and Engebretson removed the landscaping material at Tin Can Alley so no one will drive over the stakes.
  - f. Buoys have been removed. Pier has been moved for the winter.
  - g. Parks are closed for the season. Water is turned off.
  - h. DuFrane and Engebretson will be placing the barricades at each end of the Boardwalk to keep snowmobilers off.
  - i. Bike Racks have been purchased; hoping to install a couple this fall.
  - j. From Lammers who is working on the grant. FEMA Grant from OtterTail County is moving quite slowly.

10. P&R Board Position will be open for 2024. Albright will be resigning. **The position will be advertised in the City Newsletter.**
11. Other: Albright expressed concern about using the Ball Diamond for events. Is it being damaged? How many other towns would allow their diamond to be used for events?  
**Board agreed to put this on the agenda for next month for further discussion; as well as Pausch's suggestion for a cross-country ski trail.**
12. Next meeting will be Thursday, November 16, 2023 at 3:00 p.m. at Vergas Event Center.
13. Adjourned with a motion by Haarstick/second Sailer.

#### FOLLOW-UP

1. Pausch take Hanson's quote to Lammers for her signature and install toilets at Bath House.
2. Engebretson: contact OtterTail Power to install extra light.
3. Albright will present P&R recommendations to the Council.
4. Lammers will advertise for the vacant P&R board position in the City newsletter.
5. Include in next month's agenda:
  - a. Should the ball diamond be used for events such as Hairyman Festival?
  - b. Should P&R develop a cross-country ski trail?

Minutes written and submitted by Carol J.S. Albright, secretary.

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

- 1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Wednesday, October 18, 2023 at 6:30 PM at the Vergas Event Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Julie Lammers, City Clerk-Treasurer, Mike DuFrane, Utility Superintendent; Blaine Green, Widseth; Bruce Sonnenberg, Patricia and Harley Wallace.
- 2.) Albright called the meeting to order at 1:00 PM.
- 3.) Bruce introduced the committee members and reviewed the reason for the meeting. W Lake Street is not an official city street, and the city has been maintaining it. It is very difficult to plow in the winter and for it to be maintained the city needs to make it an official road.
- 4.) City Engineer Blaine Green reviewed the process to make this a city street as the city can claim the rights of the road as it has been maintained by the city for over 6 years. There are currently no easements for this roadway. Green provided the following 3 options.
  - a. Option A: T turn around: Road would shift to the south and trees would be removed. This will mainly affect the Courneya property located at 407 W Sunset Strip. This street would be 26 feet wide and fit the road standards: clean, uniform and more easily plowable. The street would be lowered due to the steep incline of the current road. This would drop the entire street down to get a 4:1 slope. This would be the most expensive option.
  - b. Option B: Cul-de-Sac. This option would remove more trees and cut down the hill. This street would have a 66 foot right of way and would be built to road standards.
  - c. Option C: Turn around at the west end of street. This will affect the Dahlgren property located at 410 W Sunset Strip.
- 5.) Sunset Strip Sign – DuFrane stated he has the sign and will put it up as soon as he has time. Residents would like a no-through street sign added to the end of this road as many cars and/or campers will come down the road and have difficulties getting turned around or they need to back out of the road.
- 6.) Albright explained that whichever option is decided on the city will get right of way easements for the street. Albright stated he would discuss options with the Dalgren family.
- 7.) Adjournment. Albright adjourned the meeting at 7:00 PM.

Respectfully prepared and submitted by;  
Julie Lammers, CMC  
City Clerk-Treasurer

**City of Vergas****Job Description**

<b>POSITION TITLE:</b>	City Clerk-Treasurer
<b>DEPARTMENT:</b>	General Government/Water/ Sewer/Liquor
<b>SUPERVISION RECEIVED:</b>	City Council
<b>SUPERVISION EXERCISED:</b>	Liquor Store Manager, Event Center Maintenance and Receptionist
<b>FLSA STATUS:</b>	Full Time, Non-exempt
Date of Latest Revision:	Revised June 2021

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**Position Summary:**

The City Clerk is the appointed representative for the administrative oversight and coordination of city operations and municipal affairs; record keeping, budget, policies, utilities, zoning, and grant writing. Assists and supports the City Council, City Departments and city appointed Board Officials and serves as the custodian of the City's seal and records.

**Essential Functions for the Position City Clerk:****1. Leadership and Supervision:**

Organizes and directs the operations of municipality by researching policies, ordinances and laws and has the primary responsibility for ensuring adherence to the same in matters of council actions, human resources, and administrative practices. Acts as employee supervisor and resource by participating in the hiring process and ensuring mandatory and development training requirements are met and maintaining personnel records. Monitor's payroll, tracks work hours, compensatory and leave time. Provides support to city officials and city departments by informing, prioritizing, assigning, monitoring, and assisting with associated work needs. Is committed to continued development of own knowledge and skills to perform the duties of the position and make improvements through ongoing training and education.

**2. Administration:**

Represents the City with agencies including the Office of the State Auditor, MN Revenue, IRS, PERA, DEED, MDH, MPCA, OSHA, etc. monitoring and reporting to ensure city compliance. Signs official papers, posts and publishes notices and ordinances. Attends council and other meetings as needed and represents the City in a courteous and professional manner in person, phone or correspondence.

**3. Office Operations:**

Serves as the point of contact and information resource to the municipality, the city council, and other councils and boards. Acts as the recorder and record keeper for the city council and other councils and boards; preparing meeting notifications and agendas, compiling informational materials and providing action and document follow-up. Responsible for special project assignments for the various department and councils/boards and assists with research and correspondence. Monitor's phone, fax, mail, and email for critical information and compliance issues. Develops and approves city radio and print advertising. Serves as the custodian for city central files, personnel files, ordinances, policies, resolutions, minutes, and all other municipal documents.

**4. Municipal Affairs:**

Receives requests, complaints and information inquiries from the public and processes through city staff and/or the City Council. Reviews, renews, and reports on property, liability, liquor liability, bonding, work compensation, and unemployment insurance. Preparation/follow-up of all city business and dog and liquor licenses. Assists in bidding, contracting, bonding, and auditing procedures. Administers local

election activities. Active in city events including fundraisers and celebrations and hearings and updates addresses, licensures, business and mailing lists. Prepares assessment materials and certifies to the county.

#### 5. Financial Duties:

Develops and monitors the city budget for all municipal departments and prepares fiscal performance reports; monitors statements, claims and disbursements; and is the signatory on city checks. Assists the city council in monitoring and adjusting the budget or expenditures. Certifies levy information to the county auditor and budget information to the state auditor and prepares monthly budget reports for the liquor store and Event Center. Monitors and assists in managing city investments, savings accounts, and bond accounts/payments. Reviews invoices, statements, and claims, and signs checks.

#### 6. Zoning:

Receives requests for construction permits, prepares information for the City Council regarding permits. Monitors and assists in managing the construction permits for zoning regulations. Prepares permits for both Council and Planning Commission meetings. Takes minutes at Planning Commission meetings and provides Council with their recommendations.

#### 7. Grant Writing:

Research grant opportunities supportive of City goals, growth and improvement needs and writes or delegates the writing of grants on behalf of the City of Vergas.

#### 8. Utility Billing:

Plans, manages, supervises and implements all utility billing functions, including billing, collections and customer service. Coordinates with meter readers to insure accounts are read in a timely manner and ensures accuracy of the meter readings and directs rereading of meters when inconsistencies identified between the readings for present and previous months. Coordinates with other Electrical personnel to process work orders for utility disconnections, reconnections, new orders, owner/tenant changes and other public service requests. Develops and implements the goals, policies, procedures and controls for all utility billing functions, billing, collections and customer service. Reviews billings for accuracy and re-calculates bills which have been issued to customers improperly. Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishment and monitoring payment schedules, adjusting errors and processing complaints. Reviews and verifies all utility activities at each month's end. Prepares delinquent account data for preparation of assessment rolls for tax certification.

#### 9. Coordination with Other City Departments:

*(Areas of coordination includes: city/community events, common budgeting/purchasing issues, store security and workplace safety, and emergencies)*

Question how security/safety & emergencies is addressed.

- Coordinates work with other city department's by sharing information, actively seeking input/feedback, and informing elected/appointed officials of important issues, concerns and needs.
- Receives requests, complaints and information from the public and transmits to staff and/or the City Council; providing follow-up as requested and needed.

#### 10. Supervision of Employees

- Conducts the full complement of supervisory functions for assigned positions; staffing/hiring, training & staff development, assigning and prioritizing work, reviewing work and work results, coaching and evaluating performance, compensation/rewards, and discipline/ discharge per City policy.
- Manages payroll, reviewing & submitting bi-weekly time sheets.
- Provides oversight and participates in mandatory and other job-related training for department employees to ensure and improve safety, emergency response and work-related procedures.



- Demonstrates by example the desired standards of conduct and work habits and promotes teamwork through communication, motivation and cooperation.

**Performance Criteria:**

- Effectively executes the operations of the City.
- Courteous and cooperative with public officials and the public.
- Effectively communicates in person, phone, or correspondence.
- Demonstrates effective time management in the completion of duties.
- Completed work is professionally complete, accurate and timely.
- Maintains confidentiality and privacy according to rules and regulations.
- Promotes teamwork, safety, professionalism with staff and the overall City.
- Demonstrates ability to effectively execute change and improvements.
- Demonstrates accountability in attending meetings and providing the support needs.

**Minimum Requirements:**

- Preferred minimum Associate Degree in Business Management or Accounting
- One to three years of accounting and/or bookkeeping experience
- Knowledge of laws, rules, and regulations of local, state, and federal requirements
- Demonstrated proficiency in reading, interpreting, and communicating policy and procedures.

**Desirable Qualifications:**

- Additional ability, training, and/or experience in bookkeeping or accounting
- Experience in the coordination and financing of varied municipal activities
- Advanced knowledge of local government and public administration
- Additional experience and ability in computer office automations; word processing, spreadsheets, diagrams, and record management.

**Special Working Conditions:**

Work is light to moderate, requiring sitting for extended periods, and variably frequent rising, walking, standing and bending. This position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is usually low to moderate. Flexibility to work consistent business hours and be available for office nights for meetings.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.

**City of Vegas****Job Description**

**POSITION TITLE:** Utility Superintendent

**DEPARTMENT:** Parks/Streets/Water/Sewer

**SUPERVISION RECEIVED:** City Council

**SUPERVISION EXERCISED:** None

**DIRECTION AND OVERSIGHT:** Part-time and temporary park, street and utility employees

**FLSA STATUS:** Full Time, Non-exempt

**Date of Latest Revision:** 02/14/2019

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**Position Summary:**

Is on call whenever necessary.

**Essential Functions of the Position**

The list of typical duties performed include, but not be limited to the following:

Performs a variety of maintenance and repair work as needed on city buildings and property.

Conducts all business with the public on behalf of the City in a courteous and respectful manner.

Inspects city property for hazards; maintains and repairs equipment including park areas.

Maintains park shelters and bathrooms including cleaning, painting, plumbing, repairing, emptying trashcans, etc.

Performs general maintenance, cleaning and repair work as needed on city property, park facilities and grounds and picnic shelters, including lawn mowers, payloader, pick up, and other equipment.

Installs and removes Christmas decorations on Main Street and other various city properties.

Assists other City departments as needed.

Responds to citizen concerns by answering questions and providing information and assistance.

Reports to the City Council monthly regarding parks, streets, water and sewer departments.

**Sewers:**

Checks all lift stations as required for proper maintenance.

Removes and changes pumps as needed. Cleans, unplugs and repair pumps as needed.

Oversees and maintains the operation of lift stations; including repairing pumps, cleaning lift stations, maintaining lift station grounds, calibrating the main lift station twice a year, checking stations and recording time clock readings daily.

Inspects and locates sewer lines for digging or sewer connection permits. Maintains records of line locations.

Operates a truck and other equipment to assist with the repair of water or sewer line breaks.

Assists in repairing sewer line breaks.

Oversees and maintains the operation of man holes.

**Ponds:**

Checks ponds on a weekly basis and recodes depth reading. Inspects air release valve in force main.

Records rain and snow fall daily.

Maintains the area around ponds; including mowing and rodent control.

Prepares monthly reports and conducts monthly samplings and monitoring of wells as required.

Oversees and maintains the operation of pond area.

**Water:**

Maintains and repairs fire hydrants; including moving and painting hydrants, preparing hydrants for winter, checking main valve, taking care of locates, flushing hydrants to help clean sewer pipes in Spring and Fall.

Installs, cleans and repairs water meters. Records water meter readings monthly. Performs water main connections.

Repairs or replaces water meters and shut-offs; logging all repair work done on equipment and performs pressure tests on lines and assists in repairing water lines.

Conducts daily check on wells, meters and chemicals. Performs bacterial and fluoride tests four times a year and water samples when required. Maintain chemical pumps and rebuild or replace when necessary.

Reads water meters on monthly basis, and when residents change ownership. Turns water off/on resulting from repairs or unpaid bills.

Completes appropriate paper work and reports in a timely manner.

**Streets:**

Oversees street projects and works with the City engineer planning and reviewing project work.

Assists with the general repair of streets, including filling cracks, painting cross walks, curbs and care of signs.

Removes snow off City owned streets and sidewalks, sands or salts when necessary and keeps snow away from Event Center, Liquor Store, Clerk's office, shop, lift stations and treatment plant.

**Minimum Requirements**

High school diploma

Class (CDL) B Minnesota driver's license with air brake endorsement with acceptable driving record with the city insurance carrier

Class C Water License

Class D Wastewater License

A year of vocational or other post high school training in water maintenance, sewer maintenance, or related course work. Additional relevant work experience in water/sewer maintenance can be substituted for training.

### **KNOWLEDGE, SKILLS & ABILITIES**

Ability to prioritize and delegate work.

Considerable knowledge of tools, methods, operations and materials used in municipal maintenance operations.

Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with municipal maintenance operations.

Knowledge of federal and state laws, municipal ordinances, and regulatory requirements applicable to facilities and systems.

Skills in building and grounds maintenance including carpentry, plumbing, concrete work, welding, basic electrical, painting and staining, and dry wall.

Physical ability to perform manual labor for extended periods of time; at times under adverse weather conditions.

Ability to analyze repair and maintenance problems and determine appropriate solutions.

Working ability to communicate effectively with City staff and the general public.

Working ability to operate and maintain a wide variety of maintenance equipment.

Working ability to maintain accurate records.

Knowledge of procedures, policies and practices of water and sewer maintenance.

Ability to make minor operating adjustments and to recognize operation deficiencies of assigned equipment.

Ability to follow oral and written instructions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.

**City of Vergas****Job Description**

<b>POSITION TITLE:</b>	Maintenance Operator
<b>DEPARTMENT:</b>	Parks/Streets/Water/Sewer
<b>SUPERVISION RECEIVED:</b>	City Council
<b>DIRECTION &amp; OVERSIGHT:</b>	Utility Superintendent (day to day operations)
<b>SUPERVISION EXERCISED:</b>	None
<b>FLSA STATUS:</b>	Full time, Non-exempt
 Date of Latest Revision:	 September 14, 2021

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**Position Summary:**

Maintains all City property and buildings under the direction and guidance of the Utility Superintendent.

**Essential Functions of the Position**

The list of typical duties performed include, but not be limited to the following:

Performs a variety of maintenance and repair work as needed on city buildings and property.

Conducts all business with the public on behalf of the City in a courteous and respectful manner.

Inspects city property for hazards; maintains and repairs equipment including park areas.

Plants and cares for City owned flower gardens and planters.

Maintains park shelters and bathrooms including cleaning, painting, plumbing, repairing and emptying trashcans.

Performs general maintenance, cleaning and repair work; on city property, park facilities and grounds, picnic shelters; including lawn mowers, payloaders, pickups, and other equipment.

Installs and removes Christmas decorations on Main Street and other various city properties.

Responds to citizen concerns by answering questions and providing information and assistance.

Assists other City departments as needed.

**Sewers:**

Inspects and locates sewer lines for digging or sewer connection permits.

Assists in repairing sewer line breaks.

Assists in the operation and maintenance of sewer distribution system; including repair and maintenance of mains, manholes, hydrants, valves and associated equipment.

**Ponds:**

Maintains the area around ponds; including mowing and rodent control.

Maintains the operation of ponds under direction and guidance of the Utility Superintendent.

**Water:**

Installs, cleans, repairs and reads water meters. Turn water off/on resulting from repairs or unpaid bills.

Repairs or replaces water meters and shut offs; including logging all repair work on equipment and performing pressure tests on lines and assisting in repairing water lines.

Assists in the operation and maintenance of water distribution system; including repairs and maintenance of water mains, manholes, hydrants, valves and associated equipment.

**Streets:**

Assists with the general repair and patching of streets; including filling cracks, painting cross walks and curbs and care of signs.

Removes snow from City owned streets and sidewalks; sanding and salting streets when necessary and shoveling snow away from Event Center, Liquor Store, Clerk's office, shop, lift stations and treatment plant.

**Minimum Requirements**

High school diploma or GED.

Possession of a valid Minnesota Commercial Driver's license (CDL) Class B with air brake endorsement or the ability to obtain one within ninety (90) days of employment.

Able to be on call as needed. Position is Monday-Friday as needed with rotating weekend shifts. Position will not exceed 32 hours per week.

**KNOWLEDGE, SKILLS & ABILITIES**

Considerable knowledge of tools, methods, operations and materials used in municipal maintenance operations.

Considerable knowledge of the occupational hazards and safety precautions necessary to perform manual and maintenance work with municipal maintenance operations.

Knowledge of federal and state laws, municipal ordinances, and regulatory requirements applicable to facilities and systems.

Skills in building and grounds maintenance including carpentry, plumbing, concrete work, welding, basic electrical, painting and staining, and dry wall.

Physical ability to perform manual labor for extended periods of time; at times under adverse weather conditions.

Ability to analyze repair and maintenance problems and determine appropriate solutions.

Working ability to communicate effectively with City staff and the general public.

Working ability to operate and maintain a wide variety of maintenance equipment.

Working ability to maintain accurate records.

Knowledge of procedures, policies and practices of water and sewer maintenance.

Ability to make minor operating adjustments and to recognize operation deficiencies of assigned equipment.

Ability to follow oral and written instructions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.

**POSITION TITLE:** Liquor Store Manager

**DEPARTMENT:** Liquor Store

**SUPERVISION RECEIVED:** City Clerk/Treasurer, Liquor Store Committee,  
City Council

**SUPERVISION EXERCISED:** Liquor Store Clerks

**FLSA STATUS:** Full Time, Non-exempt

Date of Latest Revision: September 2021

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**I. Position Summary:**

Is a working manager performing the administrative work in managing the overall operations of the City of Vergas off-sale liquor store while also serving as a clerk for the store and supporting assigned city administrative operations. The position entails managing a number of systems, processes and activities; operation's planning, purchasing, promoting sales, maintaining and planning inventory and budgeting. Is directly responsible for sales and profitability and accountable for the store receipts and expenditures. Develops and implements policy and procedures and provides the supervision of store personnel.

**II. Essential Functions of the Position:** *This section are major areas of accountability, priorities, key responsibilities, and recurring duties. The listing of duties is not exhaustive, but is inclusive of all duties, tasks, and subtasks that can be logically inferred are not specified.*

**1. Leadership:**

- Overall authority in managing the functions of the municipal liquor store subject to city council policy guidance.
- Organizes, directs and prioritizes the operations of municipal liquor store, establishes policy, and ensures adherence to city policies and applicable federal & state laws/rules/regulations.
- Overall responsibility for communications and actions for human resources, inventory, pricing, and administrative practices.
- Regularly informs the City Council of liquor store operations, programs, activity, new and revised policy, budget, profit, and trends.
- Provides reports and assists the Liquor Store Committee and attends meetings of the City Council as directed or needed.
- Promotes a positive and motivational work environment.

**2. Administration & Management:**

- Daily coordinates and controls the systems, processes and activities of the liquor store.
- Responsible for the planning, budgeting and purchasing.
- Handles and oversees the preparation and maintenance of complete and accurate records and ensures required reports are completed and submitted timely.
- Further supervises the department by prioritizing, assigning, monitoring, and assisting work. Demonstrates by personal example the desired standards of conduct and work habits and promotes teamwork through communication, motivation and cooperation.

**3. Sale Operations:**

- Maintains cash control by balancing and preparing daily cash report, prepares and makes daily bank deposit, and ensures adequate change is available for cash register.
- Prepares and submits monthly sales report and handles purchases and the related decisions in ordering liquor, beer, wine and other merchandise and supplies.
- Follows up with vendors on any missing or damaged items and reviews invoices for accuracy.
- Manages the inventory and makes related decisions regarding pricing according to sales and profitability goals. Conducts physical checks as necessary.
- Determines methods to increase profitability of operations and decrease expenses, advertises specials and sales following state guidelines and oversees the promotional activities and communications.

**4. Store Maintenance:**

- Oversees and participates in the maintenance of the store appearance, regular building maintenance and maintenance of all department equipment. Reports, coordinates and performs repair and services as appropriate.
- Monitors and maintains the store electronic security system.
- Maintains the digital liquor store sign and applies effective principles and practices regarding electronic communications, visual appeal, and advertising/marketing.

**5. Communications and Coordination with other City Departments:**

- Works closely with the City Clerk/Treasurer to coordinate work, provides daily sales reports and bank deposit slips, and receives input/feedback.
- Coordinates work with other departments by sharing information, actively seeking input/feedback and informs elected officials about important issues and concerns.
- Receives requests, complaints and information from the public and communicates to city staff and or City Council as indicated. Conducts follow-up and resolution as appropriate.
- Prepares and follow's up on city business as assigned by the City Clerk/Treasurer.



#### **6. Supervision of Department Personnel:**

- Maintains, and effectively recommends to the Liquor Store Committee/City Council, the full complement of supervisory functions for a supervised position as staffing/hiring, training, staff development, assigning and prioritizing work, reviewing work, coaching and evaluation performance, compensation/rewards, discipline/discharge per City policy and under Council's final approval.
- Oversees department daily work, supervises employee performance and reviews work output and reviews/submit bi-weekly time sheets.
- Ensures completion and participation in mandatory and other job-related training needs.
- Promotes workplace safety through ongoing efforts related to training and awareness.

#### **III. Examples of Performance Criteria:**

- Supports and promotes City policies, procedures, vision, and mission.
- Establishes and maintains cooperative and productive relationships with a variety of people.
- Represents the City through effective communication; verbally or in writing, via in person, phone, or correspondence.
- Demonstrates time management, confidentiality, and the ability to read and analyze technical information.
- Develops the necessary knowledge and skills to perform the duties and continually improve personal knowledge base and keep current with industry trends and new technologies.
- Analyzes data, plan operations, prepares reports, provides reliable information and sound advice to promote decision making.
- Promotes teamwork, safety, professionalism, and efficiency within the City.
- Travel and attend meetings and respond to emergencies.

#### **IV. Minimum Requirements:**

- High school diploma or equivalent.
- Two years' experience in purchasing, sales, marketing/advertising, accounting, office management and inventory control.
- At least two years of supervisory experience with specific responsibility for work scheduling, assigning/prioritizing/reviewing work, and coaching/motivating employees.
- Knowledge of liquor store inventory products.
- Computer skills including competency in work processing and spreadsheets or experience with point of sale software programs.
- Proficiency at reading, interpreting, and communicating procedures and policies.

## **V. Preferred Qualifications:**

- Coursework and or additional training and experience in marketing, purchasing, sales and accounting.
- Experience in a Municipal Liquor Store.
- Greater supervisory experience than listed in the minimum qualifications.
- Experience with direct responsibility for one or more functions in a retail establishment.

## **VI. Special Working Conditions:**

Work indoors a majority of time. Work in refrigerated cooler and check in deliveries outdoors in all types of weather. Can experience extended periods of standing and computer use with variably frequent sitting, rising, walking, and bending. Requires lifting, carrying or moving merchandise up to 40 pounds. This position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. The noise level is usually low to moderate. Flexibility to work business hours as well as work evening and weekend hours as needed or to attend meetings.

*The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.*

**City of Vergas****Job Description**

<b>POSITION TITLE:</b>	Receptionist
<b>DEPARTMENT:</b>	General Government
<b>SUPERVISION RECEIVED:</b>	Clerk/Treasurer
<b>SUPERVISION EXERCISED:</b>	None
<b>FLSA STATUS:</b>	Part Time (24 hours a week) Non-exempt
<b>Date of Latest Revision:</b>	Revised March 2019

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**Position Summary:**

The position is a combination of front desk receptionist duties, account & billing clerk, clerical support, administrative assistance, and inter-function organization. In absence of the City Clerk/Treasurer assumes his/her duties to maintain municipal business and operations.

**Essential Functions of the Position**

1. **Administrative Assistance:**  
Assists with multi-department organization, forwards information to appropriate recipients and tracks paperwork and work deadlines. Prepares the Event Center rental contracts; managing the scheduling and providing tours to patrons. Prepares meeting agenda's and transcribes and distributes meeting minutes when the Clerk/Treasurer is not available.
2. **Accounting/Billing:**  
Collects and monitors utility billing, payment of late bills, shut off notices, and establishes payment plans. Prepares and delivers the daily bank deposits.
3. **Receptionist/Front Desk:**  
Answers phones and provides information and assistance to the public, council, and board members. Picks up the city mail and delivers to the appropriate department mailboxes. Addresses calls and walk-ins and processes response to inquiries and complaints. Represents the City of Vergas in a courteous and professional manner whether in person, phone or correspondence.
4. **Computer Operator:**  
Performs office automations and document processing support; assisting the Clerk/Treasurer and elected officials. Updates utility and accounting programs as directed and posts daily utility payments and other receipts and associated review reports. Maintains the city web site ensuring timely and accurate communications.

5. **Miscellaneous Duties:**

Maintains the physical environment of the City Office, which includes dusting desks and other surfaces, cleaning windows, vacuuming, and removal of trash. Maintains city communications posted on the community sign, in the city newsletter, and supports the development of event marketing materials.

**Performance Criteria**

- Demonstrates effective communication skills and interpersonal interactions with positive rapport with the council, city employees and public.
- Skilled in performing mathematical calculations specific to job duties.
- Ability to comprehend instructions in the preparation of correspondence and reports.
- Demonstrates organizational skills and ability to prioritize and address multiple work needs and results in a timely manner.
- Working knowledge of general office equipment and computers, including spreadsheet and word processing.
- Independent in completing assigned work in a timely manner; managing time and meeting deadlines.
- Flexibility to work extra hours as needed and to open and close municipal facilities.

**Minimum Qualifications**

- High school diploma or equivalent
- Two years experience in general office position
- Two years of accounting or bookkeeping experience
- Knowledge of office procedures, filing systems, record keeping, and accounting procedures
- Proficiency in reading, interpreting, and communicating procedures and policies

**Desirable Qualifications**

- Experience in utility operations and billing
- Vocational or business school training
- Demonstrated ability in customer service and employee relations
- Experience in coordinating and financing varied municipal activities

**Special Working Conditions**

Work is light to moderate, requiring sitting for extended periods, and variably frequent rising, walking, standing and bending. This position is required to have hand and arm dexterity adequate to allow for extensive use of key boards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is usually low to moderate.

**The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**The functions, criteria, and qualifications are intended only as an illustration of various types of work performed, and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.**

**City of Vergas****Job Description****POSITION TITLE:**

Liquor Store Clerk

**DEPARTMENT:**

Liquor Store

**SUPERVISION RECEIVED:**

Liquor Store Manager

**SUPERVISION EXERCISED:**

None

**FLSA STATUS:**

Part time (no more than 32 hours per week)

Date of Latest Revision:

Revised March 2019

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**General Statement of Duties:**

The Liquor Store Clerk is responsible for a wide range of duties in the operations of the off-sale store, which includes manual labor and working with the public.

**Essential Functions of the Position:**

Maintains the cleanliness and safety of the store (retail floor, cooler, backrooms and office), hallway and bathrooms at all times. This includes the cleaning of windows (store door, store front and coolers) and the daily cleaning of bathrooms and removal of trash.

Verifies age identification of customers and responds to minors or intoxicated customers in a courteous manner in the refusal to serve.

Rotates stock and cleans shelves and product bottles/containers as work load permits.

Monitors inventory and stocks products in the cooler and shelves between customer sales.

Secures the building at time of closing at the end of the night shift.

Opens and closes the liquor store using the procedure established by the manager.

Ensures all monies and checks are locked in the safe at time of closing.

Checks out of the cash register and turns off at the end of the night shift.

Secures the back storeroom and office and keeps customers from entering these areas.

Reviews and completes the daily duty listing.

Assists other municipal departments as needs arise.

**Minimum Qualification:**

Must be at least 21 years of age or older

Ability to lift/move 40 lbs.

**Performance Criteria:**

Demonstrated competency in operating the cash register

Demonstrated effective communications

Manages time in completing the cleaning and the rotating and stocking of products

Independent in completing work in an accurate and timely manner

Knowledgeable and compliant with liquor store policy and procedures

**The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**The functions, criteria, and qualifications are intended only as an illustration of various types of work performed, and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.**

# City of Vergas

## Personnel Policy

### Introduction

1. It is the purpose of this policy to establish a uniform and equitable system of personnel administration for employees of the City of Vergas. The policy provides information about certain terms and conditions of employment and should not be construed as contract terms for any city employee. No supervisor or City representative has the authority to enter into any agreement for employment or make an agreement contrary to this policy.
2. Nothing in this policy, or in other City policies which may be communicated, constitutes a contract of employment. Policies serve as an informational guide to help employees become better informed and make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and as approved by the City Council for the achievement of objectives of that department. Employees will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed by the assigned supervisor.
3. Policies are not intended to cover every situation that might arise and can be amended at any time at the discretion of the City Council. As an employee, you are responsible for complying with current city policy at all times.

### Policy

#### **1. Scope of Policy**

This policy applies to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected officials
2. City Attorney
3. Members of city boards, commissions, and committees
4. Consultants and contractors
5. Volunteers

#### **2. Definitions**

1. Employee: A person employed by the City of Vergas, whether on a full (33 hours or more a week) or part-time (32 or less hours per week) basis.
2. Seasonal Employee: A person who works only part of the year, 100 days or less to conduct seasonal work. Seasonal employees do not earn benefits or credit for seniority.
3. Temporary Employee: Person who works a temporary job with a defined start and end date or for the duration of a project. This may be on a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.
4. Employer: The City of Vergas.

#### **3. Equal Employment Opportunity (EEO)**

The City of Vergas is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring demotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Vergas will not discriminate against any employee or

job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

#### **4. Discrimination**

No person shall be employed, promoted, demoted or discharged by the City or in any way favored or discriminated against because of political opinions or affiliations, race, color, national origin, religion, sex, marital status, status with regard to public assistance or disability, or because of the exercise of rights under provisions of the Public Employment Labor Relations Act, Minnesota Statutes, Sections 179.61 to 179.76. No person who is between 18 and 70 years of age shall be discriminated against with reference to City employment in any way forbidden by federal law.

#### **5. Data Practices Advisory**

Employee records are maintained in a secure location designated by the City Clerk. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, and document employee performance.

#### **6. Drug Free Workplace**

In accordance with Federal Law, the City has adopted the following on drugs/alcohol in the workplace.

- 1) Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City intent and obligation to provide a drug-free, safe and secure work environment.
- 2). The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. The use of alcohol while on duty is prohibited. Violations of this policy will result in disciplinary action, up to and including termination and may have legal consequences.
- 3). Drug and Alcohol Testing will be conducted as outlined in City policy; Drug and Alcohol Testing for Employees and Applicants.
- 4). The City recognizes alcohol/drug abuse as a health, safety, and security problem. Employees needing help are encouraged to use the health insurance plan and assistance programs, as appropriate.
- 5). Employees, as a condition of employment, must abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off the work premises. A report of a conviction must be made within five (5) days after conviction as required by the Drug-Free Workplace Act of 1988.

### **City Work Rules and Code of Conduct**

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies and procedures.

1. **Falsification of Records.** No person shall knowingly make any false statement, certificate, mark, rating or report regarding any test, certificate, work hours, or appointment held or made under the City personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this policy. Immediate disciplinary action will be taken up to and including termination or potential criminal prosecution dependent on the nature of the fraud.

2. **Rendering of Consideration.** No person seeking employment to or promotion in the municipal service



shall either directly or indirectly give, render or pay any money, service or other valuable consideration to any person or on account of or in connection with his test, appointment or promotion, or proposed appointment or promotion.

3. **Conflict of Interest.** City employees are to remove themselves from situations in which they would take action or make a decision where that action or decision could be perceived or actual conflict of interest or could result in a personal benefit from themselves or a family member. If an employee has any questions about whether such a conflict exists, he/she should consult their supervisor.

4. **Access and Use of City Property.** Any employee who has authorized possession of keys or other city owned equipment must register his/her name and serial number or identifying information about the equipment with the City Office. City property must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing. Employees are responsible for the safekeeping and care of such city keys. The duplication of keys is prohibited unless authorized by the City. Unauthorized duplication of keys will be subject to disciplinary action. Employees will be responsible for the cost to replace lost keys and required lock rekeying. Personal access and use of city buildings after hours is prohibited unless prior approval by the City Council.

5. **Cellular Phone Use.** All employees are expected to follow applicable local, state, federal laws and regulations regarding cellphones at all times. Use should in no way limit the conduct and completion of work. Regardless of who pays the bill; cellphone records about city business are subject to the Minnesota Government Data Practices Act. Refer to City policy "Use and Maintenance of City Vehicles" regarding cellular phone policy for those employees driving a city vehicle.

6. **Social Media.** What employees write or post is public and reflects on the city. Personal social media account names or email name is not to be tied to the city. Refer to City policy entitled "Social Media".

7. **Smoking.** The City of Vergas observes and supports the Minnesota Clear Indoor Air Act. All city buildings and vehicles, in their entirety, are designated as tobacco free. This means that smoking in any form through the use of tobacco products such as pipes, cigars, cigarettes or vaping with e-cigarettes is prohibited. Employees are allowed to smoke only during breaks and lunch and cannot smoke on city property or in city vehicles.

8. **Weapons.** Possession or use of a dangerous weapon is prohibited on city property, in city vehicles, or in personal vehicles being used for city business. This includes employees with valid permits to carry firearms. Exceptions to the dangerous weapon prohibition include 1) employees legally in possession of a firearm, for which the employee holds a valid permit as required, and the said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while working on city property and 2) Rodent control by City Utilities Supervisor or Maintenance Operator at the City lagoon.

### **New Hire Probationary Period**

The City of Vergas is committed to hiring the most qualified applicant into new and vacant positions and adhering to the guidelines established by the US Equal Employment Opportunity Commission on selection and employment. Hiring is conducted as outlined in City of Vergas Policy for Hiring Employees.

1. The **probationary period** is an integral part of the selection process and is utilized for training and to

evaluate the employee's work performance and work results, ensure an effective adjustment by the employee to the position, and for purposes of determining need for termination when the employee's performance does not meet required work standards.

2. **Duration.** Every original appointment and every promotional appointment are subject to a probationary period of up to a year. At three months a progress review is held to determine to evaluate performance or whether a performance improvement plan or additional training may be needed.

3. **Termination.** The City Council may terminate a probationary employee at any time during the probationary period if in the Council's opinion, based upon work observation & review, indicates the employee is unable or unwilling to perform the duties of the position satisfactorily or that work habits and dependability do not merit continuance in the position.

### **Performance Review**

1. An objective performance review will be conducted within 30 days before or after the employee anniversary dated, based on the assigned performance evaluation standards. Performance reviews are discussed with the employee and the employee is given an opportunity to provide a self-assessment utilizing the provided self-assessment form.

2. The quality of an employee's performance will be considered in personnel actions and salary adjustments.

3. Certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate, are challengeable using the city's grievance process. Subjective assessments are not challengeable. For those parts an employee may submit a written response that will be attached to the performance review.

4. Signing of the performance review acknowledges the review has been discussed with the assigned supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

### **Compensation**

**1. Monetary:**

A) An employee of the City shall be paid according to the employee's designated position and assigned step on a ten step pay scale. Each step shall provide a specific hourly rate to be paid to the employee assigned to that step.

B) An annual Cost of Living Allowance (COLA) is reviewed and recommended by the Personnel Committee and approved by the City Council.

C) A step increase is provided every 3 years of service if the employee has a satisfactory or higher rating. A step increase can be recommended prior to the 3-year period based on high satisfactory or exceptional performance as recommended by the Personnel Committee and approved by the City Council.

D) When an employee is at the tenth step of the pay scale, the wage increase, if the employee is otherwise eligible for advancement, is the annual COLA or as otherwise recommended by the Personnel Committee and approved by the City Council.

E) Unless approved by the City Council, no employee shall receive pay from the City in addition to the salary authorized for the position to which he/she has been appointed.

F) Pay tables will be established for new positions and at time of a position vacancy. Pay tables may also be reviewed when experiencing significant turnover or when critical positions are not getting filled or are delayed in getting filled. Pay tables are reviewed and approved by the City Council.

G) Compensation for seasonal and temporary employees is set by the City Council at time of hire.

H) Work hours between 12 am to 6 am are paid a 10% higher differential pay rate above the employees' base regular pay. Nighttime hours are as approved by a council member serving on the Personnel Committee.

## **2. Holidays:**

A) The City observes the following official holidays for full-time and part-time employees

New Year's Day	Independence Day	Christmas Day
Martin Luther King, Jr. Day	Labor Day	
Presidents Day	Indigenous People's Day (Columbus Day)	
Memorial Day	Veterans Day	
Juneteenth	Thanksgiving Day	

B) When a holiday falls on a Sunday, the following Monday will be the "observed holiday" and when Holiday falls on Saturday, the preceding Friday will be the "observed holiday" for city operations, which will be closed on holidays.

C) Regular, full-time employees will receive regular hourly rate of pay observed holiday days which they are not required to work:

D) Employees required to work on the "actual" holiday, the pay will be paid 1.5 times the hourly wage.

## **3. Overtime:**

A) Employees shall be compensated for overtime rates at one and one-half (1.5) the regular rate of pay. Overtime will be calculated to the nearest 15 minutes. The established work week is Monday morning from 12:00 a.m. to Sunday evening at 11:59 p.m., or such other seven-day period as may be designated from time to time by the City.

B) A Council member on the Personnel Committee must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action and may be denied pay for the overtime worked.

## **4. Compensatory Time**

A) Overtime hours shall be compensated for in the form of compensatory time off at the discretion of the employer. Compensatory time for overtime worked will be time and a half. The method of compensation will be determined from time to time by the City Council.

B) No employee shall accumulate more than 48 hours of unused compensatory time in a work week. Compensatory time accrued above 48 hours will entail the employee choosing compensatory time or overtime by marking their time sheet.

C) In December of each year all employees carrying a compensatory time balance shall be paid in full for said balance at the employee's hourly pay rate at the time payment is made. The payment shall accompany or be added to the payroll check for the second to last pay period of the calendar year, less normal payroll deductions. All efforts are made to support the use of compensatory time prior to the end of the year.

D) Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The City Clerk/Treasurer will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

**5. Payday:** Employees are paid bi-weekly on alternate Wednesdays. Bi-weekly pay periods are designated by the City and begin on a Monday and end on the second Sunday after such Monday. Work shifts that begin on a Sunday are treated as entirely worked on that Sunday, even though a portion of that shift may actually be worked on Monday. When a pay day falls on a holiday, employees shall receive their pay the preceding Tuesday. An employee shall turn in his or her time sheet for a bi-weekly pay period on or before the Monday upon which the bi- weekly pay period ends.

**6. Work Hours:** Work schedules are established for each pay period and posted in the City Office. Work schedules are devised to communicate work hours and availability of city personnel to ensure good customer service and effective work coverage to minimize the use of overtime and compensatory time.

**7. Time Clock and Time Sheets:** All employees are required to utilize the city time clocks to document time worked. The breakdown of time into the established cost categories is manually recorded. Falsifying of time sheets by an employee shall be cause for immediate dismissal of that employee from City employment. Final time sheets are signed by the employee confirming correct with verification and attestation by their next level supervisor, human resources (City Clerk-Treasurer) or Personnel Committee.

**8. Compensatory Time of Officers and Employees (MN Stat. 30.09):**

Members of the Vergas-CDH Fire and Rescue Department who are employees of the city may respond to calls or when paged during their regular work schedule. When an employee (who is also a Vergas-CDH Firefighter or First Responder) responds to a call or page when they are engaged in city compensated employment, will be paid for that time period, based upon their hourly rate or a pro-rated portion of their non-hourly flat rate compensation. They must note on their bi-weekly time sheet the time they were away from the worksite or provide other acceptable written evidence of the time spent away from city employment.

## Attendance and Leave

The operations and standards of services in the City of Vergas require that employees be at work unless valid reasons warrant absence, or an employee has a position approved to work remotely. Employees who are going to be absent from work are required to notify their supervisor or the City Office as soon as possible in advance of the absence.

**1. Paid Time Off (PTO)**

After six (6) months of service (part time or full time), vacation leave may be used as it is earned, subject to approval by assigned supervisor. PTO replaces separately assigned sick, emergency or vacation leave and is combined into a single benefit program. PTO does not replace City observed holidays, or other leave such as jury duty or military leave. Temporary, seasonal and part-time employees are not entitled to paid time off (PTO) or holidays with pay. It is the policy of the City of Vergas to grant PTO with pay to regular employees in accordance with the guidelines established below:

A) An employee's anniversary date and years of service will be used to determine an employee's eligibility for PTO. PTO for regular full-time employees will accrue as follows:

B) Accrued PTO will be added to the employee's leave balance each pay period.

1-5 Years                      2 hours per week (104 hours per year)

6-14 Years                    3 hours per week (156 hours per year)

\*Those employed prior to Oct 2019, will maintain 3.08 annual leave accrued.

15+                              4 hours per week (208 hours per year)

C) PTO will not accrue during unpaid leaves.

## **2. PTO Leave Requirements**

A). To remain eligible for health or emergency related PTO leave, the employee is responsible for keeping their supervisor advised of health status. If a health-related cause for PTO leave results in an absence from work of more than 3 consecutive workday duration, a health professional's written verification of the nature and anticipated length of the employee's health related absence must be submitted prior to the end of business on employee's third day of absence from work. If a doctor's verification is not received, no PTO pay will be issued, and employee's continued absence will be deemed "unexcused".

B). The maximum amount of PTO time that shall be allowed to accrue is 200 hours for employees.

C). 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.

D). The City of Vergas will pay employees for all accrued PTO leave upon resignation or retirement for those employees leaving in good standing.

E) Leave requested in which there is no PTO available; will be at the discretion and approval of the supervisor. Should time and attendance become an issue, the employee may be subject to disciplinary actions.

## **3. Non-Accrued PTO (NAPTO)**

### **A) Eligibility:**

An employee may elect to receive up to 64 hours of non-accrued PTO ("NAPTO") if the employee cannot work due to a health-related disability and when the employee does not have sufficient accrued PTO to provide benefits during the term of the employee's health related absence from work. An employee may elect to receive NAPTO by submitting a written request to their supervisor on the application form provided for such a purpose. A treating provider's written confirmation of employee's health related restriction from work must accompany this application.

### **fil Reimbursement.**

1). All NAPTO wages and benefits must be reimbursed to the City within twelve (12) months of the date of the last pay period in which the Employee receives NAPTO wages and benefits. The method of reimbursement shall be agreed upon between the City and the employee. The City retains the sole authority to determine what hours, if any, may be accrued as compensatory time.

2). At the employee's election, reimbursement may be from employee's subsequently accrued PTO at a rate not less than 50% of the employee's accrued PTO wages and benefits per pay period or from accrued compensatory time or by direct payment of the value of all wages and benefits provided.

## **4. Light Duty/Modified Work Assignment**

A) Light duty is evaluated by the City Council on a case-by-case basis. Temporary assignment of work will be evaluated for temporarily disabled employees who are medically unable to perform their regular work duties. Such assignments are for short-term, temporary disability-type purposes. The City Council will determine when and if light duty work will be assigned. This policy does not guarantee assignment of light duty. When an employee is unable to perform the essential requirements of his/her job due to temporary disability, he/she must notify their supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the assigned job description, along with a written request for light duty.

- B) Upon receipt of the written request, the supervisor will forward a copy of the report to the City Council. The City may require additional medical information or an exam.
- C) The circumstances of each disabled employee performing light duty work will be reviewed at regular intervals. Any light duty/modified work assignment may be discontinued at any time.
- D) If a light duty assignment is offered to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act (FMLA) to accept a light duty assignment.

#### **5. Employee Health Conditions Relating to Pregnancy**

- A) The city will attempt to provide a female employee who requests reasonable accommodation with the following health conditions related to pregnancy or childbirth.
- More frequent restroom, food and water breaks;
  - Seating;
  - Limits on lifting over 20 pounds; and/or
  - Temporary transfer to a less strenuous or hazardous position, should one be available.
- B) Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for reasonable accommodation.

### **Leave without Pay**

#### **1. Pregnancy and Parental Leave (MN Stat. 181.940 -181.944)**

- A). Eligible employees who are biological or adoptive parent will be provided an unpaid leave of absence of up to twelve (12) weeks for the birth or adoption of a child, (as defined in MN Stat. 181.940 Subd. 4), or for the placement of a child in foster care. Leave may begin at the time designated by the employee but must start within twelve (12) months of the date of the birth, adoption, or placement of the child and be completed within that year. However, if the child remains in the hospital longer than the mother, leave commences at the time the child leaves the hospital.
- B). An employee shall provide at least 30 days' notice of the date leave is to commence and its expected duration. If leave is longer than 1 month the employee shall provide at least 2 weeks' notice of the employee's expected return date.
- C). An eligible employee is one who has completed twelve (12) months of fulltime employment immediately preceding the requested leave date and who has worked an average number of hours each week that is at least equal to one-half the fulltime equivalent position in the employee's job classification.
- D). An employee may choose to use paid time off (PTO) during the parental leave of absence. This leave will not extend beyond the 12-week leave period. All other time will be unpaid. However, the employee's benefits will continue as if the employee were still at work. No PTO benefits shall accrue during a leave of absence without pay.
- E). An employee failing to return to work as scheduled after completion of an approved leave will be considered to have voluntarily terminated employment with the City of Vergas.
- F). If an employee needs to request a longer leave of absence the employee may do so under the city's General Leave without Pay Policy.

#### **2. General Leave without Pay**

The City Council may grant any permanent employee a leave of absence without pay for a period not to exceed 90 days except that it may extend such leaves to a maximum of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension. No PTO benefits shall accrue during a leave of absence without pay.

### **3. Leave for School Conferences and Activities (Mn Stat. 181.9412)**

Employees with children receiving childcare services or attending a prekindergarten, regular or special education program or attending elementary through high school may take up to 16 hours of leave each 12-month period for school conferences and activities each year provided the conferences or activities cannot be scheduled during nonwork hours. The employee must request leave at least **1** week in advance of the scheduled leave date. All school conference and activity leave covered by this section is unpaid. However, employees may use accrued PTO in place of unpaid leave.

### **4. Military Leave**

A). State and Federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar years.

B). The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or service beyond the 15-day paid leave of absence.

C). Employees on extended unpaid military leave will receive 15 days paid leave of absence in each calendar year, not to exceed 5 years.

### **5. Family Medical Leave**

A). Basic Leave Entitlement FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or childbirth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

B). Employees are eligible if they have worked for the City of Vergas for at least 12 months and have 1,250 hours of service in the previous 12 months.

C). Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When a 30-day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

D). The City of Vergas will inform employees requesting leave whether eligible under FMLA. If eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If not eligible, the employee will be provided with a reason for the ineligibility.

### **Jury or Witness Duty**

When an employee performs jury duty or is subpoenaed as a witness in court or voluntarily serves as a witness in a case in which the City is a party, the employee is entitled to compensation from the City equal to the difference between his regular pay and the amount received as a juror or witness.

### **Meal Break and Rest Periods**

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time end time by saving the breaks and applying to scheduled work shift.

### **Resignation**

Any employee wishing to leave municipal service in good standing shall file with the City Council at least 14 days before leaving, provide a written resignation stating the effective date of the resignation and the reason for leaving.

Failure to comply with this procedure may be considered the cause for denying the employee future employment by the City. Unauthorized absence from work for a period of three working days may be considered by the City Council as a resignation without such benefits.

### **Lay-off**

After at least two weeks' notice to the employee, the City Council may lay off any employee whenever such action is necessary because of shortage of work or funds, the abolition of a position, or changes in organization. No permanent or probationary employee shall be laid off while there is a temporary employee serving in the same class of position for which the permanent or probationary employee is qualified, eligible and available.

### **Grievance**

It is the policy of the City to prevent the occurrence of grievances and to deal promptly to resolve disputes at the time of occurrence. If the employee deems the dispute issue unresolved, it will be settled in the following manner.

**Step 1:** The employee must present the grievance in writing, stating the nature of the grievance, date occurred, facts on which it is based, and the provision(s) of personnel policy allegedly violated, and remedy requested. The grievance is to be filed to the supervisor within twenty-one (21) days after the alleged violation or dispute. The supervisor will respond to the employee in writing within seven (7) calendar days.

**Step 2:** If the grievance has not been resolved in accordance with Step 1, it must be presented in writing, stating the nature of grievance, date at which the incident allegedly occurred, the facts on which is based, provision(s) of the Personnel Policy allegedly violated, and the remedy requested by the employee to the next level supervisor. If no next level supervisor, the grievance is to be submitted to the Personnel



Committee. The next level supervisor or Personnel Committee will respond to the employee within seven (7) calendar days. The decision at this level is final, except for those specific components is performance evaluation subject to challenge through the Minnesota Department of Administration.

## **Discipline**

Employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including compliance of work rules, city policies and standards of conduct. Discipline will be administered in a non-discriminatory manner. There will be an investigation into any allegation of which disciplinary action might be based before any disciplinary action is taken. If an employee believes the discipline applied is either unjust or disproportionate to the offense, may pursue a remedy through city grievance procedures.

**1. Forms of Discipline.** Discipline will be in one or more of the following forms

- (a) oral reprimand;
- (b) written reprimand;
- (c) suspension with or without pay;
- (d) termination

**2. Notices.** Notices of suspension, demotions and termination will be in written form and will state the reasons for the action taken. The employee shall be provided with a copy of such notice.

**3. Written Records.** Written reprimands, notices of suspension, and notices of termination which are to become part of an employee's personnel file and shall be read and acknowledged by signature of the employee. The employee will receive a copy of such reprimands and/or notices.

**4. Examination.** Employees may examine their own individual personnel files at reasonable times under the direct supervision of the City Clerk/Treasurer.

**5. Other Disciplinary Actions.** The following other disciplinary actions may be taken after the foregoing steps have been followed:

- A) Involuntary demotion. This step shall be taken only if the employee does not have the ability to function at the higher level.
- B) Withholding a salary increase or decreasing the employee's salary. The employee shall be notified in writing of the action and the reasons. A copy of the notice shall be placed in the employee's file.
- C) Required completion of specific disciplinary or corrective action by the employee.

**6. Hearing.** In any case of disciplinary action, the employee shall be granted a hearing before the City Council if the employee submits a written request for such a hearing to the Council within five working days of notification of the action taken. The hearing shall be held within ten working days from the date the request is filed unless the City and the employee agree on an earlier or later date. If the disciplinary action involves the removal of a veteran, the hearing shall be held in accordance with Minnesota Statutes, Section 197.46.

## **Insurance**

**1. Employer Contribution.** The City will pay 100 percent of employee coverage and employees will pay for dependents coverage. In addition, the City will pay 100 percent of life and disability insurance premiums at current benefit levels. The contribution terms and conditions set forth in this subdivision regarding insurance benefits may be changed by resolution of the City Council.

**2. Part-Time Employees.** The City does not provide a city contribution for health/hospital insurance for any part-time city employees. However, part-time employees who work over 30 hours a week may purchase at their own expense such insurance coverage as may be available from time to time for part-time employees through the City's group insurance carriers. This right to purchase such insurance is subject to any availability restrictions or other limitations imposed by said group insurance carriers.

**3. Single Coverage.** Employees not choosing dependent coverage cannot be covered at City expense for any additional insurance, nor will they receive a cash payment for the difference between the cost of single coverage and the maximum monthly dollar cost paid by the City.

**4. Additional Coverage.** Under the group insurance program, an employee may purchase additional health, disability and life insurance for the employee and the employee's dependents provided that the employee pays the full cost of such additional coverage.

## Retirement

The city participates in the Public Employees Retirement Association(PERA) to provide pension benefits for eligible employees, per Minnesota statute based on pay or hours worked, to help plan for a successful and secure retirement. Participation is mandatory for most employees, and contributions into PERA begins immediately on employment. The city and employees contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare. The city matches the employee's Social Security and Medicare withholding.

## Safety

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the City of Vergas. To the greatest extent possible, an environment free from unnecessary hazards and established policies and procedures will be in place.

**1. Exposure to Hazardous Substances.** Any employee routinely exposed to hazardous substances or harmful physical agents as defined in the Minnesota Employee Right to Know Act of 1983 shall be trained before being assigned or reassigned work exposing him or her to such substances or agents and shall be given training annually thereafter. Training shall include an explanation of how and where information about hazards is stored in the workplace, how the hazards are labeled, and where to obtain specific information. An employee acting in good faith has the right to refuse to work under conditions which the employee reasonably believes presents imminent danger or serious physical harm to the employee.

**2. Safety Equipment/Gear.** Where safety equipment is required by federal, state or local rules and regulations, it is a condition of employment that such equipment be used or worn by the employee.

**3. Reporting of Accidents and Illness.** Minnesota workers' compensation laws and state and federal Occupational Safety and Health Acts require all job-related injuries or illnesses be reported as soon as possible to the supervisor. The supervisor in collaboration with the employee, will complete a First Report of Injury and other forms necessary related to the injury or illness on the job and evaluate for workplace improvement needs.

**4. Unsafe Behavior.** Supervisors are authorized to take immediate action, including sending employee home, when employee's behavior violates city personnel policies, department policies and creates a potential health or safety risk for employee or others.

**5. Near Miss Event.** It is important to report near miss events, which is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. This provides an opportunity to address before there is harm.

**6. Accident/Incident Report.** The city accident/incident report form is to be completed for accidents and near miss events and submitted to the City Clerk within 12 hours of the accident/incident.

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## **E m p l o y e e   E d u c a t i o n   &   T r a i n i n g**

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The City of Vergas promotes staff development as an essential and ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure the employees develop and maintain knowledge and skills necessary for effective job performance.

1. The City will pay the costs of employee participation in training and job-related meetings provided the attendance is approved in advance by supervisor or City Council and meets the criteria of job-relatedness.
2. Payment information, as invoices and billing statements, are to be forwarded for prompt payment.
3. Attendance at professional meetings not directly related to employee work responsibilities require supervisor approval to ensure adequate department work coverage.

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	<b>Media Request</b>	
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1. With the exception of routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Office. No city employee is authorized to speak on behalf of the city without prior authorization from a City Official. Media requests include anything intended to be published or viewable to others in some form, such as television, radio, newspaper, newsletters, social media postings or websites.
2. When responding to media requests, employees should follow these steps:
  - A) If the request is for routine or public information (such as meeting time or agenda) provide the information and notify the City Office of the request.
  - B) If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Office.
3. All news releases concerning the city and city personnel is the responsibility of the City Cleric

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	<b>Whistleblower</b>	
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1. An employee of the City who, in good faith, reports an activity that he/she considers illegal or dishonest to one or more parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate City Management Officials are charged with these responsibilities.

2. Examples of illegal or dishonest activities include violations of federal, state or local laws, billing services not performed or goods not delivered and other fraudulent reporting.
3. If an employee has knowledge of a concern of illegal or dishonest fraudulent activity, the employee is to contact their assigned supervisor. If the City Council has the assigned supervision, contact the Personnel Committee.
4. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to disciplinary actions.
5. It is the city's legal responsibility to protect employees who make a complaint. Whistleblower protections are provided in two important ways: confidentiality and protection from retaliation, consistent with the Minnesota Data Practices.

Adopted this 15 Day of February 2023 by the City Council of the City of Vergas.

  
Natalie Fischer,  
Acting Mayor

ATTEST:

  
Julie Lam      ammers

Approved: 1-01-2012

Updated:

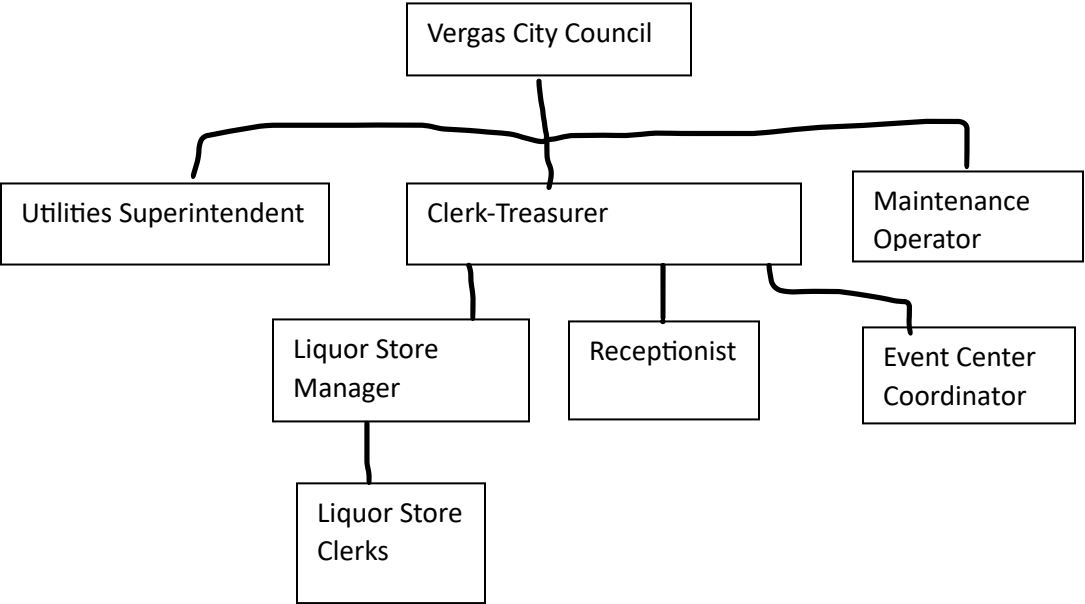
02-09-2016

10-08-2019

02-08-2022

02-15-2023

City of Vergas  
Organizational Chart



## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, October 23, 2023

6:00 pm

Vergas Event Center

A City of Vergas Planning Commission meeting was held on Monday, October 23, 2023, with the following members present: Robert Jacoby, Alex Ohman, Judy Kvam and Rebecca Hasse. Absent: Bruce Albright. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike Dufrane and Blaine Green.

### **Call to Order**

Acting Chair Robert Jacoby called the meeting to order at 6:00 pm.

### **Agenda Additions and Deletions**

Approved agenda with following addition: Added Construction permits.

### **Gravel Pit Survey**

Greene provided the 2023 Gravel Pit Survey provided with information of new ordinance even though they applied with the past ordinance and stated the items still out of compliance is the setbacks. They are making progress in getting it back into compliance. They are working towards the 4 to 1 slope, but they have the same noncompliance issues. The one thing they did not do that could have been done was plant grass and topsoil in the south corner of the lot. If grass is not growing soon, they will have an erosion issue. Lammers read comments from Jeff Hattlewick as he was unable to attend. The comments were as follows:

1. We do not dispute the fact that the mining that was done pre-ordinance was within 500 feet of the 2 residences listed on the map and pointed out as being non-compliant. We continue to mine away from that area and stockpile waste materials along the south bank to fill in the areas in question.
2. We do not dispute the fact that the mining that was done pre-ordinance was within 100 feet of the property line of the south and east edge of our property and pointed out as being non-compliant. No new mining in those areas has taken place since the ordinance and we continue to backfill these areas for future reclamation.
3. We monitor the trees monthly and have recorded 10 trees that have died during the past season and a few others that might not last the winter. We have a plan in place to replace them in the spring of 2024.

Jacoby stated that everything going on out there has been going on since he has been on this commission. Every year they plant trees and trees die. We need to have the planting verified and someone who knows what trees are going to grow in this area. Kvam stated she thinks we need to hold off until we can see the comparison and see if they are any closer to being in compliance with our ordinance. Green stated they can add to next year's report the progress that is being made. Discussed the bond for reclaiming the soil if they move out like the NorthStar's did in Minneapolis. The current bond is \$100,000 and the planning commission asked Green to look into the cost of reclaiming the property. May want to recommend to Council to raise the bond amount. Motion by Ohman, seconded by Kvam to recommend to Council approval of the Gravel Pit Survey provided by Widseth. Motion passed unanimously. Motion by Ohman to recommend to Council not to issue another permit until grass is reseeded and trees are planted with a tree plan provided to City. Motion died for lack of second. Motion by Ohman, seconded by Hasse to recommend to Council not to issue another permit until grass is reseeded and trees are planted. Motion passed unanimously.

### **Minutes**

Motion by Ohman, seconded by Kvam to approve minutes for September 25, 2023. Motion passed unanimously.

### **Status of Council Recommendations**

Lammers stated the Council would like the planning commission to decide on where the dispensaries are to be zoned. Discussed and stated all businesses allowed by Council should be placed in the commercial district. Would like the City Attorney to review if zoning can be changed for certain businesses in a commercial zoned area. Wait for zoning map updates until more information is provided from the city attorney. Discussed the open area on the zoning map and it may be an area for dispensary. Did not change any animal control, to proceed with the new ordinance rather than the old ordinance for 2023 gravel pit survey and approved Albright and Kvam as volunteer construction permits inspectors.

## **Construction Permits**

Discussed holding a workshop to discuss policy and procedures on requirements when applying for a permit.

### Permits Approved by City Clerk

#### Construction

102 Park View Drive, replace windows.

405 Frazee Ave, replace existing tar.

#### Grade and Fill

511 Glen Street, new home and driveway.

### Permits needing approval.

1011 E Scharf, – landscaping.

Motion by Kvam, seconded by Ohman to approve landscaping plan which includes paving walkway pavers and rocked bed. Motion passed unanimously.

### Construction and Grade and Fill Permit

96 Park View Drive – landscaping.

Lammers spoke with Chris LaClair, Otter Tail County Land and Resource Management Director, he is checking with others in the county regarding helping the City of Vergas with lakeshore permits. If the county helps Vergas with lakeshore management, they will need to help very small cities in Otter Tail County. Discussed denying permit due to inadequate sketch and large amount of fill for the 10 feet of base below hill. Lammers spoke with Denise Elston, MN DNR who provided a map and ordinary high water mark location. Motion by Jacoby to deny the permit for lack of information. Motion failed for lack of second. Motion by Ohman, seconded by Hasse to deny the permit and to waive the fee for reapplication in the spring and that they provide a more detailed plan in any future permits related to the project. Motion passed unanimously.

860 E Scharf Ave- 40 by 10 deck.

Motion by Kvam, seconded by Ohman to replace the 40 by 10-foot deck at 860 E Scharf Avenue. Motion passed unanimously.

411 E Lake Street – finish existing driveway with siding, garage door and chimney

Motion by Kvam, seconded by Hasse to finish garage at 411 E Lake Street. Motion passed unanimously.

### Grade and fill permit and construction permit

1035 E Scharf Ave-house, garage, and driveway

Motion Ohman, seconded by Kvam to approve the permit if the driveway meets culvert ordinance (must add culvert size and location on drawing) with a new sketch provided to the city. Motion by Ohman, seconded by Hasse to amend the motion to make owners aware they only have 64 feet of impervious. Amendment was retracted. Motion passed unanimously. Jacoby stated this property is not staked, our application states area must be staked before permit is issued.

### Active Construction Permits

Kvam updated the construction permit worksheet.

## **Old Business:**

### Ordinances

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

This is a work in progress and will be discussed next month.

### Shoreline Management Ordinance

This is a work in progress and will be discussed next month.

### Updated Vergas Basic Code

This is a work in progress and will be discussed next month.

### Nuisance Properties within Vergas

Reviewed the nuisance properties. Garbage is a health hazard. Motion by Kvam, seconded by Hasse to send certified letter to 339 E Frazee Ave. Motion passed unanimously. There are still 3 vehicles at 280 1<sup>st</sup> Avenue. Discussed getting the city attorney to follow up on this property. Motion by Kvam, seconded Hasse to recommend to Council have this property sent to the city attorney if not taken care of by Wednesday. Motion passed unanimously. All other nuisance properties have complied with city ordinance. Commissioners questioned property at 101 E Mill St. The property has large amounts of dog crap, and they are in violation of too many dogs. This prevents the neighbors from being able to enjoy their property. This needs to be added to the agenda the Wednesday before the meeting. This property needs to be on the agenda next month. Discussed property which smells from cat smell. The ordinance only applies to residential and not commercial, and we may need to change our ordinance as both cat and dog feces are a health hazard.

#### Vergas Zoning Map

This is work in progress and will be discussed next month after we hear from the City Attorney.

#### Sunset Strip

Lammers provided 3 layouts for making Sunset Strip a street. The Streets, Sidewalks and Yard Waste has met with residents on Sunset Strip, and they have discussed 3 layouts. Jacoby questioned if the streets, sidewalks and yard waste committee reviewed the ordinance that states all dead-end streets must have cul-de-sac.

#### W Lake Street

The Council will be reviewing a resolution for a grant paying 70% of the upgrading of W Lake Street on October 30, 2023.

#### **New Business**

##### Member Terms

Ohman stated that he would fill another term on the planning commission. Jacoby stated he would not be continuing on the planning commission when his term is completed in December.

##### Fees

Reviewed the fees of construction permits of \$30 per \$10,000.00 in value, grade and fill permit for \$75.00. Discussed a fee for lake shore property to pay for someone to review the property that is qualified. No fee change recommended.

##### Adjournment

The meeting adjourned at 7:50 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

##### *Follow Up Actions:*

Snow emergency routes.

Review and update Ordinance 72.

Updated Shoreline Management Ordinance (Lammers & Kvam)

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

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

Dufrane to review nuisance ordinance.

Lammers to continue to work with Chris LaClair, Otter Tail County regarding them taking over our shoreline management permits.

##### *Council recommendations:*

Approve Gravel Pit Survey with the condition no permit will be authorized in 2024 until grass is reseeded and trees are planted.



**City Council  
2023 November Council Meeting  
Vergas Event Center and Zoom Id number 267-094-2170 (password  
56587)  
6:00 PM on Tuesday, November 14, 2023**

**10. Staff Reports**

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A. Utilities Superintendent Report

**City Council**  
**2023 November Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:00 PM on Tuesday, November 14, 2023**

**11. 2024 Budget**

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- A. 2024 Fee Schedule
- B. 2024 Budget

**Files Attached**

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- 2024 Proposed General Budget.pdf
- Proposed 2024 Fee Schedule.pdf

2024 Proposed Budget  
September 12, 2023

	2022 Final Budget	2022 Actual to 12/31/2022	2023 Budget	2023 Actual to 08/31/2023	2024 Proposed Budget	
General Property Taxes (31000)	\$235,955.00	\$234,177.86	259,068.00	147,681.02	271,225.00	5%
Penalties & Deling Taxes (31900)	0.00	13,079.16	0.00	223.26	541.00	
10% Gaming Fee (31311)	5,000.00	6,482.83	3,000.00	2,220.06	4,000.00	
Gravel Permit	7,000.00	7,000.00	7,000.00	7,000.00	8,000.00	
Intoxicating On-Sale Liquor (32110)	6,900.00	6,525.00	6,900.00	0.00	6,900.00	
Non-Intoxicating Malt Liquor (32115)	75.00	0.00	125.00	0.00	0.00	
Set-Up License (32116)	500.00	250.00	125.00	500.00	500.00	
Cigarette Licenses (32117)	200.00	200.00	200.00	0.00	200.00	
Conditional Use/Variance Permit (32205)	0.00	1,750.00	0.00	1,200.00	0.00	
Construction Permit (32210)	3,000.00	4,595.00	5,000.00	1,300.00	5,000.00	
Grade and Fill Permit	0.00	875.00	0.00	0.00	375.00	
Golf Cart Permit (32213)	140.00	200.00	200.00	120.00	140.00	
Recycling Center (32215)	10,000.00	14,995.00	15,335.00	15,165.00	15,335.00	
Dog Licenses (32240)	500.00	564.00	550.00	662.00	750.00	
Intergovernmental Aid (33404)	131.00	0.00	131.00	2.70	131.00	
Federal Grants and Aids (33101)	4,000.00	0.00	4,000.00	2.68	4,000.00	
State Aids/Fire Relief (33390)	10,000.00	24,375.47	10,000.00	0.00	24,376.00	
Local Government and Aids (33401)	37,813.00	37,813.00	37,814.00	18,907.00	43,751.00	*
County Grants & Aids for Hwys (33610)	2,000.00	2,477.29	2,000.00	0.00	3,000.00	
Small Cities Assistance	0.00	0.00	0.00	0.00	17,861.00	*
Charges of Services (34005)	500.00	3,618.10	2,000.00	97.00	2,000.00	
General Government (34100)	0.00	716.23	0.00	0.00	0.00	
Fire, Reimbursed (34210)	16,000.00	0.00	16,000.00	0.00	16,000.00	
Recreation (36217)	4,000.00	0.00	0.00	0.00	0.00	
Miscellaneous Revenues (36200)	40,000.00	40,000.00	0.00	0.00	0.00	
Interest Earnings (36210)	50.00	328.18	60.00	316.30	650.00	
Lease/Municipal Building					13,900.00	*
Rent/Municipal Building (36217)	6,000.00	5,000.00	6,000.00	4,000.00	7,200.00	
Rent/Event Center (36225)	6,000.00	13,669.16	17,600.00	10,280.00	17,600.00	
Event Center other related charges (36227)	1,000.00	1,200.00	1,500.00	800.00	1,000.00	
Contributions & Donations (36230)	2,000.00	20,444.00	2,000.00	50,370.47	2,000.00	
Refunds & Reimbursements (36233)	2,000.00	74,529.99	0.00	43,996.19	0.00	
LMCit/Dividends (36235)	3,000.00	4,620.00	3,000.00	0.00	4,620.00	
Liquor Store Transfer (39201)	25,000.00	25,000.00	30,000.00	0.00	25,000.00	
<b>Total Receipts</b>	<b>\$428,764.00</b>	<b>\$544,485.27</b>	<b>\$429,608.00</b>	<b>\$304,843.68</b>	<b>\$496,055.00</b>	<b>15% increase</b>

\* fixed number - cannot be changed

2024 Proposed Budget  
September 12, 2023

	2022 Final Budget	2022 Actual to 12/31/2022	2023 Budget	2023 Actual to 08/31/2023	2024 Proposed Budget
<b>GENERAL GOVERNMENT</b>					
(41000) Office Supplies (200)	1,160.00	5,450.09	1,160.00	5,793.10	5,000.00
Operating Supplies (210)	250.00	116.28	250.00	304.80	250.00
Repair & Maint. Supplies (220)	200.00	0.00	200.00	171.00	200.00
Auditor (301)	2,125.00	2,125.00	2,125.00	2,125.00	2,125.00
Postage (322)	300.00	959.91	300.00	0.00	1,000.00
Telephone	4,000.00	4,145.39	4,000.00	1,860.89	3,000.00
Dues (345)	930.00	391.75	930.00	1,392.05	1,400.00
Printing & Publishing (350)	4,000.00	4,852.00	4,000.00	1,268.90	4,000.00
Insurance (360)	3,000.00	7,200.00	3,105.00	178.00	3,500.00
Repair & Maintenance (400)	300.00	0.00	300.00	0.00	300.00
Utility Services (380)					5,000.00
Lease Payment					19,000.00
Improvements (530)	1,000.00	0.00	1,000.00	0.00	1,000.00
Office Equip & Furnishing & IT.(570)	1,500.00	0.00	1,500.00	1,049.91	1,500.00
Refund & Reimbursements	0.00	4,443.23	0.00	19,695.56	0.00
Total General Government	<b>\$18,765.00</b>	<b>\$29,683.65</b>	<b>\$18,870.00</b>	<b>\$33,839.21</b>	<b>47,275.00</b>
<b>Legislative (Council/Board)</b>					
Wages and Salaries (100)	4,500.00	3,754.01	4,500.00	2809.79	5,600.00
(41100) Employer Cont./Soc.Sec. (122)	1,250.00	1,319.24	1,250.00	1108.19	2,100.00
Office Supplies (200)	0.00	0.00	200.00	630.04	650.00
Travel, Mtgs & Schools	600.00	792.72	1,000.00	2006.38	1,500.00
Operating Supplies (210)	0.00	0.00	200.00	0.00	200.00
Insurance (360)	200.00	407.00	200.00	278.00	300.00
Total Legislative	<b>\$6,550.00</b>	<b>\$6,272.97</b>	<b>\$7,350.00</b>	<b>\$6,832.40</b>	<b>10,350.00</b>
<b>Executive (Wages and Salaries (100)</b>					
(41300) Employer Cont./Soc.Sec. (122)	200.00	113.58	200.00	206.82	210.00
Workers Compensation	0.00	0.00	0.00	238.94	0.00
Volunteer Appreciation	100.00	65.49	100.00	0.00	100.00
Dues (345)	30.00	30.00	30.00	0.00	30.00
Travel, Mtgs & Schools	1,000.00	380.86	1,000.00	844.60	1,000.00
Total Executive	<b>\$2,530.00</b>	<b>\$1,069.92</b>	<b>\$2,530.00</b>	<b>\$1,892.24</b>	<b>2,540.00</b>
<b>Total General Government</b>	<b>27,845.00</b>	<b>37,026.54</b>	<b>28,750.00</b>	<b>42,563.85</b>	<b>60,165.00</b>
<b>Clerk (4140) Wages and Salaries (100)</b>					
Employer Cont./Soc.Sec. (122)	11,085.00	7,879.58	7,600.00	5,009.93	8,866.00
Health/Life Insurance (131)	2,310.00	2,613.92	2,600.00	1,616.77	3,232.00
Telephone	300.00	225.00	300.00	200.00	300.00
Workers Compensation	350.00	0.00	350.00	0.00	350.00
Travel, Mtgs & Schools	1,300.00	769.14	1,500.00	1,646.50	2,000.00
Legal Service Attorney (304)	14,500.00	7,326.66	9,000.00	0.00	5,000.00
<b>Elections (4) Wages and Salaries (100)</b>					
Office Supplies (200)	100.00	0.00	0.00	0.00	50.00
Travel, Mtgs. & Schools (211)	400.00	272.06	0.00	0.00	400.00
<b>Total Clerk, Legal services and Elections</b>	<b>50,812.00</b>	<b>35,051.72</b>	<b>38,350.00</b>	<b>18,772.09</b>	<b>39,198.00</b>

2024 Proposed Budget  
September 12, 2023

	2022 Final Budget	2022 Actual to 12/31/2022	2023 Budget	2023 Actual to 08/31/2023	2024 Proposed Budget
Planning & Zoning (41910)	0.00	938.00	500.00	938.00	1,000.00
Fire (42200) Pensions-Relief Assoc. (120)	0.00	0.00	0.00	0.00	0.00
Workers Compensation	5,500.00	0.00	5,500.00	0.00	5,500.00
Insurance (360)	5,000.00	11,358.00	5,500.00	78.00	5,500.00
V-CDH Budgeted amount	12,000.00	11,967.08	12,000.00	6,581.88	13,164.00
Reimbursed Expenses (810)	0.00	34,710.47	0.00	29,033.25	0.00
<b>Total for Public Safety, Traffic, Fire</b>	<b>22,500.00</b>	<b>58,035.55</b>	<b>23,000.00</b>	<b>35,693.13</b>	<b>24,164.00</b>
City Shop (4) Operating Supplies (210)	100.00	601.43	100.00	283.11	300.00
Repair & Maint. Supplies (220)	100.00	0.00	100.00	201.71	100.00
Small Tools & Minor Equip (240)	1,000.00	549.00	1,000.00	472.50	1,000.00
Internet (321)	804.00	744.00	810.00	228.00	810.00
Insurance (360)	800.00	821.00	828.00	0.00	850.00
Utility Services (380)	2,000.00	3,602.03	5,200.00	3,460.62	6,150.00
Repair & Maintenance Service (400)	300.00	26.47	300.00	305.00	300.00
City Share/Assessments	60.00	0.00	60.00	1.00	120.00
Improvements (530)	5,000.00	0.00	2,500.00	0.00	500.00
<b>Total For City Shop</b>	<b>10,164.00</b>	<b>6,343.93</b>	<b>10,898.00</b>	<b>4,951.94</b>	<b>10,130.00</b>
Highways, S Wages and Salaries (100)	21,026.00	17,525.81	21,500.00	15,970.07	25,400.00
(43100) Employer Cont./Soc.Sec. (122)	12,876.00	9,855.36	12,685.00	8,624.55	14,147.00
Health Insurance (131)	6,000.00	3,694.62	6,538.00	2,977.16	4,370.00
Workers Compensation (150)	1,300.00	0.00	1,300.00	0.00	1,300.00
Office Supplies (200)	200.00	60.83	100.00	68.22	100.00
Operating Supplies (210)	6,000.00	8,799.47	8,000.00	5,512.83	9,000.00
Travel, Mtgs, & Schools	300.00	0.00	300.00	20.00	20.00
Repair & Maint. Supplies (220)	2,000.00	522.39	2,500.00	1,338.66	3,500.00
Small Tools & Minor Equip (240)	500.00	427.19	600.00	133.46	600.00
Employee Clothing Allowance (245)	350.00	0.00	350.00	0.00	350.00
Engineer (303)	16,000.00	38,375.79	28,000.00	25,787.06	30,000.00
Telephone	375.00	312.50	375.00	250.00	375.00
Insurance (360)	3,200.00	1,813.00	4,725.00	376.00	4,725.00
Repair & Maintenance Service (400)	3,500.00	6,819.68	5,000.00	22,675.86	5,000.00
Seal Coating (410)	7,500.00	0.00	7,500.00	0.00	10,000.00
Improvements (530)	17,000.00	19,437.24	25,000.00	21,489.76	42,861.00
Other Equipment (580)	25,000.00	0.00	15,000.00	8,228.54	5,000.00
Sidewalk Repair & Maintenance (400)	1,500.00	0.00	1,500.00	0.00	1,500.00
Ice and Snow Sand & Salt	1,000.00	648.38	1,500.00	857.29	1,500.00
Snow Removal (415)	0.00	0.00	0.00	0.00	1,000.00
Capital Outlay	5,000.00	0.00	5,000.00	0.00	1,000.00
<b>Total for Streets, Sidewalks, Ice Control</b>	<b>130,627.00</b>	<b>108,292.26</b>	<b>147,473.00</b>	<b>114,309.46</b>	<b>161,748.00</b>
Recycling Center (43218)					
Wages and Salaries (100)	7,485.00	5,472.41	7,700.00	4,868.59	8,000.00
Employer Cont./Soc.Sec. (122)	4,361.00	3,148.43	4,361.00	2,484.86	4,500.00
Repair & Maintenance (220)	2,500.00	138.43	3,000.00	1,456.07	3,000.00
Office Supplies (200)	500.00	73.50	500.00	0.00	100.00

2024 Proposed Budget  
September 12, 2023

	2022 Final Budget	2022 Actual to 12/31/2022	2023 Budget	2023 Actual to 08/31/2023	2024 Proposed Budget
Printing & Publishing (350)	600.00	397.00	600.00	315.37	400.00
Street Lighting (380)	400.00	268.32	400.00	785.07	300.00
City Share/Assessments	300.00	854.00	850.00	461.28	930.00
Improvements (530)	10,000.00	0.00	8,000.00	0.00	1,500.00
<b>Total for Recycling Center</b>	<b>26,146.00</b>	<b>10,352.09</b>	<b>25,411.00</b>	<b>10,371.24</b>	<b>18,730.00</b>
Street Light Utility Services/Street Poles	8,750.00	6,751.34	9,000.00	5,945.30	15,000.00
Event Center Part-Time Employees (103)	300.00	0.00	0.00	759.21	7,830.00
Employer Cont./Soc.Sec. (122)	0.00	0.00	0.00	179.58	660.00
Professional Services	2,500.00	2,478.62	3,800.00	6,798.80	2,500.00
Telephone	0.00	0.00	0.00	1,007.35	720.00
Office Supplies (200)	100.00	0.00	100.00	68.22	50.00
Operating Supplies (210)	1,700.00	2,661.00	3,900.00	6,798.80	4,000.00
Repair & Maint. Supplies (220)	1,000.00	745.58	1,580.00	13,582.30	1,600.00
Internet	1,000.00	828.00	1,104.00	816.00	1,104.00
Security Services (300)	1,000.00	0.00	0.00	0.00	500.00
Advertising	3,500.00	1,873.00	4,000.00	1,600.00	4,000.00
Insurance (360)	1,900.00	3,085.00	1,900.00	0.00	3,085.00
Utility Services (380)	6,000.00	6,662.12	8,000.00	5,243.35	8,200.00
Rubbish Service (384)	1,500.00	1,040.19	1,500.00	0.00	1,600.00
Repair & Maintenance (400)	2,000.00	3,455.23	3,000.00	3,988.08	2,600.00
City Share/Assessments (440)	400.00	392.87	400.00	213.45	450.00
Improvements (530)	15,000.00	0.00	10,000.00	64,076.88	5,000.00
Refunds & Reimbursements	0.00	2,025.00	0.00	75.00	0.00
<b>Total for Event Center</b>	<b>37,900.00</b>	<b>25,246.61</b>	<b>39,284.00</b>	<b>105,207.02</b>	<b>43,899.00</b>
Parks (4520) Wages and Salaries (100)	30,860.00	18,300.71	22,760.00	15,933.62	25,530.00
Employer Cont./Soc.Sec. (122)	14,600.00	9,473.13	12,465.00	7,221.76	12,465.00
Health Insurance (131)	5,700.00	3,639.73	6,000.00	2,437.76	6,000.00
Workers Compensation	1,500.00	0.00	900.00	0.00	900.00
Engineering	2,500.00	0.00	2,500.00	4,905.31	5,000.00
Office Supplies (200)	100.00	60.83	100.00	68.22	100.00
Operating Supplies (210)	7,000.00	8,880.40	7,500.00	1,775.43	7,000.00
Telephone	375.00	312.50	375.00	218.75	375.00
Travel, Mtgs, & Schools	300.00	40.00	300.00	20.00	20.00
Repair & Maint. Supplies (220)	6,500.00	536.92	5,000.00	909.18	2,000.00
Employee Clothing Allowance(245)	250.00	0.00	250.00	0.00	100.00
Printing & Publishing (350)	100.00	0.00	250.00	0.00	0.00
Licenses/Permits	35.00	360.00	360.00	35.00	360.00
Insurance (360)	5,000.00	5,078.00	5,000.00	278.00	5,000.00
Utility Services (380)	3,000.00	1,533.53	3,000.00	2,020.51	3,500.00
Rubbish Service (384)	2,400.00	899.55	2,400.00	1,329.80	2,600.00
Repair & Maintenance Service(400)	2,600.00	2,867.17	3,000.00	2,960.38	3,000.00
City Share/Assessments (440)	1,200.00	972.35	975.00	493.72	990.00
Improvements (530)	21,000.00	15,502.21	18,000.00	23,394.88	20,000.00
Refunds & Reimbursements	0.00	660.00	0.00	15,829.80	0.00

2024 Proposed Budget  
September 12, 2023

	2022 Final Budget	2022 Actual to 12/31/2022	2023 Budget	2023 Actual to 08/31/2023	2024 Proposed Budget
<b>Total for Parks</b>	<b>105,020.00</b>	<b>69,117.03</b>	<b>91,135.00</b>	<b>79,832.12</b>	<b>94,940.00</b>
Non-Expend Economic Development (46510)	8,000.00	8,000.00	7,000.00	7,000.00	5,000.00
Misc.	0.00	0.00	3,043.00	0.00	0.00
Tax Abatement	0	0	<b>5,764.00</b>	0.00	22,081.00
Total Disbursements	<b>\$427,764.00</b>	<b>\$364,217.07</b>	<b>\$429,608.00</b>	<b>\$425,584.15</b>	<b>\$496,055.00</b>
	\$1,000.00	\$180,268.20	\$0.00	-\$120,740.47	0.00

**2022 Notes**

No longer paying cemetery insurance (cemetery is not owned by City)

Budget figured 3% salary increase - Council approved 2.5% salary increase.

**2023 Notes**

Adding planning and zoning GIS license

Council approved 2% salary increase in November and budget updated.

**2024 Notes**

Budget figured 3% salary increase -

Received Tax Abatement number form county

**2025 Notes**

\*\*\* Get tax abatement number from Wayne Stein

**ALL FUNDS****2023**

Any invoice not paid within 60 days will be have invoice delivered  
(in City Limits by employees -outside of City limits by certified  
mail)

\$30.00 Administrative Fee \$30.00

**WATER RATE**

Load of Water	\$40.00	\$40.00
Basic Rate	\$28.00 a month	\$28.50
Per Gallon Rate	\$3.75 per 1,000 gallons	\$4.50
Connection Fee	\$0.55	\$0.55
Reconnection Fee	\$30.00	\$30.00
Water Accessibility Charge	\$750.00	\$750.00
Frost Plate	\$40.00	\$50.00
Monthly Late Fee	10% of bill	10% of bill
Lawn Sprinkler Meter -1"	\$231.23	\$293.78
Lawn Sprinkler Meter -R2"	\$169.38	\$182.59

**SEWER RATE**

Basic Rate	\$28.00	\$28.50
Per Gallon Rate	\$2.75 per 1,000 gallons	\$2.75
Sewer Accessibility Charge	\$750.00	\$750.00
Monthly Late Fee	10% of bill	10% of bill

**GENERAL FUND**

Plowed with Loader	125/per hour	1 Hour minimum	125/per hour
Plowed with Truck	125/per hour	1 Hour minimum	125/per hour
Sand Parking Lots	125/per hour	1 Hour minimum	125/per hour
Construction Permit	\$30/10,000		\$30/10,000
Construction Permit (work started before permit issued)	\$60/10,000		\$60/10,000
Grade and Fill Permit	\$75.00		\$75.00
Variance Permit	\$400.00		\$400.00
Intermit Use Permit Fee	\$400.00		\$400.00
Gravel Pit Permit Fee (Survey)	\$7000.00		\$9000.00
Conditional Use Permit	\$250.00		\$400.00
On-Sale Liquor License	\$3,000.00		\$3,000.00
Sunday Liquor License	\$200.00		\$200.00
Wine License	\$300.00		\$300.00
Caterer's Permit (1-4 day permit)	\$125.00		\$125.00
Cigarette License	\$100.00		\$100.00
Yard Waste Permit	\$65.00		\$65.00
Golf Cart Permit	\$20.00		\$20.00
Cat and Dog Licenses	\$10.00 \$8 if neutered		\$10.00
Animal Pick up fee	\$50.00 first offense		\$75.00
Fee doubles after each offense	\$100.00 2nd Offense		\$150.00
Mowing	\$250/per hour	1 Hour minimum	\$250/per hour
Fax	\$1.00 per page		NA
Copy	\$0.25 per page		\$0.25
Sign (at Event Center or Liquor Store)	\$15.00 per day		\$15.00
<b>Event Center</b>			
Large Event w Liquor & Security for 4 hours (Fri-Sun)	\$1,200.00	3 day	\$1,200.00
Large Event no Liquor & Security (Fri-Sun)	\$750.00	3 day	\$750.00
Large Event (1 day)	\$350.00	1 day	\$350.00
Small Event - hourly	\$40.00	an hour	\$40.00
Smart Room/Council Chambers	\$20.00	an hour	\$20.00
Exercise Rental	\$10.00	per use	\$10.00
Lions Club Unlimited Meeting Annual Fee	\$900.00	annual	\$900.00



**City Council**  
**2023 November Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:00 PM on Tuesday, November 14, 2023**

**12. Information & Announcements**

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Trainings:

Otter Tail County Housing Summit, Thursday, November 16, 2023 8:30-3:30 Thumper Pond (Council and Lammers) (must preregister)

Events:

Vergas Tour of Homes/Festival of Trees, November 18, 2023

Small Town Christmas, November 25, 2023