

City Council
2023 December Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
6:30 PM on Tuesday, December 12, 2023

1. Call to Order

2. Citizens' Concerns

3. Agenda Additions and Deletions

4. Approval of Consent Agenda

- A. Council Minutes of the November 14, 2023 meeting
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for November 2023
- D. Late water/sewer bills
- E. 2023 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2023 Statement of Receipts, Disbursements and Balances
- H. American Rescue Plan Funding 2021-2026
- I. 2023 Year to Date
 - 1. General Fund
 - 2. Water Fund
 - 3. Sewer Fund
- J. 2024 Licenses
 - 1. Cigarette
 - a. Lakes Community Co-op
 - b. Olson Oil
 - 2. Liquor on-sale
 - a. Billy's Corner Bar
 - b. Skal
- K. Employee Training
 - 1. MN Rural Water Conference – March 5-7, 2024 in St Cloud (DuFrane)
 - 2. MN Clerks and Finance Officers – March 19 -22, 2024 in St Cloud (Lammers)
 - 3. Clerks Advanced Academy- (Lammers)
 - 4. LMC, Loss Control Workshop March 26 in Mahanomen or March 27 in Alexandria (DuFrane, Engebretson, Lammers)
 - 5. League of MN Cities Annual Conference June 26-28, 2024 in Rochester (Mayor, Council & Lammers)
 - 6. Municipal Beverage Association (MMBA) (Theisen) Arrowwood
- L. 2024 Elections
 - 1. Resolution 2023-018 Polling Place Designation
 - 2. Hire Election Judges for 2024
- M. Resolution 2023-017 Community Growth Partnership Grant
- N. Resolution 2023-019 Accepting Donation - Picnic Table
- O. Resolution 2023-020 Accepting Parcel for Park
- P. Committee Reports - requiring no Council Action
 - 1. EDA/HRA

5. Committee Reports

- A. Planning Commission
 - 1. Nuisances- 339 E Frazee Avenue
- B. CDH-Vergas Fire Board
- C. Park Advisory Board
- D. Personnel
 - 1. Earned Sick and Safe Leave Policy
 - 2. Pay Table

6. Staff Reports

- A. Utilities Superintendent Report

7. 2024 Budget

- 2024 Proposed Budget

8. Information & Announcements

Trainings:

Events:

Local Board of Review, April 10, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)

9. Adjournment

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- O. Resolution 2023-020 Accepting Parcel for Park
- P. Committee Reports - requiring no Council Action
 - 1. EDA/HRA

Files Attached

- 11.14.2023 Council Minutes.pdf
- 12.12.2023 Claims List for Approval.pdf
- 12.12.2023 Claims List for Approval.pdf
- 2023 City Bill Listing.pdf
- 2023 November Liquor Store Bill Listing.pdf
- AgedBalance_12072023.pdf
- November Investment Schedule & Bond Schedule.pdf
- General Fund_Special Revenue Money Market Account Report.pdf
- 11.30.23 Statement of Receipts, Disbursements and Balances.pdf

- American Rescue Plan Funding 2021-2026.pdf
- 2023 General Fund Budget Date 11-30-2023.pdf
- 2023 Water Budget vs Actual 11.30.23.pdf
- 2023 Sewer Budget vs Actual 11.30.23.pdf
- Resolution 2023-018 Designating Polling Place.pdf
- Request to hire 2024 election judges.pdf
- Resolution 2023-017 FOR APPROVING Proposed Lawrence Lake Home Project.pdf
- Resolution 2023-019 Vergas Donation for Parks.pdf
- Resolution 2023-020 Vergas Donation of land Park.pdf
- 12.05.2023 EDA_HRA Agenda Minutes.pdf

CITY OF VERGAS
PUBLIC HEARING
VERGAS EVENTS CENTER & ZOOM
Tuesday, November 14, 2023

The City Council of Vergas met at 6:00 pm, on Tuesday, November 14, 2023 at the Vergas Event Center and on a Zoom for a hybrid for a public hearing to consider proposed Resolution for Community Growth Partnership Application – Lawrence Lake Affordable Single-Family Housing 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, Attorney Tom Winters, Amy Baldwin and Bob Williams of the Frazee-Vergas Forum.

Mayor Julie Bruhn opened the public hearing at 6:00 pm.

Otter Tail County Community Development Director Amy Baldwin reviewed the application process and details of the application. If the City of Vergas approves the resolution approving the application for the Community Growth Partnership Application, then the Otter Tail County HRA will review approving a resolution for the application. This application is for Otter Tail County to provide \$10,000 and the City of Vergas to provide a matching \$10,000 for development of affordable housing. The purchasers of this property's income must be 115% of the medium income. A family of 4, for example, would need to make less than \$130,000.00 a year.

There were no comments from the public and Mayor Julie Bruhn closed the public hearing at 6:10 pm.

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, November 14, 2023

The City Council of Vergas met at 6:30 pm, on Tuesday, November 14, 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, Attorney Tom Winters, Amy Baldwin, Carol Albright 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 item added to the consent agenda: Lion's Gambling permit. Motion passed unanimously.

Approval of Consent Agenda

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

- A. Council Minutes of the October 10 and 30, 2023
- B. Bills paid between Council meetings and Council bills totaling \$92,022.92.
- C. Liquor Store bills for September 2023 totaling \$71,263.35.
- 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

Motion passed unanimously.

Community Growth Partnership Application

Hearing no comments from the public, the council had little discussion. Motion by Pinke, seconded by Fischer to approve resolution 2023-016 (a complete text of the resolution is part of permanent public record in the City Clerk's office.) approving the Community Growth Partnership Application- Lawrence Lake Affordable Single-Family Housing.

Motion passed unanimously.

Government Services Building

Lammers presented a quote for \$8,851.00 for a ductless heating pump for the government services building. Currently the building has electric heat and 1 air conditioning and heating unit that will not supply air to the entire building once the walls are installed. Motion by Pinke, seconded by Haarstick to approve the purchase of ductless heating and cooling pump for 131 Main Street Government Services building for \$8,851.00. Motion passed unanimously.

Street Closing – Nov. 25, 2023-Small Town Christmas

Fischer stated the community club would like to close Main Street from Railway Ave to First Street on Saturday, November 25, 2023 from 12 pm to 7 pm to hold the Small Town Christmas. Motion by Albright, seconded by Pinke to close Main Street from 12-7 pm on November 25, 2023. Motion passed unanimously.

Committee Reports

Planning Commission

Lammers reviewed the planning commission meeting held October 23, 2023 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to approve the gravel pit survey provided by Widseth and to notify Mark Sand and Gravel no permit will be issued until grass and trees are planted. Motion passed unanimously. Discussed nuisance vehicle at 280 1st St that has been given 3 letters to license and make operatable, to put in shed or to remove from property and no action has taken place. Motion by Pinke, seconded by Albright to file nuisance with the city attorney. Motion passed unanimously.

Park Advisory Board

Carol Albright reviewed the park advisory board meeting held October 26, 2023 (minutes available at the Vergas City Office). Motion by Pinke, seconded by Haarstick to accept resignation from Carol Albright effective December 31, 2023. Motion passed unanimously. Requested multi-use path from Scharf Avenue to the beach along Frazee Ave be kept open for the winter for kids to get to the skating rink. DuFrane stated they would do their best to keep it open, but it will depend on the amount of snow and ice. C. Albright stated she was confused by the minutes of the September Council meeting stating \$2,500 could be spent on restrooms. In the August park board minutes, the park board asked for flush toilets, new vents and labor to install. Tony Sailor has requested \$2,500 for these items at the September council meeting. Dennis Pausch stated at the October Park Advisory meeting that he would bring a quote for the project to the city office for Lammers to sign and for the project to proceed. Lammers has not seen the quote. Discussed skating rink on Long Lake in the same area as the city beach. DuFrane stated Dennis Pausch would be clearing the ice for the skating rink and the park board was still discussing this further.

Streets/Sidewalks/Yard Waste Committee

Albright reviewed Sunset Strip project and stated he has spoken with the Dalgren family, and they would like staking done before city moves forward with acquiring the road and installing turn around. East Lake Street will require some right-of-way easements from 3 property owners before moving ahead with the project. Both projects were tabled until the December meeting. Haarstick reviewed the 1993 water project and why the road was placed in its present location.

Event Center Advisory Board

Pinke reviewed the Event Center Advisory Board meeting held November 8, 2023 (minutes not available for Council meeting). Motion by Albright, seconded by Haarstick to accept the resignation of Lyle Kreig effective immediately. Motion passed unanimously. Pinke stated the grill and upright freezer should be delivered by the end of November. The committee will be advertising on the radio in February.

Personnel

Bruhn thanked Lammers for changing the organizational chart to a flow chart. Albright thanked Lammers for providing personnel policy, flow chart and job descriptions. Personnel will be editing the personnel policy for the December meeting; personnel will be meeting to add Earned Sick and Safe Time (ESST) to personnel policy and to update the job descriptions.

Staff Reports

Utilities Superintendent

DuFrane requested the Council replace the blue barrels with garbage cans. DuFrane would like to rent 10 more garbage cans from Steve's Sanitation for \$2.00 per can a month. Currently the parks rent some garbage cans. The problems with the lift station have been fixed. The company putting in the generator switch has stated it is not scheduled to receive until after January. Ponds are currently empty and DuFrane invited all members of the council to go with him to see the grease which is visible now. Bruhn questioned where lead was found in our water system. DuFrane explained we had one water test failure which caused us to add 10 more homes to our water testing and the state requires the city to educate citizens on lead which leads to more documentation. With one home failing the city is out of the 90 percentile which will cause the city to do additional testing and provide educational materials to homeowners.

2024 Budget

2024 Fee Schedule

Bruhn reviewed the updates to the fee schedule. DuFrane requested the City require bonds from companies who work in the City such as Arvig, Great Plains, Otter Tail Power and Midco. Albright stated the planning commission is looking into permits for working within the community. Motion by Albright, seconded by Pinke to adopt the 2024 fee schedule as presented. Motion passed unanimously.

2024 Budget

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

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

Adjournment

The business for which the meeting was called having been completed, the meeting was adjourned at 7:30 pm.

Vergas Clerk-Treasurer

Julie Lammers, CMC

Date Range : 11/7/2023 To 12/12/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/12/2023	Aramark	Event Center, cleaning products and rugs INv 2520296265 & 2520303584	24297	\$211.26			
					100-45110-210-	EVENT CENTER	\$211.26
12/12/2023	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, January 2024	24298	\$3,489.62			
					100-41405-131-601-49440-131-	Clerk Water Utilities - Administration and General	\$221.46 \$442.94
					602-49490-131-	Sewer Utilities - Administration and General	\$442.94
					100-43110-131-100-45210-131-609-49751-131-	Highways, Streets & Roadways Parks Liquor Store - Manager - Off-Sale	\$332.21 \$332.21 \$1,717.86
12/12/2023	Colonial Life	Employee, insurance employee reimbursed Dec 2023 and Jan 2024	24299	\$364.48			
					100-41405-999-609-49751-999-	Clerk Liquor Store - Manager - Off-Sale	\$116.24 \$248.24
12/12/2023	Corporate Technologies, LLC	All Depts, Technology Inv #112532, 112360, 112154	24300	\$491.20			
					100-41010-200-100-41010-200-100-41010-200-	GENERAL GOVERNMENT GENERAL GOVERNMENT GENERAL GOVERNMENT	\$25.00 \$223.20 \$243.00
12/12/2023	Matthew Engebretson	St, Pk, reimbursed cell phone	24301	\$25.00			
					100-43110-321-100-45210-321-	Highways, Streets & Roadways Parks	\$12.50 \$12.50
12/12/2023	Elan Financial Services	Event, freezer and grill reimbursed by donations	24302	\$6,911.52			
					100-45110-999-	EVENT CENTER	\$6,911.52
12/12/2023	Michael DuFrane	Cell phone, reimbursed	24303	\$78.00			

Date Range : 11/7/2023 To 12/12/2023

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
12/12/2023	Franklin Fence Company, Inc.	Gov Service Building, keyless entry	24304	\$333.74			
					440-41010-530-	GENERAL GOVERNMENT	\$333.74
12/12/2023	Frazee-Vergas Forum	GG, Legal Ads	24305	\$277.70			
					100-41010-350-	GENERAL GOVERNMENT	\$277.70
12/12/2023	Gopher State One Call	Wtr, Swr, Locates	24306	\$13.50			
					602-49490-210-	Sewer Utilities - Administration and General	\$6.75
					601-49440-210-	Water Utilities - Administration and General	\$6.75
12/12/2023	Great Plains Natural Gas Company	Shop, utility	24307	\$90.13			
					100-43010-380-	City Shop	\$90.13
12/12/2023	Hawkins, Inc	Wtr, chemicals Inv#6576614	24308	\$1,131.70			
					601-49440-218-	Water Utilities - Administration and General	\$1,131.70
12/12/2023	JH Signs & Designs, Inc	Golf Cart, permits; Pickup, Decals	24309	\$135.00			
					100-43110-210-	Highways, Streets & Roadways	\$100.00
					100-41010-210-	GENERAL GOVERNMENT	\$35.00
12/12/2023	Julie Lammers	Clerk, Reimbursed cell phone	24310	\$75.00			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
12/12/2023	Leighton Broadcasting	Event, 2023 advertising	24311	\$100.00			

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					100-45110-340-	EVENT CENTER	\$100.00
12/12/2023	Performance Paving & Sealcoating	Streets, asphalt repair in alley by Hansons	24312	\$2,300.00			
					100-43110-400-	Highways, Streets & Roadways	\$2,300.00
12/12/2023	RMB Environmental Laboratories, Inc	Water, 2023 Chemicals Inv.D053610	24313	\$38.12			
					601-49440-218-	Water Utilities - Administration and General	\$38.12
12/12/2023	Ramstad, Skoyles & Winters, PA	Attorney fees	24314	\$1,474.00			
					100-41010-304-	GENERAL GOVERNMENT	\$1,474.00
12/12/2023	Mac's Hardware	Park, supplies	24315	\$34.99			
					100-45210-220-	Parks	\$34.99
12/12/2023	MENARDS - DETROIT LAKES	GG, Vacuum	24316	\$89.99			
					100-41010-210-	GENERAL GOVERNMENT	\$89.99
12/12/2023	Minnesota Life Insurance Company	Employee Life Ins,Oct-Dec 2023	24317	\$240.40			
					100-41405-131-	Clerk	\$12.00
					100-43110-131-	Highways, Streets & Roadways	\$24.00
					100-43110-999-	Highways, Streets & Roadways	\$53.20
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$127.20
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$24.00
12/12/2023	MINNESOTA DEPARTMENT OF HEALTH	Water, connection fee	24318	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
12/12/2023	NAPA CENTRAL	Street, supplies	24319	\$20.99			
					100-43110-210-	Highways, Streets & Roadways	\$20.99

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12/12/2023	Nelson Auto Center	Street, Park, Sewer, 2023 Ford F-350 Pickup rear camera warning-blue light	24320	\$100.00			
					100-43110-400-	Highways, Streets & Roadways	\$33.33
					100-45210-400-	Parks	\$33.34
					602-49490-400-	Sewer Utilities - Administration and General	\$33.33
12/12/2023	Olson Oil Co.	St, operating supplies	24321	\$119.88			
					100-43110-210-	Highways, Streets & Roadways	\$119.88
12/12/2023	Otter Tail County Highway Dept.	St, salt/sand (2023)	24322	\$285.93			
					100-43125-210-	Ice and Snow Removal	\$285.93
12/12/2023	Otter Tail Power Company	All depts, utility	24323	\$1,913.27			
					100-43010-380-	City Shop	\$81.75
					602-49490-380-	Sewer Utilities - Administration and General	\$213.30
					100-43160-380-	Street Lighting	\$632.86
					100-45110-380-	EVENT CENTER	\$245.78
					100-45210-380-	Parks	\$82.17
					601-49440-380-	Water Utilities - Administration and General	\$609.69
					100-41010-380-	GENERAL GOVERNMENT	\$47.72
12/12/2023	Steve's Sanitation, Inc.	Event & Parks, garbage	24324	\$719.44			
					100-45110-384-	EVENT CENTER	\$189.60
					100-45210-384-	Parks	\$529.84
12/12/2023	Summers Construction	Build Build, refund tax 2023	24325	\$1,745.00			
					100-41010-999-	GENERAL GOVERNMENT	\$1,745.00
12/12/2023	Tri-State Pump & Control, Inc.	SW, Lift Station Capacitor Inv # 444648	24326	\$219.10			
					602-49490-580-	Sewer Utilities - Administration and General	\$219.10
12/12/2023	Kyle Theisen	LS, Cell Phone Reimbursement	24327	\$25.00			

Date Range : 11/7/2023 To 12/12/2023

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					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
12/12/2023	Vergas Hardware	All Depts, supplies	24328	\$353.99			
					100-45210-210-	Parks	\$79.90
					100-43010-210-	City Shop	\$87.98
					100-45110-210-	EVENT CENTER	\$4.68
					100-43110-210-	Highways, Streets & Roadways	\$181.43
12/12/2023	Verizon	Event, cell phone	24329	\$82.46			
					100-45110-321-	EVENT CENTER	\$82.46
12/12/2023	Widseth Smith Notlting & Assoc. Inc	Gg, Engineering	24330	\$2,185.00			
					100-43110-303-	Highways, Streets & Roadways	\$2,185.00
Total For Selected Claims				\$26,082.41			\$26,082.41

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

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12/12/2023	Aramark	Event Center, cleaning products and rugs INv 2520296265 & 2520303584	24297	\$211.26			
					100-45110-210-	EVENT CENTER	\$211.26
12/12/2023	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, January 2024	24298	\$3,489.62			
					100-41405-131-601-49440-131-	Clerk Water Utilities - Administration and General	\$221.46 \$442.94
					602-49490-131-	Sewer Utilities - Administration and General	\$442.94
					100-43110-131-100-45210-131-609-49751-131-	Highways, Streets & Roadways Parks Liquor Store - Manager - Off-Sale	\$332.21 \$332.21 \$1,717.86
12/12/2023	Colonial Life	Employee, insurance employee reimbursed Dec 2023 and Jan 2024	24299	\$364.48			
					100-41405-999-609-49751-999-	Clerk Liquor Store - Manager - Off-Sale	\$116.24 \$248.24
12/12/2023	Corporate Technologies, LLC	All Depts, Technology Inv #112532, 112360, 112154	24300	\$491.20			
					100-41010-200-100-41010-200-100-41010-200-	GENERAL GOVERNMENT GENERAL GOVERNMENT GENERAL GOVERNMENT	\$25.00 \$223.20 \$243.00
12/12/2023	Matthew Engebretson	St, Pk, reimbursed cell phone	24301	\$25.00			
					100-43110-321-100-45210-321-	Highways, Streets & Roadways Parks	\$12.50 \$12.50
12/12/2023	Elan Financial Services	Event, freezer and grill reimbursed by donations	24302	\$6,911.52			
					100-45110-999-	EVENT CENTER	\$6,911.52
12/12/2023	Michael DuFrane	Cell phone, reimbursed	24303	\$25.00			

Date Range : 11/7/2023 To 12/12/2023

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
12/12/2023	Franklin Fence Company, Inc.	Gov Service Building, keyless entry	24304	\$333.74			
					440-41010-530-	GENERAL GOVERNMENT	\$333.74
12/12/2023	Frazee-Vergas Forum	GG, Legal Ads	24305	\$277.70			
					100-41010-350-	GENERAL GOVERNMENT	\$277.70
12/12/2023	Gopher State One Call	Wtr, Swr, Locates	24306	\$13.50			
					602-49490-210-	Sewer Utilities - Administration and General	\$6.75
					601-49440-210-	Water Utilities - Administration and General	\$6.75
12/12/2023	Great Plains Natural Gas Company	Shop, utility	24307	\$90.13			
					100-43010-380-	City Shop	\$90.13
12/12/2023	Hawkins, Inc	Wtr, chemicals Inv#6576614	24308	\$1,131.70			
					601-49440-218-	Water Utilities - Administration and General	\$1,131.70
12/12/2023	JH Signs & Designs, Inc	Golf Cart, permits; Pickup, Decals	24309	\$135.00			
					100-43110-210-	Highways, Streets & Roadways	\$100.00
					100-41010-210-	GENERAL GOVERNMENT	\$35.00
12/12/2023	Julie Lammers	Clerk, Reimbursed cell phone	24310	\$75.00			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
12/12/2023	Leighton Broadcasting	Event, 2023 advertising	24311	\$100.00			

Date Range : 11/7/2023 To 12/12/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-45110-340-	EVENT CENTER	\$100.00
12/12/2023	Performance Paving & Sealcoating	Streets, asphalt repair in alley by Hansons	24312	\$2,300.00			
					100-43110-400-	Highways, Streets & Roadways	\$2,300.00
12/12/2023	RMB Environmental Laboratories, Inc	Water, 2023 Chemicals Inv.D053610	24313	\$38.12			
					601-49440-218-	Water Utilities - Administration and General	\$38.12
12/12/2023	Ramstad, Skoyles & Winters, PA	Attorney fees	24314	\$1,474.00			
					100-41010-304-	GENERAL GOVERNMENT	\$1,474.00
12/12/2023	Mac's Hardware	Park, supplies	24315	\$34.99			
					100-45210-220-	Parks	\$34.99
12/12/2023	MENARDS - DETROIT LAKES	GG, Vacuum	24316	\$89.99			
					100-41010-210-	GENERAL GOVERNMENT	\$89.99
12/12/2023	Minnesota Life Insurance Company	Employee Life Ins,Oct-Dec 2023	24317	\$240.40			
					100-41405-131-	Clerk	\$12.00
					100-43110-131-	Highways, Streets & Roadways	\$24.00
					100-43110-999-	Highways, Streets & Roadways	\$53.20
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$127.20
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$24.00
12/12/2023	MINNESOTA DEPARTMENT OF HEALTH	Water, connection fee	24318	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
12/12/2023	NAPA CENTRAL	Street, supplies	24319	\$20.99			
					100-43110-210-	Highways, Streets & Roadways	\$20.99

Date Range : 11/7/2023 To 12/12/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/12/2023	Nelson Auto Center	Street, Park, Sewer, 2023 Ford F-350 Pickup rear camera warning-blue light	24320	\$100.00			
					100-43110-400-	Highways, Streets & Roadways	\$33.33
					100-45210-400-	Parks	\$33.34
					602-49490-400-	Sewer Utilities - Administration and General	\$33.33
12/12/2023	Olson Oil Co.	St, operating supplies	24321	\$119.88			
					100-43110-210-	Highways, Streets & Roadways	\$119.88
12/12/2023	Otter Tail County Highway Dept.	St, salt/sand (2023)	24322	\$285.93			
					100-43125-210-	Ice and Snow Removal	\$285.93
12/12/2023	Otter Tail Power Company	All depts, utility	24323	\$1,913.27			
					100-43010-380-	City Shop	\$81.75
					602-49490-380-	Sewer Utilities - Administration and General	\$213.30
					100-43160-380-	Street Lighting	\$632.86
					100-45110-380-	EVENT CENTER	\$245.78
					100-45210-380-	Parks	\$82.17
					601-49440-380-	Water Utilities - Administration and General	\$609.69
					100-41010-380-	GENERAL GOVERNMENT	\$47.72
12/12/2023	Steve's Sanitation, Inc.	Event & Parks, garbage	24324	\$719.44			
					100-45110-384-	EVENT CENTER	\$189.60
					100-45210-384-	Parks	\$529.84
12/12/2023	Summers Construction	Build Build, refund tax 2023	24325	\$1,745.00			
					100-41010-999-	GENERAL GOVERNMENT	\$1,745.00
12/12/2023	Tri-State Pump & Control, Inc.	SW, Lift Station Capacitor Inv # 444648	24326	\$219.10			
					602-49490-580-	Sewer Utilities - Administration and General	\$219.10
12/12/2023	Kyle Theisen	LS, Cell Phone Reimbursement	24327	\$25.00			

Date Range : 11/7/2023 To 12/12/2023

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
12/12/2023	Vergas Hardware	All Depts, supplies	24328	\$353.99			
					100-45210-210-	Parks	\$79.90
					100-43010-210-	City Shop	\$87.98
					100-45110-210-	EVENT CENTER	\$4.68
					100-43110-210-	Highways, Streets & Roadways	\$181.43
12/12/2023	Verizon	Event, cell phone	24329	\$82.46			
					100-45110-321-	EVENT CENTER	\$82.46
12/12/2023	Widseth Smith Notlting & Assoc. Inc	Gg, Engineering	24330	\$2,185.00			
					100-43110-303-	Highways, Streets & Roadways	\$2,185.00
Total For Selected Claims				\$26,082.41			\$26,082.41

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

CITY OF VERGAS

Bill Listing for Nov. 15, 2023 to Dec. 8, 2023

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Arvig Communications	GG, Event, Shop, LS, phone, internet, security	614.39
City of Vergas	Payroll	8,670.20
Internal Revenue Services	2023 Withholding Tax	3,691.68
Gopher State One Call	Water, Sewer, locates	16.20
Lake Region Electric	Sign, electricity	59.19
Lammers, Julie	Housing Summit, mileage	34.06
Marco	Copier Contract	209.77
Kayla Marquart	Event Center, return deposit	75.00
Ottertail County HRA	Small Cities Dev. Program	23,150.00
Adam & Tara Dresen	Big Build Tax Reflief Program	1,451.00
Carol Sharp	Big Build Tax Reflief Program	1,701.00
MN Dept. Revenue	2023 Withholding Tax	501.95
Public Employees Retirement Assoc.	Payroll	1,956.96
Med-Pac	Park, reimbursed bike racks by Clay County Health	1,200.00
Verga Fire Relief Association	Fire State Aid	27,501.56
Total for bills paid between Council Meetings		<u><u>\$70,832.96</u></u>

City of Vergas Liquor Store Checks Paid in November 2023

Vendor	Description	Total
Aramark	Rugs & towels	\$64.94
Artisan Beer Company		87.60
Arvig Communication	Security System	\$248.54
Bergseth Bros		7,871.04
Beverage Wholesalers		2,227.05
BlueCross Blue Shield of MN	Employee Insurance	1,717.86
Breakthru Beverage MN Wine and Spirits		2,942.34
City of Vergas	Utility	60.02
City of Vergas	Payroll	4,564.85
Copper Trail Brewing		123.60
Datamann, Inc	Computer Support	21.30
D-S Beverage		5,899.84
Elan Financial Services	Supplies	68.85
Great Plains Natural Gas	Utility	36.15
Internal Revenue Service	2023 Withholding Tax	1,362.68
Johnson Brothers Liquor Co		6,959.67
Locators & Supplies	First Aid Kit	29.90
Merchant Services	Credit Card Fees	1,391.91
MN Dept. of Revenue	Sales Tax	5,525.00
MN Dept. Revenue	2023 Withholding Tax	196.50
Otter Tail Power Company	Utility	383.28
Phillips Wine & Spirits		3,961.50
Public Employees Retirement Assoc.	Payroll	\$862.98
Southern Wine & Spirits of MN		7,538.78
Theisen, Kyle	Cell Phone and Mileage	\$25.00
Viking Coca-Cola		219.46
Vinocopia		
	Total	<u>54,390.64</u>
	November Receipts	<u>55,367.04</u>
November Balance		<u><u>\$976.40</u></u>
	January - October Operating Income (Loss)	\$58,881.50
2022 Total Operating Income (Loss)		\$59,857.90

AGED BALANCES

CITY OF VERGAS

DATE: 12/07/2023 AUTHOR: VERJL22

CRITERIA: ACCT#: 0 - 9999999999 NAME: 0 - Z ZIP: 0 - 0 * includes unbilled transactions

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

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
110	N	DAY, SHAWN	\$111.70	\$114.54	\$123.99	\$22.64	\$372.87
361	N	RHONDA UEKE	\$99.83	\$98.73	\$83.01	\$68.75	\$350.32
502	N	TJ JOHNSON	\$108.39	\$102.22	\$84.33	\$109.03	\$403.97
530	N	DANIEL HOARD	\$83.97	\$80.02	\$69.07	\$23.85	\$256.91
570	N	TONY LICENCE	\$102.16	\$93.49	\$118.01	\$42.07	\$355.73
621	N	WOODS, CASSANDRA	\$114.00	\$145.75	\$128.59	\$111.14	\$499.48
1082	N	OTTER COFFEE	\$84.25	\$82.72	\$52.44	\$0.00	\$219.41
1220	N	VERGAS POST OFFICE	\$71.26	\$65.42	\$53.96	\$0.00	\$190.64
1361	N	LONGTIN, TRISHA	\$88.96	\$134.80	\$60.98	\$0.00	\$284.74
1765	N	CISSELL, GREGORY &	\$116.97	\$114.32	\$111.90	\$0.00	\$343.19
1788	N	ERICKSON,KRISTI	\$95.60	\$85.07	\$75.89	\$0.00	\$256.56
2000	N	LENDE, BRIAN	\$120.74	\$112.83	\$90.92	\$53.36	\$377.85
3001	N	MEYER, SAPPHIRE	\$84.08	\$99.14	\$88.90	\$46.74	\$318.86
7701	N	BRACKEN, JOSEPH &	\$138.04	\$155.56	\$126.08	\$0.00	\$419.68
Totals(14):			\$1,419.95	\$1,484.61	\$1,268.07	\$477.58	\$4,650.21

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/22</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>11/30/23</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	164,036.15	364,000.00	35,455.00	1,537.21	494,118.36	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		374,810.57	364,000.00	35,455.00	2,999.96	706,355.53		

City of Vergas Bond Schedule

Title	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2022</u>	<u>Interest Due 12/31/2022</u>	<u>Balance 12/31/2023</u>	<u>Amount Paid in 2023</u>
Street Debt Service Fund									
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
Water Fund									
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				1,182,000.00		1,039,173.50	110,007.51

2006 and 2019 Street Project/General Fund/Special Revenue Money Market Account

				2023		11/30/2023
	2022 Balance	Interest	2023 Interest	Purchased	2023 sold	Balance
Uncommitted Funds	0.00	21.11%	326.41	364,000.00	260,000.00	104,326.41
City Shop	8,048.35	1.63%	25.12	0.00	0.00	8,073.47
Easements	5,224.79	1.06%	16.30	0.00	0.00	5,241.09
Event Center	17,956.76	0.19%	2.99	0.00	17,000.00	959.75
Event Center Electronic Sign	10,000.00	2.03%	31.21	0.00	0.00	10,031.21
General	14,481.58	2.94%	45.19	0.00	0.00	14,526.77
Park	20,634.42	4.19%	64.39	0.00	0.00	20,698.81
Sand Seal (Seal Coating)	31,408.18	2.63%	40.67	0.00	18,445.00	13,003.85
Sidewalk	14,882.84	3.02%	46.44	0.00	0.00	14,929.28
Street Improvements/Equipment	41,399.23	8.40%	129.19	0.00	0.00	41,528.42
2019 Street Project	0.00	30.45%	466.83	150,000.00	0.00	150,466.83
2006 Street Project	0.00	22.33%	342.47	110,000.00	0.00	110,342.47
Balance	\$164,036.15	100.00%	\$1,537.21	\$624,000.00	\$295,445.00	494,128.36 ***

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

Current Committed Total 128,992.65

As on 11/30/2023

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	175,847.99	611,278.79	403,445.00	0.00	764,567.50	490,544.33	11,350.00	(75,890.05)	234,128.36	158,238.31
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)	11,327.50	0.00	0.00	28,511.25	0.00	0.00	(61,403.62)	0.00	(61,403.62)
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
2019 Street Project	184,735.47	57,774.79	0.00	11,780.00	66,976.26	150,000.00	0.00	37,314.00	150,000.00	187,314.00
Street Project 2006*	109,400.39	13,633.74	0.00	16,310.00	0.00	110,000.00	8,879.00	20,465.13	110,000.00	130,465.13
Govenment Services Office	0.00	222,698.25	0.00	0.00	204,288.48	0.00	0.00	18,409.77	0.00	18,409.77
Water	223,641.09	126,342.99	14,958.24	0.00	154,286.06	14,958.24	9,721.30	185,976.72	15,023.74	201,000.46
Sewage Collection and Disposal	8,652.55	110,447.09	22,437.36	0.00	263,097.43	22,556.53	7,430.00	(151,546.96)	49,467.40	(102,079.56)
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	890,156.44	0.00	0.00	825,593.56	1,278.08	0.00	98,238.32	147,746.03	245,984.35
Vergas EDA	18,336.36	43,730.87	0.00	7,000.00	44,735.81	0.00	0.00	24,331.42	0.00	24,331.42
Total :	536,816.36	2,091,742.10	478,236.20	254,668.89	2,366,576.35	826,798.28	37,380.30	130,708.62	706,365.53	837,074.15

American Rescue Plan Funding 2021-2026

Income:				
	9/7/2021	Grant Funds	\$18,623.80	
	11/22/2021	Grant Funds	\$609.88	
	6/28/2022	Grant Funds	\$19,233.67	
Total Income				\$38,467.35
Expenses:				
Dehumidifier		Water Plant	2,470.00	
Fire Wall		General Government	848.44	
Microsoft 365		General Government	1,124.56	
Computer Tech. Support		General Government	2,400.00	
NDSU Landscaping		Parks	1,250.00	
Total Expenses - reported 04/30/2022 report				\$8,093.00
Telephone System	Telephone System	General Government	977.16	
GIS Mapping	Widseth Mapping System	General Government	4,600.00	
City Camera System	Arvig	General Government	\$3,450.00	
Event Center Floors		General Government	\$10,000.00	
Total Expenses - reported 04/27/2023 report				\$27,120.16
Fire Department	Paving parking lot		347.19	
Expenses approved but not spent	Generator	Water	\$11,000.00	
Total in Fund				\$11,000.00

		2023 Budget	11/30/2023 Actual
	General Property Taxes (31000)	259,068.00	252,831.72
	Penalties & Deling Taxes (31900)	0.00	223.26
	10% Gaming Fee (31311)	3,000.00	2,220.06
	Gravel Permit	7,000.00	7,000.00
	Intoxicating On-Sale Liquor (32110)	6,900.00	3,200.00
	Non-Intoxicating Malt Liquor (32115)	125.00	0.00
	Set-Up License (32116)	125.00	500.00
	Cigarette Licenses (32117)	200.00	200.00
	Conditional Use/Variance/Interim Permit (32210)	0.00	1,200.00
	Construction Permit (32210)	5,000.00	4,569.00
	Grade and Fill Permit	0.00	175.00
	Golf Cart Permit (32213)	200.00	120.00
	Recycling Center (32215)	15,335.00	16,345.00
	Cat & Dog Licenses (32240)	550.00	788.00
	Intergovernmental Aid (33404)	131.00	0.00
	Federal Grants and Aids (33101)	4,000.00	426.11
	State Aids/Fire Relief (33390)	10,000.00	27,501.56
	Local Government and Aids (33401)	37,814.00	18,907.00
	County Grants & Aids for Hwys (33610)	2,000.00	2,688.63
	Charges of Services (34005)	2,000.00	851.50
	General Government (34100)	0.00	90.00
	Fire, Reimbursed (34210)	16,000.00	0.00
	Recreation (36217)	0.00	0.00
	Miscellaneous Revenues (36200)	0.00	1,100.00
	Interest Earnings (36210)	60.00	1,370.58
	Rent/Municipal Building (36217)	6,000.00	5,600.00
	Rent/Event Center (36225)	17,600.00	10,940.00
	Event Center other related charges (36227)	1,500.00	800.00
	Contributions & Donations (36230)	2,000.00	5,657.00
	Contributions to Event Center	0.00	44,662.85
	Refunds & Reimbursements (36233)	0.00	57,808.24
	LMCIt/Dividends (36235)	3,000.00	0.00
	Liquor Store Transfer (39201)	30,000.00	0.00
	Total Receipts	\$429,608.00	\$467,775.51
GENERAL GOVERNMENT			
	Workers Compensation	0.00	238.94
(41000)	Office Supplies (200)	1,160.00	8,190.53
	Operating Supplies (210)	250.00	326.77
	Repair & Maint. Supplies (220)	200.00	796.46
	Auditor (301)	2,125.00	2,125.00
	Postage (322)	300.00	1,064.91
	Telephone	4,000.00	2,985.69
	Dues (345)	930.00	4,073.05
	Printing & Publishing (350)	4,000.00	3,646.12
	Insurance (360)	3,105.00	3,019.00
	Utilites	0.00	56.55
	Repair & Maintenance (400)	300.00	341.00
	Improvements (530)	1,000.00	784.95
	Office Equip & Furnishing & IT.(570)	1,500.00	0.00
	Refund & Reimbursements	0.00	44,354.56
	Total General Government	\$18,870.00	\$72,003.53
Legislative (Council/Board)			
	Wages and Salaries (100)	4,500.00	5,302.80
(41100)	Employer Cont./Soc.Sec. (122)	1,250.00	916.56
	Office Supplies (200)	200.00	0.00
	Travel, Mtgs & Schools	1,000.00	2,006.38
	Operating Supplies (210)	200.00	0.00

	Insurance (360)	200.00	278.00
	Total Legislative	\$7,350.00	\$8,503.74
Executive (N	Wages and Salaries (100)	1,200.00	899.02
(41300)	Employer Cont./Soc.Sec. (122)	200.00	256.06
	Workers Compensation	0.00	0.00
	Volunteer Appreciation	100.00	0.00
	Dues (345)	30.00	30.00
	Travel, Mtgs & Schools	1,000.00	869.60
	Total Executive	\$2,530.00	\$2,054.68
Total General Government		28,750.00	82,561.95
Clerk (4140)	Wages and Salaries (100)	17,000.00	13,841.34
	Employer Cont./Soc.Sec. (122)	7,600.00	7,096.44
	Health/Life Insurance (131)	2,600.00	2,519.89
	Telephone	300.00	275.00
	Workers Compensation	350.00	581.20
	Travel, Mtgs & Schools	1,500.00	2,068.04
Legal Service	Attorney (304)	9,000.00	888.75
Elections (4	Wages and Salaries (100)	0.00	0.00
	Office Supplies (200)	0.00	0.00
	Travel, Mtgs. & Schools (211)	0.00	33.93
Total Clerk, Legal services and Elections		38,350.00	27,304.59
Planning & Zoning (41910)		500.00	938.00
Fire (42200)	Pensions-Relief Assoc. (120)	0.00	0.00
	Workers Compensation	5,500.00	6,581.88
	Insurance (360)	5,500.00	7,270.00
	V-CDH Budgeted amount	12,000.00	11,967.08
	Reimbursed Expenses (810)	0.00	7,256.60
Total for Public Safety, Traffic, Fire		61,850.00	61,352.08
City Shop (4	Operating Supplies (210)	100.00	405.17
	Repair & Maint. Supplies (220)	100.00	201.71
	Small Tools & Minor Equip (240)	1,000.00	0.00
	Internet (321)	810.00	742.50
	Insurance (360)	828.00	0.00
	Utility Services (380)	5,200.00	1,157.00
	Repair & Maintenance Service (400)	300.00	3,841.10
	City Share/Assessments	60.00	305.00
	Improvements (530)	2,500.00	462.27
Total For City Shop		10,898.00	7,114.75
Highways, S	Wages and Salaries (100)	21,500.00	21,882.69
(43100)	Employer Cont./Soc.Sec. (122)	12,685.00	12,426.10
	Health Insurance (131)	6,538.00	3,844.88
	Workers Compensation (150)	1,300.00	0.00
	Office Supplies (200)	100.00	113.04
	Operating Supplies (210)	8,000.00	11,064.80
	Travel, Mtgs, & Schools	300.00	1,799.65
	Repair & Maint. Supplies (220)	2,500.00	0.00
	Small Tools & Minor Equip (240)	600.00	133.46
	Employee Clothing Allowance (245)	350.00	0.00
	Engineer (303)	28,000.00	51,685.73
	Telephone	375.00	343.75
	Insurance (360)	4,725.00	7,339.00
	Repair & Maintenance Service (400)	5,000.00	26,975.44
	Seal Coating (410)	7,500.00	25,941.44
	Improvements (530)	25,000.00	22,439.76
	Other Equipment (580)	15,000.00	7,880.18
Sidewalk	Repair & Maintenance (400)	1,500.00	0.00
Ice and Snow	Sand & Salt	1,500.00	857.29
	Repair & Maintenance (400)	0.00	0.00
	Snow Removal (415)	0.00	0.00
	Capital Outlay	5,000.00	8,228.54
Total for Streets, Sidewalks, Ice Control		147,473.00	202,955.75

Recycling Center (43218)			
	Wages and Salaries (100)	7,700.00	6,607.19
	Employer Cont./Soc.Sec. (122)	4,361.00	3,595.80
	Repair & Maintenance (220)	3,000.00	1,606.07
	Office Supplies (200)	500.00	398.67
	Printing & Publishing (350)	600.00	0.00
	Street Lighting (380)	400.00	205.17
	City Share/Assessments	850.00	461.28
	Improvements (530)	8,000.00	0.00
Total for Recycling Center		25,411.00	12,874.18
Street Lighti	Utility Services (380)	9,000.00	7,896.00
Event Center	Part-Time Employees (103)	0.00	1,224.11
	Employer Cont./Soc.Sec. (122)	0.00	668.62
	Professional Services	3,800.00	1,074.64
	Office Supplies (200)	100.00	68.22
	Operating Supplies (210)	3,900.00	7,298.30
	Repair & Maint. Supplies (220)	1,580.00	0.00
	Internet	1,104.00	1,498.90
	Security Services (300)	0.00	0.00
	Advertising	4,000.00	2,355.00
	Insurance (360)	1,900.00	3,795.00
	Rug Rental (370)	0.00	0.00
	Utility Services (380)	8,000.00	6,567.63
	Rubbish Service (384)	1,500.00	1,986.14
	Repair & Maintenance (400)	3,000.00	4,356.45
	City Share/Assessments (440)	400.00	426.90
	Improvements (530)	10,000.00	64,710.44
	Refunds & Reimbursements	0.00	14,032.30
Total for Event Center		39,284.00	110,062.65
Parks (4520)	Wages and Salaries (100)	22,760.00	20,442.95
	Employer Cont./Soc.Sec. (122)	12,465.00	9,247.19
	Health Insurance (131)	6,000.00	3,793.51
	Workers Compensation	900.00	0.00
	Engineering	2,500.00	6,830.00
	Office Supplies (200)	100.00	68.22
	Operating Supplies (210)	7,500.00	4,499.63
	Telephone	375.00	343.75
	Travel, Mtgs, & Schools	300.00	20.00
	Repair & Maint. Supplies (220)	5,000.00	1,347.73
	Employee Clothing Allowance(245)	250.00	0.00
	Printing & Publishing (350)	250.00	0.00
	Licenses/Permits	360.00	35.00
	Insurance (360)	5,000.00	2,371.00
	Utility Services (380)	3,000.00	2,709.79
	Rubbish Service (384)	2,400.00	2,122.06
	Repair & Maintenance Service(400)	3,000.00	4,571.27
	City Share/Assessments (440)	975.00	927.96
	Improvements (530)	18,000.00	27,334.96
	Refunds & Reimbursements	0.00	18,239.00
Total for Parks		91,135.00	104,904.02
Non-Expend	Economic Development (46510)	7,000.00	7,000.00
Misc.		3,043.00	0.00
Tax Abatement		5,764.00	0.00
	Total Disbursements	\$468,458.00	\$624,963.97

City of Vergas

		11-30-2023	
Water Fund		<u>2023 Budget</u>	<u>Actual</u>
Refunds and Reimbursements		0.00	0.00
Water User Charges		128,970.00	110,202.36
Water Connection Fee		2,250.00	4,902.16
Water Late Fees		2,000.00	3,627.70
Letter Delivery Fees		180.00	775.57
Sale of Water		300.00	1,400.00
Replaced Parts		0.00	55.88
Total Revenues		<u>\$133,700.00</u>	<u>\$120,963.67</u>
Disbursements Legislative (Council/Board)			
Wages and Salaries		3,125.00	3,170.89
Employer Cont./Soc.Sec./PERA		<u>1,000.00</u>	<u>666.10</u>
Total Acct 411		4,125.00	3,836.99
Executive (Mayor/Manager)			
Wages and Salaries		1,300.00	899.02
Employer Cont./Soc.Sec./PERA		250.00	148.96
Travel, Mtgs. & Schools		<u>300.00</u>	<u>0.00</u>
Total Acct 413		1,850.00	1,047.98
Water Administration & General			
Bond Payment		0.00	0.00
Wages and Salaries		32,332.00	29,616.00
PERA/Employer Cont./Soc.Sec.		17,000.00	17,588.11
Health/Life Insurance		5,200.00	4,898.58
Office Supplies		2,000.00	3,126.76
Operating Supplies		5,000.00	247.42
Chemicals & Chem Products		6,000.00	6,300.50
Small Tools		0.00	293.46
Repair & Maint. Supplies		500.00	621.21
Auditor		1,000.00	1,000.00
Telephone		525.00	522.30
Professional Services		3,000.00	315.00
Engineer/Water Tower		4,633.00	1,834.00
Travel, Mtgs. & Schools		1,600.00	1,579.18
Dues		400.00	481.67
Annual Fees/Permits		1,435.00	0.00
Insurance		2,500.00	2,702.00
Utility Services		5,000.00	0.00
Repair & Maintenance		1,500.00	5,579.21
Water Connection Fees		1,500.00	920.64
Water Use Fees		0.00	1,230.00
Improvements		36,600.00	4,168.49
Refunds & Reimbursements		<u>0.00</u>	<u>64,747.56</u>
Total Acct 494		<u>127,725.00</u>	<u>147,772.09</u>
Total Disbursements		<u>133,700.00</u>	<u>152,657.06</u>

Difference

Page 30 of 39 0.00 (31,693.39)

*Bond Payments 2023-2032

City of Vergas

Sewer Fund

	2023 Budget	11-30-2023 Actual
Refunds and Reimbursements	0.00	0.00
Sewer User Charges	120,275.00	102,384.24
Sewer Connection Fee	2,250.00	750.00
Sewer Late Fees	3,400.00	3,336.07
Miscellaneous Revenue	0.00	55.88
Total Revenues	125,925.00	106,526.19
Disbursements Legislative (Council/Board)		
Wages and Salaries	2,800.00	3,170.89
Employer Cont./Soc.Sec./PERA	800.00	503.81
Total Acct 411	3,600.00	3,674.70
Executive (Mayor/Manager)		
Wages and Salaries	800.00	926.27
Employer	200.00	153.48
Travel, Mtgs. & Schools	100.00	0.00
Total Acct 413	1,100.00	1,079.75
Water Administration & General		
Wages and Salaries	31,000.00	28,259.59
Pensions/PERA/Em cont/Soc.	15,000.00	15,569.94
Health/Life Insurance	5,200.00	4,899.11
Workers Compensation	450.00	0.00
Office Supplies	2,000.00	3,126.78
Operating Supplies	3,200.00	5,138.14
Chemicals & Chem Products	1,000.00	5,252.04
Clothing Allowance	0.00	0.00
Repair & Maint. Supplies	900.00	1,707.85
Professional Service	8,000.00	11,842.84
Auditor	1,000.00	1,000.00
Telephone	525.00	522.29
Travel, Mtgs. & Schools	1,000.00	718.48
Dues	175.00	61.66
Printing & Publishing	0.00	0.00
License/Permits	900.00	850.00
Insurance	1,375.00	288.00
Utility Services	2,500.00	2,703.83
Repair & Maintenance	1,200.00	2,044.05
City Share/Assessments	500.00	408.27
Small Tools	300.00	0.00
Refunds & Reimbursements	0.00	969.77
Improvements	45,000.00	20,439.85
Total Acct 494	121,225.00	105,802.49
Total Disbursements	125,925.00	110,556.94
Difference	Page 31 of 59 0.00	-4,030.75

CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
RESOLUTION 2023-018

RESOLUTION DESIGNATING THE POLLING PLACE FOR THE CITY OF VERGAS

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

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

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

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

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

Adopted this 12th day of December 2023 by the City Council of the City of Vergas.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk/Treasurer

Clerk-Treasurer Julie Lammers requests to hire the following election judges for 2024:

Head Election Judge

Julie Lammers for Presidential Primary March 5

Diane Menz for Primary August 13 and General November 5

Judges for all elections:

Pat Strand

Steph Hogan

Kari Dahlgren

Carol Albright

CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA

RESOLUTION 2023-017
RESOLUTION ALLOWING CLERK-TREASURER TO EXECUTE GRANT FOR LAWRENCE LAKE HOME
LOCATED ON PARCEL 82000990305000

The City Council of the City of Vergas, Minnesota does hereby resolve as follows:

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 Vergas Clerk-Treasurer Julie Lammers, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted this 12th day of December 2023 by the City Council of the City of Vergas.

CITY OF VERGAS

By: Julie Bruhn
Its Mayor

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

RESOLUTION 2023-019
RESOLUTION ACCEPTING DONATION RECEIVED

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

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

A picnic table valued at \$200.00 from Joshua David Moltzan for Vergas Park

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

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

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

Passed and Adopted by the Council on this 12th day of December 2023

CITY OF VERGAS

By: Julie Bruhn
Its Mayor

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

RESOLUTION 2023-020
RESOLUTION ACCEPTING DONATION RECEIVED

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

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

Parcel 82000990306000 consisting of 4.81 acres along Glenn St
from JRMH Holdings LLC for a Vergas Park

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

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

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

Passed and Adopted by the Council on this 12th day of December 2023.

CITY OF VERGAS

By: Julie Bruhn
Its Mayor

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

**Vergas EDA/HRA
Government Services Center
2:00 PM on Tuesday, December 5, 2023**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, December 5, 2023, at 2:00 pm at the Vergas Government Services building 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

Approved agenda with the following additions: CEDA grant and January meeting date.

January Meeting Date

Motion by Albright, seconded by Perry to move the January meeting to January 9, 2024. Motion passed unanimously.

Minutes

Motion by Perry, seconded by Summers to approve the minutes of November 7, 2023. Motion carried.

Status of Recommendations to City Council

None.

Financial Update

Lammers provided financial information for 2023 and the City budgeted transfer of \$5,000 for 2024.

Old Business

2023 Housing and Economic Goals.

The goals and timelines will be discussed at the January meeting.

HRA Lots on Eva and Diane in Vergas

Albright reviewed the request from Otter Tail County HRA to switch the 3 lots they own with the 3 lots across the street owned by Vergas HRA. Summers reviewed the difficulty in selling the lots due to income restrictions of \$110,000 when you must make \$100,000 to get a loan from the bank to purchase. Summers had one lot sold until they found out they were \$18,000 over the income limit. Albright encouraged members to contact their state representatives. Lammers stated she would contact the county in regard to the 2024 numbers and Jordan Rasmusson regarding the income limits. The county is applying for a grant for the duplexes and both Ditterich Mercantile and the Vergas Liquor Store have stated they will deliver to the senior housing. The Lion's have offered to provide neighbor to neighbor rides to appointments. Continued discussion will take place at the January meeting.

Zoning Map

Albright stated he would like to color a blank map in with what the city currently has for commercial and residential properties. Once we have the current map, we will compare it to the current zoning map and discuss expansion of commercial zoning. Discussed need for industrial park. If the city had an industrial park, we could add businesses such as: car wash, vet clinic, etc. Discussed the need for daycare and the possibility of turning one of the HRA lots into a daycare facility. Discussed annexing property into the city limits to begin an industrial park as there is no land currently available in the city limits to have an industrial park. Members will continue discussion at the January meeting.

New Business

CEDA Grant

Discussed the grant opportunity to hire CEDA for Revolving Loan Funds, Business Incubation Programs, Childcare Incentive Programs, and Business Retention and Expansion Program. Albright will be attending a webinar regarding the grant program on December 12, 2023. The deadline to submit the application for the grant is January 12, 2024. Motion by Albright, seconded by Ditterich to apply for the CEDA grant. Motion passed unanimously.

Motion by Perry, seconded by Summers to adjourn the meeting at 3:20 p.m.

Julie Lammers

City Clerk-Treasurer
City of Vergas

Council Recommendations

None.

Follow up Actions.

Update goal timeline in January.

City Council
2023 December Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
6:30 PM on Tuesday, December 12, 2023

9. Committee Reports

- A. Planning Commission
 - 1. Nuisances- 339 E Frazee Avenue
- B. CDH-Vergas Fire Board
- C. Park Advisory Board
- D. Personnel
 - 1. Earned Sick and Safe Leave Policy
 - 2. Pay Table

Files Attached

- 11.27.2023 Planning Commission Meeting Agenda Minutes.pdf
- Fire Board Report Nov 28 2023.pdf
- 11.16.2023 Park Advisory Board Minutes DRAFTpdf.pdf
- 12.4.23 Budger and Personnel Comm Meeting.pdf
- ESST 11.28.23.pdf
- Proposed 2024 Pay Structure effective 1-1-2024.pdf

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, November 27, 2023

6:00 pm

Vergas Event Center

A City of Vergas Planning Commission meeting was held on Monday, November 27, 2023, with the following members present Bruce Albright, Judy Kvam, Alex Ohman, Rebecca Hasse and Robert Jacoby. Absent: none. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Blaine Green and Jeff Hattlewick.

Call to Order

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

Agenda Additions and Deletions

Approved agenda as presented.

Minutes

Motion by Kvam, seconded by Hasse to approve minutes for October 23, 2023. Motion carried.

Status of Council Recommendations

The Nuisance Property letter was approved to be sent to nuisance property at 280 1st Ave S, property owner removed vehicle from property before letter could be sent. The Gravel Pit Survey was approved by the council and council approved stipulation of no permit being issued until grass and trees are planted.

Construction Permits

Active Construction Permits

Rebecca Hasse stated the Vergas Assisted Living has completed their permit. Albright and Kvam will review permits before our January meeting.

Old Business:

Ordinances

Streets & Sidewalks

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

Ordinance Culverts, Right-a-way permit, Ordinance 151.32, 79, 85 and 93

Lammers provided rough draft. Commissioners asked to have road culverts added to ordinance and to remove exceptions for ordinance. Lammers will update for the January meeting.

Shoreline Management Ordinance

Kvam provided a rough draft. Commissioners decided to review at the December Planning Meeting. Lammers has spoken with Chris LeClair, Otter Tail County, and he is working with the County Attorney on if they can legally take over the Vergas lake shore permits.

Subdivision Control – Appendix III: Minimum Road Standards

The Vergas Street Committee requested adding to the minimum road standards: Existing streets are exempt from minimum road standards and streets do not require bituminous surface or curb and gutter until over 60% of properties are established and property owners petition city for bituminous surface.

Commissioners questioned the following:

The current ordinance states developers need to pay for curb, gutter and paving of street: why are we not asking developers for a bond to pay for surfacing street.

How does ordinance 152.06, which states 33 feet of right of way, affect this appendix?

What is the definition of an alley? Why is Sunset Strip not an alley?

Are we causing more problems in the future if we exempt existing streets from minimum road standards?
Sent this back to the street committee to review.

Updated Vergas Basic Code

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

Nuisance Properties within Vergas

280 1st Street has removed the pickup from Vergas. Albright asked if he and DuFrane could visit these people and discuss the ordinances with homeowners. Albright would need Council approval to visit with homeowners. Motion by Ohman, seconded by Kvam to recommend to Council to take the strongest action possible regarding debris at 339 E Frazee Ave. Motion passed unanimously. Motion by Ohman, seconded by Hasse to send 101 E Mill St a letter as they are in violation of ordinance of 91.13 and 92.16E. Motion passed unanimously. Motion by Kvam, seconded by Hasse to send letters to 600 E Frazee Ave for unlicensed vehicles as they are in violation of ordinances 92.19 and 92.20. Motion passed unanimously. Motion by Kvam, seconded by Hasse to send letters to 224 W Main Street for unlicensed vehicles as they are in violation of ordinances 92.19 and 92.20. Motion passed unanimously. Motion by Ohman, seconded by Kvam to send letters to 415 S Unit Avenue for unlicensed vehicles as they are in violation of ordinances 92.19 and 92.20. Motion passed unanimously.

Vergas Zoning Map

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

Sunset Strip

Waiting for Widseth to stake before proceeding.

W Lake Street

Waiting for Widseth to stake before proceeding. Property owners have questions if their fence is in the easement area. Greene stated he would have the survey crew locate the fence in survey.

New Business

December Meeting

Motion by Kvam, seconded by Ohman to move the December meeting to Monday, December 18, 2023 at 6 pm due to the regularly scheduled meeting being on Christmas. Motion passed unanimously.

Adjournment

The meeting adjourned at 7:35 pm.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

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

Lammers provide updated basic code at January meeting.

Letters sent to nuisance properties.

Commissioners read and make recommendations for shoreline management ordinance for December Meeting.

Council recommendations:

Council to take the strongest action possible regarding debris at 339 E Frazee Ave.

Fire Board Report

The CDH-Vergas Fire Board met on November 28 to discuss and finalize the budget for 2024.

Approved was a 10% increase. The increase in funding will be placed in the Truck Fund. Will be looking at fire truck replacement in 2025. Last payment being made on last truck purchase.

Goal is to get \$60,000.00 in the truck fund. Anticipate new truck could be \$600,000.00. Will also be moving funds not used in 2023 into the Truck Fund.

Will also be requesting City Public Safety Funds for gear replacement, totally \$6,000.00-\$7,000.00. Fire Department funds that would have typically been used to purchase the gear will be moved into the Truck Fund.

Of note, LifeVac a rescue device for choking has been purchased by Fire & Rescue and will be placed in each of the restaurants for choking response. There have been rescue calls for choking. Not everyone is knowledgeable in performing the heimlich maneuver and LifeVac will provide a ready option. Restaurants will be trained in use.

Council Action:

Approval of the 10% increase in fire & rescue funding for 2024.

Submitted by
Julie Bruhn, Vergas Fire Board Representative

11.16.2023 Minutes **DRAFT** Vergas Parks & Rec Advisory Board 3:00 p.m. Vergas Event Center

1. **Members Present:** Carol Albright, Sherri Hanson, Steph Hogan, Tony Sailer. **Absent:** Dean Haarstick, Matt Engebretson, Maggie Puetz.
2. **Others Present:** Pam Krieg
3. **Additions to Agenda:** Report from Council Meeting, Cross Country Ski Trail.
4. **October Minutes** were approved with a motion by Hogan/Second by Sailer.
5. **Albright's Report from the Council Meeting:**
 - a. Council accepted Albright's resignation from Parks & Rec Advisory Board
 - b. DuFrane will try to keep Trail clear of snow from the laundry mat to the ice rink but it may be difficult when snow begins to pile up from the highway being plowed.
 - c. Clarification to install Toilets with Risers at Long Lake Park's restroom, not flush toilets, as Council approved. Council approved Parks request at previous meeting, Not to exceed \$2500.
6. **Pam Krieg, representing the Lions:**
 - a. asked if they could add a new sign to Peterson Park that would include giving credit to the Lions for taking care of the garden. **Motion by Hanson/Second by Hogan to approve installation of a new sign at Peterson Park; the sign will include credit given to Lions for taking care of the garden; the design and size will need to be approved by the Parks Board and the Council.**
 - b. requested that signs be placed by trees that have been donated as Memorials. **Motion by Hanson/Second by Hogan to recommend Council make a list of names that need to be added to donated memorial trees in the parks.**
 - c. asked that the small wood bench near the planter next to the veterans' complex be replaced by one of the newly purchased green benches from the Lions. **Motion by Sailer/Second by Hogan to recommend to the Council that the Lions replace the old wood bench by the ball diamond planter with a new green Lions bench.**
 - d. informed the Board that signage about the purpose of coins being left at the vets' memorial will be added in an effort to prevent the coins from being stolen. Also, the Freedom Rock will be painted this summer with patriotic symbols only. Albright reminded her the Council has to approve the design. Another pillar has been started. There are 104 lines per pillar. Albright asked if the Lions would be buying any spots for names of Vergas veterans who no longer have family in the area. Krieg's response was 'no' because the Lion's have already contributed alot.
7. **Ice Rink:** Dennis Pausch had talked about maintaining the rink; nothing definite yet.
8. **Loon Park Restrooms** discussed in #5 above.
9. **P & R Board Position** will be advertised in the City newsletter.
10. **Baseball Diamond:** Sailer walked the field after the Hairyman Event. There was a 2' x 2' square of damaged grass near third base. No visible ruts anywhere. Community Club has donated \$1500 to the City for maintenance of the ball field. The pitching mound needs to be rebuilt and edging needs to be done to the infield and outfield. **Motion by Hanson/Second by Sailer to recommend to Council that a contract be developed for all those who use the Ball Diamond, including the mens' baseball team; and that a person(s) be hired or be a volunteer to maintain the field.**
11. **Picnic Tables:** are usually stored under the shelters at Long Lake Park. **Board recommends that any repairs needed on the tables be done this winter.**
12. **No update from Engebretson.**
13. **No Budget received.** Frustration expressed because we do not know what exactly is coming out of our budget. Communication among Board, City, and Council seems unclear.

14. No December meeting.

Written and submitted by Carol Albright.

Follow-Up Items to be Addressed at the December Council Meeting

1. Approve installation of new sign at Peterson Park with Lions recognized as gardeners. The dimensions and design will need Parks Board and Council approval.
2. Request list of names to be placed on donated memorial trees, requested by Lions.
3. Replace old bench at Ball Diamond planter with a bench donated by Lions.
4. Develop a contract for Ball Diamond usage.
5. City guys should repair picnic tables this winter.
6. How can communication among the Council, City, and Parks Board be more effective?

City of Vergas
Budget and Personnel Committee Meeting

A combined Budget and Personnel Committee meeting was called to order on Monday, December 4, 8:30 am, at the Vergas City Office. Present: Julie Bruhn, Natalie Fischer, and Julie Lammers.

1. The proposed 2024 budget was reviewed and recommended for approval.

2. Reviewed pay table and made the following recommendations:

City Admin/Staff:

Recommending STEP Adjusting 3% per step (it is varying between .15 and .3-recommend equal steps.

Maintenance Superintendent:

Increase starting from \$18.50 to \$21.00. This allows the current pay to be 'on the table'.

Current Maintenance Superintendent at step 9.

Liquor Store Manager:

Increase starting from \$19.06 to \$21.10 Current Liquor Store Manager is at step 4.

Admin/Clerk:

Increase starting wage from \$24.04 to \$25.00. This allows the current pay to be 'on the table'.

Current Admin at step 9.

3. Minnesota passed a new law regarding Earned Sick and Safe Time (ESST). Recommend allowing full time employees to use PTO (paid time off) for state recommended uses of ESST. Recommended changing personnel policy to allow part-time employees to earn ESST. One hour of ESST is earned for every 30 hours worked and earn up to a maximum of 48 hours a year. Unused ESST can be carried over into the next year but must not exceed 80 hours at any time. The effective date is January 1, 2024.

Personnel Committee Follow Up Actions:

1. Update personnel policy for approval at the January Council meeting.
2. Review job descriptions for all employees.

City Council Recommendations:

Approve 2024 Budget

Approve 2024 Pay Table

Approve the Earned Sick and Safe Time policy.

Submitted by:

Julie Lammers, CMC

Vergas Clerk-Treasurer

Section 12.01 Earned Sick and Safe Leave

“Earned Sick and Safe Leave” is paid time off and applies to all employees (including full-time employees, part-time employees, temporary employees and seasonal employees performing work for at least 80 hours in a calendar year for the city.

(a) Accrual of Earned Sick and Safe Leave

1. Part-time, temporary, and seasonal employees scheduled to work at least 80 hours per calendar year will accrue Earned Sick and Safe Leave at a rate of one hour for every 30 hours worked, including overtime hours, and can earn a maximum of 48 hours each calendar year.
2. For employees holding multiple positions performing work for at least 80 hours per calendar year all hours worked will contribute to Earned Sick and Safe time accrual up to the maximum of 48 hours each calendar year. Accrual is not based on separate positions. Accrued Earned Sick and Safe time may be used for all positions held by an employee.
3. Employees performing work for less than 80 hours per calendar year do not qualify for Earned Sick and Safe Leave.
4. Per the Minnesota Department of Labor and Industry elected officials are not considered employees and are exempt from Earned Sick and Safe Leave.
5. Once an employee performs work for more than 80 hours per calendar year, the employee’s eligibility threshold is met. Once the eligibility threshold is met, the accrual calculation includes all hours worked back to the first hour worked for the employer. Once the eligibility threshold is met, the employee will accrue one hour for every thirty hours worked moving forward, in compliance with the Carry Over and Pay Out requirements below, even if the employee does not meet the threshold of 80 hours in subsequent calendar years.

(b) Earned Sick and Safe Leave Use

The leave may be used as it is accrued in the smallest increment of time tracked by the city’s payroll system (.25 hours) as described below, for the following circumstances:

- An employee’s own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking

- Obtain services from a victim services organization
- Obtain psychological or other counseling
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
 - With mental or physical illness, injury or other health condition:
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 - Who needs preventative medical or health care
 - Whose school or place of care has been closed due to weather or other public emergency
 - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
 - Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

(c) For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner

- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

(d) Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe Leave to find a replacement worker to cover the hours the employee will be absent.

(e) Carry Over and Pay Out of Earned Sick and Safe Leave

Part-time employees working less than 20 hours per week, part-time salaried employees, temporary employees, seasonal employees, may carryover unused Earned Sick and Safe time into the next calendar year, but at no time may the accrued Earned Sick and Safe time exceed 80 hours. Accrued Earned Sick and Safe time will not be paid out when an employee leaves their job, either voluntarily or involuntarily. An employee who transfers positions retains their accrued Earned Sick and Safe time. An employee who returns to work for the same employer within 180 days of separation is entitled to the Earned Sick and Safe time accrued before leaving.

(f) Retaliation prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

(g) Benefits and return to work protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority

during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee, including a seasonal employee, is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

2023 STEP STRUCTURE - Regular Employees

(with STEP Adjusting + cola 3%)

Effective:

1/1/2023

		MINIMUM				MIDPOINT						MAXIMUM	Job Title
Grade Level	Points		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9		
100	153	\$11.33	\$11.67	\$11.90	\$12.14	\$12.51	\$12.69	\$12.88	\$13.08	\$13.27	\$13.47	\$13.67	Liquor Store Clerks
110	102	\$11.59	\$11.82	\$12.17	\$12.90	\$13.29	\$13.49	\$13.69	\$13.90	\$14.11	\$14.32	\$14.53	Office Support Technician
120	150	\$16.59	\$16.92	\$17.43	\$18.48	\$19.03	\$19.31	\$19.60	\$19.90	\$20.20	\$20.50	\$20.81	Event Center Coordinator
140	188	\$17.30	\$17.65	\$18.18	\$18.72	\$19.29	\$19.67	\$20.07	\$21.07	\$21.49	\$21.92	\$22.36	Maintenance Worker
160	213	\$18.54	\$18.91	\$19.48	\$20.06	\$20.66	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82	\$23.27	Utilities Superendent
200	291	\$19.06	\$19.44	\$20.02	\$20.62	\$21.24	\$21.66	\$22.10	\$22.54	\$22.99	\$23.45	\$23.92	Liquor Store Manager
260	496	\$24.04	\$24.52	\$25.26	\$26.01	\$26.79	\$27.33	\$27.88	\$28.43	\$29.00	\$29.58	\$30.18	Clerk-Treasurer
		MINIMUM	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	

Proposed

2024 STEP STRUCTURE - Regular Employees

(with STEP Adjusting + 3%)

Effective:

(with STEP Adjusting + 3%)											Effective:			
Grade Level	Points	MINIMUM				MIDPOINT						MAXIMUM	Job Title	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9			
100	153	\$11.33	\$11.67	\$12.02	\$12.38	\$12.75	\$13.13	\$13.53	\$13.93	\$14.35	\$14.78	\$15.23		Liquor Store Clerks
110	102	\$11.59	\$11.94	\$12.29	\$12.66	\$13.04	\$13.43	\$13.84	\$14.25	\$14.68	\$15.12	\$15.57		Office Support Technician
120	150	\$16.59	\$17.09	\$17.60	\$18.13	\$18.67	\$19.23	\$19.81	\$20.40	\$21.02	\$21.65	\$22.30		Event Center Coordinator
140	188	\$17.30	\$17.82	\$18.35	\$18.90	\$19.47	\$20.06	\$20.66	\$21.28	\$21.92	\$22.57	\$23.25		Maintenance Worker
160	213	\$21.00	\$21.63	\$22.28	\$22.95	\$23.64	\$24.34	\$25.08	\$25.83	\$26.60	\$27.40	\$28.22		Utilities Superendent
200	291	\$21.10	\$21.73	\$22.38	\$23.06	\$23.75	\$24.46	\$25.19	\$25.95	\$26.73	\$27.53	\$28.36		Liquor Store Manager
260	496	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98	\$29.85	\$30.75	\$31.67	\$32.62	\$33.60		Clerk-Treasurer
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9			
		MINIMUM				MIDPOINT						MAXIMUM		

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City Council
2023 December Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
6:30 PM on Tuesday, December 12, 2023

10. Staff Reports

A. Utilities Superintendent Report

Files Attached

- 12 Dec council report Mike DuFrane.pdf

December 2023 Council Report

1. Deer ran into the side of 2023 pickup put little dents and took out the taillight.
2. Going to MN Warn meeting in St Cloud on December 13.
3. Talked with Jason Schrupp from Hansons Plumbing and heating. He informed me there would be a code violation if we put flushable toilets in at the bath house at Long Lake Park.
4. Talked MN DNR Trails and waterways manager. He didn't think we could extend the fishing pier due to not having another extra section, also he was concerned about the length of the pier by adding another section due to the possibilities of damage from the wave action.

Micheal DuFrane Utilities Superintendent

**City Council
2023 December Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
6:30 PM on Tuesday, December 12, 2023**

11. 2024 Budget

2024 Proposed Budget

Files Attached

- 2024 Proposed Budget -December 12 Council Meeting.pdf
- 2024 Proposed Budget -December Council Meeting Graphs.pdf

2024 Proposed Budget
Dec. 12, 2023

	2023 Budget	2024 Proposed Budget
General Property Taxes (31000)	259,068.00	271,225.00
Penalties & Deling Taxes (31900)	0.00	0.00
10% Gaming Fee (31311)	3,000.00	4,000.00
Gravel Permit	7,000.00	9,000.00
Intoxicating On-Sale Liquor (32110)	6,900.00	6,400.00
Non-Intoxicating Malt Liquor (32115)	125.00	0.00
Set-Up License (32116)	125.00	500.00
Cigarette Licenses (32117)	200.00	200.00
Conditional Use/Variance Permit (32205)	0.00	400.00
Construction Permit (32210)	5,000.00	6,000.00
Grade and Fill Permit (32211)	0.00	375.00
Golf Cart Permit (32213)	200.00	140.00
Recycling Center (32215)	15,335.00	16,345.00
Dog Licenses (32240)	550.00	750.00
Intergovernmental Aid (33404)	131.00	131.00
Federal Grants and Aids (33101)	4,000.00	4,000.00
State Aids/Fire Relief (33390)	10,000.00	28,000.00
Local Government and Aids (33401)	37,814.00	43,751.00
County Grants & Aids for Hwys (33610)	2,000.00	3,000.00
Small Cities Assistance	0.00	17,861.00
Charges of Services (34005)	2,000.00	2,000.00
General Government (34100)	0.00	0.00
Fire, Reimbursed (34210)	16,000.00	16,000.00
Recreation (36217)	0.00	0.00
Miscellaneous Revenues (36200)	0.00	0.00
Interest Earnings (36210)	60.00	900.00
Rent/Municipal Building (36217)	6,000.00	7,200.00
Rent/Event Center (36225)	17,600.00	17,600.00
Event Center other related charges (36227)	1,500.00	1,000.00
Contributions & Donations (36230)	2,000.00	2,000.00
Refunds & Reimbursements (36233)	0.00	0.00
LMCit/Dividends (36235)	3,000.00	4,620.00
Liquor Store Transfer (39201)	30,000.00	25,000.00
Total Receipts	\$429,608.00	\$488,398.00

2024 Proposed Budget
Dec. 12, 2023

		2023 Budget	2024 Proposed Budget
GENERAL GOVERNMENT			
(41000)	Office Supplies (200)	1,160.00	3,000.00
	Operating Supplies (210)	250.00	300.00
	Repair & Maint. Supplies (220)	200.00	800.00
	Auditor (301)	2,125.00	2,125.00
	Postage (322)	300.00	600.00
	Telephone	4,000.00	3,500.00
	Dues (345)	930.00	1,800.00
	Printing & Publishing (350)	4,000.00	4,000.00
	Insurance (360)	3,105.00	3,200.00
	Repair & Maintenance (400)	300.00	300.00
	Utility Services (380)	0.00	5,000.00
	Improvements (530)	1,000.00	1,000.00
	Office Equip & Furnishing & IT.(570)	1,500.00	5,500.00
	Refund & Reimbursements	0.00	0.00
	Total General Government	\$18,870.00	31,125.00
Legislative (Council/Board)			
	Wages and Salaries (100)	4,500.00	5,600.00
(41100)	Employer Cont./Soc.Sec. (122)	1,250.00	2,100.00
	Office Supplies (200)	200.00	650.00
	Travel, Mtgs & Schools	1,000.00	2,000.00
	Operating Supplies (210)	200.00	200.00
	Insurance (360)	200.00	300.00
	Total Legislative	\$7,350.00	10,850.00
Executive (Mayor/Manager)			
	Wages and Salaries (100)	1,200.00	1,200.00
(41300)	Employer Cont./Soc.Sec. (122)	200.00	250.00
	Workers Compensation	0.00	0.00
	Volunteer Appreciation	100.00	100.00
	Dues (345)	30.00	30.00
	Travel, Mtgs & Schools	1,000.00	1,000.00
	Total Executive	\$2,530.00	2,580.00
Total General Government		28,750.00	44,555.00
Clerk (41400)			
	Wages and Salaries (100)	17,000.00	17,500.00
	Employer Cont./Soc.Sec. (122)	7,600.00	8,866.00
	Health/Life Insurance (131)	2,600.00	3,232.00
	Telephone	300.00	300.00
	Workers Compensation	350.00	350.00
	Travel, Mtgs & Schools	1,500.00	2,000.00
Legal Services (41600)			
	Attorney (304)	9,000.00	5,000.00
Elections (41410)			
	Wages and Salaries (100)	0.00	1,500.00
	Office Supplies (200)	0.00	50.00
	Travel, Mtgs. & Schools (211)	0.00	400.00
Total Clerk, Legal services and Elections		38,350.00	39,198.00

2024 Proposed Budget

Dec. 12, 2023

		2023 Budget	2024 Proposed Budget
Planning & Zoning (41910)		500.00	1,000.00
Fire (42200)	Pensions-Relief Assoc. (120)	0.00	0.00
	Workers Compensation	5,500.00	7,000.00
	Insurance (360)	5,500.00	5,500.00
	V-CDH Budgeted amount	12,000.00	14,481.00
	Reimbursed Expenses (810)	0.00	3,624.00
Total for Public Safety, Traffic, Fire		23,000.00	30,605.00
City Shop (43000)	Operating Supplies (210)	100.00	300.00
	Repair & Maint. Supplies (220)	100.00	100.00
	Small Tools & Minor Equip (240)	1,000.00	1,000.00
	Internet (321)	810.00	810.00
	Insurance (360)	828.00	850.00
	Utility Services (380)	5,200.00	6,150.00
	Repair & Maintenance Service (400)	300.00	300.00
	City Share/Assessments	60.00	120.00
	Improvements (530)	2,500.00	500.00
Total For City Shop		10,898.00	10,130.00
Highways, Streets & Roadways	Wages and Salaries (100)	21,500.00	25,400.00
	(43100) Employer Cont./Soc.Sec. (122)	12,685.00	14,147.00
	Health Insurance (131)	6,538.00	4,370.00
	Workers Compensation (150)	1,300.00	1,300.00
	Office Supplies (200)	100.00	100.00
	Operating Supplies (210)	8,000.00	9,000.00
	Travel, Mtgs, & Schools	300.00	20.00
	Repair & Maint. Supplies (220)	2,500.00	3,500.00
	Small Tools & Minor Equip (240)	600.00	600.00
	Employee Clothing Allowance (245)	350.00	350.00
	Engineer (303)	28,000.00	30,000.00
	Telephone	375.00	375.00
	Insurance (360)	4,725.00	4,725.00
	Repair & Maintenance Service (400)	5,000.00	5,000.00
	Seal Coating (410)	7,500.00	10,000.00
	Improvements (530)	25,000.00	42,861.00
	Other Equipment (580)	15,000.00	5,000.00
Sidewalk	Repair & Maintenance (400)	1,500.00	1,500.00
Ice and Snow Removal (4312)	Sand & Salt	1,500.00	1,500.00
	Snow Removal (415)	0.00	1,000.00
	Capital Outlay	5,000.00	1,000.00
Total for Streets, Sidewalks, Ice Control		147,473.00	161,748.00
Recycling Center (43218)	Wages and Salaries (100)	7,700.00	8,000.00
	Employer Cont./Soc.Sec. (122)	4,361.00	4,500.00
	Repair & Maintenance (220)	3,000.00	3,000.00

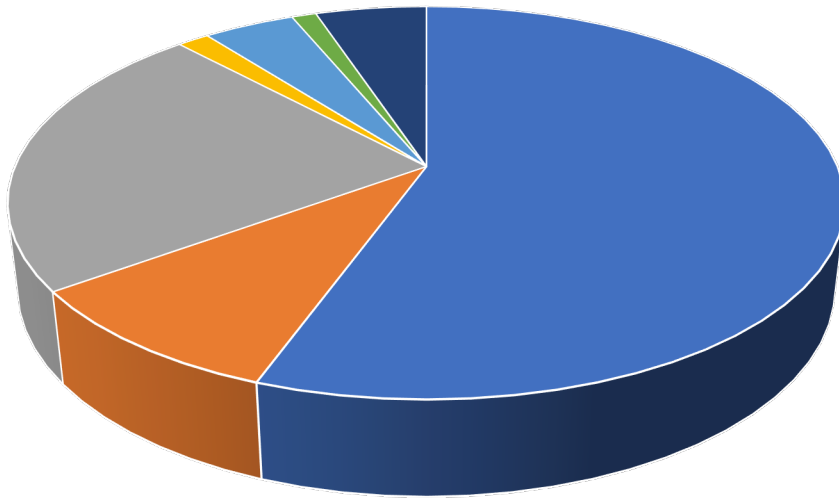
2024 Proposed Budget
Dec. 12, 2023

		2023 Budget	2024 Proposed Budget
	Office Supplies (200)	500.00	100.00
	Printing & Publishing (350)	600.00	400.00
	Street Lighting (380)	400.00	300.00
	City Share/Assessments	850.00	500.00
	Improvements (530)	8,000.00	1,500.00
Total for Recycling Center		25,411.00	18,300.00
Street Lighting (43160)	Utility Services/Street Poles	9,000.00	15,000.00
Event Center (45100)	Part-Time Employees (103)	0.00	7,830.00
	Employer Cont./Soc.Sec. (122)	0.00	660.00
	Professional Services	3,800.00	2,500.00
	Office Supplies (200)	100.00	82.00
	Operating Supplies (210)	3,900.00	5,000.00
	Repair & Maint. Supplies (220)	1,580.00	1,600.00
	Internet & Telephone	1,104.00	1,824.00
	Security Services (300)	0.00	500.00
	Advertising	4,000.00	4,000.00
	Insurance (360)	1,900.00	3,795.00
	Utility Services (380)	8,000.00	8,000.00
	Rubbish Service (384)	1,500.00	2,000.00
	Repair & Maintenance (400)	3,000.00	2,600.00
	City Share/Assessments (440)	400.00	450.00
	Improvements (530)	10,000.00	5,000.00
	Refunds & Reimbursements	0.00	0.00
Total for Event Center		39,284.00	45,841.00
Parks (45200)	Wages and Salaries (100)	22,760.00	25,530.00
	Employer Cont./Soc.Sec. (122)	12,465.00	12,465.00
	Health Insurance (131)	6,000.00	6,000.00
	Workers Compensation	900.00	900.00
	Engineering	2,500.00	5,000.00
	Office Supplies (200)	100.00	100.00
	Operating Supplies (210)	7,500.00	7,000.00
	Telephone	375.00	375.00
	Travel, Mtgs, & Schools	300.00	20.00
	Repair & Maint. Supplies (220)	5,000.00	2,000.00
	Employee Clothing Allowance(245)	250.00	100.00
	Printing & Publishing (350)	250.00	0.00
	Licenses/Permits	360.00	360.00
	Insurance (360)	5,000.00	5,000.00
	Utility Services (380)	3,000.00	3,500.00
	Rubbish Service (384)	2,400.00	2,600.00
	Repair & Maintenance Service(400)	3,000.00	3,000.00
	City Share/Assessments (440)	975.00	990.00
	Improvements (530)	18,000.00	20,000.00

2024 Proposed Budget
Dec. 12, 2023

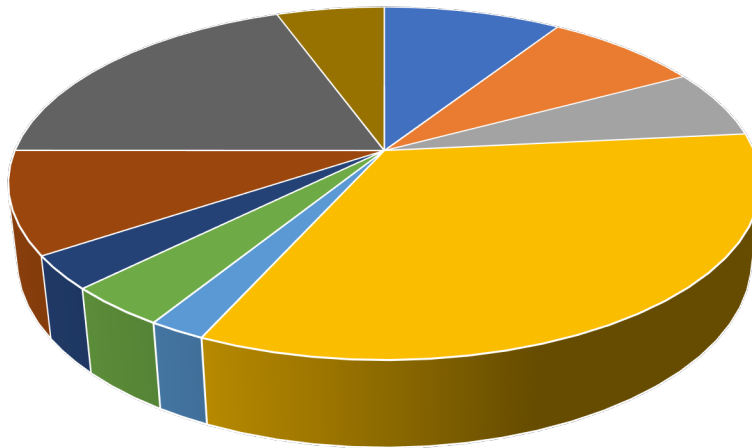
		2023 Budget	2024 Proposed Budget
	Refunds & Reimbursements	0.00	0.00
Total for Parks		91,135.00	94,940.00
Non-Expenditures	Economic & Housing Development (46510)	7,000.00	5,000.00
Misc.		3,043.00	0.00
Tax Abatement		5,764.00	22,081.00
	Total Disbursements	\$429,608.00	\$488,398.00
		\$0.00	0.00

2024 Proposed Budget Income



- General Property Taxes 55.53%
- Fees & Licenses 9.44%
- Federal and State Aids & Grants 23.08%
- Municipal Building Rent 1.47%
- Event Center 4.22%
- Dividends & Interest 1.13%
- Liquor Store 5.12%

2024 Proposed Budget Expenses



- General Government 9.12%
- Clerk, Legal, Elections 8.03%
- Fire 6.27%
- Streets, Sidewalks, Ice Control 33.32%
- City Shop 2.07%
- Recycling Center 3.75%
- Street Lights 3.07%
- Event Center 9.39%
- Parks 19.44%
- Economic & Housing Development 5.54%

**City Council
2023 December Council Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
6:30 PM on Tuesday, December 12, 2023**

12. Information & Announcements

Trainings:

Events:

Local Board of Review, April 10, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)