

City Council
2024 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, February 13, 2024

1. Call to Order

2. Citizens' Concerns

3. Agenda Additions and Deletions

4. Approval of Consent Agenda

1. Council Minutes of the January 9, 2024 and January 26, 2024
2. Bills paid between Council meetings and Council bills
3. Liquor Store bills for January 2024
4. Late water/sewer bills
5. 2024 Investment Schedule/Bond Schedule
6. General Fund Special Revenue Money Market Account
7. 2024 Statement of Receipts, Disbursements and Balances
8. American Rescue Plan Funding 2021-2026
9. Committee Reports - requiring no Council Action
 1. EDA/HRA
 2. Water Sewer Committee Meeting
 2. Streets/Sidewalk/Yard Waste

5. Glenn St and W Lake St Extensions

1. Ruther Excavating Invoice
2. Hydrants

6. Committee Reports

- A. Park Advisory Board
 1. Outdoor Recreation Grant/Long Lake Master Plan
- B. Personnel
 1. Job Discription
 2. Use of City Vehicles Policy
- C. Planning Commission
 1. Lawrence Lake Acres Second Addition
- D. Event Center Advisory Board
 1. Floors

7. Staff Reports

Utilities Superintendent Report

8. Information & Announcements

Trainings:

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. LMC, Loss Control Workshop March 26 in Mahnomen or March 27 in Alexandria (DuFrane, Engebretson, Lammers)
4. Municipal Beverage Association (MMBA) April 20-23, 2024 Arrowwood (Theisen)
5. League of MN Cities Annual Conference June 26-28, 2024 in Rochester (Mayor, Council & Lammers)
6. Clerks Advanced Academy- September 19-20, 2024 (Lammers)

Events:

1. Local Board of Review, April 10, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
2. Otter Tail County, Workforce Summitt, Wednesday, April 24
3. Household Hazardous Waste Day, Thursday, June 20, 2024 10:00 - 2:00 (Volunteers Needed)

9. Adjournment

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9. Committee Reports - requiring no Council Action
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 2. Water Sewer Committee Meeting
 2. Streets/Sidewalk/Yard Waste

Files Attached

- 01.09.24 Council Minutes.pdf
- 01.26.2024 Special Council Minutes.pdf
- 2.13.2024 City payments paid between Council meetings.pdf
- 2024 Investment Schedule & Bond Schedule.pdf
- 2024 General Fund_Special Revenue Money Market Account Report.pdf
- American Rescue Plan Funding 2021-2026.pdf
- 01.09.2024 EDA_HRA Agenda Minutes.pdf
- 10.05.23 SSYW meeting minutes pdf.pdf
- 01.2024 Liquor Store Bill Listing.pdf
- 2.6.24 CEDA Grant.pdf
- Utility Billing 60 day report.pdf
- 02.13.2024 Claims List for Approval.pdf
- 01.31.2024 Budget Comparison-General Fund.pdf
- 01.31.2024 Budget Comparison-Sewer Fund.pdf
- 01.31.2024 Budget Comparison-Water Fund.pdf
- 01.26.2024 Water Sewer Committee.pdf

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, January 9, 2024

The City Council of Vergas met at 6:30 pm, on Tuesday, January 9, 2024 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 Manager Kyle Theisen; Attorney Tom Winters; Editor Bob Williams of the Frazee-Vergas Forum; and Citizens Carol Albright, Marcia Huddleson and Jim Courneya.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Mayor's State of Cities Address

Bruhn reviewed 2023 accomplishments. Bruhn ended with the city vision statement: The City of Vergas is a thriving community that we are proud to call home. We are committed to taking charge of our future and proud of our commitment to retaining its small-town charm; while continually improving our employment, housing, and technology. Our quality of life, friendly atmosphere, and sense of community help us retain residents as well as draw in visitors and new residents. Our community flourishes because of engaged community members, business owners, and leaders working together to advance and communicate common values, goals and priorities of the Vergas Comprehensive Plan.

Citizens' Concerns

No concerns addressed.

Agenda Additions and Deletions

Motion by Pinke, seconded by Albright to approve the agenda with the following item added: Water service line and Treasurers report and the following item deleted: EDA/HRA report under the consent agenda. Motion passed unanimously.

Water Service Line

Lammers stated Josh Hanson dropped off an invoice from Ruther Excavating Inc for \$9,446.64 which included moving the water line and hydrant on Glenn Street. Albright stated in early August it was determined the hydrant needed to be moved due to the extension of Glenn Street. Hanson had received an estimate of \$6,800 for relocating the hydrant. The invoice was more than the original estimate because it took twice as long as expected because the city did not know where they wanted the hydrant. DuFrane did not agree with this statement and stated they could not find the water line because it was in the middle of the ditch. DuFrane stated the issue was finding the water line and not the city's hydrant. Bruhn questioned paying the invoice as this could commit us to paying future developments when they connect into the city water line. This new development does not contribute to the water fund and there is no way to recoup this cost. Currently the water fund has a negative balance, and this would not benefit our current users. Winters stated that if the Council is inclined to do something there will need to be some kind of findings. Motion by Fischer, seconded by Pinke to not help cover the costs of the Ruther Excavating Inc invoice. Motion passed unanimously.

Approval of Consent Agenda

Motion by Pinke, seconded by Albright to approve the following consent agenda with Albright having minor corrections to the minutes:

1. Council Minutes of the December 12, 2023
2. Bills paid between Council meetings and Council bills totaling \$168,350.04.
3. Liquor Store bills for December 2023 totaling \$66,185.20.
4. Late water/sewer bills

5. 2023 Investment Schedule/Bond Schedule
6. General Fund Special Revenue Money Market Account
7. 2022 Statement of Receipts, Disbursements and Balances
8. American Rescue Plan Funding 2021-2026
9. Committee Reports - requiring no Council Action
Planning Commission

Motion passed unanimously.

Set Time, Place and Date of Regular 2024 Meetings

Discussed the fact that both the Council and Lions have their large meetings on the same night. There are no handicapped parking spots left on our meeting night. Motion by Pinke, seconded by Albright to hold 2024 Council meetings on the 2nd Tuesday of each month at 6:30 p.m. in a hybrid setting at the Vergas Event Center.

Appointment of Acting Mayor

Motion by Pinke, seconded by Albright to appoint Natalie Fischer as acting Mayor. Voting yes: Pinke, Albright and Haarstick. Voting No: None. Abstain: Fischer. Motion carried.

Appointments

Bruhn reviewed the 2024 City of Vergas Portfolio's/Councils/Committees/Board. The ballfield committee will be a subcommittee under the Park Board once members can be found. Motion by Pinke, seconded by Fischer to approve the Council Portfolios as provided. Motion passed unanimously.

Motion by Pinke, seconded by Albright to approve the following appointments:

1. CDH-Vergas Fire Board Representative - Julie Bruhn
2. Planning Commission Representative and Appointments- Bruce Albright, Alex Ohman and Jim Courneya
3. Economic Development Authority and Housing Redevelopment Authority Representative and Member - Bruce Albright and Paul Sonnenberg
4. Event Center Advisory Board Members- Paul Pinke, Deb Jacoby and Jay Norby
5. Appoint City Attorney- Ramstad, Skoyles and Winters, P.A.
A. Annual Review of Contract
6. Designate Official Newspaper - Frazee-Vergas Forum
7. Designation of official place of advertisement of projects: www.cityofvergas.com
8. Designate Official Depositories: Vergas State Bank

Motion passed unanimously.

Vergas Arts Club

Carol Albright representing the Vergas Arts Club requested the city allow the Arts Club to apply for a \$3,000 grant from the Lake Region Arts Council for Pert Near Sandstone a blue-grass band based in the Twin Cities to perform in Vergas with June 8 or August 10 on their behalf. Albright will write the grant, requesting to use the City as the applicant and fiscal agent. Motion by Pinke, seconded by Fischer to allow Albright to write the grant with the City as the Applicant and fiscal agent. Voting yes: Pinke, Fischer and Haarstick. Voting No: None. Abstain: Albright. Motion carried.

Committee Reports

Personnel

Bruhn reviewed the personnel committee meeting held December 28, 2023 (minutes available at the Vergas City Office). The utility Superintendent and Clerk-Treasurer have both successfully met their criteria. Every 3 years if employees successfully meet the rating, they are eligible for a step increase. Motion by Albright, seconded by Pinke to approve Lammers and DuFrane at step 9 of the pay table. Motion passed unanimously. Lammers question the 3% increase for 2024 pay table. Fischer stated this was approved last month with the pay table. Updated personnel policy was presented to Council with changes highlighted in yellow. Motion by Albright, seconded by Haarstick to approve the updated personnel policy. Motion passed unanimously. Haarstick questioned if the use of City Vehicles policy

could be changed to allow DuFrane to take city vehicles to EMS calls. There has been a record number of calls, and he would like to see the city allow city vehicles used for rescue calls. DuFrane can often not make it to the EMS garage before the truck leaves and would like to drive to calls without returning to the shop to get his personnel vehicle, as sometimes minutes count. Lammers stated this was put in the policy due to an insurance concern with bringing the snowplow to an accident. Lammers will check with City insurance company and Use of City Vehicle Policy will be added to the February agenda.

Staff Reports

Utilities Superintendent

DuFrane brought a new request form for the removal of the Christmas trees along Main Street. DuFrane stated they have time to fulfill the request. Motion by Albright, seconded by Pinke to authorize the work request form to pick up Christmas trees. Motion passed unanimously.

Liquor Store Manager

Theisen reviewed the 2023 income and expenses for the Liquor Store. Theisen stated there is more space dedicated to wine than any other produce and he would like to see space for beer. Theisen provided 3 quotes for shelving to reduce the space for wine. All beer could then be on the floor, and it would eliminate the amount of handling the product. Motion by Pinke, seconded by Albright to allow Theisen to purchase shelving units. Motion passed unanimously. Starting February 1, 2024 there will be THC products sold at the Municipal Liquor Store.

Treasurer Report

Lammers reviewed the 2023 income and expenses. Provided a graph representing spending in 2023. End of the year actual numbers show we did not receive the income we projected with the budget, and we exceeded our spending. The majority of overspending was in the streets department. In 2024, the council will be getting a monthly budget comparison instead of the quarterly budget comparison they have received in the past. The largest expense came from capital outlay or improvements.

Information & Announcements

Trainings:

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- September 19-20, 2024 (Lammers)
4. LMC, Loss Control Workshop March 26 in Mahanomen or March 27 in Alexandria (DuFrane, Engbretson, Lammers)
5. League of MN Cities Annual Conference June 26-28, 2024 in Rochester (Mayor, Council & Lammers)
6. Municipal Beverage Association (MMBA) (Theisen) Arrowwood

Events:

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

Marcia Huddleston informed the Council she attended the Otter Tail County Commissioners meeting and they have taken a stand on the train crossing. Huddleston stated she has made a formal complaint as the train does not break apart when sitting for more than 10 minutes. The commissioners have authorized Deputies to begin investigating this safety issue regarding the railroad.

Adjournment

The business for which the meeting was called having been completed, the meeting was adjourned at 7:35 pm.

Vergas Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS
SPECIAL COUNCIL MINUTES
Vergas Government Services Center and Zoom
Friday, January 26, 2024

The City Council of Vergas met at 9:00 am, on Friday, January 26, 2024, at the Vergas Government Services Center for a hybrid special council meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright (on zoom), Paul Pinke, Dean Haarstick and Natalie Fischer. Absent: None. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Liquor Store Manager Kyle Theisen; Bob Williams of the Frazee-Vergas Forum; and Citizen Marcia Huddleston.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Personnel-Health Insurance

Lammers reviewed the current Health Insurance plan offered by the City of Vergas for full-time employees. Our insurance representative Al Roth has proposed the city look at HAS Health plans for the employees. Lammers reviewed the cost of 2 new plans the city could review. Proposed the city provide health savings amounts to the employees instead of spending on insurance plans. Motion by Fischer, seconded by Pinke to approve city contributions of \$142.00 a month if employees chose a \$6,000.00 out of pocket HAS plan and a contribution of \$65.00 a month if they choose a \$3,750 HAS plan. Voting Yes: Albright, Fischer, Pinke and Haarstick. Voting No: none. Motion carried.

Employee Hiring

Theisen proposed the hiring of Connie Lee as a part-time liquor store clerk. Motion by Pinke, seconded by Fischer to hire Connie Lee at step one as a part-time liquor store clerk. Voting Yes: Albright, Fischer, Pinke and Haarstick. Voting No: none. Motion carried.

Adjournment

The business for which the meeting was called having been completed, the meeting was adjourned at 9:20 am.

Vergas City Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS

Bill Listing for January 10, 2024 to February 12, 2024

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
City of Vergas	Payroll	11,589.00
Colonial Life	Employee, reimbursed insurance	273.36
Great Plains Natural Gas	Event, Center Utilities	514.71
Internal Revenue Services	2024 Withholding Tax	5,137.99
Lake Region Electric	Sign & Camera, electricity	60.21
MN Dept. of Natural Recourses-OMB	Park, Aquatic plant management permit	35.00
MN Dept. of Revenue	Sales Tax	113.00
MN Dept. Revenue	2024 Withholding Tax	521.06
Public Employees Retirement Assoc.	Payroll	2,040.14
SCSU Welcome Center	Clerks, conference	475.00
United States Postmaster	GG, Water, Sewer, postage	462.00
Total for bills paid between Council Meetings		<u>\$21,221.47</u>

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/23</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>12/30/24</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	494,443.11	0.00	100,000.00	298.51	394,741.62	4.00%	MMDA
Sewer Reserve	19753	27,018.62	0.00	0.00	0.00	27,018.62	3.50%	6/27/2025
Sewer and Water Debt Service	19759	37,526.60	0.00	0.00	0.00	37,526.60	2.50%	7/17/2024
Liquor Fund	20338	149,042.35	0.00	0.00	0.00	149,042.35	2.50%	12/14/2024
Totals		708,030.68	0.00	100,000.00	298.51	808,329.19		

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 12/31/2023</u>	<u>Interest Paid in 2024</u>	<u>Balance 12/31/2024</u>	<u>Amount Paid in 2024</u>
Street Debt Service Fund									
General Obligation Improvement Refunding Bonds,	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	174,173.50	1,590.00	144,173.50	30,000.00
General Obligation Improvement	6/11/2019	\$985,000.00	3.26%	Northland Trust	2/1/40	865,000.00	13,010.63	825,000.00	40,000.00
Water Fund									
General Obligation Water Revenue Note, Series 2022A	2/1/2022	\$132,000.00	3.25%	Vergas State Bank	2/1/32	118,800.00	1,200.00	106,800.00	12,000.00
Total		\$1,416,000.00				1,157,973.50		969,173.50	82,000.00

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

	2023 Balance	Interest	2024 Interest	2024 Purchased	2024 sold	01/31/2024 Balance
Uncommitted Funds	104,412.88	1.12%	3.34	0.00	100,000.00	4,416.22
City Shop	8,078.61	2.05%	6.12	0.00	0.00	8,084.73
Easements	5,224.43	1.32%	3.94	0.00	0.00	5,228.37
Event Center	960.36	0.24%	0.72	0.00	0.00	961.08
Event Center Electronic Sign	10,037.60	2.54%	7.58	0.00	0.00	10,045.18
General	14,536.02	3.69%	11.02	0.00	0.00	14,547.04
Park	20,711.99	5.25%	15.67	0.00	0.00	20,727.66
Sand Seal (Seal Coating)	13,012.13	3.30%	9.85	0.00	0.00	13,021.98
Sidewalk	14,938.79	3.79%	11.31	0.00	0.00	14,950.10
Street Improvements/Equipment	41,554.87	10.54%	31.46	0.00	0.00	41,586.33
2019 Street Project	150,562.67	38.17%	113.94	0.00	0.00	150,676.61
2006 Street Project	110,412.76	27.99%	83.55	0.00	0.00	110,496.31
Balance	\$494,443.11	100.00%	\$298.51	\$0.00	\$100,000.00	394,741.62 ***

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

Current Committed Total 129,152.47

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

**Vergas EDA/HRA
Government Services Center
2:00 PM on Tuesday, January 9, 2023**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, January 9, 2024, at 2:00 pm in a hybrid meeting at the Vergas Government Services building and on zoom with the following members present in person: Bruce Albright, Duane Ditterich and Paul Sonnenberg. Members present on zoom: Joy Summers. Absent: Vanessa Perry. Also Present: City Clerk-Treasurer Julie Lammers and Bob Williams of the Frazee-Vergas Forum.

Call to Order

The meeting was called to order by Acting Chair Bruce Albright at 2:05 pm. Albright welcomed Paul Sonnenberg to the committee.

Officers

Motion by Albright, seconded by Sonnenberg to appoint Ditterich as President of the Vergas EDA/HRA. Voting yes: Albright, Ditterich, Summers and Sonnenberg. Voting No: none. Motion carried. Motion by Summers and seconded by Ditterich to appoint Albright as Vice President and to appoint Perry as Assistant Treasurer. Voting yes: Albright, Ditterich, Summers and Sonnenberg. Voting No: none. Motion carried.

2024 Officers: President Duane Ditterich Vice President Bruce Albright
Secretary-Treasurer Julie Lammers Assistant Treasurer Vanessa Perry

Agenda Additions and Deletions

Approved agenda with the following additions: Vergas Community Fund.

Set Time, Place and Dates for Regular 2024 meetings

Motion by Summers, seconded by Ditterich to hold 2024 meetings the 1st Tuesday of the month at the Vergas Government Services Building. Motion passed unanimously. Motion by Summers, seconded by Ditterich to move the February meeting from Feb. 6 to February 13. Voting yes: Albright, Ditterich, Summers and Sonnenberg. Voting No: none. Motion carried.

Minutes

Motion by Albright, seconded by Sonnenberg to approve the minutes of December 5, 2023. Voting yes: Albright, Ditterich, Summers and Sonnenberg. Voting No: none. Motion carried.

Status of Recommendations to City Council

None. Albright reviewed Vergas committees. Vergas has a number of committees which fall under the Council. EDA/HRA is a separate entity. There are items which the EDA/HRA works with the City Council and can make recommendations to the Council. Albright as the Council Representative will bring these items to the Council. The EDA/HRA has their own budget and bylaws.

Financial Update

Lammers reviewed the 2023 and 2024 income and expenses.

Old Business

2023 Housing and Economic Goals.

The goals and timelines will be discussed with the need for specific goals with measurable results. Example: Spec house by 2028. A tangible action plan for 2024 needs to be established. Encouraged every member to bring 1 or 2 identifiable items for both EDA and HRA to the February meeting. Instead of meeting with business owners, determine how things are going for them, or if they need our assistance to stay in business or to expand their business. Change to: 1. Apply and receive "CEDA Grant" 2. Provide education programs to business by supporting programs offered by WCT and Otter Tail County.

HRA Lots on Eva and Diane in Vergas

Current income restrictions are \$110,000 annual income and new restriction levels will not be out until April. Banks require you to make \$100,000 to get a loan from the bank to purchase. Albright encouraged members to contact their state representatives. Lammers was asked to draft a letter to state representatives for members to send. Letter is to include where to start, what do we want to see and if they will carry a bill. We need these housing developments to increase tax base for both the city and the county.

Vergas Zoning Map

Albright stated he would like to color a blank map in with what the city currently has for commercial and residential properties. Ditterich suggested all EDA/HRA members should bring a colored map to the February meeting to discuss zoning ideas. Lammers will contact Widseth to get a white map of city limits for each member. If members would like the map larger than 8 1/2 by 11 Ditterich said his wife could print one off.

CEDA Grant

Lammers provided a grant for CEDA for the Business Retention and Expansion Program. Albright and Lammers worked on the grant which needs to be submitted by January 12, 2024. Members agreed Lammers should file the grant.

New Business**Vergas Community Fund**

Albright informed the EDA/HRA of the Vergas Community Fund and reviewed fundraising efforts of the Barnesville Community Fund. The EDA/HRA has our saving account with West Central Initiative, and this is managed by the Vergas Community Fund. Members asked Lammers to have the Vergas Community Fund invite them to their next meeting.

Motion by Sonnenberg, seconded by Ditterich to adjourn the meeting at 3:37 p.m. Voting yes: Albright, Ditterich, Summers and Sonnenberg. Voting No: none. Motion carried.

Julie Lammers

City Clerk-Treasurer

City of Vergas

Council Recommendations

None.

Follow up Actions.

All members bring 1-2 ideas for goals in 2024 with measurable results.

Lammers to apply for CEDA Grant

Lammers to provide lists of opportunities from WCI and Otter Tail County.

Lammers draft a letter to State Representatives regarding income limits.

All members bring a color-coded map to the next meeting to discuss zoning in Vergas.

Lammers to discuss with VCF to have EDA/HRA members invited to their next meeting.

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas Event Center
October 5, 2023

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Thursday, October 5, 2023 at 9:00 AM at the Vergas Event Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Julie Lammers, City Clerk; Mike DuFrane, Utility Superintendent; Blane Green, Widseth, via Zoom. Albright called the meeting to order at 9:00 AM.

2.) Agenda Additions/Deletions. (See Other).

3.) Minutes for the 09/07/23 SSYW Committee meeting was presented. **Motion** by Pinke to approve, **seconded** by Albright, **approved**.

4.) Street Lighting. At the 09/07/23 SSYW meeting, Lori Moxness, Otter Tail Power (OTP) said that fiberglass poles for Lawrence Lake Acres could eventually be replaced with metal poles. Since then, she's learned that they cannot be upgraded. Therefore, a new recommendation will need to be made to the City Council at their upcoming 10/10/23 meeting. Initially, the SSYW Committee recommended, and the Council approved, installing fiberglass poles at this time, which would eventually be replaced with permanent metal poles. Moxness has developed three new options for consideration. All three involve the "esplanade" lighting, but with varying numbers of poles. Pinke thought that "Option 1", with nine poles, for a monthly cost of \$1,286.54/month was the option to recommend to Council.

5.) Storm Sewer Mapping. Green said the mapping is basically completed, but they are still waiting for Otter Tail County Highway Department to furnish them with any information they may have about the county road system in Vergas. Lammers said there is a new icon on our computers, titled "Field Maps", and once when totally installed will show the various arc view maps prepared for Vergas, including the storm sewer system. Green gave a demonstration of the tool. Pinke said that the Vergas Hardware is not interested in tying their roof drainage into the City's storm sewer system at this time.

6.) West (W) Lake Street (ST). Widseth is looking into a 2023 Local Road Improvement Program (LRIP) grant for the improvement of this road section. The Council approved submitting the grant application at their 09/12/23 meeting. Green said that the grant application will also require County Board approval.

7.) Street Easements. For W Lake ST, we'll wait to see if we get the LRIP grant before beginning the right-of-way (R/W) analysis.

For East (E) Lake ST and North (N) Railway Avenue (AVE), the City's Attorney, Tom Winters, should have what he needs to start the necessary easement preparations. Albright we should stake the proposed R/W to see if there are impacts with Tyler Schmid's building or fence.

For W Sunset Strip, the SSYW Committee scheduled an informational meeting with the affected landowners for Wednesday, October 18, 2023 at 6:30 PM, Vergas Event Center. We want to discuss the varying options that have been developed by Widseth for modifying this road section to allow for a turn around for the City's equipment (snowplow). Since this road section has never been made officially a city street, the process also involves acquiring the necessary road R/W. The meeting would allow updating that landowners about the process and where things are currently at.

8.) 140 E Linden. Sonnenberg Excavating has a bid of \$30,000 to demolish the building. They would like to salvage the garage doors. Lammers has a bid from Eastman Fence & Sons LLC, Detroit Lakes, for fencing on the east and west property lines. For the west line with Vergas Ford, Lammers was thinking a 6' high privacy fence. Brown treated lumber would cost \$6,000 for 100'. A Trex privacy fence would cost \$14,000. The Trex product would require less maintenance. Trex composite has a 25-year limited warranty.

For the east line with Hanson's Plumbing, they are recommending 70' of 3' high galvanized chain link fence at \$2,200. DuFrane thought the chain link fencing will get damaged by snow removal. He questioned why we needed to install fence at all? Albright said last winter we had snow from the east neighbor pushed onto the City's property. Fencing would stop that. DuFrane also questioned where we were going to place the cardboard dumpster from the County? One other option for the east line fence would be to install guard rail. Green estimated that this could cost \$150 - \$200/foot. The SSW Committee will recommend to the Council that the Trex fencing be installed along the west property line ASAP. We will wait with the east property line fencing install until 2024 for further discussion. For this winter, we could at least put posts on the east property line.

9.) Budget - Goal Setting. The Committee spent considerable time at the 07/20/23 meeting, going over numbers for the City's 2024 proposed budget. In 2024, we'll also probably have to look at our part of the Capital Improvement Plan (CIP). Our last CIP was dated August 2019, and was done by KLJ Engineering.

10.) Other. Lammers said that over time, the camera at the recycling site hasn't worked very well. Each time Arvig has to fix it, it costs \$120, which gets billed to yard waste. All in all, both Pinke and Albright thought things were going better at the yard waste site, with the increased permit fee, new signs, etc. We still have some violators. We have had some complaints about the recent burning of the wood pile, and the smoke. Others have questioned if the remaining ash is hazardous?

DuFrane said with the recent improvements to Glenn ST, there is a manhole that should be raised. The SSW Committee thought that it would be reasonable to split the costs with the developer 50/50. We'll also have to look at installing the necessary signage for the new development.

Albright has checked with Fergus Power Pump, who apply magnesium Chloride. There costs right now are about \$1/foot for an 18' pass. DuFrane thought that Stenger also applies the product.

DuFrane discussed the brushing work with Timberline Brush Management. They got started on Townline Road (RD), but their machine broke down. As soon as it is fixed, they will be back. They are also going to do some work on W Lake ST.

At the trailhead on Tin Can Alley, Albright suggested that some posts be installed along the native grass seeding that was completed this summer between the road and the lake. The work is right on the road edge, and this winter, we wouldn't want the snowplow equipment to damage the seeding.

10.) Next Meeting. A date for the next SSW Committee meeting was not scheduled at this time.

11.) Adjournment. Albright adjourned the meeting at 11:25 AM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Authorize Council to accept street lighting Option No. 1 for Lawrence Lake Acres.

Follow up Actions:

- Widseth to complete R/W study for E Lake ST, including acreage calculations and to turn drawings over to Attorney to prepare easements.
- Continue to work on budgets, and future road funding needs.
- Continue to work on City parking, Work on handicap parking spots.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns. Snow emergency routes?

Future Meeting Agenda Items:

- none, at this time.

City of Vergas Liquor Store Checks Paid in January 2024

Vendor	Description	
Absolut Ice		46.20
Aramark		64.94
Artisan Beer Company		1,661.75
Arvig Communications	Security, phone	124.27
Bergseth Bros		5,494.55
Beverage Wholesalers		1,494.55
Breakthru Beverage		3,419.21
City of Vergas	Water/Sewer	118.64
City of Vergas	Payroll	7,154.52
Colonial Life	Employee Reimbursed Ins	186.18
Copper Trail Brewing		251.52
D-S Beverage		2,434.60
Elan Financial Services	Shelves, coffee, batteries, markers	2,210.84
Fricke Consultin Sale	POS service fee	165.00
Great Plains Nat Gas		126.21
Internal Revenue Service	2024 Withholding Tax	2,170.57
Johnson Brothers Liquor Co		3,607.01
Madison National Life Ins Co	Employee Short Term Ins	86.92
Merchant Service	2023 Dec. Credit Card fees	975.52
MN Dept. of Revenue	Sales Tax-Dec 2023	5,668.00
MN Dept. Revenue	2024 Withholding Tax	334.22
MN Life	Employee Life Ins	37.80
Otter Tail Power	Utility	419.74
Phillips Wine & Spirits		4,607.54
Public Employees Retirement Assoc.	Payroll	1,318.74
Southern Wine & Spirits of MN		1,356.19
Theisen Kyle	Cell Phone reimbursement	25.00
Transfirst Merch Fees	Credit Card Fees	975.52
Vergas State Bank	NSF Checks	48.32
Viking Coca-Cola Bottling Co		192.95
Total		<u>\$46,777.02</u>
January Receipts		<u>44,733.24</u>
2024 Total Income (Loss)		(\$2,043.78)

Subject: Selection for Rural Capacity Program – Congratulations to Vergas!

Dear Julie Lammers,

I am delighted to extend our sincere congratulations to the City of Vergas for being selected as one of the 18 cities to participate in Community and Economic Development Associates (CEDA), Rural Capacity Program (RCP). This esteemed program has been made possible through a special appropriation by the State of Minnesota.

The Rural Capacity Program aims to provide valuable resources, expertise, and support to participating cities, empowering them to address the unique challenges faced by rural areas. As a selected city, you can expect to receive further information from CEDA in the coming weeks outlining program details, timelines, and specific activities.

We anticipate that your city's involvement in the Rural Capacity Program will not only foster local development but also contribute to the collective success of all participating communities. The program is designed to facilitate knowledge exchange, collaboration, and best practices, ensuring that each city can maximize its potential and achieve sustainable growth.

Should you have any immediate questions or require further information prior to receiving program details, please do not hesitate to reach out to Amy Schaefer at amy.schaefer@cedausa.com

Once again, congratulations, and we look forward to working closely with the City of Vergas in the Rural Capacity Program.

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Amy Schaefer
*Community and Business Development
Specialist*
**Community and Economic Development
Associates**

m: [515-578-0096](tel:515-578-0096)

e: amy.schaefer@cedausa.com

w: www.cedausa.com

[Blue Earth, MN](#)

City of Vergas
Late Charges
02/12/2024
Sort by: Account
Template - 60 Day Late

Account Number	First Name	Last Name	Service Address	City	State	Zip Code	Balance
110	Shawn	Day	251 1st Ave N	Vergas	MN	56587	196.81
1190		Skal Inc	219 E Frazee Ave	Vergas	MN	56587	364.88
1315		Vergas Auto Repair	250 1st Ave N	Vergas	MN	56587	64.33
1756		MNVC LLC.	107 Park View Dr	Vergas	MN	56587	118.76
2000	Brian	Lende	201 W Hill St	Vergas	MN	56587	179.04
405	Patrick	Hodnefield	441 S Pelican Ave	Vergas	MN	56587	163.18
502	TJ	Johnson	261 W Hill St	Vergas	MN	56587	195.5
7701	Joseph & Pam	Bracken	130 E Elm St	Vergas	MN	56587	466.87
780	Pam	Franklin	260 1st Ave S	Vergas	MN	56587	130.31

Date Range : 1/12/2024 To 2/14/2024

<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>
02/13/2024	Aramark	Event, cleaning products & rugs Inv 2520333013, 890036014	24431	\$211.26	100-45110-210-	EVENT CENTER	\$211.26
02/13/2024	Arvig Communication Systems	All Depts, cameras, internet, phone Jan 2024	24432	\$641.84	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	\$358.07
02/13/2024	Auto Touch	St, Repairs due to accident, \$812.05 reimbursed by insurance-recieved 1/22/2024	24433	\$1,862.64	100-43110-999-	Highways, Streets & Roadways	\$812.05
					100-43110-400-	Highways, Streets & Roadways	\$1,050.59
02/13/2024	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, Feb & March 2024	24434	\$7,349.77	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
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,874.11
					100-45210-131-	Parks	\$242.85
					100-43110-131-	Highways, Streets & Roadways	\$242.85
					100-41405-131-	Clerk	\$338.21
					601-49440-131-	Water Utilities - Administration and General	\$581.06
					602-49490-131-	Sewer Utilities - Administration and General	\$581.07

Date Range : 1/12/2024 To 2/14/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
02/13/2024	City of Vergas - Goverment Services	Gov. Services Building, water and sewer	24435	\$57.90			
					100-41010-380-	GENERAL GOVERNMENT	\$57.90
02/13/2024	East Spirit Lake Association	VEC, return deposit	24436	\$75.00			
					100-45110-999-	EVENT CENTER	\$75.00
02/13/2024	Core & Main LP	Water & Sewer, computer support	24437	\$2,340.00			
					601-49440-210-	Water Utilities - Administration and General	\$1,170.00
					602-49490-210-	Sewer Utilities - Administration and General	\$1,170.00
02/13/2024	Corporate Technologies, LLC	All Depts, Technology Inv #123095, 122001, 120303, 12202, 119845	24438	\$1,316.20			
					100-41010-200-	GENERAL GOVERNMENT	\$660.00
					100-41010-200-	GENERAL GOVERNMENT	\$243.00
					100-41010-200-	GENERAL GOVERNMENT	\$223.20
					100-41010-200-	GENERAL GOVERNMENT	\$25.00
					100-41010-200-	GENERAL GOVERNMENT	\$165.00
02/13/2024	Michael DuFrane	Cell phone, reimbursed	24439	\$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
02/13/2024	Matthew Engebretson	St, Pk, reimbursed cell phone	24440	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
02/13/2024	Dacotah Paper Company	Shop, gloves nitrile (supplies)	24441	\$46.40			
					100-43010-210-	City Shop	\$46.40

Date Range : 1/12/2024 To 2/14/2024

<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>
02/13/2024	Elan Financial Services	GG, Event, Water, supplies, light covers, education	24442	\$526.87			
					100-45110-400-	EVENT CENTER	\$101.19
					601-49440-331-	Water Utilities - Administration and General	\$275.00
					100-43110-200-	Highways, Streets & Roadways	\$37.67
					100-45210-200-	Parks	\$37.67
					601-49440-200-	Water Utilities - Administration and General	\$37.67
02/13/2024	Frazee-Vergas Forum	Event, GG, Ads & subscription	24443	\$137.00	602-49490-200-	Sewer Utilities - Administration and General	\$37.67
02/13/2024	Gopher State One Call	Wtr, Swr, Locates	24444	\$50.00	100-41010-350-	GENERAL GOVERNMENT	\$42.00
					100-45110-340-	EVENT CENTER	\$95.00
02/13/2024	Hawkins, Inc	Wtr, chemicals Inv#6667998	24445	\$233.00	602-49490-210-	Sewer Utilities - Administration and General	\$25.00
					601-49440-210-	Water Utilities - Administration and General	\$25.00
02/13/2024	Hawkins, Inc	Wtr, chemicals Inv#6667998	24446	\$110.87	601-49440-218-	Water Utilities - Administration and General	\$233.00
02/13/2024	HOBART TOWNSHIP	2023 Town Line Road grading	24447	\$486.25	601-49440-218-	Water Utilities - Administration and General	\$110.87
02/13/2024	Julie Lammers	Clerk, Reimbursed cell phone	24448	\$75.00	100-43110-400-	Highways, Streets & Roadways	\$486.25
02/13/2024					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00

Date Range : 1/12/2024 To 2/14/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
02/13/2024	Lakes Community Cooperative	Street, operating fuel Sewer, straw bales	24449	\$310.43			
					100-43110-210-	Highways, Streets & Roadways	\$294.43
					602-49490-210-	Sewer Utilities - Administration and General	\$16.00
02/13/2024	Leighton Broadcasting	Event, 2024 advertising	24450	\$100.00			
					100-45110-340-	EVENT CENTER	\$100.00
02/13/2024	Marco Inc	Copier, contract	24451	\$400.04			
					100-41010-200-	GENERAL GOVERNMENT	\$137.82
					601-49440-200-	Water Utilities - Administration and General	\$131.11
					602-49490-200-	Sewer Utilities - Administration and General	\$131.11
02/13/2024	Minnesota Rural Water Association	Water, dues	24452	\$420.00			
					601-49440-345-	Water Utilities - Administration and General	\$420.00
02/13/2024	Olson Oil Co.	St, operating supplies	24453	\$117.72			
					100-43110-210-	Highways, Streets & Roadways	\$117.72
02/13/2024	Otter Tail Power Company	All depts, utility	24454	\$2,516.14			
					100-43010-380-	City Shop	\$153.16
					602-49490-380-	Sewer Utilities - Administration and General	\$251.19
					100-43160-380-	Street Lighting	\$779.86
					100-45110-380-	EVENT CENTER	\$278.21
					100-45210-380-	Parks	\$102.90
					601-49440-380-	Water Utilities - Administration and General	\$842.19
					100-41010-380-	GENERAL GOVERNMENT	\$108.63
02/13/2024	Productive Alternatives, Inc.	Event Center, Cleaning Inv#76132 (December 2023)	24455	\$95.31			
					100-45110-300-	EVENT CENTER	\$95.31

Date Range : 1/12/2024 To 2/14/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
02/13/2024	RMB Environmental Laboratories, Inc	Water, 2023 Chemicals Inv. D0055502	24456	\$36.58	601-49440-218-	Water Utilities - Administration and General	\$36.58
02/13/2024	Kyle Theisen	LS, Cell Phone Reimbursement	24457	\$25.00	609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
02/13/2024	S & S Security Services, LLC	Event, security system repair (Dec. 2023)	24458	\$175.00	100-45110-400-	EVENT CENTER	\$175.00
02/13/2024	Steve's Sanitation, Inc.	Event & Parks, garbage	24459	\$378.06	100-45110-384- 100-45210-384-	EVENT CENTER Parks	\$106.08 \$271.98
02/13/2024	TEAM LAB	Ponds, supplies (bugs) Inv 39364	24460	\$1,950.00	602-49490-210-	Sewer Utilities - Administration and General	\$1,950.00
02/13/2024	Vergas Auto Repair	St, 2013 Ford F-150 oil filter	24461	\$5.79	100-43110-220-	Highways, Streets & Roadways	\$5.79
02/13/2024	Vergas Hardware	All Depts, supplies	24462	\$761.68	100-43010-210- 100-45110-210- 100-43110-210-	City Shop EVENT CENTER Highways, Streets & Roadways	\$42.46 \$45.26 \$673.96
02/13/2024	Vergas Insurance Agency, LLP	Bond, Public Officials Renewal	24463	\$100.00	100-41405-360-	Clerk	\$100.00
02/13/2024	Verizon	Event, cell phone City Hall, Internet	24464	\$468.67	100-45110-321- 100-41010-321-	EVENT CENTER GENERAL GOVERNMENT	\$117.39 \$351.28
02/13/2024	Victor Lundeen Company	All Depts, check blanks	24465	\$420.70			

Date Range : 1/12/2024 To 2/14/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-43110-200-	Highways, Streets & Roadways	\$84.14
					100-45210-200-	Parks	\$84.14
					601-49440-200-	Water Utilities - Administration and General	\$84.14
					602-49490-200-	Sewer Utilities - Administration and General	\$84.14
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$84.14
02/13/2024	Widseth Smith Notlting & Assoc. Inc	Engineering; Staking Sunset & E Lake St, Sanitary Service directional bore, DNR, labeling	24466	\$2,023.75			
					100-43110-303-	Highways, Streets & Roadways	\$1,463.75
					602-49490-303-	Sewer Utilities - Administration and General	\$185.00
					602-49490-303-	Sewer Utilities - Administration and General	\$135.00
					100-45210-303-	Parks	\$240.00
02/13/2024	Zitzow Electric, Inc.	Event Center, rewire	24467	\$525.72			
					440-41010-520-	GENERAL GOVERNMENT	\$525.72
02/13/2024	Colonial Life	Employee, insurance employee reimbursed 2024	24468	\$364.48			
					100-41405-999-	Clerk	\$116.24
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$248.24
02/13/2024	League of MN Cities Insurance Trust	All Departments, Insurance (Workers Comp) Audit amount	24469	\$2,228.00			
					601-49440-140-	Water Utilities - Administration and General	\$1,114.00
					602-49490-140-	Sewer Utilities - Administration and General	\$1,114.00
02/13/2024	Sonnenberg Excavating	Grant, removal of County Shop	24470	\$26,500.00			
					100-43110-999-	Highways, Streets & Roadways	\$26,500.00

Date Range : 1/12/2024 To 2/14/2024

<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>
Total For Selected Claims				\$55,543.07			\$55,543.07

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

As on 12/31/2024

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
General Property Taxes (31001 through 31299)	31001	271,225.00	0.00	271,225.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 310		271,225.00	0.00	271,225.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Sales Tax	31305	0.00	48.57	(48.57)	0.0	48.57 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
10% Gambling Tax	31311	4,000.00	0.00	4,000.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 313		4,000.00	48.57	3,951.43	1.2	48.57 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
LICENSES AND PERMITS	32105	9,000.00	0.00	9,000.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Alcoholic Beverages	32110	6,400.00	0.00	6,400.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Non-Intoxicating Malt Liquor	32115	500.00	0.00	500.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Set-Up License	32116	200.00	0.00	200.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Cigarette Licenses	32117	400.00	0.00	400.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 321		16,500.00	0.00	16,500.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Building Permits (Excludes surcharge)	32210	6,375.00	180.00	6,195.00	2.8	180.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
GOLF CART PERMIT	32213	140.00	0.00	140.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
YARD WASTE PERMIT	32215	16,345.00	390.00	15,955.00	2.4	390.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Animal Licenses	32240	750.00	30.00	720.00	4.0	30.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 322		23,610.00	600.00	23,010.00	2.5	600.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Federal Grants and Aids	33101	4,000.00	0.00	4,000.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 331		4,000.00	0.00	4,000.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
INTERGOVERNMENTAL REVENUES	33200	131.00	0.00	131.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 332		131.00	0.00	131.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00

As on 12/31/2024

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
State Aids/Fire Relief	33390	28,000.00	0.00	28,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 333		28,000.00	0.00	28,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Local Government Aid	33401	43,751.00	0.00	43,751.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Small Cities Assistance	33422	17,861.00	0.00	17,861.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 334		61,612.00	0.00	61,612.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
County Grants and Aids for Highways	33610	3,000.00	0.00	3,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 336		3,000.00	0.00	3,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES	34005	2,000.00	50.00	1,950.00	2.5	50.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 340		2,000.00	50.00	1,950.00	2.5	50.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY	34210	16,000.00	0.00	16,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 342		16,000.00	0.00	16,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00

As on 12/31/2024

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
MISCELLANEOUS REVENUES	36200	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Interest Earning	36210	900.00	24.73	875.27	2.7	24.73	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Rent/Municipal Building	36217	7,200.00	550.00	6,650.00	7.6	550.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
RENT/EVENT CENTER	36225	17,600.00	580.00	17,020.00	3.3	580.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Event Center/Keg Deposit/Lions	36226	0.00	75.00	(75.00)	0.0	75.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
EVENT CENTER/SECURITY AND OTHER RELATED CHARGES	36227	1,000.00	0.00	1,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Contributions and Donations from Private Sources	36230	2,000.00	0.00	2,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Refunds and Reimbursements	36233	0.00	982.78	(982.78)	0.0	982.78	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
LEAGUE OF MN CITIES DIVIDEND	36235	4,620.00	0.00	4,620.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 362		33,320.00	2,212.51	31,107.49	6.6	2,212.51	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Transfer From General Fund	39201	25,000.00	0.00	25,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 392		25,000.00	0.00	25,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Sale of Investment	39990	0.00	100,000.00	(100,000.00)	0.0	100,000.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 399		0.00	100,000.00	(100,000.00)	0.0	100,000.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts		488,398.00	102,911.08	385,486.92	21.1	102,911.08	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00

As on 12/31/2024

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Disbursements:											
GENERAL GOVERNMENT	41010	53,206.00	1,754.95	51,451.05	3.3	1,754.95	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 410		53,206.00	1,754.95	51,451.05	3.3	1,754.95	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Council/Town Board	41110	10,850.00	1,543.44	9,306.56	14.2	1,543.44	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 411		10,850.00	1,543.44	9,306.56	14.2	1,543.44	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Mayor	41310	2,580.00	279.79	2,300.21	10.8	279.79	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 413		2,580.00	279.79	2,300.21	10.8	279.79	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Clerk	41405	32,248.00	3,238.89	29,009.11	10.0	3,238.89	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Elections	41410	1,950.00	0.00	1,950.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 414		34,198.00	3,238.89	30,959.11	9.5	3,238.89	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
City/Town Attorney	41610	5,000.00	0.00	5,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 416		5,000.00	0.00	5,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Planning and Zoning	41910	1,000.00	560.88	439.12	56.1	560.88	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 419		1,000.00	560.88	439.12	56.1	560.88	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY	42010	0.00	4,170.03	(4,170.03)	0.0	4,170.03	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 420		0.00	4,170.03	(4,170.03)	0.0	4,170.03	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Fire Administration	42210	30,605.00	0.00	30,605.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 422		30,605.00	0.00	30,605.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
City Shop	43010	10,130.00	528.69	9,601.31	5.2	528.69	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 430		10,130.00	528.69	9,601.31	5.2	528.69	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00

As on 12/31/2024

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Disbursements:											
Highways, Streets & Roadways	43110	156,748.00	11,798.02	144,949.98	7.5	11,798.02	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Sidewalk	43115	1,500.00	0.00	1,500.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Ice and Snow Removal	43125	3,500.00	0.00	3,500.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
YARD WASTE	43128	18,300.00	1,463.07	16,836.93	8.0	1,463.07	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Street Lighting	43160	15,000.00	610.69	14,389.31	4.1	610.69	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 431		195,048.00	13,871.78	181,176.22	7.1	13,871.78	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
EVENT CENTER	45110	45,841.00	2,934.69	42,906.31	6.4	2,934.69	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 451		45,841.00	2,934.69	42,906.31	6.4	2,934.69	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Parks	45210	94,940.00	1,896.81	93,043.19	2.0	1,896.81	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 452		94,940.00	1,896.81	93,043.19	2.0	1,896.81	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Economic Development and Assistance	46510	5,000.00	5,000.00	0.00	100.0	5,000.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 465		5,000.00	5,000.00	0.00	100.0	5,000.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Disbursements		488,398.00	35,779.95	452,618.05	7.3	35,779.95	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00

As on 12/31/2024

Sewage Collection and Disposal

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
MISCELLANEOUS REVENUES	36200	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 362		0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Connection/Reconnection Fees	37150	300.00	0.00	300.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Penalties and Forfeited Discounts	37160	0.00	217.66	(217.66)	0.0	217.66	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 371		300.00	217.66	82.34	72.6	217.66	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Rate Class I	37210	84,300.00	8,202.46	76,097.54	9.7	8,202.46	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 372		84,300.00	8,202.46	76,097.54	9.7	8,202.46	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts		84,600.00	8,420.12	76,179.88	10.0	8,420.12	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Disbursements:											
Council/Town Board	41110	2,900.00	802.04	2,097.96	27.7	802.04	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 411		2,900.00	802.04	2,097.96	27.7	802.04	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Mayor	41310	1,260.00	376.40	883.60	29.9	376.40	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 413		1,260.00	376.40	883.60	29.9	376.40	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Clerk	41405	0.00	2,703.10	(2,703.10)	0.0	2,703.10	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 414		0.00	2,703.10	(2,703.10)	0.0	2,703.10	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Sewer Utilities - Sanitary Sewer Maintenance	49450	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Sewer Utilities - Administration and General	49490	80,440.00	4,347.41	76,092.59	5.4	4,347.41	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 494		80,440.00	4,347.41	76,092.59	5.4	4,347.41	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Disbursements		84,600.00	8,228.95	76,371.05	9.7	8,228.95	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00

As on 12/31/2024

Water

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
Letter Delivery Charge	34010	0.00	94.27	(94.27)	0.0	94.27	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 340		0.00	94.27	(94.27)	0.0	94.27	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Rate Class I	37110	96,279.00	9,203.27	87,075.73	9.6	9,203.27	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Connection/Reconnection Fees	37150	1,236.00	96.25	1,139.75	7.8	96.25	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Penalties and Forfeited Discounts	37160	0.00	252.94	(252.94)	0.0	252.94	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Water Tax Collected	37170	860.00	69.50	790.50	8.1	69.50	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Sale of Water	37180	300.00	0.00	300.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 371		98,675.00	9,621.96	89,053.04	9.8	9,621.96	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Penalties and Forfeited Discounts	37260	1,000.00	0.00	1,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 372		1,000.00	0.00	1,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts		99,675.00	9,716.23	89,958.77	9.7	9,716.23	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00

As on 12/31/2024

Water

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Disbursements:											
Council/Town Board	41110	2,400.00	931.38	1,468.62	38.8	931.38 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 411		2,400.00	931.38	1,468.62	38.8	931.38 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Mayor	41310	1,000.00	239.79	760.21	24.0	239.79 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 413		1,000.00	239.79	760.21	24.0	239.79 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Clerk	41405	19,000.00	2,702.61	16,297.39	14.2	2,702.61 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 414		19,000.00	2,702.61	16,297.39	14.2	2,702.61 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
DEBT SERVICE	47010	10,000.00	13,200.00	(3,200.00)	132.0	13,200.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 470		10,000.00	13,200.00	(3,200.00)	132.0	13,200.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Purchase of Investments	49350	0.00	0.00	0.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 493		0.00	0.00	0.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Water Utilities - Source of Supply	49400	0.00	200.63	(200.63)	0.0	200.63 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Water Utilities - Administration and General	49440	67,275.00	6,348.76	60,926.24	9.4	6,348.76 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 494		67,275.00	6,549.39	60,725.61	9.7	6,549.39 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Disbursements		99,675.00	23,623.17	76,051.83	23.7	23,623.17 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00

Water Sewer Committee Meeting

The Vergas Water/Sewer Committee met at the Vergas Government Services Center on Friday, January 26, 2024 at 9:30 am with the following present: Natalie Fischer, Dean Haarstick, Utilities Superintendent Mike DuFrane and Clerk-Treasurer Julie Lammers.

Billing System

Lammers provided updates regarding Munibilling program. In February we will be running both UBMax and Munibilling programs and hope to send bills out with Munibilling if no unforeseen issues are found.

SCADA

DuFrane is working with a company regarding SCADA system and estimates it will be running in April. Lift station on Scharf froze up once this year and DuFrane has added more haybales to the lift station. Lift station is 2 ½ feet deep and the frost is approximately 4 feet deep. DuFrane stated it would be extremely expensive to replace the lift station. DuFrane stated the generator tails are still waiting for a switch and will inform the committee when they will be installed.

Water Sewer Ordinances

DuFrane provided state statute 4717.0603 Cross-Connection Control for members. Members stated this should become part of the Vergas Basic Code. The Planning Commission is proposing to update the current basic code book this year. Fischer asked DuFrane to go through the Water and Sewer ordinances and bring suggestions of changes to the board. DuFrane will highlight areas with concerns, Lammers will provide copies of the water and sewer proposed ordinances and schedule a water and sewer committee meeting to discuss.

Adjournment

The meeting was adjourned at 10:08 am.

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Follow up actions:

DuFrane to review proposed water and sewer ordinances.

Recommendations to Council:

None.

City Council
2024 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, February 13, 2024

5. Glenn St and W Lake St Extensions

1. Ruther Excavating Invoice
2. Hydrants

City Council
2024 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, February 13, 2024

6. Committee Reports

- A. Park Advisory Board
 - 1. Outdoor Recreation Grant/Long Lake Master Plan
- B. Personnel
 - 1. Job Discription
 - 2. Use of City Vehicles Policy
- C. Planning Commission
 - 1. Lawrence Lake Acres Second Addition
- D. Event Center Advisory Board
 - 1. Floors

Files Attached

- Park Advisory Board Minutes 1.25.24.pdf
- Park. Estimate_1011_from_Kangas_Tree_Service_LLC.pdf
- Park, Estimate_1012_from_Kangas_Tree_Service_LLC.pdf
- Park.Midwest Tree Service.pdf
- Personnel Comm 1 16 2024 (new).pdf
- Policy Use and Maintenance of City Vehicle Revision 2.13.2024.pdf
- 01.22.2024 Planning Commission Meeting Agenda Minutes.pdf
- Final - Lawrence Lake Acres Second Addition.pdf
- 2024-01-23 Event Center Agenda Minutes.pdf

Vergas Park Advisory Board
Government Services Office, 131 Main Street Vergas MN
3:00 pm
01-25-2024

1. Members Present: Sherri Hanson, , Tony Sailer, Chuck Hanson, Steph Hogan, Maggie Puetz
Members Absent: Dean Haarstick
2. Others Present: Julie Lammers, Mike DuFrane, Dennis Pausch
3. No Corrections/Additions to the November minutes.
4. Approved November minutes with a motion by Hogan, 2nd S. Hanson
5. Board Appointments:
Secretary – Maggie Puetz
Chairperson – Sherri Hanson
Vice Chairperson – Tony Sailer
Meeting times and dates for 2024: 4th Thursday of the month at 3 p.m.
6. FHS I to use baseball field for JV. Tony Sailer will get a schedule from them.
7. Baseball Diamond: Tony Sailer will be the Parkboard representative for new Baseball Park committee. Tony will be contacting community members who have expressed interest to volunteer for Ballpark committee. Committee to maintain the field before, during, and after use.
8. Picnic Tables: Mike Dufrane reported that Matt Engebretson repaired all of the picnic tables that were in need of repair. Dufrane will look into and provide a number of replacements needed. We have 7 new tables that have been donated.
9. Widseth Outdoor Recreation Grant/Long Lake Park Master Plan:
Julie Lammers presented grant information and reviewed the timeline of the grant. Discussed the bathhouse and the cost of adding bathroom to the shelter at the end of the beach, closer to the trail. Engineers have estimated the cost to bring sewer to the current bathhouse at approximately \$70,000.00 to bring sewer to the proposed shelter would cost approximately \$30,000.00. Motion by S Hanson, seconded by Sailor to recommend to Council to hire Widseth to apply for grant and to add \$80,000 to the capital outlay budget in 2025. Motion passed unanimously.
10. Ice Rink: The Vergas fire department offered to flood the skating rink when/if temperatures drop and ice gets to a safe depth.
11. City Worker Update: Mike Dufrane expressed concern of the old cottonwood tree behind the community center and will be getting 2 estimates for removal.
12. Clarification of communication of approved items to go to Council:
The Council Liaison is to bring information to the Council meetings regarding the park board. If they are not able to attend the meeting, they have to contact the city office to find a replacement. Motion by S Hanson, seconded by Sailer to recommend to Council to have city employees Julie Lammers or Mike DuFrane bring park board information to Council when council liaison is not present. Motion passed unanimously.
13. Budget: Lammers reviewed the 2023 and 2024 budget.
14. Next Meeting Date: Thursday, February 22, 2024 at 3 pm.
15. Adjournment

Council Recommendations

- Apply for Outdoor Recreation Grant.

- Approve \$80,000 for 2025 park budget for capital outlay.

Follow up Actions

- Members to ask Kyle Schrupp, Scott Ehlke, Scott Goodman and Jerry Johnson to be on the baseball field committee.

The business for which the meeting was called having been completed, the meeting was adjourned at ___4:10___ p.m.

Respectfully submitted,

Maggie Puetz
Recording Secretary

ESTIMATE

Kangas Tree Service LLC
18766 510th Ave
Osage, MN 56570

kangastreeservice@gmail.com
+1 (218) 841-3638



City Of Vergas

Bill to
City Of Vergas

Estimate details
Estimate no.: 1011
Estimate date: 01/30/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Tree removal Cut down Silver Maple and Ash behind the event center at the park.		1	\$1,300.00	\$1,300.00
2.		Clean up and Stump grinding. clean up brush and logs. Grind both stumps		1	\$700.00	\$700.00
Total						\$2,000.00

ESTIMATE

Kangas Tree Service LLC
18766 510th Ave
Osage, MN 56570

kangastreeservice@gmail.com
+1 (218) 841-3638



City Of Vergas

Bill to
City Of Vergas

Estimate details
Estimate no.: 1012
Estimate date: 01/30/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Tree removal Cut down Silver Maple and Ash tree at the park behind the Vergas Event Center.		1	\$1,300.00	\$1,300.00
Total						\$1,300.00



QUOTE #1023

SENT ON:

Jan 29, 2024

RECIPIENT:**City of Vergas**

PO Box 32

Vergas, MN 56587

SENDER:**Midwest Tree & Maintenance Inc**

PO Box 196

Pelican Rapids, Minnesota 56572

Phone: 218-863-1400

Email: midwesttreeandmaintenance@msn.com

Product/Service	Description	Qty.	Unit Price	Total
Tree Trimming &/or Tree Removal	Cut down 2 marked trees leave all debris	1	\$400.00	\$400.00
				Not included
Log Loader	Log loader to pick-up and haul away debris to city dump	1	\$225.00	\$225.00
				Not included
Stump Grinding	Grind 2 stumps and haul away debris. No dirt	1	\$125.00	\$125.00

This quote is valid for the next 30 days, after which values may be subject to change. 50% deposit maybe required, remainder due upon completion. By accepting this Quote you agree to pay the invoice total by the due date once work is complete. If payment is not made in full by 30 days, Midwest Tree and Maintenance Inc has the right to file a Mechanics Lien.

Subtotal	\$400.00
Otter Tail County (7.375%)	\$29.50
Total	\$429.50

City of Vergas

Personnel Committee

Date: Tuesday, January 16, 2024, at 9am

Present: Julie Bruhn, Natalie Fischer, Mike DuFrane, Matt Engebretson
Julie Lammers later joined a separate meeting with Personnel Committee

1. **Personnel Policy:** Personnel Policy updates that were approved in January by Council were reviewed:
 - Annual Increase: Annual pay table adjustment versus COLA using LMC annual pay data.
 - Night Pay: 15% differential for night pay (midnight-6am).
 - Lunch Pay: Punching in and out on timeclock for lunch break (personal vehicle use is not covered by insurance). If there is a situation where employees work through lunch, they should contact the Personnel Committee or the City Clerk for approval.
 - Compensation Time: Accrual limit for compensatory time is 160 hours - ESST was added (Previously discussed).
2. **Pay Tables Adjustments:** 2024 pay structure were reviewed (approved by council at January 2024 meeting):
 - Reflects 3% increase. Personnel committee utilized LMC pay data and adjusted pay table accordingly.
3. **Portfolio Assignments:** The City portfolio of the Council/Committees and Boards was approved at the January 2024 meeting.
 - The Utilities Superintendent has been assigned to the Park Advisory Board because the Maintenance Operator missed 6 out of 11 meetings. There is frustration by the Park Advisory Board regarding lack of city attendance as assigned. Mayor/ Council has added requirements that when the assigned member cannot attend a meeting, they should contact the city office and an alternate member will be assigned.
4. **Use of City Vehicle Policy:** The Use of City Vehicles policy was discussed; based on approval and feedback from the January 2024 Council meeting the Personnel Committee recommended and reviewed the following:
 - City vehicles cannot be taken home during the day as this is not considered to be in the course of business. This is consistent with LMC guidance.
 - There remains the provision to take a city vehicle home as approved by the council in certain situations, i.e. attending a training that is located closer to employee home. 2)
 - After following up with the insurance company and LMC; the city vehicle can be taken to emergency rescue calls (EMS) when the emergency vehicle has already left before employee arrives. These changes will be presented to the Council for approval.
5. **Open Discussion:** Discussion regarding ongoing voiced concerns regarding communication between maintenance operator and Utilities Superintendent and time and attendance. This had been previously discussed, but ongoing concerns remain.
 - Outlined expectations regarding communication to ensure work needs and priorities can be met and to maintain core work hours with timely communication of changes.

- Discussed moving the Utilities Superintendent position to a supervisory position which would include oversight of the maintenance operator. The Personnel Committee is currently reviewing LMC positions to align with and will be creating position description for Council approval.
 - i. Currently the Maintenance Operator position does state; takes direction and guidance from the Utilities Superintendent.

Meeting Adjourned: At 10am the meeting concluded with Mike Dufrane and Matt Engebretson.

Julie Lammers joined the Personnel Committee at 10:05am for a separate meeting regarding Administrative Assistant recommendation for new position.

Administrative Position Recommendation:

1. Ms. Lammers proposed an Administrative Assistant position versus the current receptionist. The support needs for city operations have increased and requires more skills. Though there are support aspects in the current receptionist position, they are not being met. There is the additional concern in Ms. Lammers absence, the city is vulnerable as there is no one to administratively support ongoing operations.
 2. Personnel Committee briefly reviewed the proposed job description and requested additional time to review and provide feedback so it can be ready for approval at the February Council meeting.
 3. The Personnel committee requested additional data to better understand the financial impact and ROI of the Administrative Assistant position.
-

Follow Up Actions:

1. Personnel Committee will review position titles, along with job functions and performance requirements, for change in Utility Superintendent position.
 2. Personnel Committee review proposal for Administrative Assistant job description and provide feedback to Julie Lammers.
 3. Julie Lammers to prepare fiscal impact and support data for the Administrative Assistant position.
 4. Personnel Committee will recommend positions and job descriptions to City Council upon completion.
-

Recommendations for Council:

- After following up with the insurance company and LMC; the city vehicle can be taken to emergency rescue calls (EMS) when the emergency vehicle has already left before employee arrives. These changes will be presented to the Council for approval.

Recorder;
/es/Julie Bruhn

City of Vergas

Use and Maintenance of City Vehicles

INTRODUCTION:

The City of Vergas will provide a city vehicle for employee use and the performance of work-related activities. An employee will be reimbursed the federal rate for mileage when using their personal vehicle for work-related activities; this action must be approved by the City Clerk or a Council Member in the absence of the City Clerk.

POLICY:

1. USE OF CITY VEHICLE:

- A. City vehicles are to be used solely for the purpose of providing City services and conducting City business.
- B. All operators of City vehicles shall possess a valid driver's license. Employees are responsible for notifying the City if their license is suspended. Employees must forward a copy of their driver's license to the City Clerk on an annual basis. In the event of a license suspension, vehicle use privileges will be suspended and may be terminated. Employees are required to notify the City Council of any violations or summons received while in possession of, or while operating a City vehicle. Failure to do so may result, at the City's discretion, in the loss of vehicle use privileges.
- C. Unless receiving special authorization, only city employees are authorized to operate or ride in City vehicles.
- D. No passengers (including employees) are allowed in plow trucks.
- E. City vehicles should not be taken outside of the City limits for non-business purposes.
 - Pickups may be driven to EMS calls by employees on the EMS if the EMS vehicle has left the station.
 - Snowplow may be driven by city employees to EMS calls for the removal of snow during snowstorm.
- F. All drivers and City business travelers must wear seat belts.
- G. 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. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone, personal or city issued, while driving. Reading/sending text messages, making or receiving phone calls emailing, video calling, scrolling/typing, accessing a webpage, or use non-navigational applications while driving is strictly prohibited. In accordance with state law, there is an exception to hands free cell phone operations to obtain emergency assistance; such as traffic accident, medical emergency, serious traffic hazard, or to prevent a crime from being committed.
- H. Vehicles shall be kept clean.
- I. In the case of an accident, the employee driving the vehicle shall immediately notify the City Clerk and the appropriate law enforcement authority to report the accident and complete a full accident report. Copies of the completed accident report shall be forwarded to the City Clerk.
- J. A daily log will be kept for all vehicle & equipment use.

2. RESPONSIBILITY:

- A. The City Maintenance worker is responsible for the scheduling and completion of all preventive maintenance required by the City vehicle.
- B. The City of Vergas is responsible for properly insuring all city vehicles and financing the appropriate maintenance.

3. TAKE-HOME VEHICLES:

- A. Approval by the City Council is required before an employee can take home a City owned vehicle.
- B. Employees may be authorized to take home vehicles for a limited duration, i.e., to attend a training session the following day that is located closer to the employee's home.

Adopted this 13th Day of February 2024, by the City Council of the City of Vergas.

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

Established: April 14, 2014

Revised: February 9, 2016

April 15, 2019

October 8, 2019 December 13, 2022

February 13, 2023

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, January 22, 2024

6:00 pm

Vergas Event Center & Zoom

A City of Vergas Planning Commission meeting was held on Monday, January 22, 2024, with the following members present Bruce Albright, Rebecca Hasse and Jim Courneya. Absent: Judy Kvam and Alex Ohman. Also present: Clerk-Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Engineer Blaine Green Developer Josh Hanson; and Editor Robert Williams of the Frazee-Vergas Forum.

Call to Order

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

Agenda Additions and Deletions

Approved agenda with following additions: Construction permit approved by Clerk-Treasurer and budget.

Lawrence Lake Acres Development

Developer Josh Hanson presented the final plat of Lawrence Lake Acres Second Addition. This addition will be for 9 lots with 4 of them being lake lots. Reviewed the lot already provided to the city for a park. Hanson stated the road will need a couple of layers of Class 5 and the ditches will need to be seeded before they turn it over to the city. Motion by Hasse, seconded Courneya to recommend to Council to approve the final plat of Lawrence Lake Acres Second Addition.

Positions

Motion by Hasse, seconded by Courneya for Albright to Chair the committee. Motion passed unanimously. Motion by Albright, seconded by Hasse for Ohman to be the Vice Chair. Motion passed unanimously.

Set time, place and Date of Regular Meetings

Motion by Courneya, seconded by Hasse to hold planning commission meetings the forth Monday of the month at 6 pm at the Government Services building. Motion passed unanimously.

Minutes

Motion by Albright, seconded by Hasse to approve minutes for December 18, 2023. Motion carried.

Status of Council Recommendations

The council authorized Albright and DuFrane to speak with the property owner of 339 E Frazee Ave regarding nuisance. Albright has put together a packet of information for the owner with options of how to abate the nuisance. The property owner has not answered the door the past few times he stopped by, but he will continue to do so.

Construction Permits

Permits approved by Clerk-Treasurer

1. 451 Pelican Ave for shingling, siding and home repairs.
2. 1106 E Frazee Ave for siding on barn.

Active Construction Permits

Motion by Hasse, second by Courneya to reappoint Albright and Kvam to review permits in 2024. Motion passed unanimously.

Old Business:

Ordinances

Shoreline Management Ordinance

This is a work in process and will have an update soon. Lammers is meeting with Otter Tail County Land and Resource Director Chris LeClair on Friday, January 25 to discuss having Otter Tail County process our shoreline permits. If we have the county process our permits, we will need to adopt the Otter Tail County Lakeshore Management ordinance.

Proposed Vergas Basic Code

Commissioners received copies of the proposed Vergas Basic Code. Lammers recommended passing the proposed Vergas Basic Code and updating ordinances as the commissioners work through them. Discussed how ordinances were enforced. Currently the City of Vergas enforces ordinances by complaints. When a citizen files a complaint regarding a property, city employees look into the complaint and bring attention to it to the commissioners. Courneya commented he felt we should pass the basic code and review. Albright questioned ordinances that have already been updated by the City of Vergas. Lammers had emailed a list of ordinances, discussed ordinance changes. Albright asked commissioners to review the proposed ordinances over the next 6 months.

Nuisance Properties within Vergas

Discussed the vehicle at 304 S Pelican Ave with no doors. Discussed demolition derby vehicles looked at 415 S Unit Ave. They have stated they change the vehicles out before and after derby's and do not license them. They have agreed to put them on licensed trailers. Commissioners asked Lammers to look into what other communities are doing for the February meeting.

Vergas Zoning Map

The EDA/HRA is reviewing the map and will make a recommendation to the planning commission.

Sunset Strip

Streets/Sidewalks/Yard Waste committee is reviewing making this a street in Vergas.

W Lake Street

Waiting on a grant to widen this street.

New Business

Budget

Lammers reviewed the 2024 Budget.

	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved Spending</u>	<u>Item</u>
Payroll	\$2,500.00	\$0.00	\$2,500.00		
Planning & Zoning (41910)	\$1,000.00	\$560.88	\$439.12	\$938.00	GIS Mapping
Engineer (303)	\$30,000.00	\$0.00	\$30,000.00		

Adjournment

Motin by Courneya, seconded by Hasse to adjourn the meeting at 8:00 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

Commissioners review proposed basic code.

Lammers contact other communities regarding unlicensed vehicles used for demolition derby.

Lammers met with and to update commissioners regarding Otter Tail County and the Shoreline Ordinance.

Council recommendations:

Approve the final plat for the Lawrence Lake Acres Second Addition.

LAWRENCE LAKE ACRES SECOND ADDITION

KNOW ALL MEN BY THESE PRESENTS: That JRMH Holdings, LLC, a Minnesota limited liability company, is the owner and proprietor of that part of Government Lot 2 in Section 25, Township 137 North, Range 41 West of the Fifth Principal Meridian in Otter Tail County, Minnesota, described as follows:

Beginning at an iron monument which designates the southeasterly corner of LAWRENCE LAKE ACRES FIRST ADDITION said plat is on file and of record in the office of the Recorder in said County; thence North 87 degrees 47 minutes 11 seconds West 26.31 feet on an assumed bearing along the southerly line of said LAWRENCE LAKE ACRES FIRST ADDITION to an iron monument; thence westerly continuing along the southerly line of said LAWRENCE LAKE ACRES FIRST ADDITION on a curve concave to the south, having a central angle of 16 degrees 49 minutes 22 seconds and a radius of 217.00 feet, for a distance of 63.71 feet (chord bearing South 83 degrees 48 minutes 08 seconds West) to an iron monument; thence South 75 degrees 23 minutes 27 seconds West 189.20 feet continuing along the southerly line of said LAWRENCE LAKE ACRES FIRST ADDITION to an iron monument; thence westerly continuing along the southerly line of said LAWRENCE LAKE ACRES FIRST ADDITION on a curve concave to the north, having a central angle of 11 degrees 05 minutes 23 seconds and a radius of 283.00 feet, for a distance of 54.78 feet (chord bearing South 80 degrees 56 minutes 09 seconds West) to an iron monument; thence South 86 degrees 28 minutes 50 seconds West 310.52 feet continuing along the southerly line of said LAWRENCE LAKE ACRES FIRST ADDITION to an iron monument; thence northwesterly continuing along the southerly line of said LAWRENCE LAKE ACRES FIRST ADDITION on a curve concave to the northeast, having a central angle of 41 degrees 45 minutes 22 seconds and a radius of 216.00 feet, for a distance of 157.42 feet (chord bearing North 72 degrees 38 minutes 29 seconds West) to an iron monument at the most easterly corner of Lot 11, Block 1 of said LAWRENCE LAKE ACRES FIRST ADDITION; thence South 73 degrees 20 minutes 01 second West 271.24 feet, more or less, along the southerly line of said Lot 11 to the water's edge of Lawrence Lake; thence southerly and southwesterly along the water's edge of said Lawrence Lake to the west line of said Section 25; thence South 00 degrees 22 minutes 38 seconds East 130.80 feet, more or less, along the west line of said Section 25 to the water's edge of said Lawrence Lake; thence easterly and southeasterly along the water's edge of said Lawrence Lake to the southerly line of a tract of land described in Document No. 1275423, said document is on file and of record in the office of the Recorder in said County; thence South 89 degrees 44 minutes 40 seconds East 46 feet, more or less, along the southerly line of said tract of land to an iron monument; thence continuing South 89 degrees 44 minutes 40 seconds East 732.71 feet along the southerly line of said tract of land; thence North 31 degrees 20 minutes 34 seconds East 78.56 feet continuing along the southerly line of said tract of land to the east line of said Government Lot 2; thence North 00 degrees 36 minutes 14 seconds West 647.21 feet along the east line of said Government Lot 2 to the point of beginning.

And they have caused the said land to be surveyed and platted as LAWRENCE LAKE ACRES SECOND ADDITION and they do hereby donate and dedicate to the public for utility purposes the UTILITY EASEMENTS as shown on the herein plat and they do hereby donate and dedicate to the public for road and utility purposes the DEDICATED PUBLIC ROAD as shown on the herein plat. SUBJECT TO easements, restrictions and reservations of record, if any.

IN WITNESS WHEREOF said JRMH Holdings, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

OWNER: JRMH Holdings, LLC

Joshua Roger Michael Hanson, Manager

State of Minnesota)
County of _____)

The foregoing instrument was acknowledged before me, a Notary Public, this _____ day of _____, 20____, by Joshua Roger Michael Hanson, Manager of JRMH Holdings, LLC, a Minnesota limited liability company.

Minnesota Notary Public
My Commission Expires _____

I, Joshua P. Pfeffer, do hereby certify that this plat of LAWRENCE LAKE ACRES SECOND ADDITION was prepared by me or under my direct supervision; that I am a duly licensed surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been set; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subdivision 3, as of the date of this certificate are shown and labeled on this plat, and all public ways are shown and labeled on this plat.

Joshua P. Pfeffer, Registered Land Surveyor
Minnesota Registration Number 57622

State of Minnesota)
County of Becker)

The foregoing surveyor's certificate was acknowledged before me, a Notary Public, this _____ day of _____, 20____, by Joshua P. Pfeffer, Minnesota Registered Surveyor No. 57622.

Minnesota Notary Public
My Commission Expires _____

This plat is hereby approved by the City Engineer of the City of Vergas, Minnesota, this _____ day of _____, 20____.

City Engineer

At a regular meeting of the Planning Commission of the City of Vergas, Minnesota, on the _____ day of _____, 20____ the plat of LAWRENCE LAKE ACRES SECOND ADDITION was recommended for approval.

Clerk-Treasurer

At a regular meeting of the City Council of the City of Vergas, Minnesota, on the _____ day of _____, 20____ the plat of LAWRENCE LAKE ACRES SECOND ADDITION was duly approved.

Mayor

This plat in the City of Vergas is hereby approved this _____ day of _____, 20____.

City Attorney

I hereby certify that the taxes for the year _____ for the lands described within are paid and no delinquent taxes and transfer entered this _____ day of _____, 20____.

County Auditor/Treasurer

I hereby certify that the within instrument was filed in this office for record on this _____ day of _____, 20____ at _____ o'clock _____ M. and was duly recorded as Document No. _____.

County Recorder

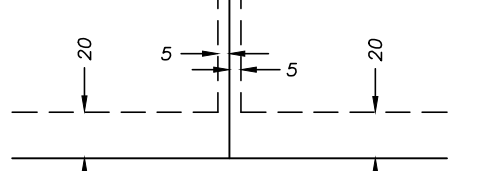
LEGEND

● = Denotes iron monuments found.
○ = Denotes iron monuments set marked with Minnesota License Nos. 46538/50320/57622.

0' 120' 240'
Graphic Scale
Scale: 1 inch = 120 feet

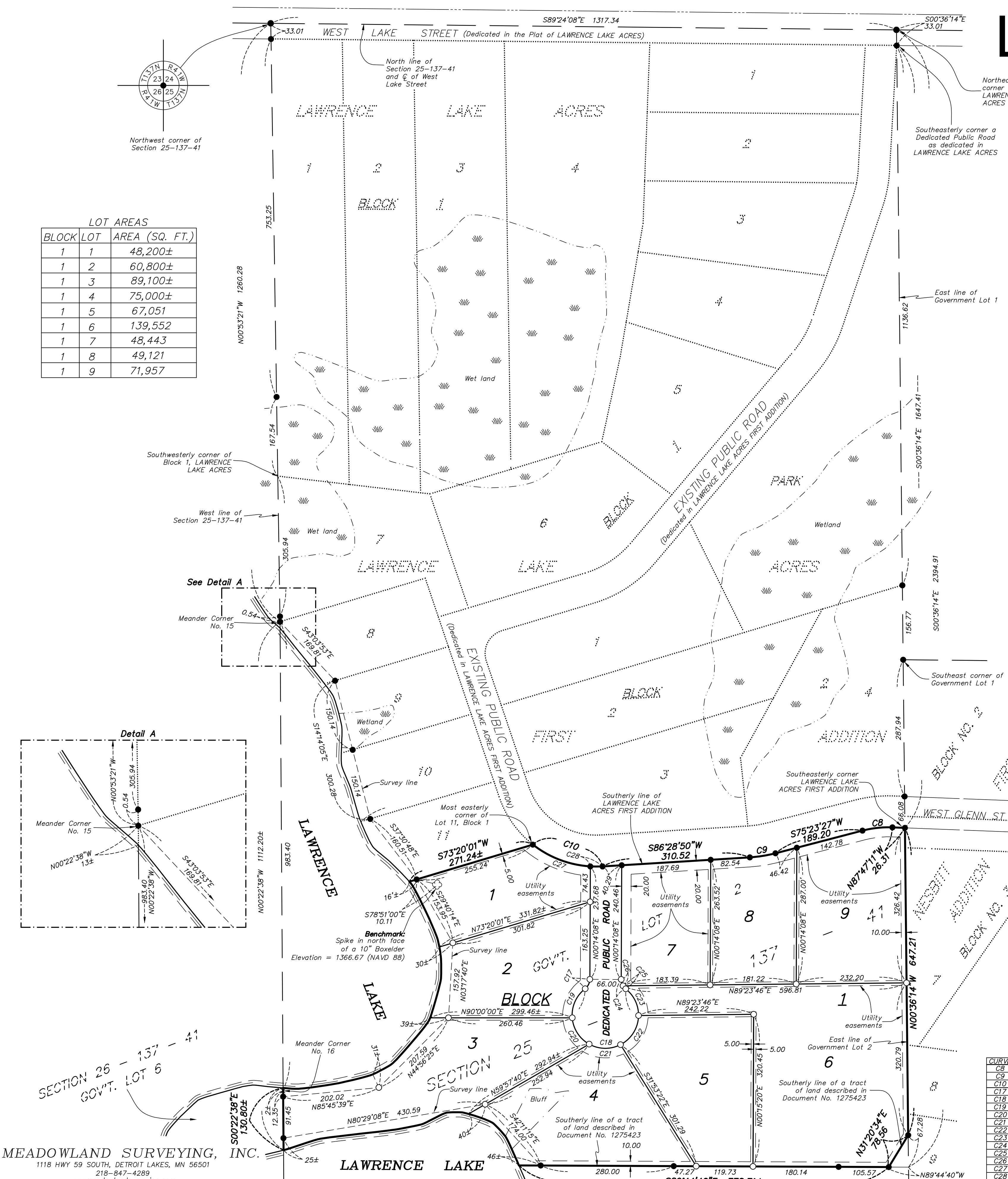
Total platted area = 15.6 Acres, more or less
Dedicated Public Road area = 0.73 Acres (31,709 sq. ft.)

DEDICATED UTILITY EASEMENTS:



Being 5 feet in width adjoining lot lines and being 20 feet in width adjoining road right of way lines in the plot unless otherwise noted on the plat drawing.

LOT AREAS		
BLOCK	LOT	AREA (SQ. FT.)
1	1	48,200±
1	2	60,800±
1	3	89,100±
1	4	75,000±
1	5	67,051
1	6	139,552
1	7	48,443
1	8	49,121
1	9	71,957



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www.meadowlandsurveying.com

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Tuesday, January 23, 2024

The City of Vergas Event Center Advisory Committee was called to order by Julie Lammers on Tuesday, January 23, 2024, at 5:30 pm with the following members present: Paul Pinke, Deb Jacoby, Jay Norby and Bev Flateland. Absent: Vanessa Perry and Paul Haarstick. Guests included: Clerk-Treasurer Julie Lammers .

Approval of the Agenda

Motion by Flateland, seconded by Pinke to approve the agenda as presented. Motion carried unanimously.

Board

Motion by Flateland, seconded by Pinke for Paul Pinke to be Chair, Jay Norby to be Vice Chair and Paul Haarstick to be the Secretary. Motion passed unanimously.

Lammers reviewed policy of members: No member can miss more than 3 meetings a year, Council Member Liaison must be present at the meeting, if council member is not able to attend, they are required to notify the office to have another council member represent them. Members may attend meetings by zoom (3 meetings per year) if the Clerk is notified 3 days prior to the meeting and the clerk adds their location to the agenda.

Motion by Pinke, seconded by Norby to set the 2024 meetings to take place on the fourth Tuesday of the month at 5:30 pm at the Vergas Event Center. Motion passed unanimously.

Minutes

Motion by Pinke, seconded by Flateland to approve the minutes for November 8, 2023. Motion carried unanimously.

Status of Recommendations to City Council

The council approved the purchase of the new griddle and freezer.

Income and Expense

Lammers reviewed income and expenses provided for 2023 and presented the 2024 budget.

2023 Review

The following items were done in 2023.

Hired Event Center Coordinator.

Kitchen Renovation began.

Kitchen purchases:

Utility Carts - Zumba donation.

New Grill Top & Refrigerator - Vergas Community Club & Vergas State Bank donation.

New Freezer - Purse Bingo - sponsored by Billy's Bar & Grill & T.I.P.

New surface on the floors in the main area, kitchen, bathrooms, and entry ways.

New floor trim in main area & bathrooms.

Painted walls, stage front, pillars, trim except for the Smart Room & Utility Room

Bathrooms were repaired & painted.

Redesigned bar area.
Floor protectors applied to the chair legs.
Installed Loon etched art on windows inside the front entry.

Discussed the divots in the new floor and the inability to contact Colton from Custom Concrete Coating. Motion by Flateland, seconded by Pinke to recommend to Council to get the city attorney involved in repairing the floor as they have a 20-year warranty. Motion passed unanimously.

2024 Goal Setting

The committee discussed the \$5,000 in the budget for capital outlay and decided to focus on finishing the kitchen (repair wall behind dishwasher) and adding a moving wall to replace the accordion door between the large area and the bar area. Norby said he will research companies that sell moving walls. The remodeling of the council room has been put on hold until 2025.

Advertising

Currently the event center is advertising on the radio, TV3 and in the Frazee-Vergas Forum. Discussed adding more advertising on Facebook. Lammers will work on an ad that can be changed from weddings, class reunions, family reunions, meetings, birthday parties and showers. In March Lammers and Event Center Coordinator Jezmae Burrett will look into bridal events to advertise the event center.

Fundraiser

Discussed fundraising ideas and asked committee members to bring ideas to the next meeting to discuss. Would like to have fundraisers for singular items. A fundraiser for a moving wall or convection oven.

Council Recommendations

- Have the attorney address repairs to the floor.

Follow up Actions

- Norby to provide information on a moving wall.
- Lammers to provide ads for Facebook.
- Members to bring fundraising ideas to February meeting.

The business for which the meeting was called having been completed, the meeting was adjourned at 6:50 p.m. The next meeting will be held on Tuesday, February 27, 2024 at 5:30 p.m.

Respectfully submitted,

Julie Lammers, CMC
Recording Secretary

City Council
2024 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, February 13, 2024

7. Staff Reports

Utilities Superintendent Report

Files Attached

- DuFrane Feb Council Report.pdf

Vergas City Council Report February 2024

1. Water
 - a. MNRWA Continuing education 2/27/24 Staples, MN. Lead and Copper workshop. No Class cost.
 - b. Ace Electric is still waiting for the last piece for the Water Treatment plant. Shipping date is 2/26/24.
 - c. Water Plant treated 9.1 million gallons of water.
2. Wastewater
 - a. 7.5 million gallons of wastewater was the influent Stream.
 - b. 6.98 million gallons of wastewater was treated and discharged into the rapid infiltration basins. No water was discharged into the appropriate wetlands. All reported gallons have been sent to the appropriate agencies.

City Council
2024 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, February 13, 2024

8. Information & Announcements

Trainings:

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. LMC, Loss Control Workshop March 26 in Mahanomen or March 27 in Alexandria (DuFrane, Engebretson, Lammers)
4. Municipal Beverage Association (MMBA) April 20-23, 2024 Arrowwood (Theisen)
5. League of MN Cities Annual Conference June 26-28, 2024 in Rochester (Mayor, Council & Lammers)
6. Clerks Advanced Academy- September 19-20, 2024 (Lammers)

Events:

1. Local Board of Review, April 10, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
2. Otter Tail County, Workforce Summit, Wednesday, April 24
3. Household Hazardous Waste Day, Thursday, June 20, 2024 10:00 - 2:00 (Volunteers Needed)