

**City Council**  
**2024 March Council Meeting & Public Hearing**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, March 26, 2024**

- 1. Public Hearing - Community Partnership Grant**
- 2. Public Hearing - Tax Abatements**
- 3. Call to Order - Council Meeting immediately following Public Hearings**
- 4. Citizens' Concerns**
- 5. Agenda Additions and Deletions**
- 6. Approval of Consent Agenda**
  1. Council Minutes of the February 13, 2024 and February 27, 2024
  2. Bills paid between Council meetings and Council bills
  3. Liquor Store bills for February 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. Budget Committee
    2. EDA/HRA
    3. Planning Commission
    4. Park Advisory Board
    5. Vergas Event Center Advisory Board
    6. CDH-Vergas Fire Board Report
- 7. Public Hearing Topics**
  - A. Community Partnership Grant
  - B. Tax Abatement
- 8. Ottertail County Shoreline Management Ordinance and Agreement**
- 9. Vergas Community Club**
- 10. Staff Reports**
  - A. Utilities Superintendent Report
  - B. Clerk-Treasurer
- 11. Information & Announcements**

Trainings:

  1. MN Clerks and Finance Officers – March 19 -22, 2024 in St Cloud (Lammers)
  2. LMC, Loss Control Workshop March 26 in Mahanomen or March 27 in Alexandria (DuFrane, Engebretson, Lammers)
  3. Municipal Beverage Association (MMBA) April 20-23, 2024 Arrowwood (Theisen)
  4. League of MN Cities Annual Conference June 26-28, 2024 in Rochester (Mayor, Council & Lammers)
  5. 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)
- 12. Adjournment**

# Table of Contents

1. Public Hearing - Community Partnership Grant .....	4
2. Public Hearing - Tax Abatements .....	6
6. Approval of Consent Agenda .....	8
February .....	19
2024 .....	20
2024 .....	21
Table 1 .....	22
Vergas EDA/HRA .....	23
Call to Order .....	23
Agenda Additions and Deletions .....	23
Vergas Community Fund Committee .....	23
Albright reviewed the request for the Community Fund members to attend the meeting. The Vergas Community Fund began by raising funds for the park boardwalk. Board Chair of the Vergas Community Fund Committee Sherri Hanson reviewed the past fundraising...	23
(Ditterich joined the meeting and assumed his position as chair.) .....	23
Minutes .....	23
Financial Update .....	23
Old Business .....	23
Council Recommendations .....	24
Follow up Actions. ....	24
All members bring 1-2 ideas for goals in 2024 with measurable results. ...	24
Lammers to provide lists of opportunities from WCI and Otter Tail County...	24
Lammers to speak with Amy Baldwin and Wanye Johnson with Otter Tail County regarding income limits. ....	24
All members bring a color-coded map to the next meeting to discuss zoning in Vergas. ....	24
7. Public Hearing Topics .....	43
8. Ottertail County Shoreline Management Ordinance and Agreement ....	44
SECTION 1 TITLE, PURPOSE AND INTENT .....	49
SECTION 2 DEFINITIONS .....	50
SECTION 3 ADMINISTRATION .....	58
SECTION 4 SHORELAND CLASSIFICATION SYSTEM AND LAND USES .....	67
SECTION 5 SPECIAL LAND USE PROVISIONS .....	69
SECTION 6 DIMENSIONAL AND GENERAL PERFORMANCE STANDARDS .....	71
SECTION 7 PERFORMANCE STANDARDS FOR PUBLIC AND PRIVATE FACILITIES .....	76
SECTION 8 VEGETATION AND LAND ALTERATIONS .....	78
SECTION 9 SUBDIVISION/PLATTING PROVISIONS .....	81
SECTION 10 PLANNED UNIT DEVELOPMENTS .....	84
SECTION 11 ENFORCEMENT .....	91
SECTION 12 SEVERABILITY .....	91
SECTION 13 ABROGATION AND GREATER RESTRICTIONS .....	91
SECTION 14 OWNER LIABLE .....	91

# Table of Contents

SECTION 15 SAVINGS CLAUSE .....	91
SECTION 16 REPEAL .....	91
SECTION 17 ADOPTION/EFFECTIVE DATE .....	91
9. Vergas Community Club .....	103
10. Staff Reports .....	108
11. Information & Announcements .....	110

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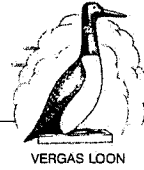
**1. Public Hearing - Community Partnership Grant**

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**Files Attached**

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- Public Hearing Notice SF abatement. JRMH Holdings.pdf



# *City of Vergas*

## CITY OF VERGAS

### OTTER TAIL COUNTY, MINNESOTA

#### NOTICE OF PUBLIC HEARING REGARDING PROPOSED PROPERTY TAX ABATEMENTS

NOTICE IS HEREBY GIVEN that the Vergas Council, City of Vergas of Otter Tail County, Minnesota (the "City"), will hold a public hearing beginning at 6:30 p.m., on Tuesday, March 26, 2024, to be held at the Vergas Event Center, 140 W Linden Vergas, Minnesota, to consider a tax abatement requests from the following named applicants pursuant to Minnesota Statute 469.1813 and 116J.993 through 116J.995. The requests are to abate 100% of the increase to the City portion of real estate taxes related to the residential building improvements on the subject properties for a period of up to 10 years.

Applicant	Parcel Number	Estimated amount of taxes to be abated
JRMH Holdings, LLC	82000990305000	\$10,000.00

A person with residence in or the owner of taxable property in the granting jurisdiction may file a written complaint with the City if the City fails to comply with Sections 116J.993 to 116J.995, and no action may be filed against the City for the failure to comply unless a written complaint is filed.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments and questions will be addressed at the hearing and a written response will be provided by the city. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 302-5996 prior to the hearing so arrangements can be made to address any specific requirements.

**City Council**  
**2024 March Council Meeting & Public Hearing**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, March 26, 2024**

**2. Public Hearing - Tax Abatements**

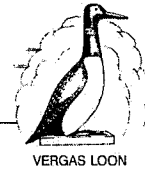
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**Files Attached**

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- Public Hearing Notice SF abatement. Sonnenberg.pdf

# City of Vergas



Minnesota's State Bird

## CITY OF VERGAS

## OTTER TAIL COUNTY, MINNESOTA

## NOTICE OF PUBLIC HEARING REGARDING PROPOSED PROPERTY TAX ABATEMENTS

NOTICE IS HEREBY GIVEN that the Vergas Council, City of Vergas of Otter Tail County, Minnesota (the "City"), will hold a public hearing, beginning immediately after public hearing for JRMH Holdings starting at 6:30 p.m., on Tuesday, March 26, 2024, to be held at the Vergas Event Center, 140 W Linden Vergas, Minnesota, to consider a tax abatement requests from the following named applicants pursuant to Minnesota Statute 469.1813 and 116J.993 through 116J.995. The requests are to abate 100% of the increase to the City portion of real estate taxes related to the residential building improvements on the subject properties for a period of up to 5 years.

Applicant	Parcel Number	Estimated amount of taxes to be abated
Deborah & Paul Sonnenberg	82000990303000	\$5,000.00

A person with residence in or the owner of taxable property in the granting jurisdiction may file a written complaint with the City if the City fails to comply with Sections 116J.993 to 116J.995, and no action may be filed against the City for the failure to comply unless a written complaint is filed.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments and questions will be addressed at the hearing and a written response will be provided by the city. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 302-5996 prior to the hearing so arrangements can be made to address any specific requirements.

**City Council**  
**2024 March Council Meeting & Public Hearing**  
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**6. Approval of Consent Agenda**

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1. Council Minutes of the February 13, 2024 and February 27, 2024
2. Bills paid between Council meetings and Council bills
3. Liquor Store bills for February 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. Budget Committee
  2. EDA/HRA
  3. Planning Commission
  4. Park Advisory Board
  5. Vergas Event Center Advisory Board
  6. CDH-Vergas Fire Board Report

**Files Attached**

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- 02.13.24 Council Minutes.pdf
- 02-27-2024 Special Council Minutes.pdf
- 03.12.24 City Bill Listing.pdf
- 03.12.24 March Claims List - paid on March 13, 2024.pdf
- 2024 Liquor Store Bill Listing.pdf
- 2024 Investment Schedule & Bond Schedule.pdf
- 2024 General Fund\_Special Revenue Money Market Account Report.pdf
- American Rescue Plan Funding 2021-2026.pdf
- 02.13.2024 EDA\_HRA Agenda Minutes.pdf
- 02.26.2024 Planning Commission Meeting Agenda Minutes.pdf
- 2024-02-27 Event Center Agenda Minutes.pdf
- Fire Board Annual Meeting\_02.05.2024.pdf
- Park Advisory Board meeting minutes 2.22.2024.pdf
- Utility Billing 60 day report.pdf
- 02.29.2024 Statement of Receipts, Disbursements and Balances.pdf
- 02.29.2024 Interim Financial Report - General Fund.pdf
- 02.29.2024 Interim Financial Report - Sewer Fund.pdf
- 02.29.2024 Interim Financial Report - Water Fund.pdf
- BudgetMeeting-02\_12\_24 (Final Version).pdf



CITY OF VERGAS  
COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, February 13, 2024

The City Council of Vergas met at 6:30 pm, on Tuesday, February 13, 2024 at the Vergas Event Center and on a Zoom for a hybrid regular council meeting with the following members present: Council Members: Bruce Albright, Paul Pinke, Dean Haarstick and Natalie Fischer. Absent: Mayor Julie Bruhn. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Engineer Blaine Green; Attorney Tom Winters; Editor Bob Williams of the Frazee-Vergas Forum; and Citizens Marcia Huddleson, Josh Hanson and Eric Ruther.

**Call to Order**

Acting Mayor Natalie Fischer called the meeting to order.

**Citizens' Concerns**

No concerns addressed.

**Agenda Additions and Deletions**

Motion by Albright, seconded by Pinke to approve the agenda with the following item add: Clerk-Treasurer report, and the following item deleted: 2024 Statement of receipts, disbursements and balances from the consent agenda. 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 January 9 and 26, 2024
2. Bills paid between Council meetings and Council bills totaling \$76,764.54.
3. Liquor Store bills for December 2023 totaling \$46,777.02.
4. Late water/sewer bills
5. 2024 Investment Schedule/Bond Schedule
6. General Fund Special Revenue Money Market Account
7. American Rescue Plan Funding 2021-2026
8. Committee Reports - requiring no Council Action
  - A. EDA/HRA
  - B. Water Sewer Committee
  - C. Streets/Sidewalk/Yard Waste

Motion passed unanimously.

**Glenn St and W Lake St Extensions**

Josh Hanson, developer of Lawerance Lake Acres, reviewed request for city to pay cost for movement of hydrant. Eric Ruther explained the cost of moving the hydrant on Glenn St was increased due to slope of ditch. They had estimated a cost of \$6,800 and was invoiced \$9,446.64. The council stated this expense would need to come from our water fund which is operating at a deficient and there is no water revenue coming from this project. No action. Council had previously disapproved paying.

**Committee Reports**

Park Advisory Board

DuFrane presented 2 quotes for the removal of the decaying trees in Lion's Park (park located behind the event center). Kangas Tree Service for \$2,000 and Midwest Tree and Maintenance, Inc for \$429.50. DuFrane stated the parks department could do the log loading and stump grinding. Motion by Albright, seconded by Pinke to hire Midwest Tree and Maintenance, Inc for \$429.50. Motion passed unanimously.

Lammers presented a DNR Outdoor Recreation Grant to help with the Long Lake Park project. Motion by Albright, seconded by Pinke to authorize Widseth to write and submit the application for the DNR Outdoor Recreation Grant for the Long Lake Park. Motion passed unanimously

## Personnel

Fischer presented the updated Use and Maintenance of City Vehicles policy explaining the city truck could be taken to EMS calls if an employee is on EMS and they miss the truck leaving the station and the removal of tacking vehicles home during course of the work day. Motion by Albright, seconded by Pinke to approve the Use and Maintenance of City Vehicles policy. Motion passed unanimously.

## Planning Commission

Lawrence Lake Acres second addition final plot was presented to Council. Motion by Pinke, seconded by Albright to approve the final plat as presented. Motion passed unanimously. Fischer asked Hanson if he would consider adding City water and sewer as funding may be available. Hanson stated if funding was presented to him, he would consider it.

## Event Center Advisory Board

Lammers reviewed the floors in the event center. She met with the installer who has stated if areas need to be repaired, they will need to be marked and he would repair them.

## **Staff Reports**

### Utilities Superintendent

1. Water
  - a. MNRWA Continuing education 2/27/24 Staples, MN. Lead and Copper workshop. No class cost other than wages and mileage on City vehicle.
  - 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.

Green stated this is a great seminar to attend as many changes are being made by the state. Widseth is ready to move forward with the lead and copper project as soon as the work order is approved by the State of Mn. Motion by Haarstick, seconded by Pinke to allow DuFrane to attend MRWA seminar in Staples on February 27, 2024. Motion passed unanimously.

### Clerk-Treasurer Report

Lammers reviewed the Munibilling program that went live in the beginning of February encouraging everyone to sign up for emailed bills and to pay by echecks. Lammers reviewed the newly presented budget format and asked Council members to provide her with information if they would like to see changes.

## **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 (Theisen) Arrowwood
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:

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

Ottertail County, Workforce Summit, Wednesday, April 24, 2024

Household Hazardous Waste Day, Thursday, June 20, 2024 10:00-2:00 (Volunteers Needed)

Marcia Huddleston questioned how to receive packet information the Council was receiving. Lammers explained the information is connected to the agenda she was receiving. When getting the agenda emailed to you if you click on the agenda tab at the bottom it will bring you to the packet information. The information is continually added so you may need to click back on the information to receive more information.

**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 Event Center and Zoom

The City Council of Vergas met at 10:00 am, on Tuesday, February 27, 2024, at the Vergas Event Center for a hybrid special 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; Engineer Blaine Green; and Bob Williams of the Frazee-Vergas Forum.

**Call to Order**

Mayor Julie Bruhn called the meeting to order.

**Personnel-Health Insurance**

Lammers reviewed the current Long Lake Park Outdoor Recreation Grant for the first phase of the Long Lake Park Master Plan. Widseth has given the city a quote for \$11,500.00 for writing the grant. The park fund does not have \$11,500.00 in their park budget. The LMC has a navigation support grant for \$5,000.00. The park advisory board has requested the Council apply for the navigation support grant for \$5,000 and if we do not receive to put the project on hold for 1 year. Discussed the following options: apply for grant and if we receive, we proceed; proceed even if we do not get the navigation grant; apply for the grant and if we do not receive, we wait for 1 year to apply for grant; or wait until after we receive notification of grant to make the decision regarding applying for the Outdoor Recreation Grant. Motion by Albright, seconded by Pinke to approve Resolution 2024-001 a resolution authorizing application for grant navigation support for the city (a complete text of the resolution is part of permanent public record in the City Clerk's office) with the understanding we will decide to proceed with the outdoor recreational grant after finding out if we receive the grant funding. Voting Yes: Albright, Fischer and Pinke. Voting No: Haarstick. Motion carried.

**Adjournment**

The business for which the meeting was called having been completed, the meeting was adjourned at 10:06 am.

Vergas City Clerk-Treasurer  
Julie Lammers, CMC

CITY OF VERGAS

Bill Listing for February 16 to March 11, 2024

<u><b>VENDOR</b></u>	<u><b>DESCRIPTION</b></u>	<u><b>TOTAL</b></u>
City of Vergas	Payroll	10,836.82
Internal Revenue Services	2024 Withholding Tax	3,125.54
Lake Region Electric	Sign & Camera, electricity	60.58
MN Dept. of Revenue	Sales Tax	113.00
MN Dept. Revenue	2024 Withholding Tax	526.78
MN Pollution Control Agency	WWTF Permits	850.00
Public Employees Retirement Assoc.	Payroll	<u>2,018.11</u>
Total for bills paid between Council Meetings		\$17,530.83

Date Range : 2/13/2024 To 3/13/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
03/12/2024	Carol Albright	Election Judge, mileage for training	24472	\$19.43	100-41410-331-	Elections	\$19.43
03/12/2024	Aramark	Event, cleaning products & rugs Inv 2520333013, 2520347969	24473	\$218.28	100-45110-210-	EVENT CENTER	\$218.28
03/12/2024	Arvig Communication Systems	All Depts, cameras, internet, phone Feb. & March 2024	24474	\$1,279.76	609-49751-321-	Liquor Store - Manager - Off-Sale	\$248.54
					100-43010-321-	City Shop	\$135.00
					100-45110-321-	EVENT CENTER	\$184.00
					100-41010-321-	GENERAL GOVERNMENT	\$712.22
03/12/2024	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, April2024	24475	\$3,267.21	100-41405-131- 601-49440-131-	Clerk Water Utilities - Administration and General	\$165.75 \$397.79
					602-49490-131-	Sewer Utilities - Administration and General	\$397.79
					100-43110-131-	Highways, Streets & Roadways	\$232.04
					100-45210-131-	Parks	\$232.04
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,841.80
03/12/2024	Corporate Technologies, LLC	All Depts, Technology Inv #117898, 124966, 125779	24476	\$694.45	100-41010-200- 100-41010-200- 100-41010-200-	GENERAL GOVERNMENT GENERAL GOVERNMENT GENERAL GOVERNMENT	\$446.25 \$223.20 \$25.00
03/12/2024	Colonial Life	Employee, insurance employee reimbursed 2024 BCN: E553771	24477	\$182.24	100-41405-999-	Clerk	\$58.12

Date Range : 2/13/2024 To 3/13/2024

<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>
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$124.12
03/12/2024	Kari Dahlgren	Election, mileage to training	24478	\$19.43			
					100-41410-331-	Elections	\$19.43
03/12/2024	Michael DuFrane	Cell phone, reimbursed	24479	\$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
03/12/2024	Matthew Engebretson	St, Pk, reimbursed cell phone	24480	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
03/12/2024	Elan Financial Services	GG, Jamf Software & Adobe Wtr, DuFrane hotel	24481	\$398.99			
					100-41010-200-	GENERAL GOVERNMENT	\$16.00
					601-49440-200-	Water Utilities - Administration and General	\$10.73
					602-49490-200-	Sewer Utilities - Administration and General	\$10.73
					601-49440-200-	Water Utilities - Administration and General	\$361.53
03/12/2024	Great Plains Natural Gas Company	Event, utility & Shop (2024 )	24482	\$543.57			
					100-45110-380-	EVENT CENTER	\$375.40
					100-43010-380-	City Shop	\$168.17
03/12/2024	Hansons Plumbing & Heating, Inc.	GG, heat pump system for Goverment Services Center	24483	\$8,851.00			
					440-41010-530-	GENERAL GOVERNMENT	\$8,851.00

Date Range : 2/13/2024 To 3/13/2024

<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>
03/12/2024	Lakes Community Cooperative	Street, operating fuel	24484	\$260.73			
					100-43110-210-	Highways, Streets & Roadways	\$260.73
03/12/2024	League of Minnesota Cities	LMC, loss control workshop	24485	\$60.00			
					100-41405-331-	Clerk	\$20.00
					100-43110-331-	Highways, Streets & Roadways	\$20.00
					100-45210-331-	Parks	\$20.00
03/12/2024	Julie Lammers	Clerk, Reimbursed cell phone	24486	\$152.72			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
					100-41410-331-	Elections	\$38.86
					100-42010-331-	PUBLIC SAFETY	\$38.86
03/12/2024	Leighton Broadcasting	Event, 2024 advertising	24487	\$400.00			
					100-45110-340-	EVENT CENTER	\$400.00
03/12/2024	Marco Inc	Copier, contract	24488	\$409.79			
					100-41010-200-	GENERAL GOVERNMENT	\$136.60
					601-49440-200-	Water Utilities - Administration and General	\$136.60
					602-49490-200-	Sewer Utilities - Administration and General	\$136.59
03/12/2024	Midwest Tree & Maintenance Inc	Park, tree removal	24489	\$400.00			
					100-45210-400-	Parks	\$400.00
03/12/2024	MINNESOTA DEPARTMENT OF HEALTH	Water, connection fee	24490	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
03/12/2024	Crestline Software, LLC	Utility Billing Program Service	24491	\$387.24			



Date Range : 2/13/2024 To 3/13/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					601-49440-200-	Water Utilities - Administration and General	\$193.62
					602-49490-200-	Sewer Utilities - Administration and General	\$193.62
03/12/2024	Olson Oil Co.	St, operating supplies	24492	\$58.02			
					100-43110-210-	Highways, Streets & Roadways	\$58.02
03/12/2024	Otter Tail Power Company	All depts, utility	24493	\$2,170.47			
					100-43010-380-	City Shop	\$140.93
					602-49490-380-	Sewer Utilities - Administration and General	\$223.90
					100-43160-380-	Street Lighting	\$654.22
					100-45110-380-	EVENT CENTER	\$255.66
					100-45210-380-	Parks	\$85.62
					601-49440-380-	Water Utilities - Administration and General	\$718.68
					100-41010-380-	GENERAL GOVERNMENT	\$91.46
03/12/2024	Productive Alternatives, Inc.	Event Center, Cleaning Inv#INV288 (January 2024)	24494	\$86.80			
					100-45110-300-	EVENT CENTER	\$86.80
03/12/2024	Elaine Palmer	Election, Mileage	24495	\$38.86			
					100-41410-331-	Elections	\$38.86
03/12/2024	PAT STRAND	Election, training mileage	24496	\$19.43			
					100-41410-331-	Elections	\$19.43
03/12/2024	Steve's Sanitation, Inc.	Event & Parks, garbage	24497	\$378.06			
					100-45110-384-	EVENT CENTER	\$106.08
					100-45210-384-	Parks	\$271.98
03/12/2024	Kyle Theisen	LS, Cell Phone Reimbursement	24498	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
03/12/2024	Verizon	Event, cell phone City Hall, Internet	24499	\$81.25			
					100-45110-321-	EVENT CENTER	\$41.24

Date Range : 2/13/2024 To 3/13/2024

<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>
					100-41010-321-	GENERAL GOVERNMENT	\$40.01
03/12/2024	Vergas Hardware	All Depts, supplies	24500	\$261.35			
					100-43010-210-	City Shop	\$117.16
					100-43110-210-	Highways, Streets & Roadways	\$14.99
					100-45110-210-	EVENT CENTER	\$34.45
					601-49440-210-	Water Utilities - Administration and General	\$26.75
					100-41010-200-	GENERAL GOVERNMENT	\$68.00
03/12/2024	Widseth Smith Notlting & Assoc. Inc	Engineering; Shoreline 1,000 feet & AGOL	24501	\$202.50			
					100-43110-303-	Highways, Streets & Roadways	\$202.50
Total For Selected Claims				\$21,376.58			\$21,376.58

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

City of Vergas Liquor Store Checks Paid in February 2024

Vendor	Description	Total
Absolute Ice		41.70
Artisan Beer Company		205.85
Aramark	Rugs	69.72
Arvig Communications	Security, phone	124.27
Bergseth Bros		8,081.07
Beverage Wholesalers		3,353.18
Blue Cross/Blue Shield	Employee Insurance	3,591.97
Breakthru Beverage MN Wine and Spirits		2,001.66
Bucks Mill Brewing		177.10
City of Vergas	Water/Sewer	59.32
City of Vergas	Payroll	4,944.42
Colonial Life	Employees, reimbursed insurance	248.24
D-S Beverage		7,279.22
Elan Financial Services	UPS Shipping	112.72
Fergus Brewing Company		98.00
Great Plains Nat Gas	Utility	94.82
Hanson's Plumbing & Heating	Service work	106.06
Internal Revenue Service	2024 Withholding Tax	1,485.26
Johnson Brothers Liquor Co		8,516.20
Merchant Service	Credit Card Fees	772.73
MN Dept. of Revenue	Sales Tax	4,333.00
MN Dept. Revenue	2024 Withholding Tax	228.78
Otter Tail Power Company	Utility	404.26
Phillips Wine & Spirits		3,467.37
Public Employees Retirement Assoc.	Payroll	889.78
Southern Glazer's of MN		6,715.00
Theisen, Kyle	Cell phone reimbursement	25.00
Vergas Hardware	Supplies	41.17
Victor Lundeen Company	Check Blanks	84.14
Viking Coca-Cola Bottling Co		283.05
Total		<u>\$57,835.06</u>
February Receipts		<u>45,764.56</u>
February Operating Income (Loss)		(12,070.50)
January Operating Income (Loss)		(2,043.78)
<b>2024 Total Operating Income (Loss)</b>		<u><b>(14,114.28)</b></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>02/29/24</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	494,443.11	0.00	100,000.00	533.73	394,976.84	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	533.73	808,564.41		

### City of Vergas Bond Schedule

Title	<u>Purchase Date</u>	<u>Beq. Balance</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2023</u>	<u>Interest Paid in 2024</u>	<u>Balance 12/31/2024</u>	<u>Amount Paid in 2024</u>
<b>Street Debt Service Fund</b>									
General Obligation Improvement Refunding Bonds,	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	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
<b>Water Fund</b>									
General Obligation Water Revenue Note, Series 2022A	2/1/2022	<u>\$132,000.00</u>	3.25%	Vergas State Bank	2/1/32	118,800.00	1,200.00	<u>106,800.00</u>	<u>12,000.00</u>
Total		\$1,416,000.00				<b>1,157,973.50</b>		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	02/29/2024 Balance
Uncommitted Funds	104,412.88	1.12%	5.98	0.00	100,000.00	4,418.86
City Shop	8,078.61	2.05%	10.94	0.00	0.00	8,089.55
Easements	5,224.43	1.32%	7.05	0.00	0.00	5,231.48
Event Center	960.36	0.24%	1.28	0.00	0.00	961.64
Event Center Electronic Sign	10,037.60	2.54%	13.56	0.00	0.00	10,051.16
General	14,536.02	3.69%	19.69	0.00	0.00	14,555.71
Park	20,711.99	5.25%	28.02	0.00	0.00	20,740.01
Sand Seal (Seal Coating)	13,012.13	3.30%	17.61	0.00	0.00	13,029.74
Sidewalk	14,938.79	3.79%	20.23	0.00	0.00	14,959.02
Street Improvements/Equipment	41,554.87	10.54%	56.26	0.00	0.00	41,611.13
2019 Street Project	150,562.67	38.17%	203.72	0.00	0.00	150,766.39
2006 Street Project	110,412.76	27.99%	149.39	0.00	0.00	110,562.15
Balance	\$494,443.11	100.00%	\$533.73	\$0.00	\$100,000.00	394,976.84 ***

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

Current Committed Total 129,229.44

## American Rescue Plan Funding 2021-2026

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

**Vergas EDA/HRA  
Government Services Center  
2:00 PM on Tuesday, February 13, 2024**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, February 13, 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, Vergas Community Fund Members; Sherri Hanson, Daren Berube, Lee Dahlgren and West Central Initiative Community Philanthropy Officer Samantha VanWechel-Meyer; and Bob Williams of the Frazee-Vergas Forum.

**Call to Order**

The meeting was called to order by Acting Chair Bruce Albright at 2:00 pm.

**Agenda Additions and Deletions**

Approved agenda as presented.

**Vergas Community Fund Committee**

Albright reviewed the request for the Community Fund members to attend the meeting. The Vergas Community Fund began by raising funds for the park boardwalk. Board Chair of the Vergas Community Fund Committee Sherri Hanson reviewed the past fundraising events and discussed possibilities for future fundraising for the community. The committee is discussing members for fundraising efforts and suggested they recruit members at the Vergas EDA/HRA Annual Meeting. Samantha VanWechel-Meyer stated she would speak at the annual meeting, and it could be our kickoff to fundraising for 2024.

(Ditterich joined the meeting and assumed his position as chair.)

**Minutes**

Motion by Albright, seconded by Sonnenberg to approve the minutes of January 9, 2024. Voting yes: Albright, Ditterich, Summers and Sonnenberg. Voting No: none. Motion carried.

**Financial Update**

Lammers reviewed the 2024 income and expenses.

**Old Business**

2023 and 2024 Housing and Economic Goals.

Lammers was asked to email the past goals to the authority members. They will be reviewed in March. Lammers will update current information and change it to 2024 dates.

HRA Lots on Eva and Diane in Vergas

Albright reviewed the contract with Otter Tail County. They have given the city the financial guidelines; not the state of MN. The board asked Lammers to speak with Amy Baldwin and Wayne Johnson regarding income guidelines and invite them to the March meeting.

Vergas Zoning Map

Sonnenberg reviewed his thoughts regarding land within the city limits which could be used for development. Authority members reviewed property along Townline Road which could be developed if property owners would sell. All EDA/HRA members should bring a colored map to the March meeting to discuss zoning ideas.

CEDA Grant

Lammers informed members the EDA/HRA has received the grant from CEDA for the Business Retention and Expansion Program. Discussed asking Jordan Grossman, CEDA Representative for the City of Vergas, to speak at the 2024 annual meeting.

**New Business**

March Meeting Date

Due to the Preliminary Primary Elections on March 5, 2024 the meeting for the EDA/HRA needs to be moved as no meetings can be held between 7 am and 8 pm on March 5, 2024. Motion by Sonnenberg, seconded by Albright to move the March meeting to March 12, 2024. Voting yes: Albright, Ditterich, Summers and Sonnenberg. Voting No: none. Motion carried

**Adjourn**

Motion by Sonnenberg, seconded by Ditterich to adjourn the meeting at 3:07 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 provide lists of opportunities from WCI and Otter Tail County.

Lammers to speak with Amy Baldwin and Wanye Johnson with Otter Tail County regarding income limits.

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



## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, February 26, 2024

6:00 pm

Vergas Government Services Center & Zoom

A City of Vergas Planning Commission meeting was held on Monday, February 26, 2024, with the following members present: Bruce Albright, Rebecca Hasse, Jim Courneya, Judy Kvam and Alex Ohman. Absent: none. Also present: Clerk-Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; and citizen Jeffrey Hatlewick.

### Call to Order

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

### Agenda Additions and Deletions

Motion by Kvam, seconded by Hasse to approve agenda as presented. Motion passed unanimously.

### Minutes

Motion by Hasse, seconded by Courneya to approve minutes for January 22, 2024 meeting. Voting yes: Hasse, Courneya and Kvam. Voting No: none. Abstain: Ohman. Motion carried.

### Status of Council Recommendations

Albright informed Planning Commission members the Council approved the Laurence Lake Acres second addition as Planning Commission recommended.

### Construction Permits

Permits approved by Clerk-Treasurer

None.

Permits needing approval.

Construction and Grade and Fill Permit - 96 Parkview Drive. Applicant has submitted a new permit dated 01/09/24. This same application was tabled last fall, for the applicant to determine where the ordinary high-water elevation (OHW) was for Long Lake in relation to the proposed project. Information in the new application includes correspondence from the applicant's surveyor, Meadowland Surveying, that the entire project area is above the OHW. This just means that the Minnesota Department of Natural Resources (DNR) does not have jurisdiction. Albright field reviewed the area this afternoon. Both areas proposed to be filled are staked. Area 2 has already been filled, and Albright assumed he just wanted to raise it. Albright thought that Area 1 was a wetland. The Commission reviewed the Otter Tail County GIS maps. In accordance with our current Shoreland Regulations, Section 5.32, D., 1. states "Grading or filling in any type 2. 3. 4. 5. 6. 7. or 8 wetland must be evaluated to determine how extensively the proposed activity would affect the following functional qualities of the wetland: a. Sediment and pollutant trapping and retention; b. Storage of surface runoff to prevent or reduce flood damage; c. Fish and wildlife habitat; d. Recreational use; e. shoreline or bank stabilization; and f. Noteworthiness, including special qualities such as historic significance, critical habitat for endangered plants and animals, or others. \*This evaluation will not include a determination of whether the wetland alteration being proposed requires permits, reviews, or approvals by other local, state, or federal agencies such as a watershed district, the Minnesota Department Natural Resources, or the United States Army Corps of Engineers. The applicant will be responsible for documenting such determination and complying with such requirements to the satisfaction of the City."

Albright said the East Otter Tail Soil and Water Conservation District (SWCD) has jurisdiction over the project in accordance with the Minnesota Wetlands Conservation Act (WCA). Albright will relay the information to them for review. Motion by Ohman, seconded by Kvam, to approve the permit if they have no comments. Motion passed unanimously.

Grade and Fill Permit -401 W Lake St -Place Class 5 Gravel on driveway. Motion by Kvam, seconded by Courneya to approve permit for 401 W Lake Street for Class 5 on driveway. Motion passed unanimously.

### Old Business:

Ordinances

Shoreline Management Ordinance

Lammers met with Chris LeClair, Otter Tail County, and they are proposing to work with Vergas on Shoreline Management Permits, but they will not oversee variances or conditional use permits. City will need to adopt the Otter Tail County Shoreline Management ordinance for them to oversee the permits. County Attorney is reviewing if there is any legal reason County cannot oversee permits for the city. Lammers will update the Planning Commission in March.

Proposed Vergas Basic Code

Albright said last month we discussed do we adopt and change or do we modify and then adopt. Commissioners discussed going through ordinances before adopting. Albright suggested having commissioners review Title 1 and 3 for next month. Ohman

volunteered to review ordinances and provide a word document with updates marked.

#### Nuisance Properties within Vergas

Discussed the vehicle at 304 S Pelican Ave with no doors. Motion by Ohman, seconded by Kvam to send a nuisance letter regarding Ordinance 92.2a to property owner. Motion passed unanimously. Discussed property as 350 S Pelican Avenue, Commissioners asked Lammers to email them the past information about property as the city has taken them to court regarding nuisance. Discussed property at 415 S Unit Avenue that has a number of demolition derby cars. Lammers looked into other communities, and some do allow them to be on licensed trailers while others only allow them in buildings. Motion by Hasse, seconded by Ohman to send them a letter on vehicles with the exact ordinance included in letter. Motion passed unanimously. Discussed property at 101 E Mill St on dog feces and yard . A letter has been sent to this property with no response, also discussed them having 5 dogs at this property when only 3 dogs are allowed. Motion by Ohman, seconded by Kvam to send certified letter with ordinance 92.16E and letting them know we only allow 3 dogs at a parcel. Motion passed unanimously. Discussed property at 339 E Frazee Ave, Albright has been to the property at least 5 times and they will not open door. He said it may be time for the city attorney to send a letter.

#### Vergas Zoning Map

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

#### 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	\$1,733.75	\$28,266.25		

#### **New Business**

No new business.

#### **Adjournment**

Motion by Ohman, seconded by Kvam to adjourn the meeting at 7:17 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC  
Vergas City Clerk-Treasurer

#### *Follow Up Actions:*

Commissioners review proposed basic code.

Lammers update commissioners on Otter Tail County and the Shoreline Ordinance.

*Council recommendations:* None.

CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
5:30 P.M. on Tuesday, February 27, 2024

The City of Vergas Event Center Advisory Committee was called to order by chairperson Paul Pinke on Tuesday, February 27, 2024, at 5:31 pm with the following members present: Paul Pinke, Paul Haarstick, Bev Flateland, Vanessa Perry, Jay Norby, and Deb Jacoby. Absent: Jezmae Burkett (excused/on leave). Guests included: Clerk-Treasurer Julie Lammers.

**Approval of the Agenda**

Motion by Norby, seconded by Perry to approve the agenda with the following addition: heat. Motion carried unanimously.

**Minutes**

Motion by Norby, seconded by Flateland to approve the minutes for January 23, 2024. Motion carried unanimously.

**Status of Recommendations to City Council**

Lammers reported contacting the contractor and met with him on February 9<sup>th</sup>. He filled the holes identified. He has requested that any future repairs be documented with painter's tape and he will come and repair them.

**Income and Expense**

Lammers reviewed the income and expense report provided. The sale of the stoves resulted in \$124.

**Expanding Wall Divider**

Current room divider (between bar area and main area) cannot be repaired. Lammer researched portable and movable wall options. Committee discussed portable wall options and asked Lammers to continuing researching additional options.

**Fundraiser**

Committee was asked if they wanted to have another purse bingo event. Committee discussed challenges with the event and learnings from the previous event, including fewer attendees, food options, etc. Other fundraising options were discussed but will be researched at a later time. Consensus of committee members was not to conduct a purse bingo this spring.

**Vergas Community Fund**

Lammers updated the committee that West Central Initiative will be offering a training at the Government Services Center on March 14<sup>th</sup> at 4pm for various committees and boards to fundraise. We will need to provide a representative if the committee would like to participate in the campaign. Norby and Pinke expressed interest in attending.

**Building Tour**

Members toured facility and made notes on projects.

**Council Recommendations**

- None

**Follow up Actions**

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 6:00 p.m.  
Respectfully submitted,

Paul Haarstick, Recording Secretary

## **Annual Meeting**

CDH-Vergas Fire & Rescue Board  
Monday, February 5, 2024, 7 pm  
Vergas Fire Hall

### **In attendance:**

Russ Berstler – Hobart Clerk  
Julie Bruhn (Vice Chair) – City of Vergas  
Joe Gerold – Dora Supervisor  
Theresa Harthum, Rescue Captain  
David Helgersen (Secretary) – Dora Supervisor  
Terry Hockett – Hobart Supervisor  
Larry Hoffmann (Chair) – Hobart Supervisor  
Karen Lehmann, Treasurer  
Bruce Moe (Board Member) – Candor  
Tyler Schmid, Assistant Fire Chief  
DuWayne Sonnenberg – Hobart Supervisor  
Byron Zitzow, Rescue Chief  
Jeff Zitzow, Fire Chief  
Nic Zitzow, Captain

#### **1. Audit Meeting January 29, 2024**

Two payments received, one from Candor Township and one from City of Vergas, were miscategorized. Corrections made. Audit approved by all Townships and City of Vergas.

#### **2. Annual EMS Report**

- There were 115 total calls in 2023: Candor (21), Dora (6), Hobart (45), City of Vergas (43).
- Calls were comprised of Medical (70), Lift Assist/Fall (27), MVA (11), CO (2), DOA (1), Fire (2) 5K Looney Days and Maple Syrup (2).
- Time of Day, 5 am – 5pm (40), 5 pm – 5 am (75).
- There are 18 rescue members, 6 of which are also firemen. Recruited 2 new members this year.
- Byron Zitzow is the new Rescue Chief.

#### **3. Annual Fire Report**

- 25 Active Members, 3 new firemen.
- Matt Holzer is retiring.
- Purchases – 3 sets of turnout gear, boat graphics.
- Responded to 12 mutual aid calls.
- Zero training/incident-related injuries.
- Goals for 2024 – Retain and recruit new members, increased public fire prevention/awareness activities.

- Elected officers for 2024:
  - Jeff Zitzow, Chief 1
  - Tyler Schmid, Chief 2
  - Kevin Zitzow, Captain 1
  - Tyler Sazama, Captain 2
  - Nic Zitzow, Captain 3
  - Byron Zitzow, Rescue Chief 1

4. Rescue #2 proposed purchase:

Cost to purchase = \$200,000

Remaining amount on E1 = \$29,500 approx.

Current Truck Fund balance = \$21,319.41

Left over budget from 2023 = \$18,331.55

Transfer from General to Truck Fund = \$10,000

Truck Fund = \$31,319.41

Notes:

Pay off E1, Fire Department Relief Association Fund providing \$120,000 downpayment with remaining \$80,000 to be financed (SCB Public Finance) over 2 years at 4.3% interest with no early payoff penalty.

Tanker 1 to be replaced shortly after this truck.  
Cascade approximately \$5,000 in repairs.

**Motion made by Julie Bruhn to approve the purchase as described. Second by Bruce Moe. Vote approved.**

5. Next Board meeting May 20, 2024, 7 pm, Vergas Fire Hall, to realign the Board with new members and assignment of officer positions.

Respectfully Submitted:  
/s/ David Helgerson, Secretary

Vergas Park Advisory Board  
Government Services Office, 131 Main Street Vergas MN  
3:00 pm  
02-22-2024

1. Members Present: Tony Sailer, Chuck Hanson, Dean Haarstick, Maggie Puetz  
Members Absent: Sherri Hanson, Steph Hogan
2. Others Present: Julie Lammers, Mike DuFrane
3. Corrections/Additions to the Agenda: None
4. Approved January minutes with a motion By Sailer/second Puetz
5. Baseball Committee: Chuck Hanson and Tony Sailer met with the new Baseball Committee which includes Scott Goodman, Kyle Schrupp, Bruce Albright Tony Sailer and Chuck Hanson. They've suggested redoing the mound and home plate along with edging of the field. Nick Cornyea and Andy Mickelson offered to donate to and redo these. The committee will meet once a month.
6. Picnic tables: Mike Dufrane said the ones we have will be fine and nothing is needed for repairs or replacement at this time.
7. Widseth Outdoor Recreation grant, Long Lake Park: The City of Vergas has approved to file for the grant which is \$11,500. The League of MN city's has a navigation grant of \$5,000 and this can be applied for one time only. Chuck recommends moving forward with those and applying for it. Grant would cover a portion of the total cost for the retaining wall, band shelter, or bathroom. Of the \$5,000 for the engineering budget, \$4,000 has been used. There was a 3 ton1 vote on moving forward with applying for the grant
8. Ice Rink: Due to unseasonably warm temperatures and for the safety of the citizens, the ice rink was unable to be set up this year.
9. City worker update: the two trees behind the community center, one Ash and one soft Maple have been removed
10. Budget:
11. Planters: it was a unanimous decision to not purchase planters from the City of Pelican Rapids at this time due to lack of storage space for them.
12. Next Meeting to be held on 3-21-24 @ 3pm

The business for which the meeting was called having been completed, the meeting was adjourned at \_\_4:05\_\_ p.m.

Respectfully submitted,

Maggie Puetz  
Recording Secretary

*Past Due Customers*

Route	Sort	Account #	Customer Name	Status	Parcel #	Service Address	Aged Days	Past Due Amt.	Total Balance	Deposit Balance	Last Pymt. Date	Last Pymt. Amount	Meter #	Meter Type	Pay Plan
2	0	1082	Otter Coffee	Active	1082	118 E Main St	74	232.57	232.57	0.00	02/11/2024	125.00	86271553	WATER	No
2	0	1190	Skal Inc	Active	1190	219 E Frazee Ave	135	590.26	590.26	0.00	10/26/2023	472.52	62392578	WATER	No
2	0	2000	Lende, Brian	Active	2000	201 W Hill St	74	266.39	266.39	0.00	03/01/2024	100.00	87476940	WATER	No
2	0	550	Howe, Jeremiah	Active	550	370 S Pelican Ave	74	160.98	160.98	0.00	02/01/2024	60.00	92089901	WATER	No
2	0	80	Penney, Joyce	Active	80	120 E Elm St	74	226.66	226.66	0.00	02/01/2024	149.59	88707227	WATER	No
2	0	502	Perry, Vanessa	Active	502	261 W Hill St	105	341.01	341.01	0.00	12/28/2023	355.00	88707256	WATER	No
2	0	1346	Moe, Clifford	Active	820009901200000	101 E Mill St	805	836.40	836.40	0.00	01/08/2024	200.00	86126237	WATER	No
2	0	1361	Longtin, Trisha	Active	1361	401 E Scharf Ave	805	380.58	380.58	0.00	02/12/2024	100.00	88707192	WATER	No
2	0	211	Lemon, Brandon	Active	211	213 W Main St	805	529.61	529.61	0.00	11/06/2023	260.00	88707196	WATER	No
2	0	230	Weldon, Ben & Nicole	Active	230	125 N 3rd Ave	805	382.33	382.33	0.00	10/23/2023	100.00	88805354	WATER	No
2	0	530	Hoard, Daniel	Active	530	390 S Pelican Ave	805	193.02	193.02	0.00	12/21/2023	300.00	87476693	WATER	No
2	0	570	Licence, Tony	Active	82000990127000	350 S Pelican Ave	805	326.13	326.13	0.00	01/02/2024	360.00	86271557	WATER	No
2	0	621	Woods, Cassandra	Active	82000990123000	304 S Pelican Ave	805	333.50	333.50	0.00	02/16/2024	250.00	87137796	WATER	No
<b>Total</b>							<b>Count: 13</b>	<b>4,799.44</b>	<b>4,799.44</b>						

As on 2/29/2024

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	(47,668.02)	11,122.55	100,000.00	0.00	83,994.16	235.22	0.00	(20,774.85)	134,363.58	113,588.73
Small Cities Development	10,777.87	0.00	0.00	0.00	0.00	0.00	0.00	10,777.87	0.00	10,777.87
Street Debt Service*	(61,403.62)	77.98	0.00	0.00	31,590.00	0.00	0.00	(92,915.64)	0.00	(92,915.64)
SEWER AND WATER DEBT SERVICE	886.02	0.00	0.00	0.00	0.00	0.00	0.00	886.02	0.00	886.02
2019 Street Project	37,314.00	372.23	100,000.00	0.00	53,010.63	0.00	0.00	84,675.60	50,000.00	134,675.60
Street Project 2006*	20,465.13	483.29	0.00	0.00	0.00	0.00	0.00	20,948.42	110,000.00	130,948.42
Govenment Services Office	13,056.27	2,285.50	0.00	0.00	7,564.61	0.00	0.00	7,777.16	0.00	7,777.16
Water	186,134.71	18,848.94	0.00	0.00	33,365.00	0.00	0.00	171,618.65	15,023.74	186,642.39
Sewage Collection and Disposal	(149,481.14)	16,643.36	0.00	0.00	19,283.37	0.00	0.00	(152,121.15)	49,467.40	(102,653.75)
Municipal Liquor Store	98,808.66	90,855.30	0.00	0.00	105,130.56	0.00	0.00	84,533.40	147,746.03	232,279.43
Vergas EDA	24,331.42	3,843.75	0.00	5,000.00	3,843.75	0.00	0.00	29,331.42	0.00	29,331.42
<b>Total :</b>	<b>133,221.30</b>	<b>144,532.90</b>	<b>200,000.00</b>	<b>5,000.00</b>	<b>337,782.08</b>	<b>235.22</b>	<b>0.00</b>	<b>144,736.90</b>	<b>506,600.75</b>	<b>651,337.65</b>



As on 2/29/2024

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	45,203.99	3,317.86	41,886.13	7.3	3,317.86 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		45,203.99	3,317.86	41,886.13	7.3	3,317.86 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	97.25	(97.25)	0.0	48.57 0.00	48.68 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
10% Gambling Tax	31311	666.66	0.00	666.66	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		666.66	97.25	569.41	14.6	48.57 0.00	48.68 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
LICENSES AND PERMITS	32105	1,499.99	0.00	1,499.99	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	1,066.66	0.00	1,066.66	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	83.33	0.00	83.33	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	33.33	0.00	33.33	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	66.67	0.00	66.67	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		2,749.98	0.00	2,749.98	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	1,062.50	210.00	852.50	19.8	180.00 0.00	30.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Grade and Fill Permit	32211	0.00	75.00	(75.00)	0.0	0.00 0.00	75.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
GOLF CART PERMIT	32213	23.33	0.00	23.33	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	2,724.16	780.00	1,944.16	28.6	390.00 0.00	390.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Animal Licenses	32240	125.00	102.00	23.00	81.6	30.00 0.00	72.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 322		3,934.99	1,167.00	2,767.99	29.7	600.00 0.00	567.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Federal Grants and Aids	33101	666.66	0.00	666.66	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		666.66	0.00	666.66	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	21.83	0.00	21.83	0.0	0.00	0.00	0.00	0.00	0.00	0.00

As on 2/29/2024

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:											
Total Acct 332		21.83	0.00	21.83	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
State Aids/Fire Relief	33390	4,666.65	1,950.00	2,716.65	41.8	1,950.00	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		4,666.65	1,950.00	2,716.65	41.8	1,950.00	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	7,291.80	0.00	7,291.80	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	2,976.82	0.00	2,976.82	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		10,268.62	0.00	10,268.62	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	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
Total Acct 336		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
CHARGES FOR SERVICES	34005	333.33	50.00	283.33	15.0	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		333.33	50.00	283.33	15.0	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	2,666.66	0.00	2,666.66	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		2,666.66	0.00	2,666.66	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 2/29/2024

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>
<b>Receipts:</b>											
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	150.00	43.66	106.34	29.1	24.73	18.93	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Rent/Municipal Building	36217	1,200.00	1,100.00	100.00	91.7	550.00	550.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
RENT/EVENT CENTER	36225	2,933.32	2,140.00	793.32	73.0	580.00	1,560.00	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	150.00	(150.00)	0.0	75.00	75.00	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	166.67	0.00	166.67	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	333.33	0.00	333.33	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 to Event Center	36231	0.00	124.00	(124.00)	0.0	0.00	124.00	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	770.00	0.00	770.00	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
<b>Total Acct 362</b>		<b>5,553.32</b>	<b>4,540.44</b>	<b>1,012.88</b>	<b>81.8</b>	<b>2,212.51</b>	<b>2,327.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Transfer From General Fund	39201	4,166.65	0.00	4,166.65	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
<b>Total Acct 392</b>		<b>4,166.65</b>	<b>0.00</b>	<b>4,166.65</b>	<b>0.0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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
<b>Total Acct 399</b>		<b>0.00</b>	<b>100,000.00</b>	<b>(100,000.00)</b>	<b>0.0</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Receipts</b>		<b>81,399.34</b>	<b>111,122.55</b>	<b>(29,723.21)</b>	<b>136.5</b>	<b>108,178.94</b>	<b>2,943.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

As on 2/29/2024

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>
<b>Disbursements:</b>											
GENERAL GOVERNMENT	41010	8,867.63	4,210.78	4,656.85	47.5	1,803.95	2,406.83	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 410</b>		<b>8,867.63</b>	<b>4,210.78</b>	<b>4,656.85</b>	<b>47.5</b>	<b>1,803.95</b>	<b>2,406.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Council/Town Board	41110	1,808.32	1,543.44	264.88	85.4	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
<b>Total Acct 411</b>		<b>1,808.32</b>	<b>1,543.44</b>	<b>264.88</b>	<b>85.4</b>	<b>1,543.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Mayor	41310	430.01	279.79	150.22	65.1	279.79	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 413</b>		<b>430.01</b>	<b>279.79</b>	<b>150.22</b>	<b>65.1</b>	<b>279.79</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Clerk	41405	5,374.64	5,892.17	(517.53)	109.6	3,238.89	2,653.28	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Elections	41410	325.00	0.00	325.00	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
<b>Total Acct 414</b>		<b>5,699.64</b>	<b>5,892.17</b>	<b>(192.53)</b>	<b>103.4</b>	<b>3,238.89</b>	<b>2,653.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
City/Town Attorney	41610	833.33	0.00	833.33	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
<b>Total Acct 416</b>		<b>833.33</b>	<b>0.00</b>	<b>833.33</b>	<b>0.0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Planning and Zoning	41910	166.67	560.88	(394.21)	336.5	560.88	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 419</b>		<b>166.67</b>	<b>560.88</b>	<b>(394.21)</b>	<b>336.5</b>	<b>560.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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
<b>Total Acct 420</b>		<b>0.00</b>	<b>4,170.03</b>	<b>(4,170.03)</b>	<b>0.0</b>	<b>4,170.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Fire Administration	42210	5,100.81	0.00	5,100.81	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
<b>Total Acct 422</b>		<b>5,100.81</b>	<b>0.00</b>	<b>5,100.81</b>	<b>0.0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
City Shop	43010	1,688.34	838.21	850.13	49.6	528.69	309.52	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 430</b>		<b>1,688.34</b>	<b>838.21</b>	<b>850.13</b>	<b>49.7</b>	<b>528.69</b>	<b>309.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

As on 2/29/2024

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>
<b>Disbursements:</b>											
Highways, Streets & Roadways	43110	26,124.56	48,200.41	(22,075.85)	184.5	11,798.02	36,402.39	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Sidewalk	43115	250.00	0.00	250.00	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	583.34	0.00	583.34	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	3,050.00	2,348.67	701.33	77.0	1,463.07	885.60	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Street Lighting	43160	2,499.99	1,390.55	1,109.44	55.6	610.69	779.86	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 431</b>		<b>32,507.89</b>	<b>51,939.63</b>	<b>(19,431.74)</b>	<b>159.8</b>	<b>13,871.78</b>	<b>38,067.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
EVENT CENTER	45110	7,640.14	4,917.18	2,722.96	64.4	2,934.69	1,982.49	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 451</b>		<b>7,640.14</b>	<b>4,917.18</b>	<b>2,722.96</b>	<b>64.4</b>	<b>2,934.69</b>	<b>1,982.49</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Parks	45210	15,823.27	4,642.05	11,181.22	29.3	1,896.81	2,745.24	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 452</b>		<b>15,823.27</b>	<b>4,642.05</b>	<b>11,181.22</b>	<b>29.3</b>	<b>1,896.81</b>	<b>2,745.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Economic Development and Assistance	46510	833.33	5,000.00	(4,166.67)	600.0	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
<b>Total Acct 465</b>		<b>833.33</b>	<b>5,000.00</b>	<b>(4,166.67)</b>	<b>600.0</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Purchase of Investments	49350	0.00	235.22	(235.22)	0.0	0.00	235.22	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 493</b>		<b>0.00</b>	<b>235.22</b>	<b>(235.22)</b>	<b>0.0</b>	<b>0.00</b>	<b>235.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Disbursements</b>		<b>81,399.38</b>	<b>84,229.38</b>	<b>(2,830.00)</b>	<b>103.5</b>	<b>35,828.95</b>	<b>48,400.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

As on 2/29/2024

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:											
SPECIAL ASSESSMENTS	36100	0.00	36.95	(36.95)	0.0	36.95	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 361		0.00	36.95	(36.95)	0.0	36.95	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
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	50.00	0.00	50.00	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
Miscellaneous Revenue	37190	0.00	34.75	(34.75)	0.0	0.00	34.75	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 371		50.00	252.41	(202.41)	504.8	217.66	34.75	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Rate Class I	37210	14,049.94	16,354.00	(2,304.06)	116.4	8,202.46	8,151.54	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 372		14,049.94	16,354.00	(2,304.06)	116.4	8,202.46	8,151.54	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts		14,099.94	16,643.36	(2,543.42)	118.0	8,457.07	8,186.29	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00

As on 2/29/2024

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>
Disbursements:											
Council/Town Board	41110	483.33	802.04	(318.71)	165.9	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		483.33	802.04	(318.71)	165.9	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	210.00	376.40	(166.40)	179.2	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		210.00	376.40	(166.40)	179.2	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	4,555.47	(4,555.47)	0.0	2,703.10 0.00	1,852.37 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 414		0.00	4,555.47	(4,555.47)	0.0	2,703.10 0.00	1,852.37 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	13,406.63	13,549.46	(142.83)	101.1	4,347.41 0.00	9,202.05 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 494		13,406.63	13,549.46	(142.83)	101.1	4,347.41 0.00	9,202.05 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Disbursements		14,099.96	19,283.37	(5,183.41)	136.8	8,228.95 0.00	11,054.42 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00

As on 2/29/2024

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>
<b>Receipts:</b>											
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
<b>Total Acct 340</b>		<b>0.00</b>	<b>94.27</b>	<b>(94.27)</b>	<b>0.0</b>	<b>94.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
SPECIAL ASSESSMENTS	36100	0.00	36.94	(36.94)	0.0	36.94	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 361</b>		<b>0.00</b>	<b>36.94</b>	<b>(36.94)</b>	<b>0.0</b>	<b>36.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Rate Class I	37110	16,046.44	18,058.31	(2,011.87)	112.5	9,203.27	8,855.04	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Connection/Reconnection Fees	37150	206.00	207.90	(1.90)	100.9	96.25	111.65	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	143.33	163.83	(20.50)	114.3	69.50	94.33	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Sale of Water	37180	50.00	0.00	50.00	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
Miscellaneous Revenue	37190	0.00	34.75	(34.75)	0.0	0.00	34.75	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 371</b>		<b>16,445.77</b>	<b>18,717.73</b>	<b>(2,271.96)</b>	<b>113.8</b>	<b>9,621.96</b>	<b>9,095.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Penalties and Forfeited Discounts	37260	166.67	0.00	166.67	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
<b>Total Acct 372</b>		<b>166.67</b>	<b>0.00</b>	<b>166.67</b>	<b>0.0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Receipts</b>		<b>16,612.44</b>	<b>18,848.94</b>	<b>(2,236.50)</b>	<b>113.5</b>	<b>9,753.17</b>	<b>9,095.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



As on 2/29/2024

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>
<b>Disbursements:</b>											
Council/Town Board	41110	400.00	931.38	(531.38)	232.8	931.38 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<b>Total Acct 411</b>		<b>400.00</b>	<b>931.38</b>	<b>(531.38)</b>	<b>232.9</b>	<b>931.38 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>
Mayor	41310	166.67	239.79	(73.12)	143.9	239.79 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<b>Total Acct 413</b>		<b>166.67</b>	<b>239.79</b>	<b>(73.12)</b>	<b>143.9</b>	<b>239.79 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>
Clerk	41405	3,166.65	4,554.98	(1,388.33)	143.8	2,702.61 0.00	1,852.37 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<b>Total Acct 414</b>		<b>3,166.65</b>	<b>4,554.98</b>	<b>(1,388.33)</b>	<b>143.8</b>	<b>2,702.61 0.00</b>	<b>1,852.37 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>
DEBT SERVICE	47010	1,666.66	13,200.00	(11,533.34)	792.0	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
<b>Total Acct 470</b>		<b>1,666.66</b>	<b>13,200.00</b>	<b>(11,533.34)</b>	<b>792.0</b>	<b>13,200.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>
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
<b>Total Acct 493</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>
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	11,212.47	14,238.22	(3,025.75)	127.0	6,418.76 0.00	7,819.46 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<b>Total Acct 494</b>		<b>11,212.47</b>	<b>14,438.85</b>	<b>(3,226.38)</b>	<b>128.8</b>	<b>6,619.39 0.00</b>	<b>7,819.46 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>
<b>Total Disbursements</b>		<b>16,612.45</b>	<b>33,365.00</b>	<b>(16,752.55)</b>	<b>200.8</b>	<b>23,693.17 0.00</b>	<b>9,671.83 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>

# City of Vergas

## Budget Committee

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**Date:** Monday, February 12, 2024, at 9am

**Present:** Julie Bruhn, Natalie Fischer, Julie Lammers

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1. **Budget Overage Discussion:** Committee discussed the overage on the budget for 2023 in detail. Biggest areas of unplanned spending were Engineering costs for Streets and Parks. There were also small overages in other categories. Some receipts were lower than expected reflecting pending federal grants, gravel pit, less taxes and not transferring the \$15,000 from Liquor Store.
2. **Budget Format Recommendation:** Both Julie Bruhn and Natalie Fischer brought ideas for formatting the budget to make it easier for council members to easily review and track progress to budget. (Want to add Account # codes, % to Plan and Monthly Spending categories). Reviewed report in CTAS software that is already available. The more comprehensive report will help flag spending and answer questions related to over/ under spending.

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### Follow Up Actions:

- 1) Julie Lammers will revamp the current budget format to include the broader categories and provide as Council report.

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### Recommendations for Council:

- None

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**Meeting Adjourned: At 10:20 am**

Meeting Recorder: Natalie Fischer

**City Council**  
**2024 March Council Meeting & Public Hearing**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, March 26, 2024**

**7. Public Hearing Topics**

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- A. Community Partnership Grant
- B. Tax Abatement

**City Council**  
**2024 March Council Meeting & Public Hearing**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, March 26, 2024**

**8. Ottertail County Shoreline Management Ordinance and Agreement**

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**Files Attached**

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- Shoreland Management Ordinance - 6-22-2021.pdf

# THE SHORELAND MANAGEMENT ORDINANCE

of

## OTTER TAIL COUNTY

### ORIGINAL EFFECTIVE DATE

OCTOBER 15, 1971

### REVISIONS

MAY 1, 1973

APRIL 1, 1978

MAY 8, 1981

APRIL 15, 1985

FEBRUARY 5, 1992\*

APRIL 13, 1993

MAY 1, 1997

JANUARY 1, 2001

JANUARY 1, 2004

MAY 1, 2008

AUGUST 1, 2013

APRIL 8, 2016

JANUARY 15, 2017

JULY 1, 2021

\*AS MANDATED BY THE STATE OF MINNESOTA

Adopted June 22, 2021

EFFECTIVE DATE: July 1, 2021



## THE SHORELAND MANAGEMENT ORDINANCE OF OTTER TAIL COUNTY

## Contents

SECTION 1	TITLE, PURPOSE AND INTENT .....	- 4 -
Subp. 1.	Title .....	- 4 -
Subp. 2.	Purpose and Intent .....	- 4 -
Subp. 3.	Jurisdiction/Administrative Scope.....	- 4 -
Subp. 4.	Compliance .....	- 4 -
Subp. 5.	Legal Authority .....	- 4 -
SECTION 2	DEFINITIONS .....	- 5 -
SECTION 3	ADMINISTRATION .....	- 13 -
Subp. 1.	Permits Required .....	- 13 -
Subp. 2.	Exemptions from Permits .....	- 13 -
Subp. 3.	Permit Application .....	- 14 -
Subp. 4.	Inspections.....	- 14 -
Subp. 5.	Compliance with Permit .....	- 14 -
Subp. 6.	Administrative Officer .....	- 14 -
Subp. 7.	Conditional Uses .....	- 14 -
Subp. 8.	Conditional Use Permits .....	- 15 -
Subp. 9.	Conditional Use Permit Application, Review and Approval Process.....	- 15 -
Subp. 10.	Appeals.....	- 16 -
Subp. 11.	Variances.....	- 17 -
Subp. 12.	Board of Adjustment and Variances .....	- 17 -
Subp. 13.	Mitigation.....	- 18 -
Subp. 14.	Nonconformities .....	- 18 -
Subp. 15.	Exemptions .....	- 19 -
Subp. 16.	Shoreland Management by Townships .....	- 19 -
Subp. 17.	Notification Procedures .....	- 19 -
Subp. 18.	Amendments.....	- 20 -
Subp. 19.	Renewable Energy Systems .....	- 20 -
Subp. 20.	Notifications to the Department of Natural Resources .....	- 20 -
Subp. 21.	Mandatory EAW.....	- 21 -
SECTION 4	SHORELAND CLASSIFICATION SYSTEM AND LAND USES.....	- 22 -
Subp. 1.	Shoreland Classification System .....	- 22 -
Subp. 2.	Land Uses.....	- 22 -

SECTION 5	SPECIAL LAND USE PROVISIONS .....	- 24 -
Subp. 1.	Commercial, Industrial, Public and Semipublic Standards.....	- 24 -
Subp. 2.	Agricultural Use Standards .....	- 24 -
Subp. 3.	Forest Management Standards .....	- 24 -
Subp. 4.	Extractive Use Standards.....	- 25 -
Subp. 5.	Metallic Mining Standards.....	- 25 -
SECTION 6	DIMENSIONAL AND GENERAL PERFORMANCE STANDARDS .....	- 26 -
Subp. 1.	Purpose.....	- 26 -
Subp. 2.	Lot Area and Width Standards .....	- 26 -
Subp. 3.	Special Residential Lot Provisions .....	- 27 -
Subp. 4.	Placement, Height, and Design of Structures on Lots.....	- 28 -
Subp. 5.	Height of Structures .....	- 29 -
Subp. 6.	Lowest Floor Elevation .....	- 29 -
Subp. 7.	Significant Historic Sites .....	- 29 -
Subp. 8.	Water Supply and Sewage Treatment.....	- 30 -
SECTION 7	PERFORMANCE STANDARDS FOR PUBLIC AND PRIVATE FACILITIES .....	- 31 -
Subp. 1.	Placement and Design of Roads, Driveways, and Parking Areas .....	- 31 -
Subp. 2.	Stairways, Lifts and Landings.....	- 31 -
Subp. 3.	Water-Oriented Accessory Structures .....	- 31 -
SECTION 8	VEGETATION AND LAND ALTERATIONS .....	- 33 -
Subp. 1.	Purpose.....	- 33 -
Subp. 2.	Vegetation Management.....	- 33 -
Subp. 3.	Grading and Filling.....	- 33 -
Subp. 4.	Stormwater Management .....	- 35 -
SECTION 9	SUBDIVISION/PLATTING PROVISIONS .....	- 36 -
Subp. 1.	Purpose.....	- 36 -
Subp. 2.	Land Suitability .....	- 36 -
Subp. 3.	Recording.....	- 36 -
Subp. 4.	Consistency with other controls.....	- 36 -
Subp. 5.	Presentation Requirements.....	- 36 -
Subp. 6.	Dedications .....	- 37 -
Subp. 7.	Water and Sewer Design Standards .....	- 37 -
Subp. 8.	Information Requirements .....	- 37 -
Subp. 9.	Dedications .....	- 38 -

Subp. 10.	Platting .....	- 38 -
Subp. 11.	Controlled Access Lots Not Allowed .....	- 38 -
Subp. 12.	Pre-Application Meeting .....	- 38 -
SECTION 10	PLANNED UNIT DEVELOPMENTS .....	- 39 -
Subp. 1.	Purpose .....	- 39 -
Subp. 2.	General .....	- 39 -
Subp. 3.	Types of PUDs Permissible .....	- 39 -
Subp. 4.	Density Determination or Site Density Evaluation .....	- 40 -
Subp. 5.	Residential Planned Unit Development Density Evaluation Steps and Design Criteria .....	- 40 -
Subp. 6.	Commercial Planned Unit Development Density Evaluation Steps and Design Criteria. ....	- 43 -
SECTION 11	ENFORCEMENT .....	- 46 -
SECTION 12	SEVERABILITY .....	- 46 -
SECTION 13	ABROGATION AND GREATER RESTRICTIONS .....	- 46 -
SECTION 14	OWNER LIABLE .....	- 46 -
SECTION 15	SAVINGS CLAUSE .....	- 46 -
SECTION 16	REPEAL .....	- 46 -
SECTION 17	ADOPTION/EFFECTIVE DATE .....	- 46 -



**SECTION 1 TITLE, PURPOSE AND INTENT****Subp. 1. Title**

This ordinance shall be known as the Shoreland Management Ordinance of Otter Tail County, Minnesota and herein after referred to as the ordinance.

**Subp. 2. Purpose and Intent**

The uncontrolled use of shorelands in Otter Tail County, Minnesota affects the public health, safety and general welfare by contributing to environmental degradation of surface waters and the natural resources of the county. It is, therefore, in the best interest of the public's health, safety and general welfare to provide for the wise subdivision, use and orderly development of shorelands of public waters in an effort to prevent pollution and preserve and enhance the quality of surface waters, conserve the economic and natural environmental values of shorelands, and provide the wise use of waters and related land resources of Otter Tail County. This responsibility is hereby recognized by Otter Tail County and will be accomplished through the enforcement of this Ordinance.

**Subp. 3. Jurisdiction/Administrative Scope**

The provisions of this Ordinance shall apply to the shorelands of the public water bodies as classified in Section 4 of this Ordinance in all areas of Otter Tail County. Pursuant to [Minnesota Rules, Chapter 6120](#), no lake, pond, or flowage less than 10 acres in size in municipalities or less than 25 acres in size in unincorporated areas of the county need be regulated by this Ordinance. A body of water created by a private user where there was no previous shoreland may, at the discretion of Otter Tail County, be exempt from this Ordinance.

**Subp. 4. Compliance**

No structure located in Otter Tail County and lying outside the incorporated limits of any municipality and lying within the Shoreland Management Districts herein defined shall be erected or altered which does not comply with the regulations in this Ordinance, nor shall any structure or premises be used for any purpose other than a use permitted by this Ordinance. No topographical alterations shall be performed within the Shoreland Management Districts without following the requirements of this Ordinance.

**Subp. 5. Legal Authority**

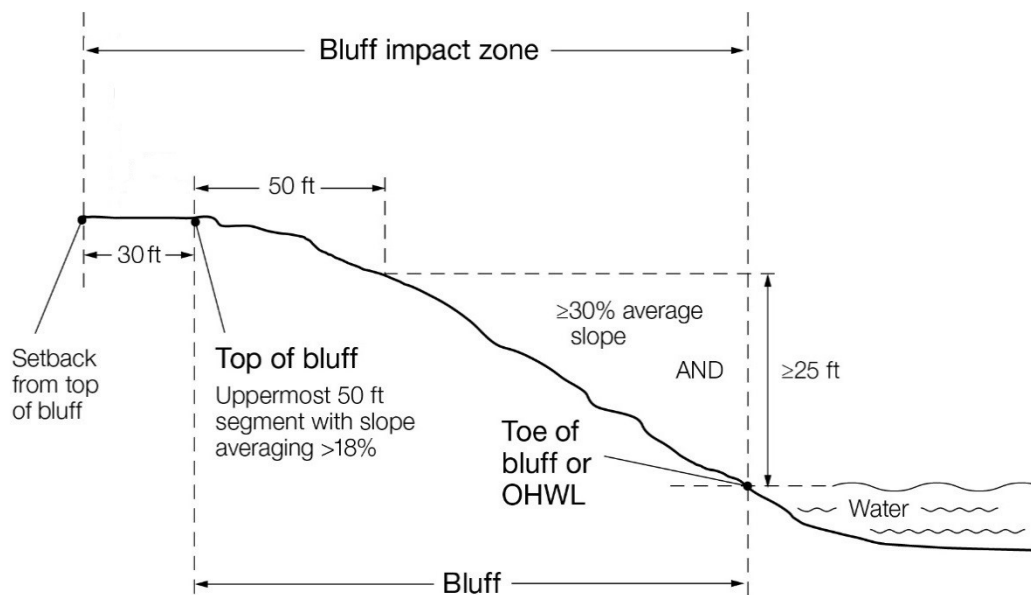
This ordinance is adopted pursuant to the authority authorized under [Minnesota Statute, Chapter 103F](#), [Minnesota Rules, Chapter 6120](#), and [Minnesota Statute, Chapter 394](#).

**SECTION 2      DEFINITIONS****Certain Terms**

For the purposes of this ordinance, certain terms or words used are interpreted as follows: the words “shall” and “must” are mandatory and the words “should” and “may” are permissive. All distances, unless otherwise specified, are measured horizontally.

For the purposes of this ordinance, the certain words and phrases are defined as follows:

- Subp. 1. **Access Lot.** “Access Lot” means a parcel of land designated for access to public waters for riparian parcels.
- Subp. 2. **Accessory Structure or Facility.** “Accessory structure or facility” means any building or improvement of a nature customarily incidental and subordinate to the primary use which, because of the nature of its use, can reasonably be located at or greater than normal structure setbacks.
- Subp. 3. **Administrative Officer.** “Administrative Officer” means the Director of the office of Land and Resource Management of Otter Tail County and assistants.
- Subp. 4. **Agriculture.** “Agriculture” means the use of land for agricultural purposes, including farming, dairying, pasturage agriculture, horticulture, floriculture, viticulture, and animal and poultry husbandry and the necessary uses for packing, treating, or storing the produce; provided, however, that the operation of any such accessory uses shall be secondary to that of the normal agricultural activities.
- Subp. 5. **Animal Feedlot.** “Animal feedlot” means a facility as defined in [Minnesota Rules, part 7020.0300](#).  
A lot or building or combination of lots and buildings intended for the confined feeding, breeding, raising or holding of animals and specifically designed as a confinement area in which manure may accumulate or where the concentration of animals is such that a vegetative cover cannot be maintained within the enclosure. For purposes of these parts, open lots used for the feeding and rearing of poultry (poultry ranges) shall be considered to be animal feedlots. Pastures shall not be considered animal feedlots under these parts.
- Subp. 6. **Attached Structure.** “Attached structure” means two structures that are attached when they share a common wall or portion of a wall with a door, so that a person may travel from any portion of one building to any portion of the second building without going outside.
- Subp. 7. **Bed & Breakfast Facility:** “Bed & Breakfast Facility” means an owner occupied single family residence at which lodging and meals are provided to registered guests. The bed & breakfast facility shall comply with all applicable state and local regulations for providing food and lodging.
- Subp. 8. **Bluff.** “Bluff” means a topographic feature such as a hill, cliff, or embankment having the following characteristics:
  - A. Part or all of the feature is located in a shoreland area;
  - B. The slope rises at least 25 feet above the toe of the bluff;
  - C. The grade of the slope from the toe of the bluff to a point 25 feet or more above the toe of the bluff averages 30 percent or greater, except that an area with an average slope of less than 18 percent over a distance of at least 50 feet shall not be considered part of the bluff; and
  - D. The slope must drain toward the waterbody.

**Bluff, Bluff Impact Zone, Top and Toe of Bluff**

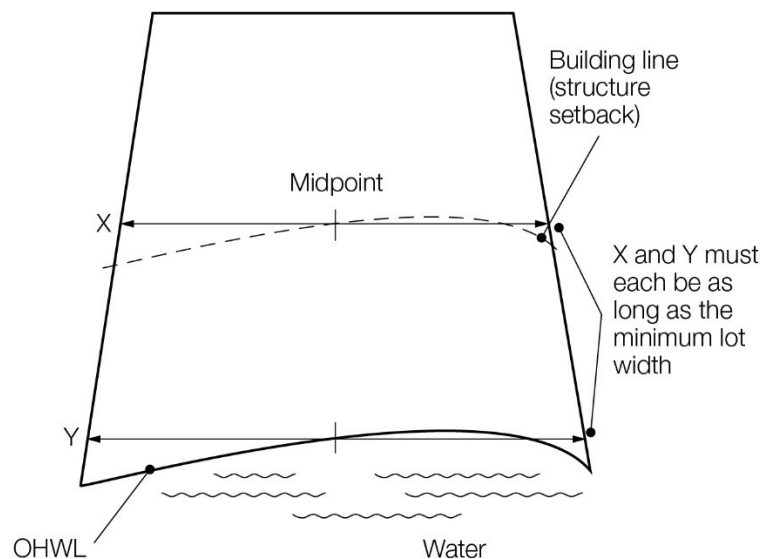
The slope

- Subp. 9. **Bluff Impact Zone.** “Bluff impact zone” means a bluff and land located within 30 feet of the top of the bluff.
- Subp. 10. **Bluff, Toe of.** “Bluff, toe of” means the lower point of a 50-foot segment with an average slope exceeding 18 percent or the ordinary high water level, whichever is higher.
- Subp. 11. **Bluff, Top of.** “Bluff, top of” means the point on a bluff where there is, as visually observed, a clearly identifiable break in the slope, from steeper to gentler above. If no break in the slope is apparent, the top of the bluff shall be determined to be the upper end of a 50 ft. segment, measured on the ground, with an average slope exceeding 18%.
- Subp. 12. **Boardwalk.** “Boardwalk” means a permanent above grade constructed walkway, not to exceed 6 feet in width.
- Subp. 13. **Boathouse.** “Boathouse” means a facility as defined in [Minnesota Statute §103G.245](#).
- Subp. 14. **Buffer.** “Buffer” means a vegetative feature as defined in [Minnesota Statute §103F.48](#).
- Subp. 15. **Building.** “Building” means any fixed construction with walls or a roof.
- Subp. 16. **Buildable Area.** “Buildable area” means the minimum continuous area remaining on a lot or parcel of land after all setback requirements, bluffs, all easements and right-of-ways, significant historic sites, wetlands, and land less than 3’ above the OHWL of public waters are subtracted.
- Subp. 17. **Building Line.** “Building line” means a line parallel to a lot line or the ordinary high water level at the required setback beyond which a structure may not extend.
- Subp. 18. **Commercial Planned Unit Development.** “Commercial planned unit development” means developments that provide transient, short-term lodging spaces, rooms, or parcels and their operations are essentially service-oriented. For example, hotel/motel accommodations, resorts, recreational vehicle and camping parks, and other primarily service-oriented activities are commercial planned unit developments.
- Subp. 19. **Commercial Use.** “Commercial use” means the principal use of land or buildings for the sale, lease, rental, or trade of products, goods and services.
- Subp. 20. **Commissioner.** “Commissioner” means the commissioner of the Department of Natural Resources or his or her designated representative.
- Subp. 21. **Conditional Use.** “Conditional use” means a land use or development that would not be appropriate generally, but may be allowed with appropriate restrictions upon a finding that certain conditions detailed in Section 3, Subp. 9 (l) of this ordinance exist, the use or development conforms to the comprehensive land use plan, and the use is compatible with the existing neighborhood.

- Subp. 22. **Controlled Access.** “Controlled access” means any private site, field or tract of land abutting a classified body of water to be used primarily for access purposes, including, but not limited to, non-riparian lot access.
- Subp. 23. **Controlled Access Lot.** “Controlled access lot” means a lot used to access public waters or as a recreation area for owners of nonriparian lots within the same subdivision containing the controlled access lot.
- Subp. 24. **Deck.** “Deck” means a horizontal, unenclosed platform with or without attached railings, seats, trellises, or other features, attached or functionally related to the principal use or site and at any point extending more than three feet above the ground.
- Subp. 25. **Duplex, Triplex, and Quad.** “Duplex, triplex, and quad” means a dwelling structure on a single lot, having two, three, and four units, respectively, attached by common walls and each unit equipped with separate sleeping, cooking, eating, living, and sanitation facilities.
- Subp. 26. **Dwelling Site.** “Dwelling site” means a designated location for residential use by one or more persons using temporary or movable shelter, including camping and recreational vehicle sites.
- Subp. 27. **Dwelling Unit.** “Dwelling unit” means any structure or portion of a structure, or other shelter designed as short- or long-term living quarters for one or more persons, which may include areas serving as a kitchen, a bathroom and at least one bedroom, including rental or timeshare accommodations such as a motel, hotel, and resort rooms and cabins.
- Subp. 28. **Existing Resort.** “Existing resort” means a resort established prior to October 15, 1971, which has remained in continuous operation.
- Subp. 29. **Expansion, enlargement, or intensification.** “Expansion” means any increase in a dimension, size, area, volume, or height; any increase in the area of use; any placement of a structure or part thereof where none existed before; any addition of a site feature such as a deck, platform, fence, driveway, parking area, swimming pool; any improvement that would allow the land to be more intensely developed; any move of operations to a new location on the property; or any increase in intensity of use based on a review of the original nature, function or purpose of the nonconforming use, the hours of operation, traffic, parking, noise, exterior storage, signs, exterior lighting, types of operations, types of good and services offered, odors, areas of operation, number of employees, and other factors deemed relevant by the County.
- Subp. 30. **Extractive Use.** “Extractive use” means the use of land for surface or subsurface removal of sand, gravel, rock, industrial minerals, other nonmetallic minerals, and peat not regulated under [Minnesota Statutes §93.44 to §93.51](#).
- Subp. 31. **Forest Land Conversion.** “Forest land conversion” means the clear cutting of forested lands to prepare for a new land use other than reestablishment of subsequent forest stand.
- Subp. 32. **Guest Cottage.** “Guest cottage” means a structure used as a dwelling unit in addition to the primary dwelling unit on a lot.
- Subp. 33. **Height of Building.** “Height of building” means the vertical distance between the highest adjoining original ground level at the structure or 10 feet above the lowest ground level, whichever is lower and the highest point of the roof, with the exception of Water Oriented Accessory Structures, which must meet the requirements of Section 7, Subp. 3 of this Ordinance.
- Subp. 34. **Impervious Surface.** “Impervious surface” means a constructed hard surface that prevents or retards entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development, including, but not limited to, rooftops; decks; sidewalks; patios; swimming pools; parking lots; concrete; asphalt or gravel driveways; and other similar surfaces.
- Subp. 35. **Improved Lot.** “Improved lot” means a lot that contains a single-family dwelling, ready for immediate use, which is serviced by a sewage treatment system and water supply.
- Subp. 36. **Improvement.** “Improvement” means a change to a structure that does not alter the outside dimensions of the structure. Improvements include, but are not limited to, changing the peak of a roof to a maximum of a 4:12 pitch, changing the material type of siding or roofing, and changing the material type of a deck.
- Subp. 37. **Industrial Use.** “Industrial use” means the use of land or buildings for the production, manufacture, warehousing, storage, or transfer of goods, products, commodities, or other wholesale items.
- Subp. 38. **Intensive Vegetation Clearing.** “Intensive vegetation clearing” means the complete removal of trees or shrubs in a contiguous patch, strip, row, or block.

- Subp. 39. **Interim Use.** “Interim use” means a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it. ([Minnesota Statute §394.303](#))
- Subp. 40. **Lot.** “Lot” means a parcel of land designated by plat, metes and bounds, registered land survey, auditors plot, or other accepted means and separated from other parcels or portions by said description for the purpose of sale, lease, or separation.
- Subp. 41. **Lot Width.** “Lot width” means the minimum distance between:
- Side lot lines measured at the midpoint of the building line; and
  - Side lot lines at the ordinary high water level, if applicable.

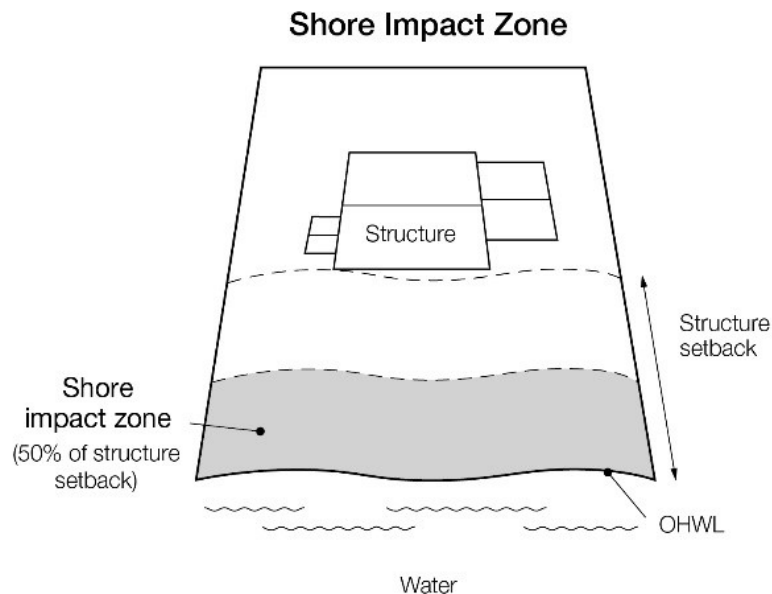
### Lot Width



- Subp. 42. **Lowest Floor.** “Lowest floor” means the lowermost floor of the lowest enclosed area, including basement and crawl space(s).
- Subp. 43. **Metallic minerals and peat.** “Metallic minerals and peat” has the meaning given under [Minnesota Statutes §93.44 to §93.51](#).
- Subp. 44. **Nonconformity.** “Nonconformity” means any legal use, structure or parcel of land already in existence, recorded, or authorized before the adoption of the official controls or amendments to those controls that would not have been permitted to become established under the terms of the official controls as now written.
- Subp. 45. **Non-Riparian Lot.** “Non-riparian lot” means a parcel of land without frontage on Public Waters.
- Subp. 46. **Open Space.** “Open space” means any space or area preserved in its natural state and specifically not used for parking, structures or roads.
- Subp. 47. **Ordinary High Water Level.** “Ordinary high water level” means the boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence of the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the ordinary high water level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool.
- Subp. 48. **Parking Space.** “Parking space” means an off street area for motor vehicles not less than 10 ft. by 20 ft. in area, having access to a public street or alley, or private driveway. In determining the gross area required for a specified number of off street parking places, including driveways and aisles, 300 square ft. per space shall be used.
- Subp. 49. **Patio.** “Patio” means an area of ground that is covered with a hard material such as bricks, concrete or wood.

- Subp. 50. **Performance Bond.** “Performance bond” means a bond which may be required by the County Board, Planning Commission or Board of Adjustment to insure the completion of any activity falling under the jurisdiction of this Ordinance.
- Subp. 51. **Planned Unit Development.** “Planned unit development” means a type of development characterized by a unified site design for a number of dwelling units or dwelling sites on a parcel, whether for sale, or lease, and also usually involving clustering of these units or sites to provide areas of common open space, density increases, and a mix of structure types and land uses. These developments may be organized and operated as condominiums, time-share condominiums, cooperatives, full fee ownership, commercial enterprises, or any combination of these, or cluster subdivisions of dwelling units, residential condominiums, townhouses, apartment buildings, dwelling grounds, recreational vehicle parks, resorts, hotels, motels, and conversions of structures and land uses to these uses.
- Subp. 52. **Public Utility.** “Public utility” means persons, corporations or other legal entities, their lessees, trustees, and receivers, nor or hereafter operating, maintaining, or controlling in this state equipment or facilities for furnishing at retail natural, manufactured or mixed gas or electric service to or for the public or engaged in the production and retail sale thereof.
- Subp. 53. **Public Waters.** “Public waters” means any water as defined in [Minnesota Statute §103G.005, Subd. 15, 15a](#).
- Subp. 54. **Recreational Camping Area.** “Recreational camping area” means any area, whether privately or publicly owned, used on a daily, weekly, or nightly or longer basis for the accommodation of two or more recreational camping units.
- Subp. 55. **Recreational Camping Unit.** “Recreational camping unit” means a relocatable single-family dwelling unit, less than 40 ft. in length, and is less than 399 square feet when erected onsite, including, but not limited to tents, motor homes and travel trailers. This includes park models that meet this definition.
- Subp. 56. **Residential Planned Unit Development.** “Residential planned unit development” means a use where the nature of residency is nontransient and the major or primary focus of the development is not service-oriented. For example, residential apartments, manufactured home parks, time-share condominiums, townhouses, cooperatives, and full fee ownership residences would be considered as residential planned unit developments. To qualify as a residential planned unit development, a development must contain at least five dwelling sites or units.
- Subp. 57. **Resort.** “Resort” means a shoreland commercial establishment that includes buildings, lodges, structures, dwelling units, camping or recreational vehicle sites, or enclosures, or any part thereof kept, used, maintained, or advertised as or held out to the public to be a place where sleeping accommodations are furnished to the public, primarily to persons seeking recreation for periods of one day or longer, and having for rent 3 or more cabins, rooms, campsites, or enclosures. A shoreland commercial establishment must be primarily service oriented for transient lodging of guests. All cabins, rooms, dwelling units, camping or recreational vehicle sites, or enclosures must be included in the resort rental business. Resorts must not allow residential use of a dwelling unit or site, except dwellings used as residences for the service providers. To qualify as a resort, a resort must be fully licensed and permitted under appropriate state and local regulations. The entire parcel of land must be controlled and managed by the licensee.
- Subp. 58. **Semipublic Use.** “Semipublic use” means the use of land by a private, nonprofit organization to provide a public service that is ordinarily open to some persons outside the regular constituency of the organization.
- Subp. 59. **Sensitive Area.** “Sensitive area” means areas which due to steep slopes, bluffs, flooding, erosion, limiting soil conditions (shallow soils over groundwater or bedrock, highly erosive or expansive soils), occurrence of vegetation or wildlife in need of special protection, the presence of wetlands or other physical constraints are sensitive to the development.
- Subp. 60. **Setback.** “Setback” means the minimum horizontal distance between a structure, sewage treatment system, or other facility and an ordinary high water level, sewage treatment system, top of bluff, road, highway, property line, or other facility.
- Subp. 61. **Sewage.** “Sewage” has the meaning given as set forth in the Sanitation Code of Otter Tail County.

- Subp. 62. **Sewage Treatment Area.** "Sewage treatment area" means the area meeting or exceeding the onsite requirements of the [Sanitation Code of Otter Tail County](#) and [Minnesota Rules, Chapter 7080](#), for the purpose of soil treatment areas and future additional sites.
- Subp. 63. **Sewage Treatment System.** "Sewage treatment system" has the meaning given under [Minnesota Rules, part 7080.1100, Subp. 82](#).
- Subp. 64. **Sewer System.** "Sewer system" means the pipelines or conduits, pumping stations, and force main, and all other construction, devices, appliances, or appurtenances used for conducting sewage or industrial waste or other wastes to a point of ultimate disposal.
- Subp. 65. **Shore Impact Zone.** "Shore impact zone" means the land located between the ordinary high water level of a public water and a line parallel to it at a setback of 50 percent of the structure setback.

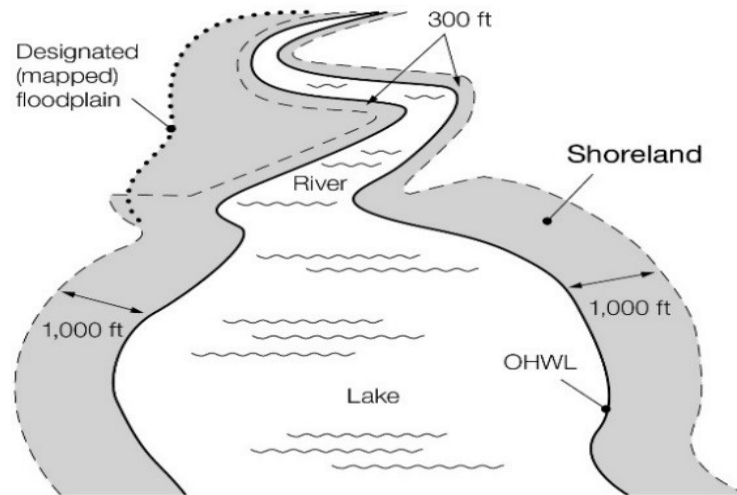


*Only one structure may be placed in a SIZ.*

- Subp. 66. **Shoreland.** "Shoreland" means land located within the following distances from public waters:
- A. 1,000 feet from the ordinary water level of a lake, pond, or flowage; and
  - B. 300 feet from a river or stream, or the landward extent of a floodplain designated by ordinance on a river stream, whichever is greater.



### Definition of Shoreland



The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides which extend landward from the waters for lesser distances and when approved by the Commissioner.

- Subp. 67. **Shore Recreation Facilities.** "Shore recreation facilities" means the swimming areas, docks, watercraft mooring areas and launching ramps and other water recreation facilities.
- Subp. 68. **Shoreland Alteration.** "Shoreland alteration" means any change of the existing onsite topography or impervious surface except for normal agricultural purposes.
- Subp. 69. **Significant Historic Site.** "Significant historic site" means any archaeological site, standing structure, or other property that meets the criteria for eligibility to the National Register of Historic Places or is listed in the State Register of Historic Sites, or is determined to be an unplatted cemetery that falls under the provisions of [Minnesota Statute §307.08](#). A historic site meets these criteria if it is presently listed on either register or if it is determined to meet the qualifications for listing after review by the Minnesota state archaeologist or the director of the Minnesota Historical Society. All unplatted cemeteries are automatically considered to be significant historic sites.
- Subp. 70. **Steep Slopes.** "Steep slopes" means lands having average slopes over 12 percent, as measured over horizontal distances of 50 feet or more, which are not bluffs.
- Subp. 71. **Structure.** "Structure" means any building or appurtenance, including decks, except aerial or underground utility lines, such as sewer, electric, telephone, gas lines, towers, poles, and other supporting facilities.
- Subp. 72. **Structure Permit.** "Structure permit" means a permit for the erection and/or alteration of any structure controlled by this Ordinance issued to ensure compliance with all requirements of this Ordinance.
- Subp. 73. **Subdivision.** "Subdivision" means a parcel of land which is divided.
- Subp. 74. **Suitability Analysis.** "Suitability analysis" means an evaluation of land to determine if it is appropriate for the proposed use. The analysis considers factors relevant to the proposed use and may include the following features: susceptibility to flooding; existence of wetlands; soils, erosion potential; slope steepness; water supply; sewage treatment capabilities; water depth; depth to groundwater and bedrock; vegetation; near-shore aquatic conditions unsuitable for water-based recreation; fish and wildlife habitat; presence of significant historic sites; or any other relevant feature of the natural land.
- Subp. 75. **Tower.** "Tower" means framework or structures exceeding 35 feet in height, telephone communication tower, and any structure required by any other regulations to have warning lights.
- Subp. 76. **Vacation Home Rental.** "Vacation Home Rental" means a short-term rental property that is rented out for 30 days or less to a transient population. A vacation home rental is a permitted use, so long as the following conditions are met:
- A. No more than two (2) dwelling units on the property;



- B. The occupancy shall be limited to the occupancy established by the license issued by the Otter Tail County Public Health Department;
- C. Parking shall be fully contained on the property;
- D. A current license from the Otter Tail County Public Health Department;
- E. All dwelling units at the vacation home rental property or properties shall be connected to a subsurface sewage treatment system (SSTS) that is compliant with the requirements of the [Sanitation Code of Otter Tail County](#), and [Minnesota Rules, Chapter 7080](#), or connected to a municipal sewer. The SSTS shall be designed and constructed with a design flow of fifty (50) gallons of wastewater per person per day to handle a maximum number of guests which the facility is permitted.  
If any of the above standards for permitted use are out of compliance or cannot be met, or is not eligible to be licensed by Public Health, the property must obtain a Conditional Use Permit.

- Subp. 77. **Variance.** "Variance" means the same as that defined in [Minnesota Statutes §394.22 Subp. 10](#) and [§394.27 Subp. 7](#).
- Subp. 78. **Vegetative Strip.** "Vegetative strip" means a minimum 30 foot strip of land, located adjacent to and parallel with the OHWL, which is left in its natural state (must maintain existing ground cover), with the exception of a continuous 30 foot (maximum width) recreational access. A vegetative strip must be maintained.
- Subp. 79. **Vision Obstructing Fence.** "Vision obstructing fence" means a fence that is greater than or equal six (6) feet in height with gaps between slats less than or equal to the width of the slats.
- Subp. 80. **Water-Oriented Accessory Structure.** "Water-oriented accessory structure" means a small, above ground building or other improvement, except stairways, fences, docks, and retaining walls, which, because of the relationship of its use to surface water, reasonably needs to be located closer to the public waters than the normal structure setback. Examples of such structures and facilities include, watercraft and watercraft equipment storage structures, gazebos, screen houses, fish houses, saunas, and detached decks. Boathouses and boat storage structures given the meaning under [Minnesota Statute §103G.245](#) are not a water-oriented accessory structure.
- Subp. 81. **Water-Dependent Use.** "Water-dependent use" means the use of land for commercial, industrial, public or semi-public purposes, where access to and use of a public water is an integral part of the normal conduct of operation. Marinas, resorts, and restaurants with transient docking facilities are examples of commercial uses typically found in shoreland areas.
- Subp. 82. **Wetland.** "Wetland" has the meaning given under [Minnesota Rule, part 8420.0111](#).
- Subp. 83. **Wind Energy Conversion System (WECS).** "Wind energy conversion system (WECS)" means an electrical generating facility comprised of one or more wind turbines and accessory facilities, including, but not limited to: power lines, transformers, and substations that operate by converting the kinetic energy of wind into electrical energy, and Meteorological Towers (MET). The energy may be used on-site or distributed into the electrical grid.

**SECTION 3 ADMINISTRATION****Subp. 1. Permits Required**

- A. A Structure Permit is required for:
  - 1) A new structure;
  - 2) An expansion to an existing structure; and
  - 3) The relocation of an existing structure that exceeds 120 square feet.
- B. A Shoreland Alteration Permit is required for:
  - a) Grading and filling activities up to 1,000 cubic yards, including, but not limited to, driveway installation and repair, rip rap installation or repair above the OHWL, and earth moving projects not exempted by Subp.2 below. If a Conditional Use Permit is required for any Shoreland Alteration project, a separate Shoreland Alteration Permit is not required;
  - 2) The movement of any material on steep slopes or within the shore impact zone;
  - 3) The movement of more than 50 cubic yards of material outside of steep slopes and the shore impact zone, bluff impact zone or wetland;
  - 4) Landscaping projects, including, but not limited to, retaining wall installation, boardwalks, impervious surface changes, sidewalks and patios, not exempted by Subp. 2 below; and
  - 5) Stairways, lifts and landings built into the ground.
- C. A Structure or Shoreland Alteration Permit shall be valid for a period of twelve months from the date of issue.

**Subp. 2. Exemptions from Permits**

The following exemptions only alleviate the need for the property owner to obtain a permit. The following exemptions do not alleviate the need to meet the remainder of the ordinance. After proper documentation has been provided to the office that the specific standards have been met, the following are exempt from obtaining a permit from the office:

- A. A lot with an impervious surface coverage of less than or equal to 15% is exempt from obtaining:
  - 1) A Structure Permit for an accessory structure, including, but not limited to, sheds, pole barns and other non-dwellings, not in the SIZ, BIZ, steep slope or wetland, less than or equal to 120 square feet; or,
  - 2) A Shoreland Alteration Permit for landscaping projects including, but not limited to, sidewalks, patios, or other landscaping appurtenances, not in the SIZ, BIZ, steep slope or wetland, that is less than or equal to 200 square feet and less than or equal to fifty (50) cubic yards.
- B. Fences do not require a permit. A vision obstructing fence must not be placed:
  - 1) within twenty (20) feet of a road right-of-way;
  - 2) in the SIZ, BIZ, wetland; or
  - 3) beyond the building line between two adjacent properties.
- C. Grading, filling and excavations necessary for the construction of structures, sewage treatment systems, and driveways, if part of an approved permit, do not require a separate grading and filling permit; however, the standards in Section 8, Subp. 3 (C) of this Ordinance must be incorporated into the permit.
- D. A Shoreland Alteration Permit is not required for grading and filling activities, not in steep slopes, SIZ, BIZ, or a wetland, that is less than or equal to fifty (50) cubic yards per year.
- E. Removal of impervious surfaces not being replaced.
- F. SWCD, DNR and U.S. Fish & Wildlife projects.
- G. Stairways, lifts and landings not built into the ground.
- H. A storage structure no larger than 20 square feet and 6 feet in height for an RCU in a Commercial PUD, provided all other provisions of this ordinance are met.
- I. Road projects in the road right-of-way when a documented road authority exists.

**Subp. 3. Permit Application**

- A. Application for permits and other zoning applications such as variances shall be made to Land and Resource on forms provided.
- B. The applicant for a Structure or Shoreland Alteration Permit shall file a complete application, which must include a scaled drawing of the proposal, in the office of the Administrative Officer and pay a fee as determined in the Fee Schedule.
- C. Before a Structure Permit is issued, the terms of this Ordinance shall be met. This shall include having a currently valid Certificate of Compliance for the subsurface sewage treatment system located upon the property for which the Structure Permit is filed, in accordance with Section 5, Subp. 2 of the Sanitation Code.
- D. Before a Shoreland Alteration Permit is issued, the terms of this Ordinance shall be met.
- E. The Administrative Officer may require an onsite inspection prior to issuing a Permit. It is the applicant's responsibility to identify and stake all lot lines and road right-of-ways prior to applying for a Permit.
- F. The Administrative Officer must make such inspections as are necessary to determine compliance with this Ordinance. It is the applicant's responsibility to notify the Administrative Officer when the project is ready for inspection.

**Subp. 4. Inspections**

- A. Required Inspections for a Structure Permit
  - 1) If the structure has a foundation or a slab, an inspection of the foundation or slab is required by Land & Resource staff prior to any further construction activities on the structure. It is the responsibility of the contractor or property owner to contact the office when the foundation forms, foundation or slab is complete and ready for inspection.
  - 2) For all other structures, an inspection is required by Land & Resource staff. It is the responsibility of the owner or owner's agent to contact Land & Resource when the structure is complete and ready for inspection.
- B. Required Inspections for a Shoreland Alteration Permit
  - 1) An inspection is required by Land & Resource staff. It is the responsibility of the owner or owner's agent to contact Land & Resource when the project is complete and ready for inspection.

**Subp. 5. Compliance with Permit**

Any use, arrangement, or construction at variance with that authorized by permit shall be deemed a violation of this ordinance and may be punishable as provided in Section 11 of this ordinance.

**Subp. 6. Administrative Officer**

The Board of Commissioners hereby delegates to the Administrative Officer the duties and responsibilities as follows:

- A. Issue Permits and make necessary inspections following notification by the applicant;
- B. Administer the terms of this Ordinance subject to any required approval of the Planning Commission;
- C. Keep necessary records;
- D. Extend a Conditional Use Permit or an Interim Use Permit expiration date upon receipt of the Applicant's written request. The Administrative Officer may require an onsite inspection prior to approving an extension; and
- E. Require a professional drawing as part of an application where clarification of issues such as; lotline, impervious surface, OHWL, drainage or topography is needed by the County.

**Subp. 7. Conditional Uses**

All conditional uses in the shoreland area are subject to a thorough evaluation of the waterbody and topographic, vegetation, and soil conditions to ensure:

- A. The prevention of soil erosion or other possible pollution of public waters, both during and after construction;
- B. The visibility of structures and other facilities as viewed from public waters is limited;
- C. The provisions for adequate water supply and on-site sewage treatment; and

- D. The types, uses, and numbers of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercraft.

#### **Subp. 8. Conditional Use Permits**

A Conditional Use Permit is required for the following:

- A. Any land use in Table I in Section 4 that is listed as a conditional use;
- B. Any grading and filling project over 1,000 cubic yards;
  - 1) Grading and filling under 1,000 cubic yards may be required to receive a Conditional Use Permit, at the discretion of the Administrative Officer.
- C. Any grading, filling or excavation in a bluff or the BIZ.

#### **Subp. 9. Conditional Use Permit Application, Review and Approval Process**

Any proposed conditional use shall be presented to the Planning Commission for the determination of its applicability to the Shoreland Management District wherein proposed. The Planning Commission may impose conditions when granting Conditional Use Permits that specify: increased setbacks from public waters; vegetation allowed to be removed or required to be established; sewage treatment system location, design or use; location, design and use requirements for watercraft launching or docking and for vehicular parking; structure or other facility design, use and location; phasing of construction and other conditions considered necessary.

- A. The applicant for a Conditional Use Permit shall file a complete Application along with an original scale drawing(s) or any required professional drawing(s), and enough copies to provide each member of the Planning Commission a copy of the Application (if Applicant provides a color coded original scale drawing, it is the Applicant's responsibility to color code all copies) in the office of the Administrative Officer not less than 21 days prior to the next scheduled meeting of the Planning Commission and pay a fee as determined in the Fee Schedule when the application is filed. In addition to the scale drawing requirements (see definition), these drawings must also specifically indicate any proposed land use change including, but not limited to, structure location(s), sewage treatment system(s), and topographic alteration(s). In addition, the applicant must provide his or her (or next closest) E-911 address. In the absence of such number, detailed directions to the property must be provided with the application.
- B. When administrative staff and Planning Commission members may not be able to view the property for which a Conditional Use Permit is requested, due to snow cover, it may not be possible to meet the legal requirement to take final action within 60 days of receipt of a completed Application. Therefore, an Applicant shall be required, as part of completing the application process in the months of October through March, to indicate by written acknowledgment whether the Applicant is willing to waive the 60 day time limit and allow time for the Planning Commission to view the property, if necessary. The acknowledgment shall inform the Applicant that the absence of a waiver of the 60 day requirement may leave the Planning Commission no alternative but to deny the Application. Circumstances may require the Planning Commission to cancel its regular meeting. If meetings are canceled, no Application for a Conditional Use Permit/Preliminary Plat will be accepted as final until 21 days prior to the next scheduled meeting of the Planning Commission.
- C. Within 3 days of making an application for a Conditional Use Permit, the applicant shall stake the lot lines, road right-of-ways and area under consideration in such a way as to demonstrate the area to be topographically altered or the location of a proposed structure and post his or her name and address in a clearly visible location on the property.
- D. The Administrative Officer shall refer the Application to the Planning Commission. (See Section 3, Subp. 17, Notification Procedures.)
- E. The Planning Commission shall consider the Application at its next regular meeting at which time is available, following compliance with the provisions of notice above specified.
- F. If an EAW, EIS or any other study such as a soil test, drainage or erosion control plan is required for any proposed Conditional Use Application, the applicant shall assume all costs associated with the preparation, review and presentation of the document.
- G. The applicant or applicant's representative shall appear before the Planning Commission and answer any questions concerning the proposed Conditional Use Application.

- H. Otter Tail County reserves the right to require performance bonds and establish the amount of a bond for any one or all Conditional Use Application approvals. All bonds shall be payable to Otter Tail County and shall be filed with the County Auditor prior to the issuance of the Conditional Use Permit.
- I. The Planning Commission shall consider a Conditional Use Permit if the proposed change is found to be consistent with the general purposes of this Ordinance and the intent of this and all other applicable state and local regulations and laws. The Planning Commission may consider the following:
  - 1) Compatibility with the surrounding area; both on land and water.
  - 2) Environmental impact, including soils, topography, vegetation (land and water), fish, and wildlife.
  - 3) Any hazards that may be created; both on land and water.
  - 4) Density and location of development.
  - 5) Suitability of the area, in its existing state, for the proposed use.
  - 6) Near shore water depth.
  - 7) Sensitive Areas may be protected through the use of Natural Environment Standards.
  - 8) Adequate parking and traffic control.
  - 9) Amount of noise generated.
  - 10) Hours of proposed use.
  - 11) Lighting.
  - 12) Signage (number, size, lighting, and location).
  - 13) Time frame and/or phasing.
  - 14) Adequate lot area and water frontage for the proposed use.
  - 15) Minimal change in the existing topography necessary to allow for the proposed use.
  - 16) Any other possible adverse effects of the proposed Conditional Use Application and what additional requirements may be necessary to prevent such adverse effects.
- J. The report of the Planning Commission shall be referred to the County Board and placed on the agenda of the Board at its first regular meeting following referral from the Planning Commission.
- K. The County Board shall take action on the Application within 60 days after receiving the report of the Planning Commission. If it grants the Conditional Use Permit, the Board may impose any special conditions it considers necessary to protect the public welfare. A copy of all granted Conditional Use Permits shall be forwarded to the Commissioner within 10 days of such action.
- L. The Planning Commission shall establish the valid period for each Conditional Use Permit granted.
- M. After approval of the Conditional Use Application by the County Board the applicant shall secure from the Administrative Officer a written Conditional Use Permit before initiating the project.
- N. Within 3 days of completion, the applicant, for a Conditional Use Permit, shall notify the Administrative Officer that the project is completed and ready for an inspection.
- O. The Administrative Officer shall inspect after notification and inform the applicant in writing whether the project complies with the approved Conditional Use Permit. The purpose of the Conditional Use Permit shall not be put to use until written approval has been granted by the Administrative Officer.

#### **Subp. 10. Appeals**

- A. The Board of Adjustment shall hear and decide appeals from and review any order, requirements, decisions or determinations made by any Administrative Officer charged with enforcing any provision of this Ordinance.
- B. Any appeal from any decision, order, requirement or determination within the jurisdiction of the Board of Adjustment shall be taken by the filing of a notice of appeal with the secretary of the Board within 30 days from the date on which the appellant was notified in writing by the officer making such decision of the decision. No such appeal shall be filed by the secretary of the Board unless accompanied by the Appeal Fee established in the Fee Schedule.
- C. The Board of Adjustment shall fix a reasonable time for the hearing of the appeal and give due notice thereof to the applicant and the officer from whom the appeal is taken and decide the same within a reasonable time. The Board of Adjustment may reverse, affirm wholly or partly, or may modify the order, requirements, decisions or determinations as in its opinion ought to be made in the premises and to that end shall have all powers of the

officer from whom the appeal was taken and may issue or direct the issuance of a permit. The reason for the Board's decision shall be stated in writing. The decision of the Board shall be final unless appealed to the District Court in Otter Tail County by a person having an interest affected by such decision.

**Subp. 11. Variances.**

Variances may only be granted in accordance with [Minnesota Statute §394.27](#) and are subject to the following:

- A. A variance may not circumvent the general purposes and intent of this ordinance.
- B. For properties with existing subsurface sewage treatment systems, a Compliance Inspection, as described in [Minnesota Rules, part 7082.0700 Subp. 4](#), is required to accompany a variance application. A sewage treatment system shall be considered compliant if the deficiency is the system's improper setback from the ordinary high-water level.
- C. A variance granted for a specific project issued after the effective date of this Ordinance shall expire five (5) years after the variance has been approved by the Board of Adjustment if the project is not completed.

**Subp. 12. Board of Adjustment and Variances**

The Board of Adjustment shall have the exclusive power to order the issuance of variances from the requirements of the Ordinance including restrictions placed on nonconformities.

- A. Variances shall only be permitted when they are in harmony with the general purposes and intent of the Ordinance.
- B. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.
- C. Economic considerations alone do not constitute practical difficulties.
- D. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
- E. Variances shall be granted for earth sheltered construction as defined in [Minnesota Statute §216C.06, subdivision 14](#), when in harmony with the Ordinance.
- F. No variance may be granted that would allow any use that is not allowed.
- G. The Board of Adjustment may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
- H. In considering variance requests, the Board of Adjustment may also consider:
  - 1) Whether the variance will secure for the applicant a right or rights enjoyed by other owners in the same area;
  - 2) Whether existing sewage treatment systems on the property need upgrading before additional development is approved; and
  - 3) Whether granting the variance will be contrary to the public interest or damaging to the rights of other persons or to property values in the neighborhood.
- I. No variance shall be granted simply because there are no objections or because those who do not object outnumber those who do.
- J. The applicant for a variance shall file his or her complete Application in the office of the Administrative Officer not less than 21 days prior to the next scheduled meeting of the Board of Adjustment and pay a fee as indicated on the Fee Schedule when the application is filed. Each application for variance shall be accompanied by a scale drawing (see definition) and enough copies to provide each member of the Board of Adjustment a copy of the Application (if the Applicant provides a color coded original scale drawing, it is the Applicant's responsibility to color code all copies) of the area under consideration showing the location of any existing structures and any proposed structures. The drawing shall also indicate all setback distances in feet. In addition, the applicant must provide his or her (or next closest) E-911 address. In absence of such number, detailed directions to the property must be provided with the application.
- K. When administrative staff and Board of Adjustment members may not be able to view the property for which a variance is requested, due to snow cover, it may not be possible to meet the legal requirement to take final action

within 60 days of receipt of a completed Application. Therefore, an Applicant shall be required, as part of completing the application process in the months of October through March, to indicate by written acknowledgment whether the Applicant is willing to waive the 60 day time limit and allow time for the Board of Adjustment to view the property, if necessary. The acknowledgment shall inform the Applicant that the absence of a waiver of the 60 day requirement may leave the Board of Adjustment no alternative but to deny the Application. Circumstances may require the Board of Adjustment to cancel its regular meeting. If meetings are canceled, no Application for a Variance will be accepted as final until 21 days prior to the next scheduled meeting of the Board of Adjustment.

- L. Within 3 days of making an application for a variance the applicant shall stake the lot lines, road right-of-ways, and area under consideration and post the name and address in a clearly visible location on the property.
- M. The Administrative Officer shall refer the application to the Board of Adjustment (See Section 3, Subp. 17, Notification Procedures.)
- N. The Board of Adjustment shall consider the application at its next regular meeting at which time is available, following compliance with the provisions of notice above specified.

#### **Subp. 13. Mitigation**

In evaluating all variances, conditional uses, zoning and permit applications, the Administrative Officer shall require the property owner to address the following conditions, when related to and proportional to the impact, to meet the purpose of this ordinance, and to protect adjacent properties and the public interest:

- A. Advanced storm water runoff management treatment;
- B. Reducing impervious surfaces;
- C. Increasing setbacks from the ordinary high water level;
- D. Restoration of wetlands;
- E. Limiting vegetation removal and/or riparian vegetation restoration;
- F. Provisions for the location, design, and use of structures, sewage treatment systems, water supply systems, watercraft launching and docking areas, and parking areas; and,
- G. Other conditions the zoning authority deems necessary.

#### **Subp. 14. Nonconformities**

- A. All legally established nonconformities as of October 15, 1971 may continue. Except as otherwise set forth in this subpart, all such nonconformities will be managed, regulated, and controlled as allowed and set forth in [Minnesota Statute §394.36](#)
- B. All additions or expansions to the outside dimensions of an existing nonconforming structure must meet the setback, height, and other requirements of this ordinance. Any deviation from these requirements must be authorized by a variance.
- C. Improvements to nonconforming structures not requiring a variance, include, but are not limited to, the following:
  - 1) Flat roof replaced with a peaked roof not to exceed a pitch of 4:12, if the final height does not exceed 35 feet for a dwelling and 20 feet for an accessory structure. Any proposed peaked roof for a non-conforming structure beyond a 4:12 would be considered an expansion and would require a variance.
  - 2) Installing rails on a patio in which the total height is less than 36" in height as measured from the ground.
  - 3) Raising a structure to allow the addition of a crawl space foundation not to exceed 36 inches and to not allow the overall building height to exceed maximum height restrictions.
- D. A non-conforming use is any continuous use of land established before the effective date of a County or local Ordinance which does not conform to the use restrictions of a particular zoning district. This should not be confused with substandard dimensions of a conforming use.
- E. A prohibited non-conforming use may not be expanded or improved.
- F. If any non-conformity or occupancy is discontinued for a period of more than one year, any subsequent use or occupancy of the land or premises shall be a conforming use or occupancy.

**Subp. 15. Exemptions**

- A. The following uses, being essential for the operation of any zoning use district, are exempt from all of the provisions of this Ordinance and are permitted in any district:
  - 1) Poles, towers, wires, cables, conduits, vaults, pipelines, laterals of any other similar distributing equipment of a public utility;
  - 2) Road projects by a Road Authority within an existing road right-of-way;
  - 3) Railroad projects by a Railroad Authority within an existing right-of-way;
  - 4) County Ditch projects approved by the Drainage Authority; and
  - 5) Hedges and shrubbery may be erected, placed, maintained or grown except as they may constitute a safety hazard.
- B. A structure may be erected on a lot of less than the established minimum area and width, provided the lot existing existed by virtue of a recorded plat or deed before October 15, 1971, or a lot existing by virtue of a recorded plat or deed before October 15, 1971 has been increased in area by a conveyance subsequent to October 15, 1971, provided a site permit for the structure is obtained, all sanitary requirements are complied with and the proposed use is permitted within the district.
- C. However, effective February 5, 1992, if in a group of two or more contiguous lots under the same ownership, any individual lot does not meet the established minimum area or width, the lot may not be considered a separate parcel of land for the purposes of conveyance or development. The lot must be combined with one or more contiguous lots so they equal one or more parcels of land and each parcel must meet, or more closely approach, the established minimum lot size requirements of this Ordinance. This restriction shall not apply to the following circumstances:
  - 1) Where each contiguous substandard lot is an improved lot, as defined herein;
  - 2) Where each contiguous substandard lot complies with the requirements of [Minnesota Statute §394.36, Subd. 5](#); and
  - 3) Where a lot, or a portion of a lot, is to be conveyed to the owner of a contiguous lot for the purpose of increasing lot size, and no residual lot is left unattended. The deed must contain restrictive covenants requiring legal joinder to a contiguous parcel and a permanent prohibition against separate residential development.

**Subp. 16. Shoreland Management by Townships**

Townships may adopt shoreland management controls under authority of [Minnesota Statute, Chapter 462](#) if the controls are not inconsistent with or less restrictive than the controls adopted by Otter Tail County.

- A. Shoreland management controls adopted by townships will only be considered to be consistent with County controls if they cover the same full range of shoreland management provisions covered by the County controls, contain dimensional standards at least as restrictive as those in the County controls, and do not allow land uses in particular areas not allowed under the County's official controls.
- B. The township must demonstrate to the County Board that their proposed Ordinance and administration is at least as restrictive as the County's prior to final adoption by the township. Townships must provide for administration and enforcement of shoreland management controls at least as effective as County implementation. Townships that adopt adequate shoreland controls must follow all of the notification procedures in Subpart 17. After adequate shoreland management controls are adopted by a township, property owners must only obtain necessary permits and approvals as required in the township shoreland management controls. Property owners do not have to obtain similar permits or approvals under the County's shoreland controls.

**Subp. 17. Notification Procedures**

- A. Conditional Use Permit Applications:

Written notice shall be sent to property owners of record within one quarter (1/4) mile of the affected property or to the 10 properties nearest the affected property, whichever will provide the greater number of owners. Written notice shall also be sent to the Town Board of the Township wherein the conditional use is proposed, the governing body of any city or village of which the incorporated limits lie within 2 miles of the proposed conditional use and the Commissioner. The written notice provided for the above shall be given not less than 14 days prior



to the date the Planning Commission will consider said application, although failure of any property owner to receive such notification shall not invalidate the proceedings.

**B. Variance Applications:**

Written notice shall be sent to property owners of record within 500 ft. of the affected property. Written notice shall also be sent to the Town Board of the Township wherein the variance is proposed, the governing body of any city or village of which the incorporated limits lie within 2 miles of the proposed variance and the Commissioner. The written notice provided for the above shall be given not less than 14 days prior to the date the Board of Adjustment will consider said application, although failure of any property owner to receive such notification shall not invalidate the proceedings.

**C. Amendments:**

Written notice of hearing for consideration of amendment(s) to the existing controls shall be sent to the Commissioner and the governing body of all towns and municipalities within Otter Tail County. This written notice shall be given not less than 14 days prior to the hearing at which the amendment(s) will be considered.

**D. Plats:**

Written notice shall be sent to the property owners of record within one half (1/2) mile of a proposed subdivision. Written notice shall also be sent to the Town Board of the Township wherein the proposed subdivision lies, the governing body of any city or village of which the incorporated limits lie within 2 miles of the proposed subdivision and the Commissioner (must include a copy of the proposed subdivision). The written notice provided for the above shall be given not less than 14 days prior to the date the Planning Commission will consider said subdivision, although failure of any property owner to receive such notification shall not invalidate the proceedings.

**E. A copy of approved amendments and plats and final decisions granting Variances or Conditional Uses under local shoreland management controls must be sent to the Commissioner and postmarked within 10 days of final action.**

**F. Townships with shoreland management controls adopted under Section 3, Subp. 16 must also provide these materials to the Administrative Officer.**

**Subp. 18. Amendments**

This Ordinance may be amended in whole or in part by the Board of County Commissioners after a proper public hearing has been conducted in accordance with [Minnesota Statutes §394.26](#).

**Subp. 19. Renewable Energy Systems**

The renewable energy standards of this Ordinance are set forth in the Renewable Energy Systems Ordinance of Otter Tail County, which is incorporated herein by reference, an official copy of which is on file for use and examination by the public in the office of the County Auditor.

**Subp. 20. Notifications to the Department of Natural Resources**

- A. All amendments to this shoreland ordinance must be submitted to the Department of Natural Resources for review and approval for compliance with the statewide shoreland management rules. Otter Tail County will submit the proposed ordinance amendments to the commissioner or the commissioner's designated representative at least 30 days before any scheduled public hearings.
- B. All notices of public hearings to consider variances, ordinance amendments, or conditional uses or conditional uses under this ordinance must be sent to the commissioner or the commissioner's designated representative at least ten (10) days before the hearings. Notices of hearings to consider proposed subdivisions/plats must include copies of the subdivision/plat.
- C. All approved ordinance amendments and subdivision/plats, and final decisions approving variances or conditional uses under this ordinance must be sent to the commissioner or the commissioner's designated representative and postmarked within ten days of final action. When a variance is approved after the Department of Natural Resources has formally recommended denial in the hearing record, the notification of the approved variance shall also include the summary of the public record/testimony and the findings of facts and conclusions which supported the issuance of the variance.

- D. Any request to change the shoreland management classification of public waters within Otter Tail County must be sent to the commissioner or the commissioner's designated representative for approval and must include a resolution and supporting data. The boundaries of shorelands may be reduced when the shoreland of water bodies with different classifications overlap. In these cases, the topographic divide between the water bodies shall be used for adjusting the boundaries.

**Subp. 21. Mandatory EAW**

An Environmental Assessment Worksheet consistent with [Minnesota Rules, Chapter 4410](#) must be prepared for projects meeting the thresholds of [Minnesota Rules, part 4410.4300](#).

**SECTION 4 SHORELAND CLASSIFICATION SYSTEM AND LAND USES****Subp. 1. Shoreland Classification System****A. Purpose**

To ensure that shoreland development on the public waters of Otter Tail County is regulated consistent with the classifications assigned by the commissioner under [Minnesota Rules, part 6120.3000 to 6120.3300](#).

**B. District Boundaries**

- 1) The boundaries of the Shoreland Management Districts defined in this ordinance are hereby established at 1,000 feet from the OHWL of a lake, and 300 feet from a river or the landward extent of the flood plain on such river, whichever is greater. Where the waters involved are bounded by natural topographic divides which extend landward from the waters for lesser distances, the Planning Commission may interpret the district boundaries.
- 2) Public waters shall be classified by the commissioner. The commissioner may, as the need arises, reclassify any public water. Also, any local government may at any time submit a resolution and supporting data requesting a change in any shoreland management classification of waters within its jurisdiction to the commissioner for consideration.
- 3) The classification for each area surrounding each public body of water is hereby established according to the document entitled "Waters of Otter Tail County Classification" which accompanies and is made part of this ordinance in Appendix A and Appendix B.
- 4) All of Otter Tail County is classified under the [Minnesota Rules, part 6120.3300, Subp. 3](#), as a "High Density Residential District", as modified by the following tables. The most recent Otter Tail County Shoreland Management District and Classifications (zoning) Maps adopted and is available for review at the Land and Resource Management office and on Otter Tail County's website (<https://ottertailcountymn.us/>).

**C. Lake Classification**

Lakes in Otter Tail County are classified as outlined in Appendix A of this ordinance.

**D. River Classification**

Rivers and streams in Otter Tail County are classified as outlined in Appendix B of this ordinance.

**Subp. 2. Land Uses****A. Purpose**

To identify land uses compatible with the protection and preservation of shoreline resources in order to conserve the economic and environmental values of shoreland and sustain water quality.

**B. Shoreland district land uses listed in Table I are regulated as:**

- 1) Permitted uses (P). These uses are allowed, provided all standards in this ordinance are followed.
- 2) Conditional uses (C). These uses are allowed through a conditional use permit. The use must be evaluated according to the criteria in Section 3, Subp. 9 (I) of this ordinance and any additional conditions listed in this ordinance.
- 3) Not Permitted uses (N). These uses are prohibited.
- 4) A use not listed or that does not have a designated type of use, may be allowed as a conditional use if it is of the same general character as those uses listed as Permitted (P), or Conditional (C) in Table I, provided the use is deemed fitting and compatible to the district by the Otter Tail County Planning Commission, and is not listed as a Not Permitted (N) use.

**C. Land use for lake, river and stream classifications:**

Table I Land Uses

Land Uses	General Development	Recreational Development	Natural Environment	Urban & Tributary	Agriculture	Transition
Access Lot	C	C	C	C	C	C
Agriculture	P	P	P	P	P	P
Animal Feedlot-New	N	N	N	N	N	N
Animal Feedlot-Expansion or resumption of existing	C	C	C	C	C	C
Bed & Breakfast	C	C	C	C	C	C
Boat Access	C	C	C	C	C	C
Cemetery	C	C	C	C	C	C
Controlled Access	N	N	N	N	N	N
Place of Worship	C	C	C	C	C	C
Commercial	C	C	C	C	C	C
Commercial PUD	C	C	C	C	C	C
Non-Dwelling PUD	C	C	C	C	C	C
Duplex, Triplex, Quad	P	P	C	C	C	C
Extractive	C	C	C	C	C	C
Forest Land Conversion	C	C	C	C	C	C
Guest Cottage	P	P	P	P	P	P
Industrial	C	C	C	C	C	C
Park	C	C	C	C	C	C
PUD Conversion	C	C	C	C	C	C
Residential PUD	C	C	C	C	C	C
Single Family Residential	P	P	P	P	P	P
Tower	C	C	C	C	C	C
Vacation Home Rental	P	P	P	P	P	P

**SECTION 5 SPECIAL LAND USE PROVISIONS****Subp. 1. Commercial, Industrial, Public and Semipublic Standards**

- A. Water-dependent uses may be located on parcels or lots with frontage on public waters provided that the use:
  - 1) Complies with provisions in Section 7;
  - 2) Is designed to incorporate topographic and vegetative screening of parking areas and structures;
  - 3) If required, short-term watercraft mooring for patrons must centralize these facilities and design them to avoid obstructions of navigation and to be the minimum size necessary to meet the need; and,
  - 4) If dependent on patrons arriving by watercraft, may use signs and lighting, provided that:
    - a) Signs placed in or on public waters must only convey directional information or safety messages and may only be placed by a public authority or under a permit issued by the county sheriff;
    - b) No advertising sign or supporting facilities for signs may be placed in or upon public waters. Signs conveying information or safety messages may be placed in or on public waters by a public authority or under a permit issued by the county sheriff; and
    - c) Signs placed within the shore impact zone must:
      - i. Be no higher than ten feet above the ground, and no greater than 32 square feet in size; and,
      - ii. If illuminated by artificial lights, the lights must be shielded or directed to prevent illumination across public waters; and
    - d) Other lighting may be located within the shore impact zone or over public waters if it is used to illuminate potential safety hazards and is shielded or otherwise directed to prevent direct illumination across public waters. This does not preclude use of navigational lights.
- B. Surface water oriented commercial, industrial, public and semipublic uses not water-dependent must be located on lots or parcels without public waters frontage, or, if located on lots or parcels with public waters frontage, must either be set back double the ordinary high water level setback or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf-on conditions.

**Subp. 2. Agricultural Use Standards**

- A. Buffers
  - 1) The shore impact zone for parcels with permitted agricultural land uses is equal to a line parallel to and 50 feet from the ordinary high-water level.
  - 2) General cultivation farming, grazing, nurseries, horticulture, truck farming, sod farming, and wild crop harvesting are permitted uses if steep slopes and shore and bluff impact zones are maintained in perennial vegetation or operated under an approved conservation plan consistent with Natural Resource Conservation Service office technical guide, and as approved by the local soil and water conservation district.
- B. New animal feedlots are not allowed in shoreland. Modifications or expansions to existing feedlots or resumption of old feedlots are conditional uses and must meet the following standards:
  - 1) Feedlots must be designed consistent with [Minnesota Rules, Chapter 7020](#);
  - 2) Feedlots must not further encroach into the existing ordinary high-water level setback or the bluff impact zone and must not expand capacity of 1,000 animal units or more; and
  - 3) Feedlots not currently in operation may resume operation consistent with [Minnesota Statute §116.0711](#)
- C. Application of fertilizer, herbicides, pesticides, animal wastes or other chemicals within shorelands must be done in such a way as to minimize impact on the SIZ, BIZ, or public water by the use of earth or vegetation.

**Subp. 3. Forest Management Standards**

- A. The harvesting of timber and associated reforestation must be conducted consistent with the applicable provisions of the Sustaining Minnesota Forest Resources: Voluntary Site-Level Forest Management Guidelines for Landowners, Loggers and Resource Managers.
- B. Intensive vegetation clearing for forest land conversion to another use is a conditional use subject to an erosion control and sedimentation plan developed and approved by the soil and water conservation district.

- C. Forest land conversion to another use requires issuance of a Conditional Use Permit and adherence to the following standards:
  - 1) SIZ and BIZ must not be intensively cleared of vegetation.
  - 2) An erosion and sediment control plan is developed and approved by the local soil and water conservation district before issuance of a conditional use permit for the conversion.
- D. Use of fertilizer, herbicides, pesticides, animal wastes or other chemicals within shorelands must be applied in such a way as to minimize runoff into the shore impact zone, or public water by the use of earth or vegetation.

**Subp. 4. Extractive Use Standards**

Extractive uses are conditional uses and must meet the following standards:

- A. Site development and restoration plan. A site development and restoration plan must be developed, approved, and followed over the course of the operation. The plan must:
  - 1) Address dust, noise, possible pollutant discharges, hours and duration of operation, and anticipated vegetation and topographic alterations;
  - 2) Identify actions to be taken during operation to mitigate adverse environmental impacts, particularly erosion; and
  - 3) Clearly explain how the site will be rehabilitated after extractive activities end.
- B. Setbacks for processing machinery. Processing machinery must meet structure setback standards from ordinary high-water levels and bluffs.

**Subp. 5. Metallic Mining Standards**

Mining of metallic minerals and peat is a permitted use provided the provisions of [Minnesota Statutes §93.44 to §93.51](#) are satisfied.

**SECTION 6 DIMENSIONAL AND GENERAL PERFORMANCE STANDARDS****Subp. 1.Purpose.**

To establish dimensional and performance standards that protect shoreland resources from impacts of development.

**Subp. 2.Lot Area and Width Standards**

All new lots created after October 15, 1971 must meet the minimum lot area and lot width requirements in Table II and Table III, subject to the following standards:

- A. Only lands above the ordinary high-water level can be used to meet lot area and width standards;
- B. Lot width standards must be met at both the ordinary high-water level and at the building line;
- C. The sewer lot area dimensions can only be used if publicly owned sewer system service is available to the property;
- D. Residential subdivisions with dwelling unit densities exceeding those in Table II and Table III are allowed only if designed and approved as residential PUDs under Section 10, Subp. 5 of this ordinance; and
- E. Lake Minimum Lot Area and Width Standards:

**Table II Minimum Lot Dimension Standards for Lakes**

General Development				
	Riparian		Nonriparian	
	Lot Area (ft <sup>2</sup> )	Lot Width (ft)	Lot Area (ft <sup>2</sup> )	Lot Width (ft)
Single	20,000	100	40,000	150
Duplex	40,000	180	80,000	265
Triplex	60,000	260	120,000	375
Quad	80,000	340	160,000	490
Recreational Development				
	Riparian		Nonriparian	
	Lot Area (ft <sup>2</sup> )	Lot Width (ft)	Lot Area (ft <sup>2</sup> )	Lot Width (ft)
Single	40,000	150	40,000	150
Duplex	80,000	225	80,000	265
Triplex	120,000	300	120,000	375
Quad	160,000	375	160,000	490
Natural Environment				
	Riparian		Nonriparian	
	Lot Area (ft <sup>2</sup> )	Lot Width (ft)	Lot Area (ft <sup>2</sup> )	Lot Width (ft)
Single	80,000	200	80,000	200
Duplex	120,000	300	160,000	400
Triplex	160,000	400	240,000	600
Quad	200,000	500	320,000	800

## F. River/Stream Minimum Width Standards:

There are no minimum lot area requirements for rivers and streams. The lot width standards in feet are as described in Table III.

Table III Minimum Lot Width Standards for Rivers/Streams

	Transitional	Agricultural	Urban & Tributary	
			SSTS	Municipal Sewer
Single	250	150	100	75
Duplex	375	225	150	115
Triplex	500	300	200	150
Quad	625	375	250	190

**Subp. 3. Special Residential Lot Provisions**

- A. A single-family residential lot shall contain only 1 single family dwelling unit.
  - 1) An exemption to this requirement, without a permit, would allow:
    - a) Lots compliant with all area, water frontage and width requirements of Table II and Table III, may contain one RCU in addition to the primary dwelling unit, provided all other requirements of this ordinance are met, and there are no sewer or water connections.
    - b) Guest cottages meeting Section 6, Subp. 3 (F) of this section.
- B. A lot without a dwelling unit may contain one (1) RCU without a Structure Permit, on a temporary basis, not to exceed 22 days per year, provided all other requirements of this ordinance are met, and there are no sewer or water connections.
- C. Non-riparian lots of no less than 5,000 square feet may be created if they are legally joined to a riparian lot within four (4) times the minimum required lot width of the riparian lot, and contain permanent restrictions against construction of any dwelling units. Such nonresidential non-riparian lots must be created by subdivision plat in such a manner as to allow for orderly attachment to riparian lots and with appropriate restrictive covenants. The final plat will not be accepted unless it identifies the riparian lot to which each new non-riparian lot shall be attached.
- D. Unplatted cemeteries and significant historic sites. No structure may be placed nearer than 50 feet from the boundary of an unplatted cemetery protected under [Minnesota Statute §307.08](#), unless necessary approval is obtained from the Minnesota State Archaeologist's Office. No structure may be placed on a historic site in a manner that affects the values of the site unless adequate information about the site has been removed and documented in a public repository.
- E. Subdivisions of duplexes, triplexes, and quads are conditional uses on Natural Environment lakes and must also meet the following standards:
  - 1) Each building must be set back at least 200 feet from the ordinary high water-level;
  - 2) Each building must have common sewage treatment and water systems in one location and serve all dwelling units in the building;
  - 3) Watercraft docking facilities for each lot must be centralized in one location and serve all dwelling units in the building; and
  - 4) No more than 25 percent of a lake's shoreline can be in duplex, triplex, or quad developments.
- F. One guest cottage may be allowed on lots meeting or exceeding the duplex lot area and width dimensions presented in Table II and Table III, provided the following standards are met:
  - 1) For lots exceeding the minimum lot dimensions of duplex lots, the guest cottage must be located within an area equal to the smallest duplex-sized lot that could be created including the principal dwelling unit;
  - 2) A guest cottage must not cover more than 700 square feet of land surface and must not exceed 15 feet in height; and



- 3) A guest cottage must be located or designed to reduce its visibility as viewed from public waters and adjacent shorelands by vegetation, topography, setbacks or color, assuming summer leaf-on conditions.

#### Subp. 4. Placement, Height, and Design of Structures on Lots

##### Placement of Structures and Sewage Treatment Systems on Lots

Structures and accessory structures must be located to meet all setbacks, and comply with the following OHWL setback provisions:

**Table IV Setbacks for Structures on a Lot**

Classification	Structures
Natural Environment	200
Recreational Development	100
General Development	75
Transition	150
Agriculture, Urban and Tributary	100

A. OHWL Setbacks.

Structures, must meet setbacks described in Table IV from the ordinary high water level (OHWL), except that one water-oriented structure or facility, designed in accordance with Section 7, Subp. 3 of this ordinance, may be set back a minimum distance of twenty (20) feet from the OHWL. Subsurface sewage treatment systems must meet setbacks in accordance with [Table II of the Sanitation Code of Otter Tail County](#).

B. Setback Sight Line

Where nonconforming structures exist on the adjoining lots on both sides of a proposed building site, structure setbacks may be altered, using the sight line method, without a variance to conform to the adjoining setbacks from the OHWL, provided the proposed structure is not located in a shore impact zone or in a bluff impact zone. A water-oriented accessory structure cannot be used to establish a sight line.

C. Setbacks of Decks

Except as provided in Section 7, Subp. 3, decks must meet the structure setback standards. Deck additions may be allowed without a variance to a structure not meeting the required setback from the ordinary high water-level if all of the following criteria are met:

- 1) The structure existed on February 5, 1992;
- 2) A thorough evaluation of the property and structure reveals no reasonable location for a deck meeting or exceeding the existing ordinary high water-level setback of the structure;
- 3) The deck encroachment toward the ordinary high water-level does not exceed 15 percent of the existing structure setback of the structure from the ordinary high water-level or is no closer than 30 feet from the OHWL, whichever is more restrictive; and
- 4) The deck is not roofed or screened.

D. Additional Structure Setbacks

Structures and accessory structures must also meet the following setbacks, regardless of the waterbody classification:

**Table V Additional Structure Setbacks**

Setback from:	Setback (ft)
Top of bluff	30
Unplatted cemetery	50
Right-of-way line of federal, state or county highway	20
Right-of-way line of town road, public street, or other roads not classified.	20
Property Line	10
Property Line for Accessory Structures equal to or less than 120 ft <sup>2</sup>	5
Property Line for Water-Oriented Accessory Structure	10

**E. Bluff Impact Zones**

Structures, impervious surfaces, and accessory structures and facilities, except stairways and landings, must not be placed within bluff impact zones.

**Subp. 5. Height of Structures**

All structures, except places of worship, nonresidential agricultural structures, and accessory structures greater than 400 feet from the OHWL of a lake must not exceed the following height requirements:

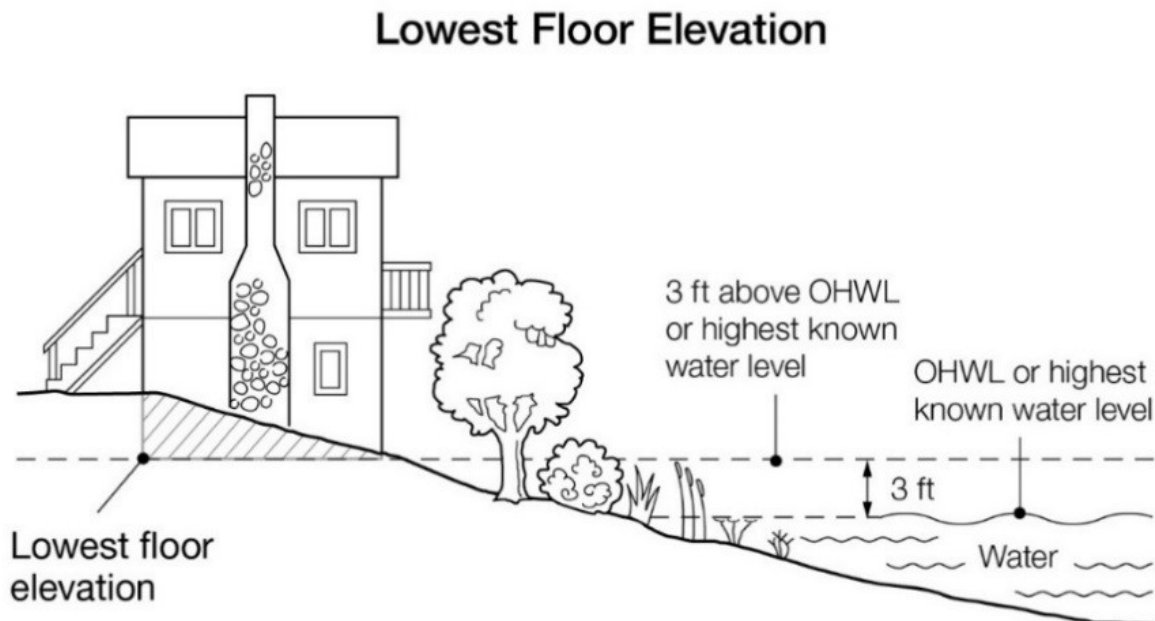
- A. A dwelling unit must not exceed a height of thirty-five (35) feet;
- B. An accessory structure or a non-dwelling must not exceed a height of twenty (20) feet.

The height must be measured from the highest adjoining original ground level at the building foundation.

**Subp. 6. Lowest Floor Elevation**

Structures must be placed in accordance with any floodplain regulations applicable to the site. Where these controls do not exist, the elevation to which the lowest floor, including basement, is placed must be determined as follows:

- A. For lakes, by placing the lowest floor at a level at least three feet above the highest known water level, or three feet above the ordinary high water-level, whichever is higher.
- B. For rivers and streams, by placing the lowest floor at least three feet above the highest known flood elevation. If data are not available, by placing the lowest floor at least three feet above the ordinary high water-level, or by conducting a technical evaluation to determine effects of proposed construction upon flood stages and flood flows and to establish a flood protection elevation. Under all three approaches, technical evaluations must be done by a qualified engineer or hydrologist consistent with [Minnesota Rules, parts 6120.5000 to 6120.6200](#) governing the management of flood plain areas. If more than one approach is used, the highest flood protection elevation determined must be used for placing structures and other facilities; and

**Subp. 7. Significant Historic Sites**

No structure may be placed on a significant historic site in a manner that affects the values of the site unless adequate information about the site has been removed and documented in a public repository.

**Subp. 8. Water Supply and Sewage Treatment**

- A. Water supply. Any public or private supply of water for domestic purposes must meet or exceed standards for water quality of the Minnesota Department of Health and the Minnesota Pollution Control Agency.
- B. Sewage treatment. Any premises used for human occupancy must be connected to a publicly-owned sewer system, where available or comply with [Minnesota Rules, Chapter 7080-7081](#) and the [Otter Tail County Sanitation Code](#).

**SECTION 7 PERFORMANCE STANDARDS FOR PUBLIC AND PRIVATE FACILITIES****Subp. 1.Placement and Design of Roads, Driveways, and Parking Areas**

Public and private roads and parking areas must be designed to take advantage of natural vegetation and topography to achieve maximum screening as viewed from public waters and comply with the following standards:

- A. Roads, driveways, and parking areas must meet structure setbacks and must not be placed within bluff and shore impact zones when other reasonable and feasible placement alternatives exist. If no alternatives exist, they may be placed within these areas, and must be designed to minimize adverse impacts;
- B. Watercraft access ramps, approach roads, and access-related parking areas may be placed within shore impact zones provided the vegetative screening and erosion control conditions of this subpart are met;
- C. Private facilities must comply with the grading and filling provisions of Section 8, Subp. 3 of this ordinance; and
- D. For public roads, driveways and parking areas, documentation must be provided by a qualified individual that each are designed and constructed to minimize erosion to public waters consistent with the Natural Resource Conservation Service office technical guide, or other applicable technical materials.

**Subp. 2.Stairways, Lifts and Landings**

Stairways and lifts are the preferred alternative to major topographic alterations for achieving access up and down bluffs and steep slopes to shore areas. Stairways, lifts, and landings must meet the following design requirements:

- A. Stairways and lifts must not exceed four feet in width on residential lots. Wider stairways, no wider than 8 feet, may be used for commercial properties, public recreational uses, and planned unit developments;
- B. Landings for stairways and lifts on residential lots must not exceed 36 square feet in area. Landings larger than 36 square feet may be used for commercial properties, public-space recreational uses, and planned unit developments, and must not exceed 64 square feet in area;
- C. Canopies or roofs are not allowed on stairways, lifts, or landings;
- D. Stairways, lifts, and landings may be either constructed above the ground on posts or pilings, or placed into the ground, provided they are designed and built in a manner that ensures control of soil erosion, and authorized by a required Conditional Use Permit or Shoreland Alteration Permit;
- E. Stairways, lifts, and landings must be located in the most visually inconspicuous portions of lots, as viewed from the surface of the public water assuming summer, leaf-on conditions, whenever practical; and,
- F. Facilities such as ramps, lifts, or mobility paths for physically handicapped persons are also allowed for achieving access to shore areas, if consistent with the dimensional and performance standards of subitems A to E and the requirements of [Minnesota Rules, Chapter 1341](#).

**Subp. 3.Water-Oriented Accessory Structures**

Each residential lot may have one water-oriented accessory structure if it complies with the following provisions:

- A. The structure must be above ground unless a Shoreland Alteration Permit is granted;
- B. The structure must not exceed ten feet in height as measured from the lowest adjoining ground level, exclusive of safety rails, and cannot occupy an area greater than 260 square feet;
- C. The maximum width of the structure is 20 ft. as measured parallel to the shoreline;
- D. The structure must comply with all property line setback requirements as set by Table V;
- E. The structure is not in the Bluff Impact Zone;
- F. The setback of the structure from the ordinary high water-level must be at least twenty feet;
- G. Only one structure may be placed within the SIZ;
- H. The structure must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks or color, assuming summer, leaf-on conditions;
- I. The roof may be used as an open-air deck with safety rails, but must not be enclosed with a roof or sidewalls or used as a storage area;
- J. The structure must not be designed or used for human habitation and must not contain water supply or sewage treatment facilities; and

- K. Water-oriented accessory structures may have the lowest floor placed lower than the elevation specified in Section 6, Subp. 6 if the structure is constructed of flood-resistant materials to the elevation, electrical and mechanical equipment is placed above the elevation and, if long duration flooding is anticipated, the structure is built to withstand ice action and wind-driven waves and debris.

**SECTION 8 VEGETATION AND LAND ALTERATIONS****Subp. 1. Purpose**

Alterations of vegetation and topography are regulated to prevent erosion into public waters and wetlands, fix nutrients, preserve shoreland aesthetics, preserve historic values, prevent bank slumping, sustain water quality, and protect fish and wildlife habitat.

**Subp. 2. Vegetation Management**

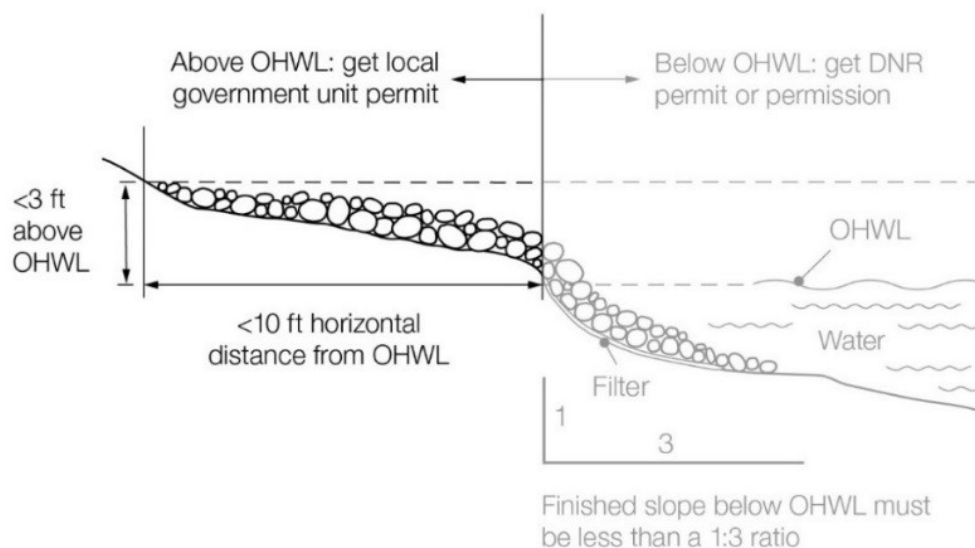
- A. Removal or alteration of vegetation must comply with the provisions of this subsection except for:
  - 1) Vegetation alteration necessary for the construction of structures and sewage treatment systems under validly issued permits for these facilities;
  - 2) The construction of public roads and parking areas if consistent with Section 7, Subp. 1 of this ordinance;
  - 3) Forest management uses consistent with Section 5, Subp. 3 of this ordinance; and
  - 4) Agricultural uses consistent with Section 5, Subp. 2 of this ordinance.
- B. Intensive vegetation clearing in the shore and bluff impact zones and on steep slopes is prohibited. Intensive clearing outside of these areas is allowed if consistent with the forest management standards in Section 5, Subp. 3 of this ordinance.
- C. Limited clearing and trimming of trees and shrubs in the shore and bluff impact zones and on steep slopes is allowed to provide a view to the water from the principal dwelling and to accommodate the placement of stairways and landings, picnic areas, access paths, livestock watering areas, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities, provided that:
  - 1) The screening of structures, vehicles, or other facilities as viewed from the water, assuming summer, leaf-on conditions, is not substantially reduced; and
  - 2) Existing shading of water surfaces along rivers is preserved.
- D. Removal of trees, limbs, or branches that are dead, diseased, dying, or pose safety hazards is allowed without a permit.
- E. Fertilizer and pesticide runoff into surface waters must be minimized through the use of vegetation, topography, or both.
- F. Use of fertilizer containing phosphorus is prohibited in the Shoreland Management District, except for agricultural purposes more than 300 feet from the OHWL of a public water.

**Subp. 3. Grading and Filling**

- A. Grading and filling activities must comply with the provisions of this subsection except for the construction of public roads and parking areas if consistent with Section 7, Subp. 1 of this ordinance. Permit requirements for grading and filling can be found in Section 3, Subp. 1 and Subp. 2.
- B. Grading, filling and excavation activities must meet the following standards:
  - 1) Grading or filling of any wetland must meet or exceed the wetland protection act standards under [Minnesota Rules, Chapter 8420](#) and any other permits, reviews, or approvals by other local, state, or federal agencies such as watershed districts, the DNR or US Army Corps of Engineers; and
  - 2) Land alterations must be designed and implemented to minimize the amount of erosion and sediment from entering surface waters during and after construction consistently by:
    - a) Limiting the amount and time of bare ground exposure;
    - b) Using temporary ground covers such as mulches or similar materials;
    - c) Establishing permanent vegetation cover as soon as possible;
    - d) Using sediment traps, vegetated buffer strips or other appropriate techniques;
    - e) Stabilizing altered areas to acceptable erosion control standards consistent with Natural Resource Conservation Service office technical guide;

- f) Not placing fill or excavated material in a manner that creates unstable slopes. Plans to place fill or excavated material on steep slopes must be reviewed by qualified professionals for continued slope stability and must not create finished slopes of 30 percent or greater;
- g) Fill or excavated material must not be placed in bluff impact zones;
- h) Any alterations below the ordinary high-water level of public waters must be first authorized by the commissioner under [Minnesota Statute §103G](#);
- i) Alterations of topography are only allowed if they are accessory to permitted or conditional uses and do not adversely affect adjacent or nearby properties;
- j) The applicant shall be legally responsible for all surface water runoff problems that may occur in the future; and,
- k) Placement of natural rock riprap, including associated grading of the shoreline and placement of a filter blanket, is permitted if:
  - i. The finished slope does not exceed three feet horizontal to one foot vertical;
  - ii. The landward extent of the riprap is within ten feet of the ordinary high water-level; and,
  - iii. The height of the riprap above the ordinary high water-level does not exceed three feet.

### Riprap Guidelines



- C. Connections to public waters. Excavations to connect boat slips, canals, lagoons, and harbors to public waters requires a public waters permit and must comply with [Minnesota Rules, Chapter 6115](#).
- D. Excavations on shorelands where the intended purpose is connection to a public water shall require a permit from the Administrative Officer before construction is begins. Such permit may be obtained only after the Commissioner of Natural Resources has granted permission for work in beds of public waters.
- E. Unless otherwise indicated by the Conditional Use Permit or a Shoreland Alteration Permit, all grading, filling or alteration of the existing topography, including stabilization, shall be performed between April 15<sup>th</sup> and October 1<sup>st</sup>. The April 15<sup>th</sup> to October 1<sup>st</sup> construction period shall not be applicable to Conditional Use Permits and Shoreland Alteration Permits for grading, filling or alteration of the existing topography involving finished grade slopes of less than 12% consistent with the steep slope requirements and when appropriate to adhere to methods for preventing erosion.

**Subp. 4. Stormwater Management****A. General standards**

- 1) When possible, existing natural drainageways and vegetated soil surfaces must be used to convey, store, filter, and retain stormwater runoff before discharged to public waters.
- 2) Development must be planned and constructed in a manner that will minimize the extent of disturbed areas, runoff velocities, erosion potential, and reduce and delay runoff volumes. Disturbed areas must be stabilized and appropriate facilities or methods used to retain sediment on the site.
- 3) When development density, topography, soils, and vegetation are not sufficient to adequately handle stormwater runoff, constructed facilities such as settling basins, skimming devices, dikes, waterways, ponds and infiltration may be used. Preference must be given to surface drainage, vegetation, and infiltration rather than buried pipes and man-made materials and facilities.

**B. Specific standards**

- 1) Impervious surfaces of lots must not exceed 25 percent of the lot area, of which buildings must not exceed 20% of the lot area. Impervious surface coverage within the SIZ, that is not part of a planned unit development, must not exceed 15% of the area of the SIZ.
- 2) When constructed facilities are used for stormwater management, a qualified individual must affirm the constructed facilities are designed and installed consistent with Natural Resource Conservation Service office technical guide, as applicable.
- 3) New constructed stormwater outfalls to public waters must be consistent with [Minnesota Rules, part 6115.0231](#).
- 4) Surface area of a lot physically separated (i.e. public, private road right-of-way or easement) from itself or another cannot be included for purposes of the impervious surface calculation. If the road is not designated by a dedicated right-of-way, the road surface area may be included in the impervious surface calculations.
- 5) A driveway from the nearest road right-of-way to the proposed structure(s) must be included in the impervious surface calculation.



**SECTION 9 SUBDIVISION/PLATTING PROVISIONS****Subp. 1. Purpose**

To ensure that new development minimizes impacts to shoreland resources and is safe and functional.

**Subp. 2. Land Suitability**

Each lot created through subdivision, including planned unit developments authorized under Section 10 of this ordinance, must be suitable in its natural state for the proposed use with minimal alteration. A suitability analysis must be conducted for each proposed subdivision, including planned unit developments, to determine if the subdivision is suitable in its natural state for the proposed use with minimal alteration and whether any feature of the land is likely to be harmful to the health, safety, and welfare of future residents of the proposed subdivision or of the community.

**Subp. 3. Recording**

No conveyance or other document creating a subdivision of any real property other than by a duly approved plat, shall be recorded, unless accompanied by a registered surveyor's drawing for recording.

**Subp. 4. Consistency with other controls**

Subdivisions and each lot in a subdivision shall meet all official controls so that a variance is not needed later to use the lots for their intended purpose.

A lot shall meet the minimum lot size as specified in Section 6, however Natural Environment Standards may be considered to protect Sensitive Areas.

**Subp. 5. Presentation Requirements**

- A. Preliminary Plat prepared (signature required) by Minnesota Registered Land Surveyor.
- B. Identification and Description:
  - 1) Proposed name of subdivision;
  - 2) Location by section, town, range and/or by other identifying description including, the nearest existing E-911 address, parcel number, township name, lake name and number;
  - 3) Names and addresses of owner(s), subdivider(s), and Minnesota Registered Land Surveyor, Civil Engineer or Architect;
  - 4) Graphic scale: 1 inch = 100 ft., if possible, but not smaller than 1 inch = 200 ft;
  - 5) North point;
  - 6) Date of preparation;
  - 7) Proposed use of all lots;
  - 8) Vegetative strip; and
  - 9) Buildable Area (8,400 sq. ft.).
- C. Existing conditions in tract and in surrounding area to a distance of 300 ft.:
  - 1) Boundary line of proposed subdivision, clearly outlined and dimensioned;
  - 2) Total acreage and total water frontage;
  - 3) Platted streets, right-of-way and utility easements;
  - 4) Boundary lines and ownership of adjoining land;
  - 5) Sewers, water mains, culverts or other underground facilities;
  - 6) Permanent buildings and structures;
  - 7) Summary of soil and vegetation types (terrestrial and aquatic);
  - 8) Lakes, water courses and marsh areas and such other information as location of the OHWL or highest known water elevation and contours at vertical intervals of not more than 10 ft. or 5 ft. in BIZ and on steep slopes. All elevation data shall be mean-sea level or some other assumed workable datum;

- 9) Wetlands, delineated in accordance with the Minnesota Wetland Conservation Act. All Wetland Delineation Reports must be signed and dated; and
  - 10) Evidence that the ground water level is at least three feet below the finished grade
- D. Subdivision Design Features
- 1) Layout and width of proposed streets and utility easements showing lake setback boundaries, buffer zone boundaries, lot boundaries and dedicated roads;
  - 2) Preliminary road grades, including a center line profile, and drainage plans shall be shown on a copy of the contour map. All roads must be identified and signed in accordance with the provisions of the County's Enhanced 911 Countywide Addressing System;
  - 3) Statement of source of water supply;
  - 4) A minimum of 8,400 square foot of Buildable Area shall be identified on each lot;
  - 5) The primary and secondary soil treatment areas, as specified in Section 8 of the Otter Tail County Sanitation Code of Otter Tail County for Subsurface Sewage Treatment Systems, shall be identified on each lot. This undisturbed Sewage Treatment Area must be identified and staked onsite by a Minnesota Pollution Control Agency (MPCA) Licensed Sewage System Designer; and
  - 6) Documents, such as bylaws, property owner's agreements, covenants and restrictions that explain how the project is designed and will function. These ordinarily include membership requirements in a property owner's association, assessment of costs, various easements, a concept statement describing the project, floor plans for structures and various other drawings or plans.
- E. A Preliminary Title Opinion prepared (signed and dated) by the subdivider's attorney.
- F. Stake center line of proposed road and lot boundaries.

**Subp. 6.Dedications**

If local governments require land or easement dedications, they must provide easements over natural drainage or ponding areas for management of stormwater and significant wetlands.

**Subp. 7.Water and Sewer Design Standards**

- A. A potable water supply and a sewage treatment system consistent with [Minnesota Rules, Chapters 7080-7081](#) must be provided for every lot.
- B. Each lot must include at least two soil treatment and dispersal areas that support systems in accordance with the Otter Tail County Sanitation Code.
- C. Lots that would require use of holding tanks are prohibited.

**Subp. 8.Information Requirements**

- A. Topographic contours at two-foot intervals or less from current sources, showing limiting site characteristics;
- B. The surface water features required in [Minnesota Statute §505.021, Subd. 8](#), to be shown on plats, obtained from United States Geological Survey quadrangle topographic maps or more current sources;
- C. Adequate soils information to determine suitability for building and sewage treatment capabilities for every lot from the most current existing sources or from field investigations such as soil borings, percolation tests, or other methods;
- D. Information regarding adequacy of domestic water supply; extent of anticipated vegetation and topographic alterations; near-shore aquatic conditions, including depths, types of bottom sediments, and aquatic vegetation; and proposed methods for controlling stormwater runoff and erosion, both during and after construction activities;
- E. Location of 100-year flood plain areas and floodway districts from existing adopted maps and data; and
- F. A line or contour representing the ordinary high water-level, the "toe" and the "top" of bluffs, and the minimum building setback distances from the top of the bluff and the lake or stream.

**Subp. 9. Dedications**

When a land or easement dedication is a condition of subdivision approval, the approval must provide easements over natural drainage or ponding areas for management of stormwater and wetlands.

**Subp. 10. Platting**

All subdivisions that create either five or more lots that are less than 5.0 acres, or parcels that are less than 2-1/2 acres in size, shall be processed as a plat in accordance with [Minnesota Statute §505](#). No permit for construction of buildings or sewage treatment systems shall be issued for lots created after October 15, 1971 unless the lot was previously approved as part of a formal subdivision.

**Subp. 11. Controlled Access Lots Not Allowed**

Controlled access lots within a subdivision are not allowed.

**Subp. 12. Pre-Application Meeting**

Prior to submission of a preliminary plat for consideration to the Planning Commission under the provisions of this Ordinance, the potential applicant shall meet with the Administrative Officer to discuss expectations regarding any potential preliminary plat.

**SECTION 10 PLANNED UNIT DEVELOPMENTS****Subp. 1. Purpose**

To protect and enhance the natural and scenic qualities of shoreland areas during and after development and redevelopment of high density residential and commercial uses.

**Subp. 2. General**

- A. All PUDs, in operation continuously since October 15, 1971 may continue to operate the number and type of dwelling units which were in operation on October 15, 1971. Any change will require that the owner obtain a Conditional Use Permit which will authorize a specific number and type of dwelling units.
- B. Planned unit developments must be processed as a conditional use. An expansion to an existing commercial PUD that has a current Conditional Use Permit involving six (6) or less new dwelling units or sites since October 15, 1971 is permissible as a permitted use provided the total project density does not exceed the allowable densities calculated in the project density evaluation procedures in this Section 10, Subp. 4.
- C. Existing resorts may add on to, or replace, existing dwelling units, without a Conditional Use Permit or Variance, in accordance with [Minnesota Statute §103F.227](#).
- D. Pre-Application Meeting.  
Prior to submission of any plans for consideration to the Planning Commission under the provisions of this Ordinance, the potential applicant shall meet with the Administrative Officer to discuss expectations regarding any potential application.
- E. Presentation Requirements
  - 1) A scale drawing for the project indicating the location and setback distances from:
    - a) Property boundaries (lotlines, road right-of-ways and easements);
    - b) Existing and proposed structures (must identify each structure);
    - c) Existing and proposed sewage treatment systems;
    - d) Existing and proposed water wells;
    - e) Tier location and areas in square feet;
    - f) Location and elevation of the OHWL or highest known water level (all elevation data shall be mean sea-level or some other assumed workable datum);
    - g) Contours at vertical intervals of not more than 10 ft. or 5 ft. in BIZ and on steep slopes (all elevation data shall be mean sea-level or some other assumed workable datum). The drawing must identify the top of the bluff;
    - h) Shore recreation facilities (swimming areas, docks, etc.); and
    - i) Parking areas
  - 2) A Wetland Delineation Report in accordance with the Minnesota Wetland Conservation Act (must be signed and dated).
  - 3) Documents that explain how the project is designed and will function. These ordinarily include covenants that require membership in a property owners association, various easements, a concept statement describing the project, floor plans for structures, and various other drawings or plans.
  - 4) An onsite impervious surface calculation.
  - 5) The Administrator may require a professional drawing.

**Subp. 3. Types of PUDs Permissible**

Planned unit developments (PUDs) are allowed for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land. Deviation from the minimum lot size standards in Table II and Table III of Section 6 of this ordinance is allowed if the standards in this section are met.

**Subp. 4. Density Determination or Site Density Evaluation**

Proposed new or expansions to existing planned unit developments must be evaluated using the following procedures and standards:

- A. The project parcel must be divided into tiers by locating one or more lines approximately parallel to a line that identifies the ordinary high water level at the following intervals, proceeding landward:

**Table VI-Shoreland Tier Dimensions**

Classification	Tier Depth	
	SSTS (ft)	Municipal Sewer (ft)
General Development Lakes – first tier	200	200
General Development Lakes – second and additional tiers	267	200
Recreational Development Lakes	267	267
Natural Environment Lakes	400	400
All River Classes	300	300

- B. The area within each tier is next calculated, excluding all wetlands, bluffs, or land below the ordinary high water level of public waters. This area is then subjected to either residential (Subp. 5) or commercial (Subp. 6) planned unit development evaluation steps to arrive at an allowable number of dwelling units or sites.

**Subp. 5. Residential Planned Unit Development Density Evaluation Steps and Design Criteria**

The density evaluation steps and design criteria for residential planned unit developments are contained in items A to D.

- A. The area within each tier is divided by the single residential lot size standard for lakes or, for rivers, the single family residential lot width standard times the tier depth unless the local unit of government has specified an alternative minimum lot size for rivers which shall then be used to yield a base density of dwelling units or sites for each tier. Proposed locations and numbers of dwelling units or sites for the residential planning unit development are then compared with these data and map of the evaluation. Local governments may allow some dwelling unit or site density increases for residential planned unit developments above the densities determined in the evaluation if all dimensional standards in Table II or Table III are met or exceeded. Maximum density increases may only be allowed if all design criteria in Subp.5 (B) are met or exceeded. Increases in dwelling unit or site densities must not exceed the maximums in Table VII. Allowable densities may be transferred from one tier to any other tier further from the shoreland water body of watercourse, but must not be transferred to any other tier closer.

**Table VII**  
**Maximum Allowable Dwelling Unit or Site Density Increases**  
**For Residential Planned Unit Developments**

Density Evaluation Tier	Maximum density increase within each tier (percent)
1 <sup>st</sup>	50
2 <sup>nd</sup>	100
3 <sup>rd</sup>	200
4 <sup>th</sup>	200
5 <sup>th</sup>	200

- B. The design criteria are:
- 1) All residential planned unit developments must contain at least five dwelling units or sites.
  - 2) Residential planned unit developments must contain open space meeting all of the following criteria:
    - a) At least 50 percent of the total project area must be preserved as open space.
    - b) Dwelling units or sites, road rights-of-way, or land covered by road surfaces, parking areas, or structures, except water-oriented accessory structures or facilities, are developed areas and should not be included in the computation of minimum open space.
    - c) Open space must include areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or unplatted cemeteries.
    - d) Open space may include outdoor recreational facilities for use by owners of the dwelling units or sites, or the public.
    - e) The shore impact zone, based on the normal structure setbacks, must be included as open space. At least 50 percent of the shore impact zone area of existing developments or at least 70 percent of the shore impact zone area of new developments must be preserved in their natural or existing state.
    - f) Open space must not include commercial facilities or uses, but may contain water-oriented accessory structures or facilities.
    - g) The appearance of open space areas, including topography, vegetation, and allowable uses, must be preserved by use of the restrictive deed covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means.
    - h) Open space may include subsurface sewage treatment systems if the use of the space is restricted to avoid adverse impacts on the systems.
  - 3) Centralization and design of facilities and structures must be completed according to the following standards:
    - a) Residential planned unit developments must be connected to publicly owned water supply and sewer systems, if available. On-site water supply and sewage treatment systems must be centralized and designed and installed to meet or exceed applicable standards or rules of the Minnesota Department of Health and the Minnesota Pollution Control Agency. On-site sewage treatment systems must be located on the most suitable areas of the development, and sufficient lawn area free of limiting factors must be provided for a replacement soil treatment system for each sewage system.
    - b) Dwelling units or sites must be clustered into one or more groups and located on suitable areas of the development. They must be designed and located to meet or exceed the following dimensional standards for the relevant shoreland classification: setback from the ordinary high water level, elevation above the surface water features, and maximum height. Setbacks from the ordinary high water level must be increased for developments with density increases. Maximum density increases may only be allowed if structure setbacks from the ordinary high water level are increased to at least 50 percent greater than the minimum setback, or the impact on the waterbody is reduced an equivalent amount through vegetative management, topography, or additional means acceptable to the local unit of government and the setback is at least 25 percent greater than the minimum setback.
    - c) Shore recreation facilities, including but not limited to swimming areas, docks, and watercraft mooring areas and launching ramps must be centralized and located in areas suitable for them. Evaluation of suitability must include consideration of land slope, water depth, vegetation, soils, depth to groundwater and bedrock, or other relevant factors. The number of spaces provided for continuous beaching, mooring, or docking of watercraft must not exceed one for each allowable dwelling unit or site in the first tier. Launching ramp facilities, including a small dock for loading and unloading equipment, may be provided for use by occupants of dwelling units or sites located in other tiers.
    - d) Structures, parking areas, and other facilities must be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks, color, or other means acceptable to the local unit of government, assuming summer, leaf-on conditions.
    - e) Water-oriented accessory structures and facilities may be allowed if they meet or exceed design standards contained in Section 7, Subp. 3 and are centralized.

- f) Accessory structures and facilities may be allowed if they meet or exceed standards in part Section 7, Subp. 3, and are centralized.
- 4) Erosion control and storm water management for residential planned unit developments must:
  - a) Be designed, and their construction managed, to minimize the likelihood of serious erosion occurring either during or after construction. This must be accomplished by limiting the amount and length of time of bare ground exposure. Temporary ground covers, sediment entrapment facilities, vegetated buffer strips, or other appropriate techniques must be used to minimize erosion impacts on surface water features. Erosion control plans approved by a soil and water conservation district may be required if project size and site physical characteristics warrant.
  - b) Be designed and constructed to effectively manage reasonably expected quantities and qualities of storm water runoff.

C. Administration and maintenance requirements.

Before final approval of all residential planned unit developments, local governments must ensure adequate provisions have been developed for preservation and maintenance in perpetuity of open spaces and for the continued existence and functioning of the development as a community.

- 1) Open space preservation. Deed restrictions, covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means must be provided to ensure long-term preservation and maintenance of open space. The instruments must include all of the following protections:
  - a) Commercial uses prohibited;
  - b) Vegetation and topographic alterations other than routine maintenance prohibited;
  - c) Construction of additional buildings or storage of vehicles and other materials prohibited; and
  - d) Uncontrolled beaching prohibited.
- 2) Development organization and functioning. Unless an equally effective alternative community framework is established, when applicable, all residential planned unit developments must use an owners association with the following features:
  - a) Membership must be mandatory for each dwelling unit or site purchaser and any successive purchasers;
  - b) Each member must pay a pro rata share of the association's expenses, and unpaid assessments can become liens on units or sites;
  - c) Assessments must be adjustable to accommodate changing conditions; and
  - d) The association must be responsible for insurance, taxes, and maintenance of all commonly owned property and facilities.

D. Conversions

Local governments may allow existing resorts or other land uses and facilities to be converted to residential PUDs if all of the following standards are met:

- 1) Proposed conversions must be evaluated using the same procedures for residential PUDs involving new construction. Inconsistencies between existing features of the development and these standards must be identified.
- 2) Deficiencies involving water supply and sewage treatment, structure, color, impervious coverage, open space, and shore recreation facilities must be corrected as part of the conversion or as specified in the conditional use permit.
- 3) Shore and bluff impact zone deficiencies must be evaluated and reasonable improvements made as part of the conversion. These improvements must include, where applicable, the following:
  - a) Removal of extraneous buildings, docks, or other facilities that no longer need to be located in shore or bluff impact zones;
  - b) Remedial measures to correct erosion, improve vegetative cover, and improve screening of buildings and other facilities as viewed from the water; and
  - c) If existing dwelling units are located in shore or bluff impact zones, conditions are attached to approvals of conversions that preclude exterior expansions in any dimension or substantial alteration. The

conditions must also provide for future relocation of dwelling units, where feasible, to other locations, meeting all setbacks and elevation requirements when they are rebuilt or replaced.

- 4) Existing dwelling unit or dwelling site densities that exceed standards in Section 10, Subp. 4 of this ordinance may be allowed to continue but must not be allowed to increase, either at the time of conversion or in the future. Efforts must be made during the conversion to limit impacts of high densities by requiring seasonal use, improving vegetative screening, centralized shore recreation facilities, installing new sewage treatment systems, or other means.

#### Subp. 6. Commercial Planned Unit Development Density Evaluation Steps and Design Criteria.

The density evaluation steps and design criteria for commercial planned unit developments are contained in items A and B:

##### A. Density evaluation steps:

- 1) Determine the average inside living area size of dwelling units or sites within each tier, including both existing and proposed dwelling units and sites. Computation of inside living area sizes need not include decks, patios, stoops, steps, garages or porches and basements, unless they are habitable space.
- 2) Select the appropriate floor area ratio from Table VIII.

**Table VIII-Commercial PUD Density Calculation Factors**

Inside Living Floor Area or Dwelling Site (ft <sup>2</sup> )	Floor Area Ratios*		
	General Development Lakes w/sewer – all tiers General Development Lakes w/no sewer – 1 <sup>st</sup> tier Agricultural, Urban and Tributary Rivers	General Development Lakes w/no sewer – all other tiers Recreational Development Lakes Forested and Transition Rivers	Natural Environment Lakes  Remote Rivers
200	0.040	0.020	0.010
300	0.048	0.024	0.012
400	0.056	0.028	0.014
500	0.065	0.032	0.016
600	0.072	0.038	0.019
700	0.082	0.042	0.021
800	0.091	0.046	0.023
900	0.099	0.050	0.025
1000	0.108	0.054	0.027
1100	0.116	0.058	0.029
1200	0.125	0.064	0.032
1300	0.133	0.068	0.034
1400	0.142	0.072	0.036
≥ 1500	0.150	0.075	0.038

\*For average unit floor areas less than shown, use the floor area ratios listed for 200 square feet. For areas greater than shown, use the ratios listed for 1,500 square feet. For recreational camping areas, use the ratios listed at 400 square feet. Manufactured home sites in recreational camping areas shall use a ratio equal to the size of the manufactured home, or if unknown, the ratio listed for 1,000 square feet.

- 3) Multiply the usable area within each tier by the floor area ratio to yield total floor area for each tier to be used for dwelling units or sites.
- 4) Divide the area computed in subitem (3) by the average determined in subitem (1). This yields a base number of dwelling units or sites for each tier.



- 5) Determine whether the project is eligible for any additional density increases. To be eligible, projects must meet all of the design standards in item B, and exceed one or more of them. The local unit of government may decide how much, if any, increase in density to allow for each tier, but must not exceed the maximum allowable density increases in Table IX:

**Table IX-Maximum Allowable Dwelling Unit or Site  
Density Increases for Commercial Planned Unit Developments**

Shoreland Tier	Maximum density increase within each tier (percent)
1 <sup>st</sup>	50
2 <sup>nd</sup>	100
3 <sup>rd</sup>	200
4 <sup>th</sup>	200
5 <sup>th</sup>	200

- 6) Allowable densities may be transferred from any tier to any other tier further from the shoreland lake or river, but must not be transferred to any other tier closer.
- B. The design criteria are:
- 1) Open space. Commercial planned unit developments must contain open space meeting all of the following criteria:
    - a) At least 50 percent of the total project area must be preserved as open space.
    - b) Dwelling units or sites, road rights-of-way, or land covered by road surfaces, or parking areas, except water-oriented accessory structures or facilities, are developed areas and should not be included in the computation of open space.
    - c) Open space must include areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or unplatted cemeteries.
    - d) All shore impact zones within commercial planned unit developments must be included as open space, and at least 50 percent of these areas must be preserved in their natural or existing state.
    - e) Open space may include outdoor recreation facilities for use by guests staying in dwelling units or sites, or the public.
    - f) Open space may include subsurface sewage treatment systems if use of the space is restricted to avoid adverse impacts on the systems.
  - 2) Design of structures and facilities must be completed according to the following standards:
    - a) Commercial planned unit developments must be connected to publicly owned water supply and sewer systems, if available. On-site water supply and sewage treatment systems must be designed and installed to meet or exceed applicable rules of the Minnesota Department of Health and the Minnesota Pollution Control Agency. On-site sewage treatment systems must be located on the most suitable areas of the development, and sufficient lawn area free of limiting factors must be provided for a replacement soil treatment system for each sewage system.
    - b) Dwelling units or sites must be located on suitable areas of the development. They must be designed and located to meet or exceed the following dimensional standards for the relevant shoreland classification: setback from the ordinary high water level, elevation above surface water features, and maximum height. Maximum density increases may only be allowed if structure setbacks from the ordinary high water level are increased to at least 50 percent greater than the minimum setback, or the impact on the waterbody is reduced an equivalent amount through vegetative management, topography, or other means acceptable to the local unit of government and the setback is at least 25 percent greater than the minimum setback.
    - c) Structures, parking areas, and other facilities must be designed and located in a manner that minimizes their visibility from surface water features, assuming summer, leaf-on conditions. The structure, dwelling unit, accessory structure, or parking area must be treated to reduce visibility as viewed from public waters

and adjacent shorelands by vegetation, topography, increased setbacks, color, or other means acceptable to the local unit of government assuming summer, leaf-on conditions. Vegetative and topographic screening must be preserved, if existing, or may be required to be provided.

- d) Water-oriented accessory structures and facilities may be located within shore impact zones if each meet or exceed design standards contained in Section 7, Subp. 3.
  - e) Shore recreation facilities, including but not limited to swimming areas, docks, and watercraft mooring areas and launching ramps, must be centralized and located in areas suitable for them. Evaluation of suitability must include consideration of land slope, water depth, vegetation, soils, depth to groundwater and bedrock, or other relevant factors. The number of watercraft allowed to be continuously beached, moored, or docked must not exceed one for each allowable dwelling unit or site in the first tier, notwithstanding existing mooring sites in an existing harbor. Launching ramp facilities, including a small dock for loading and unloading equipment, may be provided for use by occupants of dwelling units or sites located in other tiers.
- 3) Erosion control and storm water management for commercial planned unit developments must:
- a) Be designed, and their construction managed, to minimize the likelihood of serious erosion occurring either during or after construction. This must be accomplished by limiting the amount and length of time of bare ground exposure. Temporary ground covers, sediment entrapment facilities, vegetated buffer strips, or other appropriate techniques must be used to minimize erosion impacts on surface water features. Erosion control plans approved by a soil and water conservation district may be required if project size and site physical characteristics warrant.
  - b) Be designed and constructed to effectively manage reasonably expected quantities and qualities of storm water runoff. Impervious surface coverage within any tier must not exceed 25 percent of the tier area, except 35 percent impervious surface coverage may be allowed in the first tier of general development lakes with an approved storm water management plan and consistency with Section 8.

**SECTION 11 ENFORCEMENT**

The Otter Tail County Land and Resource Management office is responsible for the administration and enforcement of this Ordinance. Any violation of the provisions of this Ordinance or failure to comply with any of its requirements, including violations of conditions and safeguards established in connection with grants of variances or conditional uses, constitutes a misdemeanor and is punishable as defined by law. Violations of this Ordinance can occur regardless of whether or not a permit is required for a regulated activity as listed in Section 3 of this Ordinance.

**SECTION 12 SEVERABILITY**

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

**SECTION 13 ABROGATION AND GREATER RESTRICTIONS**

It is not intended by this Ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall prevail. All other ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency only.

**SECTION 14 OWNER LIABLE**

In addition to any other person or persons involved in a violation or threatened violation of this Ordinance, the owner of record of any property falling under the jurisdiction of this Ordinance shall be responsible both criminally and civilly for any construction, alteration, excavation, or any other activity occurring on the property which is contrary to the provisions of this Ordinance.

**SECTION 15 SAVINGS CLAUSE**

All permits issued under this Ordinance are permissive only and shall not release the permittee from any liability or obligation imposed by Minnesota Statutes, Federal Law, or local Ordinances relating thereto. In the event any provision of this Ordinance shall be found contrary to law by a Court of competent jurisdiction from whose final judgment no appeal has been taken, such provision shall be considered void. All other provisions of this Ordinance shall continue in full force and effect as though the voided provision never existed.

**SECTION 16 REPEAL**

The Shoreland Management Ordinance of Otter Tail County, Minnesota, as adopted by the County Board on January 15, 2017, is hereby repealed and replaced with this Ordinance.

**SECTION 17 ADOPTION/EFFECTIVE DATE**

The regulations contained in this Ordinance shall become effective upon passage by the County Board and publication according to law.

Passed by the Otter Tail County Board of Commissioners, on June 22, 2021 with an effective date of July 1, 2021

**APPENDIX A – LAKE CLASSIFICATIONS\***

\*Source: Minnesota Department of Natural Resources Lake Shoreland Classification List by County

Lakes in Otter Tail County are classified as follows:

**GENERAL DEVELOPMENT LAKES**

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Adley	56003100	PARKERS PRAIRIE
Alice	56086700	CITY, FERGUS FALLS
Bass	56057000	AURDUL, SVERDRUP
Bass	56077000	DUNN
Big Pine	56013000	CORLISS, PINE LAKE
Buchanan	56020900	OTTER TAIL, RUSH LAKE
Devils	56024500	EDNA, GORMAN, PERHAM
Eagle	560253000	EAGLE LAKE
East Annalaide	56000100	EASTERN
Fish	56076800	DUNN
Formoe	56055800	ST OLAF, TUMULI
Halverson	56091200	ERHARDS GROVE, PELICAN
Indian	56013100	CORLISS
Jewett	56087700	ELIZABETH
Lawrence	56055500	CANDOR
Lida	56074700	LIDA, MAPLEWOOD
Little McDonald	56032800	EDNA
Little Pine	56014200	CORLISS, GORMAN, PERHAM
Lyden	56092000	SCAMBLER
Marion	56024300	DEAD LAKE, RUSH LAKE
Opperman	56086500	FERGUS FALLS
Otter Tail	56024200	AMOR, EVERTS, OTTERTAIL
Pelican	56078600	DUNN, SCAMBLER
Portage	56014000	LEAF LAKE, OTTER TAIL
Round	56021400	RUSH LAKE
Rush	56014100	OTTO, RUSH LAKE
Schrams	56053800	CANDOR
Star	56038500	DEAD LAKE, DORA, STAR LAKE
Unnamed	56082800	BUSE
Unnamed	56030500	EVERTS
Unnamed	56005600	HOMESTEAD
Unnamed	56017600	NIDAROS
Unnamed	56092000	SCAMBLER
Wall	56065800	DANE PRAIRIE, AURDUL
West Battle	56023900	CLITHERALL, EVERTS, GIRARD, NIDAROS

**RECREATIONAL DEVELOPMENT LAKES**

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Annie Battle	56024100	EVERTS, GIRARD
Berger	56114900	EDNA
Big McDonald	56038600	DORA, EDNA
Blanche	56024000	EVERTS, GIRARD
Block	56007900	EFFINGTON
Boedigheimer	56021200	RUSH LAKE

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Clear	56055900	ST OLAF, TUMULI
Clitherall	56023800	CLITHERALL, NIDAROS
Crane	56029300	CLITHERALL
Crystal	56074900	LIDA
Deer	56029800	EVERTS
Donalds	56020000	OTTER TAIL
East Battle	56013800	GIRARD, HENNING, NIDAROS
East Leaf	56011600	DEER CREEK, LEAF LAKE
East Loon	56052300	CANDOR, DORA
East Lost	56037800	EVERTS, SVERDRUP
East Silent	56051700	DORA
East Spirit	56050100	DORA
Ethel	56019300	GIRARD
Five	56035700	HOBART
Franklin	56075900	DUNN, LIDA
Graham	56036800	BECKER COUNTY, HOBART
Heilberger	56069500	FRIBERG
Hoot	56078200	AURDUL, FERGUS FALLS
Lake Ida	03058200	BECKER COUNTY
Leek	56053200	CANDOR
Little Pelican	56076100	DUNN
Little Pleasant	56112700	SVERDRUP
Lizzie	56076000	DUNN, LIDA
Long	56021000	AMOR, DEAD LAKE, OTTER TAIL, RUSH LAKE
Long	56038800	CANDOR, HOBART
Long	56078400	ELIZABETH, FRIBERG
Long	56020100	OTTER TAIL
Long	56039000	ST OLAF
Loon	56052300	CANDOR, DORA
Norway	56056900	AURDUL, SVERDRUP
Olaf	56095000	NORWEGIAN GROVE, PELICAN
Paul	56033500	EDNA
Pebble	56082900	BUSE
Pickerel	56047500	MAINE
Pleasant	56044900	SVERDRUP
Prairie	56091500	PELICAN
Rose	56036000	HOBART
Round	56052200	DORA
Round	56029700	EVERTS
Sauer	03035500	HOBART
Scalp	56035800	HOBART
Sewell	56040800	ST OLAF
Silver	56030200	EVERTS
Six	56036900	HOBART
South Turtle	56037700	CLITHERALL, EVERTS, SVERDRUP, TORDENSKJOLD
Stalker	56043700	TORDENSKJOLD
Stuart	56019100	GIRARD, NIDAROS
Swan	56078100	BUSE, DANE PRAIRIE
Sybil	56038700	DORA, EDNA, HOBART

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Tamarac	56093100	SCAMBLER
Ten Mile	56061300	TUMULI
Tonseth	56069000	FRIBERG
Trowbridge	56053200	CANDOR
Twin	56038200	AMOR, MAINE
Twin	56152500	AMOR, MAINE
Walker	56031000	AMOR
West Leaf	56011400	LEAF LAKE
West McDonald	56038600	DORA, EDNA
West Silent	56051900	DORA
Wimer	56035500	HOBART
Wright	56078300	AURDUL, FERGUS FALLS

NATURAL ENVIRONMENT LAKES

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Albert	56011800	OTTO
Alfred	56160000	NORWEGIAN GROVE
Alfred	56102200	NORWEGIAN GROVE
Alice	56024400	DEAD LAKE, RUSH LAKE
Alice	56050600	DORA
Alice	84000100	WILKIN COUNTY
Alkali	56061100	TUMULI
Almora	56004900	ELMO
Altner	56087500	ELIZABETH
Amor	56038100	AMOR, MAINE
Anderson	56071600	FRIBERG, MAPLEWOOD
Anna	56044800	SVERDRUP
Annie	56104000	NORWEGIAN GROVE
Archie	56162900	DORA, EDNA
Arken	56008600	EFFINGTON
Augusta	56002500	PARKERS PRAIRIE
Back	56044100	TORDENSKJOLD
Bahle	56063700	DANE PRAIRIE
Bass	56072200	MAPLEWOOD
Bates	56057200	FRIBERG, MAINE
Bear	56006900	BUTLER, CORLISS
Beauty Shore	56019500	GIRARD
Beebe	56041600	ST OLAF
Beers	56072400	MAPLEWOOD
Belmont	56023700	CLITHERAL, EAGLE LAKE, LEAF MOUNTAIN, NIDAROS
Berend	56050700	DORA
Besser	56002700	PARKERS PRAIRIE
Big Crow	56057600	DORA, LIDA
Big Stone	56070100	FRIBERG
Birch	56067400	AURDUL
Blacken	56040500	ST OLAF
Bolton	56031800	DEAD LAKE
Bon	56073400	MAPLEWOOD
Boos	56034100	EDNA
Boot	03024800	BECKER COUNTY

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Brackett	56073800	MAPLEWOOD
Bradbury	56054800	CANDOR
Bray	56047200	MAINE
Brekke	56066400	AURDUL
Bredeson	56017300	NIDAROS
Bromseth	56065500	DANE PRAIRIE
Brown	56031500	AMOR
Brown	56162800	DORA
Buck	03047300	BECKER COUNTY
Bull Head	56017100	NIDAROS
Burton	56092600	SCAMBLER
Businger	56093600	SCAMBLER
Carroll	56024700	BECKER COUNTY, GORMAN, HOBART
Ceynowa	56033700	EDNA
Chautauqua	56078000	BUSE, DANE PRAIRIE
Christopherson	56098300	OSCAR
Clarno	56002900	PARKERS PRAIRIE
Club	56051800	DORA
Colness	56103700	NORWEGIAN GROVE
Coffee	56055300	CANDOR
Cooks	56052500	CANDOR
Cora	56002300	PARKERS PRAIRIE
Crooked	56045800	SVERDRUP
Crystal	56073900	MAPLEWOOD
Curtis	56004600	ELMO
Dane	56042700	TORDENSKJOLD
Davies	56031100	AMOR
Dayton Hollow Reservoir	56082400	BUSE
Dead	56038300	AMOR, DEAD LAKE, MAINE, STAR LAKE
Dead	03016000	NORWEGIAN GROVE, PELICAN
Deadman	56095100	NORWEGIAN GROVE, PELICAN
Deadwood	56075800	LIDA
Deusch	56015600	LEAF MOUNTAIN
Devils	56088200	ELIZABETH
Dora	56050300	DORA
Duck	56048300	MAINE, STAR LAKE
Duck	560925000	SCAMBLER
East Red River	56057300	FRIBERG, MAINE
Eddy	56073700	MAPLEWOOD
Edna	56007000	BUTLER, CORLISS
Elbow	56051400	DORA
Elbow	56077400	DUNN
Elbow	56030600	EVERTS
Eleven	56089600	ERHARDS GROVE
Ellingson	56017800	NIDAROS
Emma	56019400	GIRARD
Evans	56070000	FRIBERG
Fairy	56035600	HOBART
Faunce	56095400	WESTERN
Femling	56048600	STAR LAKE

Otter Tail County Shoreland Management Ordinance

Revision Date: April 9, 2021

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Fischer	56024700	EAGLE LAKE
Fish	56068400	AURDUL
Fish	56006600	EFFINGTON, PARKERS PRAIRIE
Fiske	56043000	TORDENSKJOLD
Fjestad	56097500	ORWELL
Fladmark	56072700	MAPLEWOOD
Fogard	56057100	FRIBERG, MAINE
Fogel berg	56089600	ERHARDS GROVE
Fossan	56065600	DANE PRAIRIE
Gaards	56103000	NORWEGIAN GROVE
George	56014400	DOUGLAS CTY, LEAF MOUNTAIN
German	56042300	TORDENSKJOLD
Gertrude	56036200	HOBART
Glorvigan	56062900	DANE PRAIRIE
Gourd	56013900	GIRARD, LEAF LAKE, OTTER TAIL
Grandrud	56090700	ERHARDS GROVE
Granrud	56100700	TRONDJHEM
Grass	56011500	LEAF LAKE
Grass	56071700	MAPLEWOOD
Grass	56072300	MAPLEWOOD
Graven	56001700	PARKERS PRAIRIE
Gray	56035300	HOBART
Grena	56101900	NORWEGIAN GROVE, TRONDJHEM
Grove	56095200	NORWEGIAN GROVE, PELICAN, SCAMBLER
Grunard	56033000	EDNA
Haberman	56012200	OTTO, PINE LAKE
Haldorsen	56099200	OSCAR
Halvorson	56099200	OSCAR
Hancock	56025500	EAGLE LAKE
Hand	56052700	CANDOR
Hansel	56061500	TUMULI
Hanson	56019700	GIRARD, OTTER TAIL
Hanson	56042100	ST OLAF, TORDENSKJOLD
Harrison	56093400	SCAMBLER
Head	56021300	RUSH LAKE
Helgeson	56093400	SCAMBLER
Henry	56005500	NEWTON
Henry	56021700	RUSH LAKE
High Island	56069700	FRIBERG
Hoffman	56162700	DORA
Holbrook	56057800	CANDOR, DUNN
Hollo	56029500	CLITHERALL
Holtz	56066100	AURDUL
Hook	56054700	CANDOR
Horsehead	56002200	PARKERS PRAIRIE
Horseshoe	56083400	BUSE
Horseshoe	56089500	ERHARDS GROVE
Horseshoe	56158700	ERHARDS GROVE
Horseshoe	56045500	SVERDRUP
Hovland	56101400	TRONDJHEM

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Ida	56053400	CANDOR
Indian	56063900	DANE PRAIRIE
Indian	56032700	DEAD LAKE
Inman	56129600	INMAN
Iverson	56084600	BUSE
Jacobs	56103900	NORWEGIAN GROVE
Jerry Bacon	56033400	EDNA
Jessie	56016300	LEAF MOUNTAIN
Jim	56036400	HOBART
Johannes	56039100	ST OLAF
John	56085400	BUSE
John	56075600	LIDA
John	56046300	SVERDRUP
Johnson	56097900	CARLISLE
Johnson	56069900	FRIBERG
Johnson	56039300	ST OLAF
Jolly Ann	56037000	EAGLE LAKE, ST OLAF
Jones	56044700	SVERDRUP
Jotan	56056400	DANE PRAIRIE, TORDENSKJOLD
Kemp	56162600	DORA
Kempfer	56069100	FRIBERG
Kepple	56073100	MAPLEWOOD
Kerbs	56163600	EDNA
Keyes	56036100	HOBART
Knobel	56091000	ERHARDS GROVE
Lacey	56039600	ST OLAF
Larson	56028700	CLITHERALL
Larson	56065100	DANE PRAIRIE
Leeper	56071400	FRIBERG, MAPLEWOOD
Leon	56048000	MAINE
Les	56094900	ERHARDS GROVE, TRONDJHEM
Lewis	56051300	DORA
Lily	56031700	DEAD LAKE
Little	56067500	AURDUL
Little Anna	56045000	SVERDRUP
Little Crow	56050900	DORA
Little Long	56048800	STAR LAKE
Little Rose	56036500	HOBART
Lone Pin e	56032200	DEAD LAKE
Long	56056200	DANE PRAIRIE, TORDENSKJOLD, TUMULI
Long	56000800	EASTERN
Long	56057400	FRIBERG, MAINE
Long	56057500	FRIBERG, MAINE, MAPLEWOOD, STAR LAKE
Long	56015900	LEAF MOUNTAIN
Long	56042800	TORDENSKJOLD
Loon	56066300	AURDUL
Lundeberg	56028900	CLITHERALL
Middle	56025200	EAGLE LAKE
Maine	56047600	MAINE
Maine	56152000	MAINE

Otter Tail County Shoreland Management Ordinance

Revision Date: April 9, 2021

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Maple	14000100	CLAY COUNTY
Maria	56049800	STAR LAKE
Mary	56001000	EASTERN
Mason	56087900	ELIZABETH
Mason	56019600	GIRARD
McCollum	56050000	DORA
McCollum	56114700	DORA
McCoy	56070300	FRIBERG
McGowan	56021500	RUSH LAKE
Meyer	56009000	EFFINGTON
Millpond	56014800	LEAF MOUNTAIN
Mineral	56058900	TUMULI
Mink	56032900	EDNA
Moen	56100600	OSCAR, TRONDJHEM
Moen	56067900	AURDUL
Moenkedick	56033600	EDNA
Molly Stark	56030300	EVERTS
Moore	56049900	DORA, STAR LAKE
Mud	56001400	PADDOCK
Mud	56080400	AASTAD
Mud	56038100	AMOR, MAINE
Mud	56066200	AURDUL
Mud	56006300	BUTLER
Mud	56013200	CORLISS
Mud	56114800	EDNA
Mud	56007300	EFFINGTON
Mud	56022200	GORMAN, PERHAM
Mud	56036500	HOBART
Mud	56048400	MAINE, STAR LAKE
Mud	56021500	RUSH LAKE
Mud	56044500	SVERDRUP
Mud	56058700	TUMULI
Mule	56068900	FRIBERG
Murphy	56022900	BECKER COUNTY, GORMAN
Nelson	56067700	AURDUL
Nelson	56006500	EFFINGTON, PARKERS PRAIRIE
Nelson	56049300	STAR LAKE
Nelson	56101500	TRONDJHEM
Nitche	56012600	PINE LAKE
North Lemmerhirt	56003600	ELMO
North Long	56048900	STAR LAKE
North Maple	56001300	EASTERN, WOODSIDE
North Rice	56034900	EDNA
North Stang	56062100	DANE PRAIRIE
North Ten Mile	56060400	TUMULI
North Turtle	56037900	EVERTS, SVERDRUP
Olson	56043600	TORDENSKJOLD
One Mile	56081700	BUSE
Onstad	56046700	SVERDRUP
Orwell	56094500	BUSE, ORWELL

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Oscar	56098200	CARLISLE, OSCAR
Otter	56057700	CANDOR, DORA, LIDA
Otter Tail River	56071100	FRIBERG
Ottos	56051300	DORA
Pelican Bay	56020200	OTTER TAIL
Perch	56009500	EFFINGTON, FOLDEN
Pete	56029400	CLITHERALL
Pete	56094100	SCAMBLER
Peterson	56047100	MAINE
Pickerel	56035100	EDNA
Pickerel	56020400	OTTER TAIL
Pine	56038400	DEAD LAKE, DORA, EDNA, STAR LAKE
Pine	56035000	EDNA
Pleasant	56052000	DORA
Rainy	56001600	PARKERS PRAIRIE
Rainy	56003500	PARKERS PRAIRIE
Rankle	56093500	DUNN
Reames	56035000	EDNA
Reed	56087600	ELIZABETH
Rice	56000600	EASTERN
Rice	56070200	FRIBERG
Rice	56036300	HOBART
Rice	56021100	RUSH LAKE
Roman	56021800	PERHAM
Rose	56062000	DANE PRAIRIE, TUMULI
Rosvold	56063100	DANE PRAIRIE
Round	56047600	MAINE
Round	56047900	MAINE
Round	56020600	OTTER TAIL
Round	56049000	STAR LAKE
Rusch	56164100	EDNA
Rush	56096800	ORWELL
Rush Lizzie	56076001	LIDA
Sampson	56014900	LEAF MOUNTAIN
Sand	56094200	SCAMBLER
Sand	56056100	ST OLAF, TUMULI
Sandberg	56089700	ERHARDS GROVE
Sands	56102600	NORWEGIAN GROVE
Schmidt	5607100	FRIBERG
Schuster	56022100	PERHAM
Scott	56155400	MAPLEWOOD
Shallow	56051500	DORA
Sharp	56048200	MAINE
Sherman	56020700	OTTER TAIL
Sieh	56009300	EFFINGTON
Sieh	56093700	SCAMBLER
Siem	56093700	SCAMBLER
Silver	56022400	GORMAN
Siverson	56018000	NIDAROS
Sixteen	56010000	FOLDEN

Otter Tail County Shoreland Management Ordinance

Revision Date: April 9, 2021

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Skogen Marsh	56097700	CARLISLE
Snow	56011000	FOLDEN
Sommer	56039500	ST OLAF
South Long	56049300	STAR LAKE
South Maple	5600400	ELMO
South Nelson	56067600	AURDUL
South Rice	56035200	EDNA
South Stang	56062900	DANE PRAIRIE
Spitzer	56016000	EAGLE LAKE, LEAF MOUNTAIN
Spring	56068200	AURDUL
Sproul	56070800	FRIBERG
Steenerson	56044000	TORDENSKJOLD
Stemmer	56007700	EFFINGTON
Stony	56006800	ELMO, FOLDEN
Sunfish	56051200	DORA
Sunset	56030100	EVERTS
Tamarack	56032000	DEAD LAKE
Tamarack	56019200	GIRARD
Tamarack	56043300	TORDENSKJOLD
Tee	56052800	CANDOR
Tee	56032100	DEAD LAKE
Tenter	56050000	DORA
Tenter	56034800	EDNA
Thompson	56024600	GORMAN, HOBART
Toms	56015100	LEAF MOUNTAIN
Torgerson	56025100	EAGLE LAKE
Trulse	56018700	NIDAROS
Tumuli	56060300	TUMULI
Twelve	56089700	ERHARDS GROVE
Twenty -One	56072800	MAPLEWOOD
Twin	56006700	EFFINGTON, PARKERS PRAIRIE
Twin	56152400	MAINE
Unnamed	56078800	AASTAD
Unnamed	56079000	AASTAD
Unnamed	56079100	AASTAD
Unnamed	56079400	AASTAD
Unnamed	56079500	AASTAD
Unnamed	56079700	AASTAD
Unnamed	56079900	AASTAD
Unnamed	56080200	AASTAD
Unnamed	56080300	AASTAD
Unnamed	56080500	AASTAD
Unnamed	56080600	AASTAD
Unnamed	56080700	AASTAD
Unnamed	56081000	AASTAD
Unnamed	56111600	AASTAD
Unnamed	56138700	AASTAD
Unnamed	56081200	AASTAD, BUSE
Unnamed	56081400	AASTAD, BUSE
Unnamed	56031400	AMOR

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Unnamed	56152600	AMOR
Unnamed	56066600	AURDUL
Unnamed	56066800	AURDUL
Unnamed	56068300	AURDUL
Unnamed	56146700	AURDUL
Unnamed	56056600	AURDUL, SVERDRUP
Unnamed	56056700	AURDUL, SVERDRUP
Unnamed	56094300	BECKER COUNTY, SCAMBLER
Unnamed	56081500	BUSE
Unnamed	56082100	BUSE
Unnamed	56083000	BUSE
Unnamed	56083200	BUSE
Unnamed	56083300	BUSE
Unnamed	56083500	BUSE
Unnamed	56083800	BUSE
Unnamed	56083900	BUSE
Unnamed	56084000	BUSE
Unnamed	56084100	BUSE
Unnamed	56084300	BUSE
Unnamed	56084700	BUSE
Unnamed	56084800	BUSE
Unnamed	56084900	BUSE
Unnamed	56085100	BUSE
Unnamed	56085200	BUSE
Unnamed	56085300	BUSE
Unnamed	56085500	BUSE
Unnamed	56141400	BUSE
Unnamed	56077900	BUSE, DANE PRAIRIE
Unnamed	56094400	BUSE, ORWELL
Unnamed	56006100	BUTLER
Unnamed	56006200	BUTLER
Unnamed	56006400	BUTLER
Unnamed	56105100	BUTLER
Unnamed	56134600	BUTLER
Unnamed	56104900	BUTLER, CORLISS
Unnamed	56052400	CANDOR
Unnamed	56052600	CANDOR
Unnamed	56053300	CANDOR
Unnamed	56053700	CANDOR
Unnamed	56054100	CANDOR
Unnamed	56097600	CARLISLE
Unnamed	56097800	CARLISLE
Unnamed	56098100	CARLISLE
Unnamed	56148300	CARLISLE
Unnamed	56148500	CARLISLE
Unnamed	56094600	CARLISLE, FERGUS FALLS
Unnamed	56028400	CLITHERALL
Unnamed	56028500	CLITHERALL
Unnamed	56028600	CLITHERALL
Unnamed	56028800	CLITHERALL



Otter Tail County Shoreland Management Ordinance

Revision Date: April 9, 2021

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Unnamed	56029000	CLITHERALL
Unnamed	26029100	CLITHERALL
Unnamed	56029100	CLITHERALL
Unnamed	56029600	CLITHERALL
Unnamed	56143300	CLITHERALL
Unnamed	56143500	CLITHERALL
Unnamed	56144000	CLITHERALL
Unnamed	56028300	CLITHERALL, EAGLE LAKE
Unnamed	56126900	CLITHERALL, NIDAROS
Unnamed	56037600	CLITHERALL, TORDENSKJOLD
Unnamed	56014300	CORLISS, PERHAM
Unnamed	56062200	DANE PRAIRIE
Unnamed	56062300	DANE PRAIRIE
Unnamed	56062500	DANE PRAIRIE
Unnamed	56062600	DANE PRAIRIE
Unnamed	56062700	DANE PRAIRIE
Unnamed	56063000	DANE PRAIRIE
Unnamed	56063300	DANE PRAIRIE
Unnamed	56064000	DANE PRAIRIE
Unnamed	56064200	DANE PRAIRIE
Unnamed	56064300	DANE PRAIRIE
Unnamed	56064400	DANE PRAIRIE
Unnamed	56064500	DANE PRAIRIE
Unnamed	56064700	DANE PRAIRIE
Unnamed	56065200	DANE PRAIRIE
Unnamed	56111800	DANE PRAIRIE
Unnamed	56141600	DANE PRAIRIE
Unnamed	56141700	DANE PRAIRIE
Unnamed	56065700	DANE PRAIRIE, AUDUL
Unnamed	56108500	DANE PRAIRIE, TUMULI
Unnamed	56031900	DEAD LAKE
Unnamed	56032400	DEAD LAKE
Unnamed	56153800	DEAD LAKE
Unnamed	56153900	DEAD LAKE
Unnamed	56154100	DEAD LAKE
Unnamed	56164800	DEAD LAKE, EDNA
Unnamed	56005300	DEER CREEK
Unnamed	56051100	DORA
Unnamed	56052100	DORA
Unnamed	56161800	DORA
Unnamed	56162300	DORA
Unnamed	56077100	DUNN
Unnamed	56077500	DUNN
Unnamed	56168100	DUNN SCAMBLER
Unnamed	56024800	EAGLE LAKE
Unnamed	56025700	EAGLE LAKE
Unnamed	56025900	EAGLE LAKE
Unnamed	56026100	EAGLE LAKE
Unnamed	56026300	EAGLE LAKE
Unnamed	56026400	EAGLE LAKE

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Unnamed	56026700	EAGLE LAKE
Unnamed	56026900	EAGLE LAKE
Unnamed	56027000	EAGLE LAKE
Unnamed	56027500	EAGLE LAKE
Unnamed	56108300	EAGLE LAKE
Unnamed	56023000	EAGLE LAKE, LEAF MOUNTAIN
Unnamed	56023200	EAGLE LAKE, LEAF MOUNTAIN
Unnamed	56023400	EAGLE LAKE, LEAF MOUNTAIN
Unnamed	56023500	EAGLE LAKE, LEAF MOUNTAIN
Unnamed	56037100	EAGLE LAKE, ST OLAF
Unnamed	56000300	EASTERN
Unnamed	56000900	EASTERN
Unnamed	56001100	EASTERN
Unnamed	56107400	EASTERN
Unnamed	56033300	EDNA
Unnamed	56033800	EDNA
Unnamed	56034200	EDNA
Unnamed	56034400	EDNA
Unnamed	56034600	EDNA
Unnamed	56164000	EDNA
Unnamed	56133900	EDNA, PERHAM
Unnamed	56007200	EFFINGTON
Unnamed	56007400	EFFINGTON
Unnamed	56007500	EFFINGTON
Unnamed	56007600	EFFINGTON
Unnamed	21007800	EFFINGTON
Unnamed	56007800	EFFINGTON
Unnamed	56009100	EFFINGTON
Unnamed	26009200	EFFINGTON
Unnamed	26009300	EFFINGTON
Unnamed	56107700	EFFINGTON
Unnamed	56125800	EFFINGTON
Unnamed	56013400	EFFINGTON, LEAF MOUNTAIN
Unnamed	56009400	EFFINGTON, FOLDEN
Unnamed	56009600	EFFINGTON, FOLDEN
Unnamed	56086900	ELIZABETH
Unnamed	56087800	ELIZABETH
Unnamed	56088100	ELIZABETH
Unnamed	56088300	ELIZABETH
Unnamed	56088600	ELIZABETH
Unnamed	56088800	ELIZABETH
Unnamed	56088900	ELIZABETH
Unnamed	56149900	ELIZABETH
Unnamed	56086800	ELIZABETH, FERGUS FALLS
Unnamed	56003800	ELMO
Unnamed	56003900	ELMO
Unnamed	56004000	ELMO
Unnamed	56004100	ELMO
Unnamed	56004200	ELMO
Unnamed	56004800	ELMO

Otter Tail County Shoreland Management Ordinance

Revision Date: April 9, 2021

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Unnamed	56105800	ELMO
Unnamed	56127700	ELMO
Unnamed	56127800	ELMO
Unnamed	56006800	ELMO, FOLDEN
Unnamed	56127600	ELMO, FOLDEN
Unnamed	56089200	ERHARDS GROVE
Unnamed	56089300	ERHARDS GROVE
Unnamed	56089500	ERHARDS GROVE
Unnamed	56089800	ERHARDS GROVE
Unnamed	56090100	ERHARDS GROVE
Unnamed	56090300	ERHARDS GROVE
Unnamed	56090400	ERHARDS GROVE
Unnamed	56090900	ERHARDS GROVE
Unnamed	56091100	ERHARDS GROVE
Unnamed	56156800	ERHARDS GROVE
Unnamed	56157000	ERHARDS GROVE
Unnamed	56157600	ERHARDS GROVE
Unnamed	56157800	ERHARDS GROVE
Unnamed	56158100	ERHARDS GROVE
Unnamed	56158500	ERHARDS GROVE, PELICAN
Unnamed	56029900	EVERTS
Unnamed	56030400	EVERTS
Unnamed	56030700	EVERTS
Unnamed	56030800	EVERTS
Unnamed	56112600	EVERTS
Unnamed	56145100	EVERTS
Unnamed	56038000	EVERTS, SVERDRUP
Unnamed	56085800	FERGUS FALLS
Unnamed	56085900	FERGUS FALLS
Unnamed	56086100	FERGUS FALLS
Unnamed	56086200	FERGUS FALLS
Unnamed	56086300	FERGUS FALLS
Unnamed	56086600	FERGUS FALLS
Unnamed	56148000	FERGUS FALLS
Unnamed	56009700	FOLDEN
Unnamed	56010000	FOLDEN
Unnamed	56010100	FOLDEN
Unnamed	56010200	FOLDEN
Unnamed	56010500	FOLDEN
Unnamed	56010600	FOLDEN
Unnamed	56010800	FOLDEN
Unnamed	56011200	FOLDEN
Unnamed	56013500	FOLDEN, NIDAROS
Unnamed	56013600	FOLDEN, NIDAROS
Unnamed	56013700	FOLDEN, NIDAROS
Unnamed	56017700	FOLDEN, NIDAROS
Unnamed	56068600	FRIBERG
Unnamed	56068800	FRIBERG
Unnamed	56069200	FRIBERG
Unnamed	56069300	FRIBERG

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Unnamed	56069400	FRIBERG
Unnamed	56069600	FRIBERG
Unnamed	56069800	FRIBERG
Unnamed	56113200	FRIBERG
Unnamed	56071200	FRIBERG, MAPLEWOOD
Unnamed	56071300	FRIBERG, MAPLEWOOD
Unnamed	56022800	GORMAN
Unnamed	56134500	GORMAN
Unnamed	56038900	GRANT COUNTY, ST OLAF
Unnamed	56011300	HENNING
Unnamed	56035900	HOBART
Unnamed	56036600	HOBART
Unnamed	56005800	HOMESTEAD
Unnamed	56106000	HOMESTEAD
Unnamed	56134100	HOMESTEAD
Unnamed	56005000	INMAN
Unnamed	56005100	INMAN
Unnamed	56129900	INMAN
Unnamed	56014500	LEAF MOUNTAIN
Unnamed	56014700	LEAF MOUNTAIN
Unnamed	56015000	LEAF MOUNTAIN
Unnamed	56015200	LEAF MOUNTAIN
Unnamed	56015300	LEAF MOUNTAIN
Unnamed	56015700	LEAF MOUNTAIN
Unnamed	56015800	LEAF MOUNTAIN
Unnamed	56016400	LEAF MOUNTAIN
Unnamed	56016500	LEAF MOUNTAIN
Unnamed	56017000	LEAF MOUNTAIN
Unnamed	56124600	LEAF MOUNTAIN
Unnamed	56114000	LIDA
Unnamed	56160600	LIDA
Unnamed	56047300	MAINE
Unnamed	56047400	MAINE
Unnamed	56047900	MAINE
Unnamed	56151400	MAINE
Unnamed	56072000	MAPLEWOOD
Unnamed	56072100	MAPLEWOOD
Unnamed	56072900	MAPLEWOOD
Unnamed	56073000	MAPLEWOOD
Unnamed	56073600	MAPLEWOOD
Unnamed	56074200	MAPLEWOOD
Unnamed	56074300	MAPLEWOOD
Unnamed	56074500	MAPLEWOOD
Unnamed	56155400	MAPLEWOOD
Unnamed	56156500	MAPLEWOOD
Unnamed	56128300	NEWTON
Unnamed	56132400	NEWTON
Unnamed	56017200	NIDAROS
Unnamed	56017500	NIDAROS
Unnamed	56017900	NIDAROS

Otter Tail County Shoreland Management Ordinance

Revision Date: April 9, 2021

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Unnamed	56018100	NIDAROS
Unnamed	56018300	NIDAROS
Unnamed	56018400	NIDAROS
Unnamed	56018500	NIDAROS
Unnamed	56018600	NIDAROS
Unnamed	56019000	NIDAROS
Unnamed	56126300	NIDAROS
Unnamed	56126400	NIDAROS
Unnamed	56103100	NORWEGIAN GROVE
Unnamed	56103300	NORWEGIAN GROVE
Unnamed	56103600	NORWEGIAN GROVE
Unnamed	56104600	NORWEGIAN GROVE
Unnamed	56104700	NORWEGIAN GROVE
Unnamed	56097200	ORWELL
Unnamed	56168400	ORWELL
Unnamed	56098400	OSCAR
Unnamed	56098800	OSCAR
Unnamed	56099300	OSCAR
Unnamed	56099400	OSCAR
Unnamed	56099600	OSCAR
Unnamed	56099700	OSCAR
Unnamed	56099800	OSCAR
Unnamed	56100000	OSCAR
Unnamed	56100200	OSCAR
Unnamed	56100300	OSCAR
Unnamed	56100500	OSCAR
Unnamed	56120900	OSCAR
Unnamed	56020500	OTTER TAIL
Unnamed	56020800	OTTER TAIL
Unnamed	56011900	OTTO
Unnamed	56012100	OTTO
Unnamed	56002400	PARKERS PRAIRIE
Unnamed	56002800	PARKERS PRAIRIE
Unnamed	56003200	PARKERS PRAIRIE
Unnamed	56003300	PARKERS PRAIRIE
Unnamed	56003500	PARKERS PRAIRIE
Unnamed	56091600	PELICAN
Unnamed	56116300	PELICAN
Unnamed	56160000	PELICAN
Unnamed	56021900	PERHAM
Unnamed	56106200	PERHAM
Unnamed	56012700	PINE LAKE
Unnamed	56021600	RUSH LAKE
Unnamed	56133200	RUSH LAKE
Unnamed	56092700	SCAMBLER
Unnamed	56092900	SCAMBLER
Unnamed	56093000	SCAMBLER
Unnamed	56093200	SCAMBLER
Unnamed	56093300	SCAMBLER
Unnamed	56093800	SCAMBLER

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Unnamed	56117700	SCAMBLER
Unnamed	56039200	ST OLAF
Unnamed	56039400	ST OLAF
Unnamed	56040100	ST OLAF
Unnamed	56040500	ST OLAF
Unnamed	56040900	ST OLAF
Unnamed	56041000	ST OLAF
Unnamed	56041200	ST OLAF
Unnamed	56041400	ST OLAF
Unnamed	56041500	ST OLAF
Unnamed	56042000	ST OLAF, TORDENSKJOLD
Unnamed	56056000	ST OLAF, TUMULI
Unnamed	56048700	STAR LAKE
Unnamed	56049500	STAR LAKE
Unnamed	56049600	STAR LAKE
Unnamed	56154200	STAR LAKE
Unnamed	56044600	SVERDRUP
Unnamed	56045200	SVERDRUP
Unnamed	56045300	SVERDRUP
Unnamed	56045600	SVERDRUP
Unnamed	56045900	SVERDRUP
Unnamed	56046000	SVERDRUP
Unnamed	56046200	SVERDRUP
Unnamed	56046500	SVERDRUP
Unnamed	56047000	SVERDRUP
Unnamed	56145800	SVERDRUP
Unnamed	56044300	SVERDRUP, TORDENSKJOLD
Unnamed	56042500	TORDENSKJOLD
Unnamed	56042600	TORDENSKJOLD
Unnamed	56042900	TORDENSKJOLD
Unnamed	56043200	TORDENSKJOLD
Unnamed	56043400	TORDENSKJOLD
Unnamed	56043600	TORDENSKJOLD
Unnamed	56043800	TORDENSKJOLD
Unnamed	56043900	TORDENSKJOLD
Unnamed	56101300	TRONDJHEM
Unnamed	56101600	TRONDJHEM
Unnamed	56058100	TUMULI
Unnamed	56058200	TUMULI
Unnamed	56058500	TUMULI
Unnamed	56058800	TUMULI
Unnamed	56059000	TUMULI
Unnamed	56059100	TUMULI
Unnamed	56059200	TUMULI
Unnamed	56059500	TUMULI
Unnamed	56059600	TUMULI
Unnamed	56059900	TUMULI
Unnamed	56060000	TUMULI
Unnamed	56060100	TUMULI
Unnamed	56060300	TUMULI

LAKE NAME	DNR LAKE NUMBER	TOWNSHIP
Unnamed	56060500	TUMULI
Unnamed	56060700	TUMULI
Unnamed	56060800	TUMULI
Unnamed	56060900	TUMULI
Unnamed	56061200	TUMULI
Unnamed	56061600	TUMULI
Unnamed	56061800	TUMULI
Unnamed	56137200	TUMULI
Unnamed	56137500	TUMULI
Unnamed	56138000	TUMULI
Unnamed	56138300	TUMULI
Unnamed	56095500	WESTERN
Unnamed	56096000	WESTERN
Unnamed	56096200	WESTERN
Unnamed	56139600	WESTERN
Unnamed	56139700	WESTERN
Unnamed	56030900	EVERTS
Upper Lightning	56095700	WESTERN
Valen	56043500	TORDENSKJOLD
Venstrom	56071900	MAPLEWOOD
Vergas	56055200	CANDOR
Vinge	56040200	ST OLAF
Warner	56051600	DORA
Wedel	56085600	FERGUS FALLS
Wendt	56033200	EDNA
West Annalaide	56000500	EASTERN
West Lost	56048100	MAINE
West Red River	56071100	FRIBERG
West Spirit	56050200	DORA
William	56050800	DORA
Wilson	56073200	MAPLEWOOD
Windy	56005400	NEWTON
Wing River	56004300	ELMO
Wolf	56034500	EDNA
Wolf	56070600	FRIBERG
Zorns	56049700	STAR LAKE

**APPENDIX B-- RIVER CLASSIFICATIONS\***

Rivers in Otter Tail County are classified as follows:

	CLASS	RIVER NAME	FROM	TO
LRA	TRANS	LEAF	OUTLET OF EAST LEAF L IN SEC 24 T134N R38W	BORDER OF WADENA AND OTTER TAIL COUNTIES
ORA	AG	OTTER TAIL	BORDER OF OTTER TAIL AND BECKER COUNTIES	INLET OF LITTLE PINE L IN SEC 35 T137N R39W
ORB	TRANS	OTTER TAIL	OUTLET OF LITTLE PINE L IN SEC 1 T136N R39W	INLET OF BIG PINE L IN SEC 6 T136N R38W
ORC	TRANS	OTTER TAIL	OUTLET OF BIG PINE L IN SEC 17 T136N R38W	INLET OF OTTER TAIL L IN SEC 10 T134N R39W
ORD	AG	OTTER TAIL	OUTLET OF OTTER TAIL L IN SEC 4 T133N R 40W	BORDER OF OTTER TAIL AND WILKIN COUNTIES
PRA	AG	PELICAN	BORDER OF OTTER TAIL AND BECKER COUNTIES	INLET OF L PELICAN L IN SEC 1 T137N R42W
PRB	AG	PELICAN	OUTLET OF LITTLE PELICAN IN SEC 2 T137N R42W	INLET OF BIG PELICAN IN SEC 2 T137N R42W
PRC	AG	PELICAN	OUTLET OF FISH L IN SEC 17 T137N R42W	INLET OF LAKE LIZZIE IN SEC 29 T137N R42W
PRD	TRANS	PELICAN	OUTLET OF LAKE LIZZIE SEC 7 T136N R42W	INLET OF PRAIRIE LAKE SEC 11 T136N R43W
PRE	AG	PELICAN	OUTLET OF PRAIRI L IN SEC 14 T136N R43W	CONFLUENCE WITH OTTER TAIL R IN SEC 31 T133N R 432
RR	AG	REDEYE	BORDER OF BECKER AND OTTER TAIL COUNTIES	BORDER OF WADENA AND OTTER TAIL COUNTIES
TR	TRIB	TRIBUTARIES	ALL OTHER NON-CLASSIFIED WATERCOURSES PER COUNTY PWI MAP AND LIST	
WRA	TRANS	WING	OUTLET OF WING RIVER L IN SEC 14 T132N R37W	EAST SEC LINE SEC 20 T132N R36W
WRE	AG	WING	WEST SEC LINE SEC 21 T132N R36W	BORDER OF OTTER TAIL AND TODD COUNTIES

**REVISIONS TO THE SHORELAND MANAGEMENT ORDINANCE  
OF OTTER TAIL COUNTY  
Otter Tail County Resolution No. 2021 - 117**

WHEREAS,; Minnesota Rules, Chapter 6120 requires each local unit of government to be responsible for administration and enforcement of shoreland management controls adopted and in compliance with said state rules; AND

WHEREAS, Otter Tail County has adopted and revised official controls regulating the use of shorelands since October 15, 1971; AND

WHEREAS the purpose of the proposed revisions to the Shoreland Management Ordinance are to protect the public health, safety and general welfare of its citizens and to protect the surface waters and natural resources of Otter Tail County; AND

WHEREAS, the Minnesota Department of Natural Resources has provided preliminary approval of the proposed revisions of the Shoreland Management Ordinance of Otter Tail County as being substantially compliant with the statewide shoreland standards; AND

NOW THEREFORE BE IT RESOLVED THAT, Otter Tail County by this resolution adopts the proposed revisions to the Shoreland Management Ordinance of Otter Tail County.

The motion for the adoption of the foregoing resolution was introduced by Commissioner Murphy, duly seconded by Commissioner Johnson and, after discussion thereof and upon vote being taken thereon, passed unanimously.

Adopted at Fergus Falls, MN this twenty second day of June 2021.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

Dated: June 22, 2021

By:



Leland R. Rogness, Board of Commissioners Chair

Attest



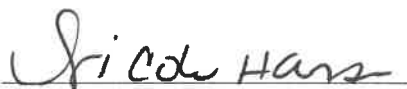
Nicole Hansen, Clerk

STATE OF MINNESOTA )

)

COUNTY OF OTTER TAIL )

I, Nicole Hansen, the County Administrator, do hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by Otter Tail County at a duly authorized meeting therefore held on the twenty second day of June, 2021.



Nicole Hansen, Clerk

**City Council**  
**2024 March Council Meeting & Public Hearing**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, March 26, 2024**

**9. Vergas Community Club**

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**Files Attached**

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- 2024 City of Vergas Event Requests.pdf
- 2024 Looney Day City Worker Help.pdf



03/04/2024

## **Requests to City of Vergas for 2024 VCC Events**

Any additional requests will be submitted as we see the need arise.

### **Maple Fest – 4-13-2024:**

1. Request use of Event Center (Where is our contract, are we paying for facility use yet?)
2. Possible 5k route going out on Hwy 35
3. Need 2 barricades

### **Shops and Hops – 06-8-2024**

1. Request to close main street from VSB to Billy's Corner Bar from 3:00 pm to 11:00pm
2. Bring Band trailer to block main street at Billy's and Vergas Hardware end of street.
3. Request for VCC to sell beer and seltzers from 7-10pm.
4. Request for Craft breweries to be on main street from 4-10pm
5. City Workers:
  - a. Barricades
  - b. Garbage Cans
  - c. 8-10 Spools
  - d. 10-12 Picnic Tables

### **Art in the Park - 6-15-2024**

1. Barricades for Event Center back parking lot
2. Event Center as back up in case of rain
3. Garbage Cans

### **Hansel and Gretel July 8<sup>th</sup> – 13<sup>th</sup>, 2024**

1. Vergas Event Center facility use



### **Looney Days – August 8<sup>th</sup>-11<sup>th</sup>**

1. Street Closures:
  - a. Saturday 7am – 5pm on Main Street
  - b. Saturday 7am – midnight on Railway Ave
  - c. Sunday 7am to 5pm Main Street
2. Facility Use
  - a. Vergas Event Center as back up for Friday and Saturday evenings
  - b. Vergas Baseball Field for Friday (prep) and Saturday
  - c. Vergas Long Lake Park for Friday and Saturday events
3. City Worker requests:
  - a. See attached
4. Request for VCC to set up Beer Garden on Saturday by Hanson's P&H

### **Hairyman Festival – 9-28-2024**

1. Request use of Baseball Diamond
2. Request VCC Liquor license for beer and seltzer sales
3. Request VCC Liquor license for Proof Distillery
4. City Workers:
  - a. Make sure Restrooms have adequate supplies
  - b. Picnic Tables
  - c. Spools
  - d. Barricades
  - e. Cones

### **Wine Walk – 10-19-2024**

1. Request Liquor license for business to give out samples of wine in their business

### **Festival of Trees – 11-23-2024**

1. Request use of Event Center

### **Small Town Christmas – 11-30-2024**

1. Request closure of Main Street 3pm to 7pm
2. Request from City Workers:
  - a. Barricades
  - b. Garbage Cans

## Looney Days 2023 City Worker Help

### General Locations of events:

1. Main Street: Street Fair **Saturday**
2. In front of Hanson's P&H: Bean Bags, Beer Garden, Street Dance **Saturday**
3. Baseball Field: Wiener Dog races , Inflatableables, BGC Games **Saturday**
4. At Long Lake Loon Park
  - a. Need **NO PARKING AFTER 2PM** at the beach on **Friday** (Sign should go up in morning)
  - b. Kids Fishing in morning – Water Ski Show - **Friday**
  - c. Tribute Band with Food Trucks - **Friday**
  - d. 5K- **Saturday**
  - e. Road Rally- **Saturday**
  - f. Little Kids Pageant, Loon Calling, Puppy Plunge, Water Ski Show- **Saturday**
  - g. Oelslager property for parking (tentative) – both **Friday** and **Saturday**
5. Main Street: Collector Car Show, Parade and Water Fights **Sunday**

### GARBAGE:

1. Need garbage bins at locations above.
2. Garbage needs to be emptied at the beach after Friday night or before 7am Saturday morning.

### SPOOLS AND TABLES LOCATIONS:

1. 8 spools 8 tables at Beach for Friday and Saturday – Can be brought down anytime this week.
2. 8 spools 8 tables by Bean Bag area for Saturday – Can put in Summers lot ahead of time.
3. 4 picnic tables by Map sign in ReMax Parking lot - anytime
4. 2 picnic tables in alley by Ditterich- Can be put behind liquor store ahead of time.
5. 4 spools at Baseball Field for Wiener Dog Races - anytime
6. Picnic tables moved from lower Lions Shelter at park to Loon area. (leave 2 down there if enough)

### Misc:

1. Need cones to put along Hwy 4 for no parking on Friday night and around corner by Billy's & Trailer at Teigens. Put in park anytime, by restrooms.
2. Set out Parade cart for parade and no parking signs & cones for street fair- put behind bank
3. Fencing and cement posts by bank for street fair. Can leave at bank corner
4. Barricades available at Loon Park for Friday and Main Street for Saturday and Sunday
5. Cones needed for 5k and need to be at beach (could use the ones that the road is blocked with)
6. Need Loon Caricature out on Main Street – Put it down by the new Lake Map sign anytime.
7. Band trailer will be brought in Thursday afternoon. Need to unload fencing and stuff inside.
8. Need to move bleachers at Baseball field to Wiener Dog Track
9. Need to pick up and return bleachers from Frazee School. 3 hours estimated for both.

Contact People

**Sherri** – Overall- 218-849-9083

**Patty Klatt** – Street Fair – 218-849-2524

**Sydney Glawe** – Street Dance and Beer Garden – 218-234-4050

**Digger** – Wiener Dog Races – 763-370-9796

**Patty Jaeger** – Parade – 218-234-1451

**Tammy Kinsella** – Rummage Sales – 218-731-5573

**Paul Sonnenberg** – Random help – 612-867-9780

**City Council**  
**2024 March Council Meeting & Public Hearing**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, March 26, 2024**

**10. Staff Reports**

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- A. Utilities Superintendent Report
- B. Clerk-Treasurer

**Files Attached**

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- March Clerk-Treasurer Report.pdf

Clerk-Treasurer Council Report  
March 2024

**Elections:**

Filled the position as Head Judge for the Presidential Primary Election on March 5, 2024. 43 citizens voted in the City of Vergas. Expenses for the election will be reimbursed by the 3 major political parties. Voters commented on the floors here in the event center-stating they are beautiful.

**Grants:**

Applied:

Municipal Clerks Advanced Academy Grant, \$100.00. In process.

League of MN Cities: Grant Navigator \$5,000.00 In process.

MN Department of Labor and Industry Safety Grant. This grant was not approved.

Reviewing:

Otto Bremer Trust: Deadline April 18, Informational Meeting March 27/

WCI Grant: Deadline April 30, Information Meeting April 26

**Government Services Building**

Offices will be ready to be moved into on April 9, 2024 they only item that will not be completed is the front door. Requesting the Council hold an open house on Saturday, April 13 from 10 am -1 pm selling yard waste permits, dog licenses and golf cart permits.

**Education and Trainings:**

Attended the MN Clerks and Finance Conference:

Utility Rate Analysis

Working on a 5-year budget spreadsheet. Discussed the need for \$250,000.00 per enterprise to keep up with updates for small communities.

Financing Options for your City

All cities need a CIP (this can be a spreadsheet or an engineered document whatever the city is comfortable with).

Adult Use of Cannabis: The year after legislation

Zoning has a 30-day time limit. County makes the rules unless the City takes control of rules. LMC will not cover cannabis claims if city decides to carry or have a dispensary they must get other insurance. Citizens can grow up to 8 plants with 4 of them being mature (flowering). Plants must be kept in a closed space away from public view. City cannot limit edibles but can limit cannabis retailers. State will be holding a lottery for 50 stores to receive their retailers license for cannabis this summer. City cannot make cannabis retailer exclusive to city as they do with liquor.

Drug and Alcohol Testing Requirements for Commercial Drivers

Updated information on retaining files and reporting.

Attending Wednesday, March 27 LMC Loss Control

**City Council**  
**2024 March Council Meeting & Public Hearing**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, March 26, 2024**

**11. Information & Announcements**

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Trainings:

1. MN Clerks and Finance Officers – March 19 -22, 2024 in St Cloud (Lammers)
2. LMC, Loss Control Workshop March 26 in Mahanomen or March 27 in Alexandria (DuFrane, Engebretson, Lammers)
3. Municipal Beverage Association (MMBA) April 20-23, 2024 Arrowwood (Theisen)
4. League of MN Cities Annual Conference June 26-28, 2024 in Rochester (Mayor, Council & Lammers)
5. 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)