

**City Council**  
**2024 April Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, April 9, 2024**

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
  1. Council Minutes of the March 26, 2024
  2. Bills paid between Council meetings and Council bills
  3. Liquor Store bills for March 2024
  4. Late water/sewer bills
  5. 2024 Investment Schedule/Bond Schedule
  6. General Fund Special Revenue Money Market Account
  7. 2024 Statement of Receipts, Disbursements and Balances
  8. American Rescue Plan Funding 2021-2026
  9. Committee Reports - requiring no Council Action
    1. EDA/HRA
    2. Personnel
  10. Work Request Form
- 5. Ottertail County Shoreline Management Ordinance and Agreement**
- 6. Vergas Community Club**

Street Closings
- 7. Otter Tail Lakes County Assn.**
- 8. Committee Reports**
  1. Planning Commission
  2. Event Center Advisory Board
  3. Streets Committee
  4. Park Board
- 9. Ringdahl Ambulance**
- 10. Attorney Review**
- 11. Staff Reports**
  - A. Utilities Superintendent
  - B. Clerk-Treasurer
  - C. Liquor Store Manager
- 12. Information & Announcements**

Trainings:

  1. LMC, Loss Control Workshop, April 23, 2024 St Cloud (DuFrane, Engebretson, Lammers)
  2. Municipal Beverage Association (MMBA) April 20-23, 2024 Arrowwood (Theisen)
  3. League of MN Cities Annual Conference June 26-28, 2024 in Rochester (Bruhn, Albright)
  4. Clerks Advanced Academy- September 19-20, 2024 (Lammers)

Events:

  1. Local Board of Review, April 10, 2024 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
  2. 10<sup>th</sup> Annual Emergency Summit Operation: Rubble Rendezvous, Otter Tail County Emergency Management Perham Area Community Center Thursday, April 19, 2024, 9:00 am to 4 pm (Emergency Management-Lammers) (must register)
  3. Otter Tail County Work Force Summit, Thumper Pond Otter Tail Mn, 8:30-3:30 (Council and Lammers) Wednesday, April 24, 2024
  4. Vergas EDA/HRA Annual Meeting, April 30, 2024 Vergas Event Center - Everyone encouraged to attend.
  5. Household Hazardous Waste Day, Thursday, June 20, 2024 10:00 - 2:00 (Volunteers Needed)
- 13. Adjournment**



# Table of Contents

2. Citizens' Concerns .....	4
4. Approval of Consent Agenda .....	6
April Meeting .....	10
March .....	15
2024 .....	17
2024 .....	18
Table 1 .....	19
Vergas EDA/HRA .....	20
Call to Order .....	20
Agenda Additions and Deletions .....	20
Minutes .....	20
Financial Update .....	20
Vergas HRA Lots on Eva and Diane St .....	20
Otter Tail County Community Development Director Amy Baldwin explained the process for deciding on the amount for affordable housing and meeting the state statue. The county figures 115% of the medium income for the state of Minnesota. The county can ...	20
Old Business .....	20
Council Recommendations .....	21
Follow up Actions. ....	21
All members bring 1-2 ideas for goals in 2024 with measurable results. ...	21
Lammers to provide lists of opportunities from WCI and Otter Tail County...	21
Lammers to speak with Amy Baldwin and Wanye Johnson with Otter Tail County regarding income limits. ....	21
All members bring a color-coded map to the next meeting to discuss zoning in Vergas. ....	21
6. Vergas Community Club .....	34
Vergas Community Club .....	35
7. Otter Tail Lakes County Assn. ....	36
8. Committee Reports .....	42
9. Ringdahl Ambulance .....	53
10. Attorney Review .....	63
11. Staff Reports .....	68
Valuation .....	72
Sales .....	73
12. Information & Announcements .....	74

**City Council**  
**2024 April Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, April 9, 2024**

**2. Citizens' Concerns**

---

**Files Attached**

---

- Thank youCouncilpdf.pdf



TO: Mayor Julie Bruhn and the Vergas City Council

FROM: Carol J. S. Albright, Chair Vergas Arts Club

DATE: April 9, 2024

RE: LRAC Grant

This is to inform you that the Projects Grant proposal I wrote was accepted by the Lake Region Arts Council in the amount of \$2500. I am named the Project Director and the City of Vergas is the Organization Recipient. The City will also act as the Fiscal Agent.

The money will be used to pay the band, Pert Near Sandstone, who will perform from 7-10 p.m. in downtown Vergas on Main Street after the Shops & Hops event on Saturday, June 8, 2024. Private donations total \$1500 for the event. In addition, the Arts Club will fund \$1000; making the total band cost \$5000. The Arts Club will also pay the \$900 Sound Tech fee. There is no cost to the City except the time to write a check to the band. (Julie Lammers will write the check to the band. I will deliver it to them.)

Because of the grant there will be no admission charge for the concert. The Community Club will set up a beer and selzer booth for the event. In case of bad weather, the Event Center will be used as the venue.

Thank you for supporting my effort to write the grant and lead the project. Supporting the arts in our community is a wise choice on your part.

**City Council**  
**2024 April Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, April 9, 2024**

**4. Approval of Consent Agenda**

---

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

**Files Attached**

---

- 03.26.24 Council Minutes.pdf
- 04.2024 City Bill Listing.pdf
- 04 April Claims List.pdf
- 03.2024 Liquor Store Bill Listing.pdf
- Utility Billing past\_due\_customers (11).pdf
- 2024 Investment Schedule & Bond Schedule.pdf
- 2024 General Fund\_Special Revenue Money Market Account Report.pdf
- American Rescue Plan Funding 2021-2026.pdf
- 04.02.2024 EDA\_HRA Agenda Minutes.pdf
- Personnel Comm meeting 3 19 24.pdf
- Vergas City Employee Work-Order Form updated 04.09.2024.pdf
- 3.31.2024 Statement of Rec. Disb and Balances.pdf
- 03.31.2024 Interim Financial Report - General Fund.pdf
- 03.31.2024 Interim Financial Report - Sewer Fund.pdf
- 03.31.2024 Interim Financial Report - Water Fund.pdf

CITY OF VERGAS  
PUBLIC HEARING  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, March 26, 2024

The City Council of Vergas met at 6:30 pm on Tuesday, March 26, 2024 for a hybrid Public Hearing at the Vergas Event Center and on a Zoom with the following members present: Mayor Julie Bruhn; Council Members: Bruce Albright, Paul Pinke, Dean Haarstick and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Editor Bob Williams of the Frazee-Vergas Forum; and Citizens Marcia Huddleson, Josh Hanson, Paul Sonnenberg, Sherri Hanson, Chris Leclair and Kyle Westergard.

Mayor Julie Bruhn opened the public hearing to discuss Community Partnership Grant for JRMH Holdings.

Josh Hanson reviewed the request for a grant to build a home with gap financing. The process regarding developers receiving funds to make up the difference between cost of materials and amount house can sell for was reviewed.

Public Hearing Closed at 6:35 p.m.

CITY OF VERGAS  
PUBLIC HEARING  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, March 26, 2024

The City Council of Vergas met at 6:35 pm on Tuesday, March 26, 2024 for a hybrid Public Hearing at the Vergas Event Center and on a Zoom with the following members present: Mayor Julie Bruhn; Council Members: Bruce Albright, Paul Pinke, Dean Haarstick and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Editor Bob Williams of the Frazee-Vergas Forum; and Citizens Marcia Huddleson, Josh Hanson, Paul Sonnenberg, Sherri Hanson, Chris Leclair and Kyle Westergard.

Mayor Julie Bruhn opened the public hearing to discuss Tax Abatement for Paul & Deb Sonnenberg.

The Hearing including information regarding the tax abatement encouraging homes to be built by citizens wanting to homestead in Vergas. This program gives a tax incentive of up to \$5,000 in tax refund for up to 5 years on the home built on property. This will increase the tax market value of Vergas for years to come.

Public Hearing Closed at 6:38 p.m.

CITY OF VERGAS  
COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, March 26, 2024

The City Council of Vergas met at 6:39 pm, on Tuesday, March 26, 2024 at the Vergas Event Center and on a Zoom for a hybrid regular council meeting with the following members present: Mayor Julie Bruhn; Council Members: Bruce Albright, Paul Pinke, Dean Haarstick and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Editor Bob Williams of the Frazee-Vergas Forum; Otter Tail County Land and Resource Management Director Chris LeClair and Assistant Director Kyle Westergard; and Citizens Marcia Huddleson, Josh Hanson, Paul Sonnenberg and Sherri Hanson.

**Call to Order**

Mayor Julie Bruhn called the meeting to order.

### **Citizens' Concerns**

No concerns addressed.

### **Agenda Additions and Deletions**

Motion by Pinke, seconded by Albright to approve the agenda with the following item added: MN Rural Water Award. Motion passed unanimously.

### **Approval of Consent Agenda**

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

1. Council Minutes of the February 13, 2024 and February 27, 2024

2. Bills paid between Council meetings and Council bills for \$38,907.41

3. Liquor Store bills for February 2024 for \$57,835.06

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

Motion passed unanimously.

### **MN Rural Water Award**

Bruhn explained the city has received the Dave Neiman Source Water Protection Award. DuFrane received the award at the MRWA 40<sup>th</sup> Annual Water and Wastewater Technical Conference. The City has had a very effective campaign to educate private well owners in the area on the importance of properly managing their wells via the city's website, regular newsletters and by installing a glass display case which holds wellhead protection educational materials in a prominent location in town. Bruhn thanked the city employees for their hard work regarding water in Vergas.

### **Public Hearing Topics**

#### **Community Partnership Grant**

Motion by Albright, seconded by Pinke to approve resolution 2024-003 (complete copy of resolution located at the city office and on the city web page) regarding the Community Partnership Grant applied for by JRMH Holdings for \$10,000.00 in abatement to be received within 10 years. Motion passed unanimously.

#### **Tax Abatement**

Motion by Albright, seconded by Pinke to approve resolution 2024-003 (complete copy of resolution located at the city office and on the city web page) regarding the Tax Abatement applied for by Paul & Deb Sonnenberg for \$5,000.00 in abatement to be received within 5 years. Motion passed unanimously.

### **Ottertail County Shoreline Management Ordinance and Agreement**

Otter Tail County Land & Resource management Director Christopher LeClair reviewed the discussion between Lammers and himself regarding the County overseeing the Shoreline Management permits for the City of Vergas. The Planning Commission asked Lammers to look into the County reviewing permits as they do not feel they are qualified to do so. Albright explained the planning commission requested for permits to be run through the county to keep them consistent and having someone who deals with the laws daily. Otter Tail County Land & Resource Management Assistant Director Kyle Westergard explained there are some differences between our current Lake Shore Management Ordinance and the County Ordinance Lammers, Albright, LeClair and Westergard will review differences and bring back a recommendation for the Council. LeClair stated he sees this as a joint powers agreement and would like to see a 2-year agreement. This could take up to a year to develop and make a reality.

Conditional Use Permits, Variances and enforcement will need to be handled by the city but the county will issue day to day permits.

### **Vergas Community Club**

Sherri Hanson, President of the Vergas Community Club (VCC) provided a list of duties for employees to do during the events put on by the VCC. Bruhn explained the city employees have requested a point of contact including a phone number for duties requested, council would like to look at each event separately as more items tend to come up for city employees to do and the list did not have enough detail. Hanson requested the city waive the fee for beer vendors and VCC to sell beer during Shops and Hops. Motion by Albright, seconded by Fisher to waive the \$125.00 fee for the 1-to-4-day state permit per vendor for Shops and Hops and the VCC 1-to-4-day permit fee of \$125.00. Motion passed unanimously.

### **Staff Reports**

#### Utilities Superintendent

DuFrane explained the part from Ace Electric (pigtails for generator hook up at the water plant) has been placed on back order again.

#### Clerk-Treasurer Report

Motion by Pinke, seconded by Fischer to allow Lammers and DuFrane to attend Loss Control Conference in St. Cloud on August 23, 2024 as the conference in both Alexandria and Mahanomen were canceled due to weather. Motion passed unanimously.

Motion by Albright, seconded by Pinke to hold an open house at the government services center on Saturday, April 13 from 10 am to 1 pm for the public to see the new building and for the employees to sell yard waste permits, dog licenses and golf cart permits. Motion passed unanimously.

Lammers reviewed a boundary line change requested from Josh Hanson. Hanson stated that he would like to put this on hold as a lot may sell with the current boundary lines. Tabled until next meeting.

### **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 (Theisen) Arrowwood
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:

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)

### **Adjournment**

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

Vergas Clerk-Treasurer  
Julie Lammers, CMC

CITY OF VERGAS  
 Bill Listing for March 27 to April 5 , 2024

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>TOTAL</u></b>
City of Vergas	Government Services Office, Water/Sewer	56.23
City of Vergas	Payroll	3,583.59
Internal Revenue Services	2024 Withholding Tax	3,014.10
MN Dept. of Revenue	Sales Tax	4.38
MN Dept. Revenue	2024 Withholding Tax	241.91
Public Employees Retirement Assoc.	Payroll	998.00
Total for bills paid between Council Meetings		<hr/> \$7,898.21

Date Range : 3/8/2024 To 4/10/2024

<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>
04/09/2024	Aramark	Event, cleaning products & rugs Inv 2520362710, 2520355228	24542	\$225.30	100-45110-210-	EVENT CENTER	\$225.30
04/09/2024	Colonial Life	Employee, insurance employee reimbursed 2024 BCN: E553771	24543	\$182.24	100-41405-999-609-49751-999-	Clerk Liquor Store - Manager - Off-Sale	\$58.12 \$124.12
04/09/2024	Corporate Technologies, LLC	All Depts, Technology Inv #124709, 128410, 128502, 129380, 127015	24544	\$1,634.00	100-41010-200-100-41010-200-	GENERAL GOVERNMENT GENERAL GOVERNMENT	\$734.00 \$900.00
04/09/2024	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	24545	\$75.00	601-49440-321-601-49440-321-100-43110-321-100-45210-321-	Water Utilities - Administration and General Water Utilities - Administration and General Highways, Streets & Roadways Parks	\$18.75 \$18.75 \$18.75 \$18.75
04/09/2024	Matthew Engebretson	St, Pk, reimbursed cell phone	24546	\$25.00	100-43110-321-100-45210-321-	Highways, Streets & Roadways Parks	\$12.50 \$12.50
04/09/2024	Elan Financial Services	GG, Zoom, Jamf Software & Adobe Clerk, conference Event, kitchen pans	24547	\$1,396.62	100-41010-200-601-49440-331-602-49490-331-100-41405-331-	GENERAL GOVERNMENT Water Utilities - Administration and General Sewer Utilities - Administration and General Clerk	\$209.15 \$177.92 \$177.93 \$177.92

Date Range : 3/8/2024 To 4/10/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-45110-220-	EVENT CENTER	\$354.16
					100-41010-220-	GENERAL GOVERNMENT	\$299.54
04/09/2024	Hach Corporation	Wtr, chemicals Order#320895906	24548	\$428.52			
					601-49440-218-	Water Utilities - Administration and General	\$428.52
04/09/2024	Hawkins, Inc	Wtr, chemicals Inv 6716971	24549	\$792.28			
					601-49440-218-	Water Utilities - Administration and General	\$792.28
04/09/2024	Julie Lammers	Clerk, Reimbursed cell phone	24550	\$75.00			
					100-41405-331-	Clerk	\$25.00
					601-49440-331-	Water Utilities - Administration and General	\$25.00
					602-49490-331-	Sewer Utilities - Administration and General	\$25.00
04/09/2024	League of Minnesota Cities	LMC, Regional Safety Meetings	24551	\$486.75			
					100-42010-345-	PUBLIC SAFETY	\$486.75
04/09/2024	Ralph Weber	Event, return deposit for May 7	24552	\$75.00			
					100-45110-999-	EVENT CENTER	\$75.00
04/09/2024	Lakes Community Cooperative	Street, operating fuel & coffee	24553	\$508.76			
					100-43110-210-	Highways, Streets & Roadways	\$508.76
04/09/2024	Lamb Garage Door	Shop, repair garage door opener Inv 1082	24554	\$1,700.00			
					100-43010-400-	City Shop	\$1,700.00
04/09/2024	MENARDS - DETROIT LAKES	Event, garbage bags and trash cans	24555	\$127.88			
					100-45110-210-	EVENT CENTER	\$127.88
04/09/2024	Olson Oil Co.	St, operating supplies	24556	\$154.67			
					100-43110-210-	Highways, Streets & Roadways	\$154.67



Date Range : 3/8/2024 To 4/10/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
04/09/2024	Madison National Life Ins Co, Inc	Employee short term Insurance (April -June 2024)	24557	\$211.83			
					100-45210-130-	Parks	\$26.91
					601-49440-130-	Water Utilities - Administration and General	\$26.91
					602-49490-130-	Sewer Utilities - Administration and General	\$26.90
					100-41405-130-	Clerk	\$17.28
					609-49751-130-	Liquor Store - Manager - Off-Sale	\$86.92
					100-43110-130-	Highways, Streets & Roadways	\$26.91
04/09/2024	Productive Alternatives, Inc.	Event Center, Cleaning Inv#INV472	24558	\$92.23			
					100-45110-300-	EVENT CENTER	\$92.23
04/09/2024	Steve's Sanitation, Inc.	Event & Parks, garbage	24559	\$378.06			
					100-45110-384-	EVENT CENTER	\$106.08
					100-45210-384-	Parks	\$271.98
04/09/2024	Summers Construction	GG, Government Services remodeling Inv. 390	24560	\$6,627.94			
					440-41010-520-	GENERAL GOVERNMENT	\$6,627.94
04/09/2024	Kyle Theisen	LS, Cell Phone Reimbursement	24561	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
04/09/2024	Vergas Hardware	All Depts, supplies	24562	\$299.56			
					100-43010-210-	City Shop	\$44.94
					100-43110-210-	Highways, Streets & Roadways	\$15.19
					100-45110-210-	EVENT CENTER	\$123.34
					100-45210-210-	Parks	\$67.36
					100-41010-200-	GENERAL GOVERNMENT	\$48.73
04/09/2024	Paulnet Goup, LLC	GG, web site	24563	\$821.95			
					100-41010-300-	GENERAL GOVERNMENT	\$821.95
04/09/2024	Leighton Broadcasting	Event, 2024 advertising	24564	\$100.00			

Date Range : 3/8/2024 To 4/10/2024

<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>
					100-45110-340-	EVENT CENTER	\$100.00
Total For Selected Claims				\$16,443.59			\$16,443.59

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 March 2024

Vendor	Description	Total
Absolute Ice		83.40
Aramark	Rugs	111.75
Artisan Beer Company		1,097.85
Arvig Communications	Security, phone	248.54
Bergseth Bros		12,103.95
Beverage Wholesalers		2,875.45
Blue Cross/Blue Shield	Employee Insurance	1,841.80
Breakthru Beverage MN Wine and Spirits		2,819.10
Bucks Mill Brewing		232.30
City of Vergas	Payroll	4,728.84
City of Vergas	Water/Sewer	58.32
Colonial Life	Em. Reimb. Life insurance	124.12
Dacotah Paper Company	Supplies	158.73
D-S Beverage		3,817.26
Fricke Consultin	POS System	165.00
Great Plains Nat Gas	Utility	108.40
Internal Revenue Service	2024 Withholding Tax	1,403.38
Johnson Brothers Liquor Co		10,524.42
Klockow Brewing CO		132.00
Merchant Service	Credit Card Fees	777.01
MN Dept. of Revenue	Sales Tax	2,618.00
MN Dept. Revenue	2024 Withholding Tax	208.20
Otter Tail Power Company	Utility	444.89
Paustis Wine Company		367.00
Phillips Wine & Spirits		6,040.93
Public Employees Retirement Assoc.	Payroll	877.18
Southern Glazer's of MN		11,575.94
Theisen, Kyle	Cell phone reimbursement	25.00
Vergas Community Club	Membership & Bean Bag Board Advertising	200.00
Vergas Sate Bank -HAS	Employee HAS	207.00
Viking Coca-Cola Bottling Co		276.30
Vinocopia, Inc		483.00
Wine Merchants		916.14
Total		<u>\$67,651.20</u>
March Receipts		<u>53,507.34</u>
	March Operating Income (Loss)	<u>(14,143.86)</u>
	Jan-Feb Operating Income (Loss)	<u>(14,114.28)</u>
<b>2024 Total Operating Income (Loss)</b>		<u><b>(28,258.14)</b></u>

**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	1371	Pixley, Daryl	Active	82000990089001	125 1st Ave N	63	56.55	180.96	0.00	01/04/2024	118.76	86126239	WATER	No
2	0	1082	Otter Coffee	Active	82000990056000	118 E Main St	94	158.46	332.06	0.00	02/11/2024	125.00	86271553	WATER	No
2	0	1190	Skal Inc	Active	82000500012001	219 E Frazee Ave	155	493.25	751.51	0.00	10/26/2023	472.52	62392578	WATER	No
2	0	21	Krieg, Benjamin	Active	21	149 E Elm St	63	1.70	157.76	0.00	10/24/2023	331.00	88805360	WATER	No
2	0	3001	Meyer, Sapphire	Active	82000990214000	102 Altona Ave	63	59.93	220.99	0.00	09/25/2023	350.00	88707172	WATER	No
2	0	430	Maring, Nicole	Inactive	82000500023000	500 S Pelican Ave	63	0.68	57.23	0.00	02/26/2024	56.55	88917789	WATER	No
2	0	470	Lewis, Tristyn	Active	470	430 S Pelican Ave	63	85.25	293.61	0.00	02/15/2024	177.00	88917787	WATER	No
2	0	491	Hariluk, Logan	Active	491	281 W Hill St	63	71.40	231.12	0.00	12/27/2023	77.80	88707168	WATER	No
2	0	502	Perry, Vanessa	Active	502	261 W Hill St	125	270.28	435.04	0.00	12/28/2023	355.00	88707256	WATER	No
2	0	1361	Longtin, Trisha	Active	1361	401 E Scharf Ave	825	307.15	488.69	0.00	02/12/2024	100.00	88707192	WATER	No
2	0	211	Lemon, Brandon	Active	82000990110000	213 W Main St	825	149.43	351.65	0.00	03/25/2024	300.00	88707196	WATER	No
2	0	230	Weldon, Ben & Nicole	Active	230	125 N 3rd Ave	825	275.83	539.89	0.00	10/23/2023	100.00	88805354	WATER	No
2	0	530	Hoard, Daniel	Active	82000990130000	390 S Pelican Ave	825	124.99	280.35	0.00	12/21/2023	300.00	87476693	WATER	No
2	0	570	Licence, Tony	Active	82000990127000	350 S Pelican Ave	825	231.78	444.99	0.00	01/02/2024	360.00	86271557	WATER	No
2	0	621	Woods, Cassandra	Active	82000990123000	304 S Pelican Ave	825	257.37	455.13	0.00	02/16/2024	250.00	87137796	WATER	No
5	0	614	Donna Frank	Inactive	614	310 1/2 S Pelican Ave	185	47.21	47.21	0.00					No
5	0	1241	Vergas, City Of	Inactive	1241	140 E Linden St	339	28.00	28.00	0.00					No
<b>Total</b>							<b>Count: 17</b>	<b>2,619.26</b>	<b>5,296.19</b>						

### City of Vergas Investments

	<u>Account Number</u>	<u>12/31/23 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	200,000.00	721.63	295,164.74	75.00% 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	200,000.00	721.63	908,752.31	

### City of Vergas Bond Schedule

Title	<u>Purchase Date</u>	<u>Req. 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 03/31/2024</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**

			2024			03/31/2024
	2023 Balance	Interest	2024 Interest	Purchased	2024 sold	Balance
Uncommitted Funds	104,412.88	1.12%	8.08	0.00	100,000.00	4,420.96
City Shop	8,078.61	2.05%	14.79	0.00	0.00	8,093.40
Easements	5,224.43	1.32%	9.53	0.00	0.00	5,233.96
Event Center	960.36	0.24%	1.73	0.00	0.00	962.09
Event Center Electronic Sign	10,037.60	2.54%	18.33	0.00	0.00	10,055.93
General	14,536.02	3.69%	26.63	0.00	0.00	14,562.65
Park	20,711.99	5.25%	37.89	0.00	0.00	20,749.88
Sand Seal (Seal Coating)	13,012.13	3.30%	23.81	0.00	0.00	13,035.94
Sidewalk	14,938.79	3.79%	27.35	0.00	0.00	14,966.14
Street Improvements/Equipment	41,554.87	10.54%	76.06	0.00	0.00	41,630.93
2019 Street Project	150,562.67	38.17%	275.45	0.00	0.00	150,838.12
2006 Street Project	110,412.76	27.99%	201.98	0.00	0.00	110,614.74
Balance	\$494,443.11	100.00%	\$721.63	\$0.00	\$100,000.00	395,164.74 ***
			721.63			

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

Current Committed Total 129,290.92

## 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, April 2, 2024**

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, April 2, 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, Paul Sonnenberg and Joy Summers. Absent: Vanessa Perry. Also Present: City Clerk-Treasurer Julie Lammers; Citizens Daren Berube, Lee Dahlgren and Josh Hanson; Otter Tail County Community Development Director Amy Baldwin, and County Commissioner Wayne Johnson 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.

**Minutes**

Motion by Summers, seconded by Sonnenberg to approve the minutes of February 13, 2024. Motion passed unanimously.

**Financial Update**

Lammers reviewed the 2024 income and expenses.

**Vergas HRA Lots on Eva and Diane St**

Otter Tail County Community Development Director Amy Baldwin explained the process for deciding on the amount for affordable housing and meeting the state statute. The county figures 115% of the medium income for the state of Minnesota. The county can help with down payment assistance. There is a housing grant which can be applied for to help with costs. The County would be able to add Vergas to the 2025 application for a project to be completed in 2026. The Vergas HRA could apply in 2024 for 2025 start date. Motion by Summers, seconded by Sonnenberg to ask county to apply in 2025 and to oversee a building project. Motion passed unanimously. We will continue to market Shady Oaks Development with current income restrictions and revisit at the May meeting.

**Old Business**

2024 Housing and Economic Goals.

Discussed changes Lammers will update goal sheet and provide to members. Motion by Summers, seconded by Albright to swap the 3 lots owned by the Otter Tail County HRA with the 3 lots directly across the street owned by the Vergas HRA as requested by the Otter Tail County HRA. Motion passed unanimously.

Vergas Zoning Map

All EDA/HRA members should bring a colored map to the May meeting to discuss zoning ideas.

CEDA Grant

Lammers will be meeting with and introducing Jordan Grossman, CEDA Representative to area businesses on Friday, April 12, 2024.

**New Business**

EDA/HRA Bylaws

Reviewed bylaws Lammers will make changes and email them to members to review for May meeting.



### EDA/HRA Meeting

Motion by Summers, seconded by Sonnenberg to move the monthly meetings to the first Wednesday of the month at 2 pm. Motion passed unanimously.

### Annual Meeting

Motion by Albright, seconded by Sonnenberg to hold the annual meeting Tuesday, April 30, 2024 with a social hour beginning at 5:30 pm and meeting and meal at 6 pm Motion passed unanimously. This meeting will be held at the Event Center with the Loon's Nest catering the meal. Speakers will be Jordan Grossman and Samantha VanWechel-Meyer.

### Adjourn

Motion by Sonnenberg, seconded by Ditterich to adjourn the meeting at 3:55 p.m. Motion passed unanimously.

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  
Personnel Committee Meeting

The Personnel Committee was called to order on Tuesday, March 19, 2024, 9am, at the Vergas Event Center meeting room. Present: Julie Bruhn, Natalie Fischer, and Matt Engebretson.

The annual performance appraisal for Matt Engebretson was conducted. Two performance criteria were identified as needing improvement.

Recommendations for City Council: None

Recorder;  
/es/ Julie Bruhn

## City of Vergas Employee Work Request Form

City Staff, City Committees, Community Organizations and or businesses are to submit this form to the City Office when new work is needed.

### **New Work Request Definition:**

- New work is work that is not already outlined in job description or not part of customarily performed work activity.

### **Process for Approval:**

- Impacted staff will review to determine if new requested work can be accomplished during normal business hours.
  - If new work requested cannot be completed during normal business hours, City Council will review to determine priority and best options, i.e. overtime, contract for work, delay etc.
- 

*Please select date and fill in at the prompts below-(if using hard-copy please hand-write below the category):*

**Date Submitted by Requestor:** [Click or tap to enter a date.](#)

**Project Point of Contact:** [Click or tap here to enter text.](#)      **Contact Phone #:** [Click or tap here to enter text.](#)

**Work Request Description (filled out by Requestor):**

[Click or tap here to enter text.](#)

---

**Comments/ Feedback from City Employee:**

[Click or tap here to enter text.](#)

**Date Approved/ Denied (filled out by City Clerk):** [Click or tap to enter a date.](#)

As on 3/31/2024

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)	15,378.03	100,000.00	0.00	103,389.30	721.63	0.00	(36,400.92)	134,849.99	98,449.07
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	16,681.40	0.00	0.00	(1,339.63)	0.00	(1,339.63)
Water	186,134.71	28,719.38	0.00	0.00	41,999.47	0.00	0.00	172,854.62	15,023.74	187,878.36
Sewage Collection and Disposal	(149,481.14)	24,679.81	0.00	0.00	24,137.13	0.00	0.00	(148,938.46)	49,467.40	(99,471.06)
Municipal Liquor Store	98,808.66	144,362.64	0.00	0.00	152,371.09	0.00	0.00	90,800.21	147,746.03	238,546.24
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>220,202.61</b>	<b>200,000.00</b>	<b>5,000.00</b>	<b>427,022.77</b>	<b>721.63</b>	<b>0.00</b>	<b>130,679.51</b>	<b>507,087.16</b>	<b>637,766.67</b>

As on 3/31/2024

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
General Property Taxes (31001 through 31299)	31001	67,806.25	3,317.86	64,488.39	4.9	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		67,806.25	3,317.86	64,488.39	4.9	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	109.05	(109.05)	0.0	48.57 0.00	48.68 0.00	11.80 0.00	0.00 0.00	0.00 0.00	0.00 0.00
10% Gambling Tax	31311	1,000.00	0.00	1,000.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 313		1,000.00	109.05	890.95	10.9	48.57 0.00	48.68 0.00	11.80 0.00	0.00 0.00	0.00 0.00	0.00 0.00
LICENSES AND PERMITS	32105	2,250.00	0.00	2,250.00	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
Alcoholic Beverages	32110	1,600.00	0.00	1,600.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Non-Intoxicating Malt Liquor	32115	125.00	0.00	125.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Set-Up License	32116	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
Cigarette Licenses	32117	100.00	0.00	100.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 321		4,125.00	0.00	4,125.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Building Permits (Excludes surcharge)	32210	1,593.75	2,100.00	(506.25)	131.8	180.00 0.00	30.00 0.00	1,890.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Grade and Fill Permit	32211	0.00	150.00	(150.00)	0.0	0.00 0.00	75.00 0.00	75.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
GOLF CART PERMIT	32213	35.00	60.00	(25.00)	171.4	0.00 0.00	0.00 0.00	60.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
YARD WASTE PERMIT	32215	4,086.25	1,820.00	2,266.25	44.5	390.00 0.00	390.00 0.00	1,040.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Animal Licenses	32240	187.50	154.00	33.50	82.1	30.00 0.00	72.00 0.00	52.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 322		5,902.50	4,284.00	1,618.50	72.6	600.00 0.00	567.00 0.00	3,117.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Federal Grants and Aids	33101	1,000.00	0.00	1,000.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 331		1,000.00	0.00	1,000.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
INTERGOVERNMENTAL REVENUES	33200	32.75	0.00	32.75	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 3/31/2024

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
Total Acct 332		32.75	0.00	32.75	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	7,000.00	1,950.00	5,050.00	27.9	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		7,000.00	1,950.00	5,050.00	27.9	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	10,937.75	0.00	10,937.75	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	4,465.25	0.00	4,465.25	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		15,403.00	0.00	15,403.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
County Grants and Aids for Highways	33610	750.00	0.00	750.00	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		750.00	0.00	750.00	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	500.00	50.00	450.00	10.0	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		500.00	50.00	450.00	10.0	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	4,000.00	0.00	4,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 342		4,000.00	0.00	4,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00

As on 3/31/2024

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
<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	225.00	70.34	154.66	31.3	24.73	18.93	26.68	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Rent/Municipal Building	36217	1,800.00	1,650.00	150.00	91.7	550.00	550.00	550.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
RENT/EVENT CENTER	36225	4,400.00	2,540.00	1,860.00	57.7	580.00	1,560.00	400.00	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	300.00	(300.00)	0.0	75.00	75.00	150.00	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	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
Contributions and Donations from Private Sources	36230	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
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	1,155.00	0.00	1,155.00	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>8,330.00</b>	<b>5,667.12</b>	<b>2,662.88</b>	<b>68.0</b>	<b>2,212.51</b>	<b>2,327.93</b>	<b>1,126.68</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	6,250.00	0.00	6,250.00	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
<b>Total Acct 392</b>		<b>6,250.00</b>	<b>0.00</b>	<b>6,250.00</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>122,099.50</b>	<b>115,378.03</b>	<b>6,721.47</b>	<b>94.5</b>	<b>108,178.94</b>	<b>2,943.61</b>	<b>4,255.48</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 3/31/2024

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Disbursements:											
GENERAL GOVERNMENT	41010	13,301.50	6,229.00	7,072.50	46.8	1,803.95	2,406.83	2,018.22	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 410		13,301.50	6,229.00	7,072.50	46.8	1,803.95	2,406.83	2,018.22	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Council/Town Board	41110	2,712.50	1,543.44	1,169.06	56.9	1,543.44	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 411		2,712.50	1,543.44	1,169.06	56.9	1,543.44	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Mayor	41310	645.00	279.79	365.21	43.4	279.79	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 413		645.00	279.79	365.21	43.4	279.79	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Clerk	41405	8,062.00	8,087.57	(25.57)	100.3	3,238.89	2,653.28	2,195.40	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Elections	41410	487.50	874.99	(387.49)	179.5	0.00	0.00	874.99	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 414		8,549.50	8,962.56	(413.06)	104.8	3,238.89	2,653.28	3,070.39	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
City/Town Attorney	41610	1,250.00	0.00	1,250.00	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
Total Acct 416		1,250.00	0.00	1,250.00	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
Planning and Zoning	41910	250.00	560.88	(310.88)	224.4	560.88	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 419		250.00	560.88	(310.88)	224.4	560.88	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY	42010	0.00	4,208.89	(4,208.89)	0.0	4,170.03	0.00	38.86	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 420		0.00	4,208.89	(4,208.89)	0.0	4,170.03	0.00	38.86	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Fire Administration	42210	7,651.25	1,950.00	5,701.25	25.5	0.00	0.00	1,950.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 422		7,651.25	1,950.00	5,701.25	25.5	0.00	0.00	1,950.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
City Shop	43010	2,532.50	1,716.72	815.78	67.8	528.69	309.52	878.51	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 430		2,532.50	1,716.72	815.78	67.8	528.69	309.52	878.51	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00



As on 3/31/2024

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
<b>Disbursements:</b>											
Highways, Streets & Roadways	43110	39,187.00	51,484.30	(12,297.30)	131.4	11,798.02	36,402.39	3,283.89	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Sidewalk	43115	375.00	0.00	375.00	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	875.00	0.00	875.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
YARD WASTE	43128	4,575.00	3,285.86	1,289.14	71.8	1,463.07	885.60	937.19	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Street Lighting	43160	3,750.00	2,693.57	1,056.43	71.8	610.69	779.86	1,303.02	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 431</b>		<b>48,762.00</b>	<b>57,463.73</b>	<b>(8,701.73)</b>	<b>117.9</b>	<b>13,871.78</b>	<b>38,067.85</b>	<b>5,524.10</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	11,460.25	7,212.26	4,247.99	62.9	2,934.69	1,982.49	2,295.08	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 451</b>		<b>11,460.25</b>	<b>7,212.26</b>	<b>4,247.99</b>	<b>62.9</b>	<b>2,934.69</b>	<b>1,982.49</b>	<b>2,295.08</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	23,735.00	8,262.03	15,472.97	34.8	1,896.81	2,745.24	3,619.98	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Acct 452</b>		<b>23,735.00</b>	<b>8,262.03</b>	<b>15,472.97</b>	<b>34.8</b>	<b>1,896.81</b>	<b>2,745.24</b>	<b>3,619.98</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	1,250.00	5,000.00	(3,750.00)	400.0	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>1,250.00</b>	<b>5,000.00</b>	<b>(3,750.00)</b>	<b>400.0</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	721.63	(721.63)	0.0	298.51	235.22	187.90	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>721.63</b>	<b>(721.63)</b>	<b>0.0</b>	<b>298.51</b>	<b>235.22</b>	<b>187.90</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>122,099.50</b>	<b>104,110.93</b>	<b>17,988.57</b>	<b>85.3</b>	<b>36,127.46</b>	<b>48,400.43</b>	<b>19,583.04</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 3/31/2024

Sewage Collection and Disposal

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
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
Refunds and Reimbursements	36233	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	75.00	0.00	75.00	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 0.00	34.75 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 371		75.00	252.41	(177.41)	336.6	217.66 0.00	34.75 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Rate Class I	37210	21,075.00	24,390.45	(3,315.45)	115.7	8,202.46 0.00	8,151.54 0.00	8,036.45 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 372		21,075.00	24,390.45	(3,315.45)	115.7	8,202.46 0.00	8,151.54 0.00	8,036.45 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Receipts		21,150.00	24,679.81	(3,529.81)	116.7	8,457.07 0.00	8,186.29 0.00	8,036.45 0.00	0.00 0.00	0.00 0.00	0.00 0.00

As on 3/31/2024

Sewage Collection and Disposal

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
<b>Disbursements:</b>											
Council/Town Board	41110	725.00	802.04	(77.04)	110.6	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		725.00	802.04	(77.04)	110.6	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	315.00	376.40	(61.40)	119.5	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		315.00	376.40	(61.40)	119.5	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	6,344.09	(6,344.09)	0.0	2,703.10 0.00	1,852.37 0.00	1,788.62 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 414		0.00	6,344.09	(6,344.09)	0.0	2,703.10 0.00	1,852.37 0.00	1,788.62 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	20,110.00	16,614.60	3,495.40	82.6	4,347.41 0.00	9,202.05 0.00	3,065.14 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 494		20,110.00	16,614.60	3,495.40	82.6	4,347.41 0.00	9,202.05 0.00	3,065.14 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Disbursements		21,150.00	24,137.13	(2,987.13)	114.1	8,228.95 0.00	11,054.42 0.00	4,853.76 0.00	0.00 0.00	0.00 0.00	0.00 0.00

As on 3/31/2024

Water

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
<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 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>
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 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>
Rate Class I	37110	24,069.75	27,647.65	(3,577.90)	114.9	9,203.27 0.00	8,855.04 0.00	9,589.34 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Connection/Reconnection Fees	37150	309.00	348.45	(39.45)	112.8	96.25 0.00	111.65 0.00	140.55 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	215.00	304.38	(89.38)	141.6	69.50 0.00	94.33 0.00	140.55 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Sale of Water	37180	75.00	0.00	75.00	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 0.00	34.75 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
<b>Total Acct 371</b>		<b>24,668.75</b>	<b>28,588.17</b>	<b>(3,919.42)</b>	<b>115.9</b>	<b>9,621.96 0.00</b>	<b>9,095.77 0.00</b>	<b>9,870.44 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>
Penalties and Forfeited Discounts	37260	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
<b>Total Acct 372</b>		<b>250.00</b>	<b>0.00</b>	<b>250.00</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>
<b>Total Receipts</b>		<b>24,918.75</b>	<b>28,719.38</b>	<b>(3,800.63)</b>	<b>115.3</b>	<b>9,753.17 0.00</b>	<b>9,095.77 0.00</b>	<b>9,870.44 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>	<b>0.00 0.00</b>

As on 3/31/2024

Water

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
<b>Disbursements:</b>											
Council/Town Board	41110	600.00	931.38	(331.38)	155.2	931.38 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 411		600.00	931.38	(331.38)	155.2	931.38 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Mayor	41310	250.00	239.79	10.21	95.9	239.79 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 413		250.00	239.79	10.21	95.9	239.79 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Clerk	41405	4,750.00	6,343.60	(1,593.60)	133.5	2,702.61 0.00	1,852.37 0.00	1,788.62 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 414		4,750.00	6,343.60	(1,593.60)	133.6	2,702.61 0.00	1,852.37 0.00	1,788.62 0.00	0.00 0.00	0.00 0.00	0.00 0.00
DEBT SERVICE	47010	2,500.00	13,200.00	(10,700.00)	528.0	13,200.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 470		2,500.00	13,200.00	(10,700.00)	528.0	13,200.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Purchase of Investments	49350	0.00	0.00	0.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 493		0.00	0.00	0.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Water Utilities - Source of Supply	49400	0.00	200.63	(200.63)	0.0	200.63 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Water Utilities - Administration and General	49440	16,818.75	21,084.07	(4,265.32)	125.4	6,418.76 0.00	7,819.46 0.00	6,845.85 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Acct 494		16,818.75	21,284.70	(4,465.95)	126.6	6,619.39 0.00	7,819.46 0.00	6,845.85 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Total Disbursements		24,918.75	41,999.47	(17,080.72)	168.5	23,693.17 0.00	9,671.83 0.00	8,634.47 0.00	0.00 0.00	0.00 0.00	0.00 0.00

**City Council**  
**2024 April Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, April 9, 2024**

**6. Vergas Community Club**

---

Street Closings

**Files Attached**

---

- VCC Street Closure request.pdf



## VERGAS COMMUNITY CLUB

4-8-2024

Request from Vergas Community Club

**Closure of Main Street from Billy's Corner Bar to Vergas State Bank.**

Saturday, June 8<sup>th</sup>, 2024 – 3pm – 11pm

Event: Shops and Hops Craft Brewery tasting. Arts Group band performance.

Sherri Hanson, VCC President

**City Council**  
**2024 April Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, April 9, 2024**

**7. Otter Tail Lakes County Assn.**

---

**Files Attached**

---

- OTC Lakes Assn.pdf





# 2024 EMT CONFERENCE

## We won the 2024 Marketing Innovation Award.

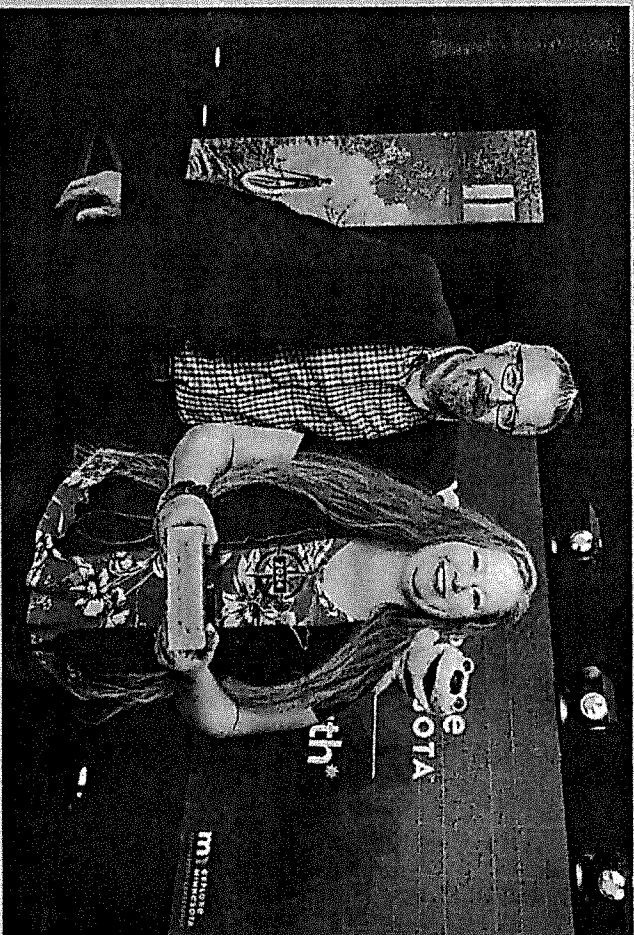


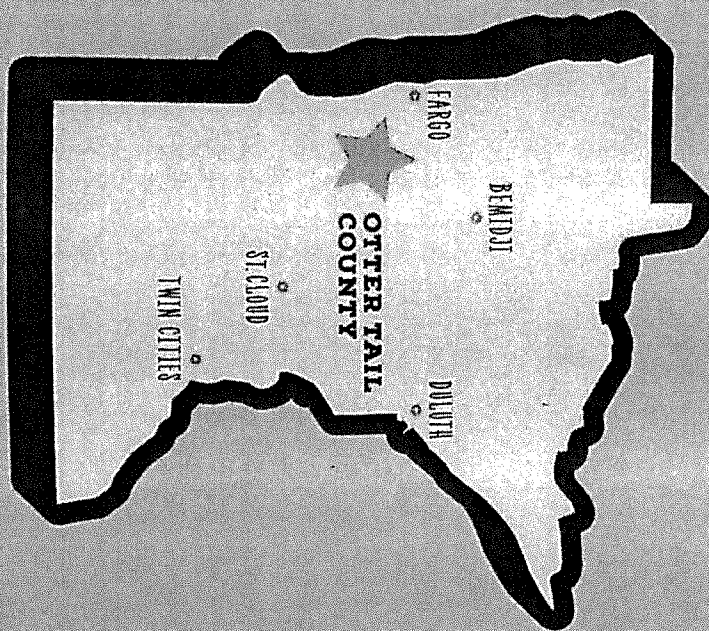
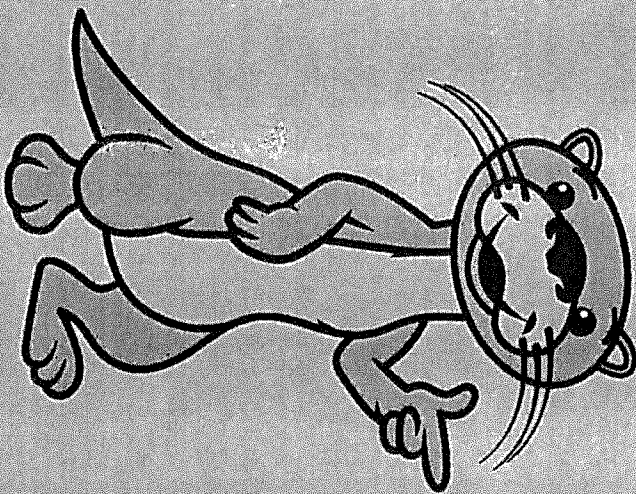
# star of the north

### MARKETING INNOVATION

Discover St. Louis Park  
Iron Range Tourism Bureau  
Meet Minneapolis  
Minnesota Zoo  
Otter Tail Lakes Country  
Roseau Convention & Visitors Bureau  
Twin Cities Gateway Tourism  
Visit Saint Paul  
Visit Winona

**mi** EXPLORE  
MINNESOTA  
2024 TOURISM CONFERENCE





# **OTTER TAIL BOARD MEETING 3-25-24**

**Putting Otter Tail County, MN on the map.**

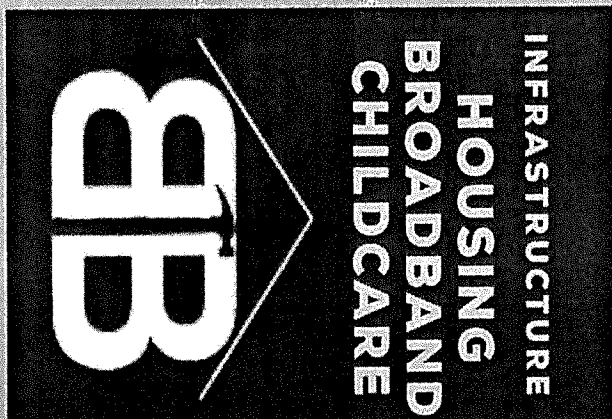
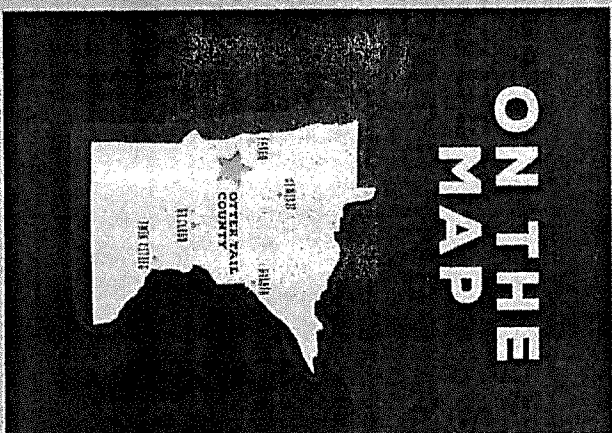




# PART OF A BIGGER PICTURE

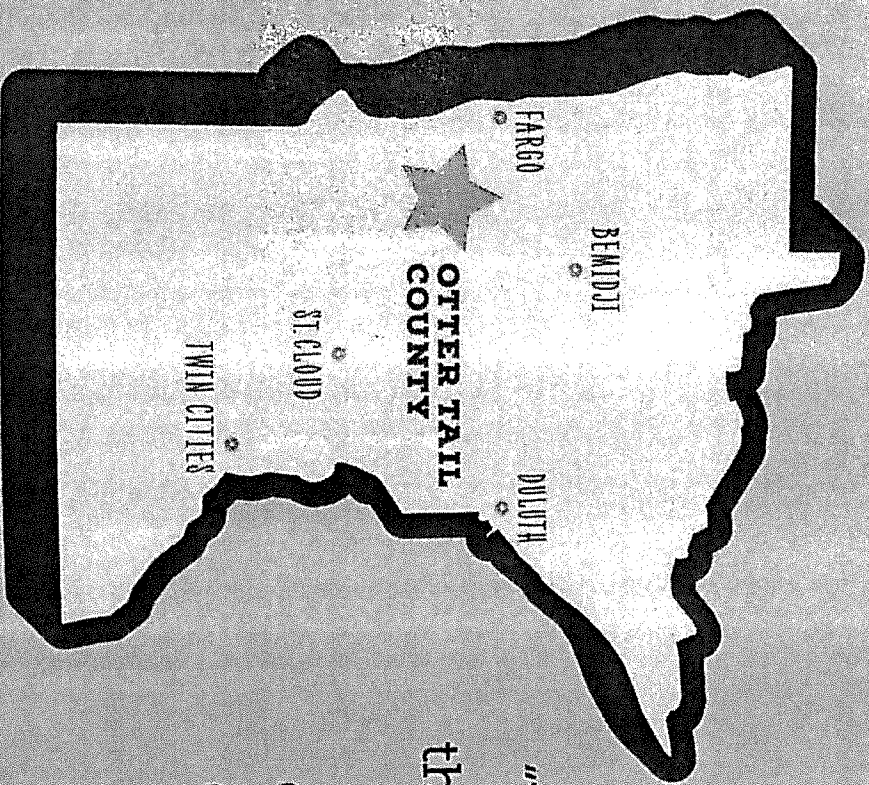


**WE DON'T OPERATE IN A SILO**



- Halo effect, people live here for the same reasons they visit here (ad+visit=131% image lift)\*
- made the decision in 2017 to blend visitor (60%) & resident (40%) recruitment effort

\*source: EMT 2018 advertising ROI research conducted by Longwoods International



# OUR WHY

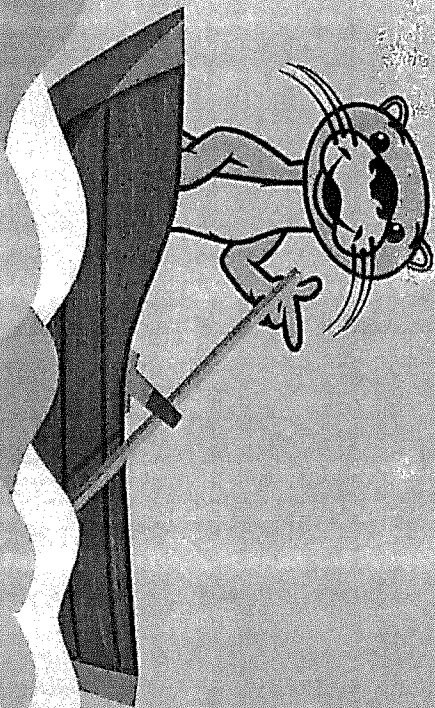
"We are passionate about promoting this **region** that we live, work and play in each and every day. We have an added responsibility to the **member organizations** who help to fund our efforts."

**Our purpose is to put  
Otter Tail County, MN on the map.**





- online signup/payment
- platinum, gold, silver, bronze
- one membership form
- 212 members in 2024
- 40 new members, 35 dropped
- member rev. up \$20k vs 2023



**A rising tide lifts all boats.**

[illegible]

**City Council**  
**2024 April Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, April 9, 2024**

**8. Committee Reports**

---

1. Planning Commission
2. Event Center Advisory Board
3. Streets Committee
4. Park Board

**Files Attached**

---

- 03-25-2024 Planning Commission Meeting Agenda Minutes.pdf
- 2024-03-26 Event Center Agenda Minutes.pdf
- VERGAS\_E\_LAKE\_ST\_RW-prop\_row-REV12-20-23.pdf
- April Park Board Requests.pdf
- 04.02.24 SSYW minutes pdf2.pdf

## CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, March 25, 2024

6:00 pm

Vergas Government Services Building and Zoom

A City of Vergas Planning Commission meeting was held on Monday, March 25, 2024, in a hybrid meeting at the Government Services Center and on zoom with the following members present Bruce Albright, Alex Ohman and Jim Courneya. Absent: Judy Kvam. Also present: Employees Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; Citizens Tami Rust, and Brianne Balcer; and Editor Robert Williams of the Frazee-Vergas Press.

### **Call to Order**

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

### **Agenda Additions and Deletions**

Approved agenda with following additions: Member Resignation.

### **Minutes**

Motion by Albright, seconded by Hasse to approve minutes for February 26, 2024. Motion passed unanimously.

### **Status of Council Recommendations**

None.

### **Construction Permits**

#### Permits Approved by City Clerk

401 W Lake Street- concrete steps, small green house, window and door.

860 Scharf Ave - reroof

#### Permits needing Approval.

##### 96 Park View Drive -add fill to lot.

Lammers is working on a WCA permit. WCA is a very complex law. Questions needing to be asked include: Do you need to be in wetland? If you have to be there is there a way to minimize impact? You may need to mediate. (Purchase land credits).

##### 520 S Pelican Avenue-basketball court

Motion by Couney, second by Ohman to approve basketball court at 520 S Pelican Ave. Motion passed unanimously.

##### 511 Glenn Street-house

Motion by Ohman, seconded by Hasse to approve permit to build house at 511 Glenn Street pending sewer permit from Otter Tail County. Motion passed unanimously.

#### Grade and Fill Permits

96 Park View Drive – add fill to lot.

Lammers is working on WCA permit.

### Active Construction Permits

Motion by Ohman, seconded by Hasse to approve Jim Courneya as field review with Bruce Albright for construction permits. Motion passed unanimously.

### **Old Business:**

#### Shoreline Management Ordinance

The council will be discussing approval of adopting the same ordinance as Otter Tail County at the March meeting to be held March 26, 2024. Discussed also asking the County to handle the City WCA permits as no one on the planning commission is experienced in this area.

#### Updated Vergas Basic Code

This is a work in progress.

#### Nuisance Properties within Vergas

Albright is still working on meeting with Ben Lanko regarding nuisance on his property. Motion by Hasse, seconded by Courney to take no action on Moe's property until next month's meeting. Lammers will email out information on Tony Licenses property. Discussed burning in the city limits. Courneya proposed handout left at the hardware store and putting something in the newsletter. Discussed informing lake residents to not use certain fertilizers and MPCA and/or DNR recommends.

#### Vergas Zoning Map

This is a work in progress.

#### 2024 Planning Commission Budget

Lammers reviewed current planning commission expenditures.

#### **New Business**

##### Boundary Lines-Lawerence Lake Acres 2<sup>nd</sup> Addition

Discussed moving the boundary line on lot 9 of Lawerence Lake Acres Second Addition to make Lot 9 54,354 square feet and having a 66-foot road for access to lot 6. This would add a tract B. Motion by Ohman, seconded by Hasse to recommend to Council to approve boundary line being moved to add a 66-foot road to the 2<sup>nd</sup> Addition of Lawerence Lake Acres. Motion passed unanimously.

#### Gravel Pit Survey

Widseth Engineering will be surveying the Mark Sand and Gravel Permit soon for \$9,000.00 they will survey as soon as the have a plane flying over this area.

#### Member-Resignation

Judy Kvam has resigned from the Planning Commission. Motion by Courneya, seconded by Hasse to recommend to Council to approve the resignation of Judy Kvam. Motion passed unanimously. Ask members to provide Lammers with names of anyone they feel would be a good fit for planning commission.

#### **Adjournment**

Motion by Ohman, seconded by Hasse to adjourn at 6:46 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC  
Vergas City Clerk-Treasurer

*Follow Up Actions:*

*Council recommendations:*

Approve Lake Shore Management Ordinance.  
Approve resignation of Judy Kvam.



CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
5:30 P.M. on Tuesday, March 26, 2024

The City of Vergas Event Center Advisory Committee was called to order by chairperson Paul Pinke on Tuesday, March 26, 2024, at 5:30 pm with the following members present: Paul Pinke, Paul Haarstick, Bev Flateland, Jay Norby, and Deb Jacoby. Absent: Vanessa Perry, Jezmae Burkett (excused/on leave). Guests included: Clerk-Treasurer Julie Lammers.

**Approval of the Agenda**

Motion by Norby, seconded by Flateland to approve the agenda. Motion carried unanimously.

**Minutes**

Motion by Jacoby, seconded by Pinke to approve the minutes for February 27, 2024. Motion carried unanimously.

**Status of Recommendations to City Council**

Jacoby and Norby reported that a Lion's member has paid for the 12 plastic water pitchers to be used in the Event Center. The Advisory Board expressed gratitude for their donation.

**Income and Expense**

Lammers reviewed the income and expense report provided. Utilities are pacing ahead of budget, and rental revenue is less than budgeted at this time. Discussed more energy efficient options for the coolers in the bar area.

**Expanding Wall Divider**

At a recent conference, Lammers received contact information for additional vendors to contact for a room divider.

**Building Review**

Norby discussed the cost of using fiberglass reinforced panels above the three-basin sink in the kitchen. Motion by Flateland, seconded by Haarstick to authorize Jay to purchase up to \$200 for the wall repair. Motion carried unanimously. Lammers updated the Advisory Board on the following items: acquiring a shelf for the microwave, replacing garbage cans in the women's restroom, disposal of a wheelchair and mirror, and cleaning of the salt and pepper shakers.

Motion by Norby, seconded by Pinke to acquire a bulletin board for installation next to the Smart Room/Council Chambers that can be removed. Motion carried unanimously. Haarstick will draft by the next meeting policy ideas for posting of signs.

**Fundraising Events**

No members attended the meeting for the Vergas Community Fund, but someone may be able to attend the next meeting.

Discussed potential event fundraiser with the Lions with the possibility of a revenue share. Norby to bring more information to the next meeting.

**Council Recommendations**

- Approve bulletin board to be placed in entrance hallway by the council chambers/smart room.

**Follow up Actions**

- Acquire bulletin board
- Policy draft for posting of signs - Haarstick

The business for which the meeting was called having been completed, the meeting was adjourned at 6:17 p.m.

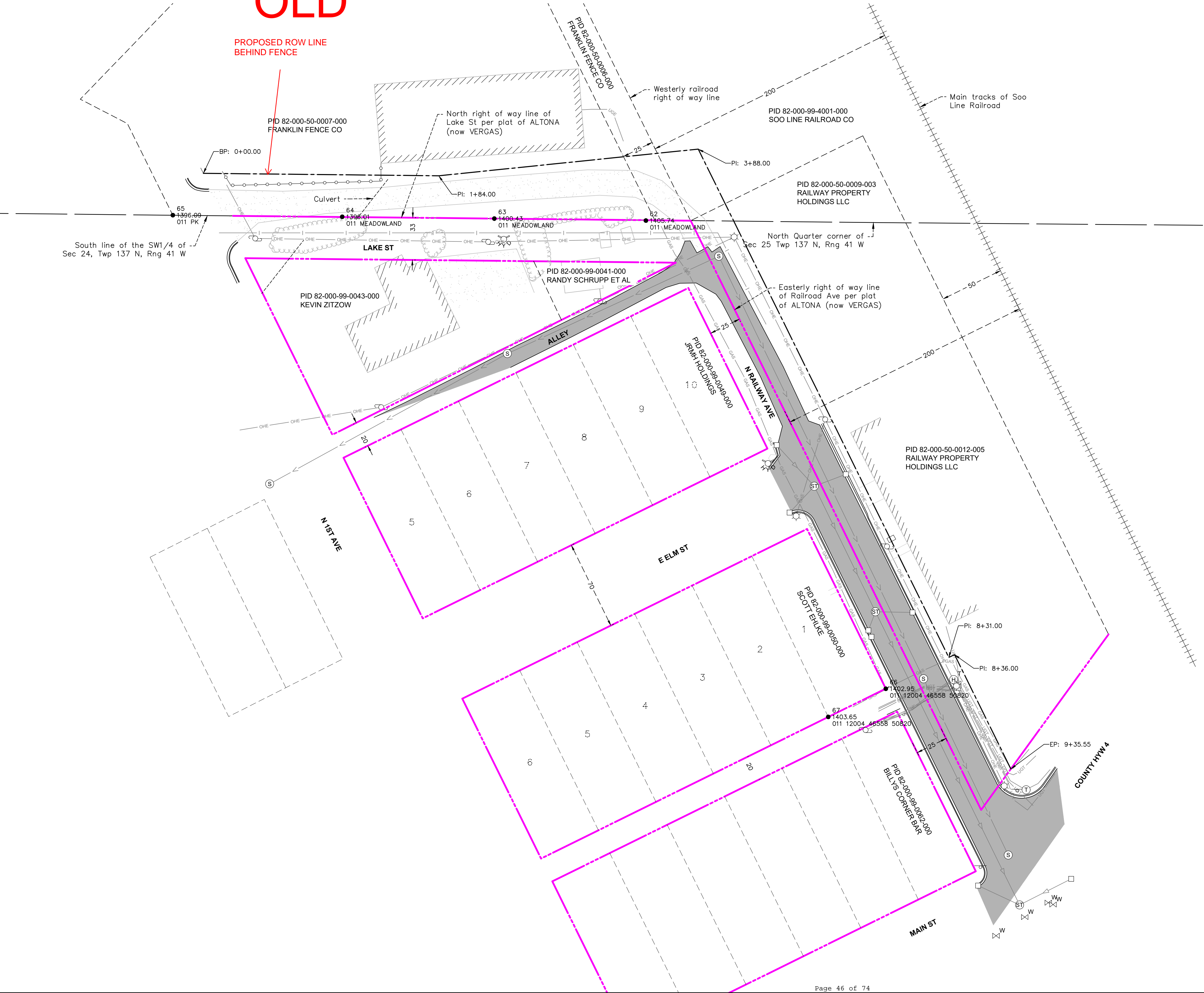
Respectfully submitted,

Paul Haarstick, Recording Secretary

CITY OF VERGAS - RIGHT OF WAY EXHIBIT

OLD

PROPOSED ROW LINE  
BEHIND FENCE



LEGEND

- ELEC POLE
- ELEC LIGHT POLE
- TELE PEDESTAL
- SANITARY MANHOLE
- WATER HYDRANT
- WATER VALVE
- STORM MANHOLE
- DRAIN
- STORM CATCH BASIN
- GUARD POST
- SIGN POST
- RIGHT OF WAY LINE
- SECTION LINE
- PARCEL LINES
- OHE — OHE — OVERHEAD ELECTRIC
- UGE — UGE — UNDERGROUND ELECTRIC
- UGT — UGT — UNDERGROUND TELEPHONE
- WATERMAIN
- GAS — GAS — UNDERGROUND GAS
- STORM SEWER
- SANITARY SEWER
- EDGE OF WOODS

- GRAVEL SURFACE
- BITUMINOUS SURFACE



ORIENTATION OF THIS BEARING SYSTEM IS  
BASED ON THE OTTER TAIL COUNTY  
COORDINATE SYSTEM NAD83 (2011)

● = DENOTES FOUND IRON MONUMENT

Date: 11/9/22

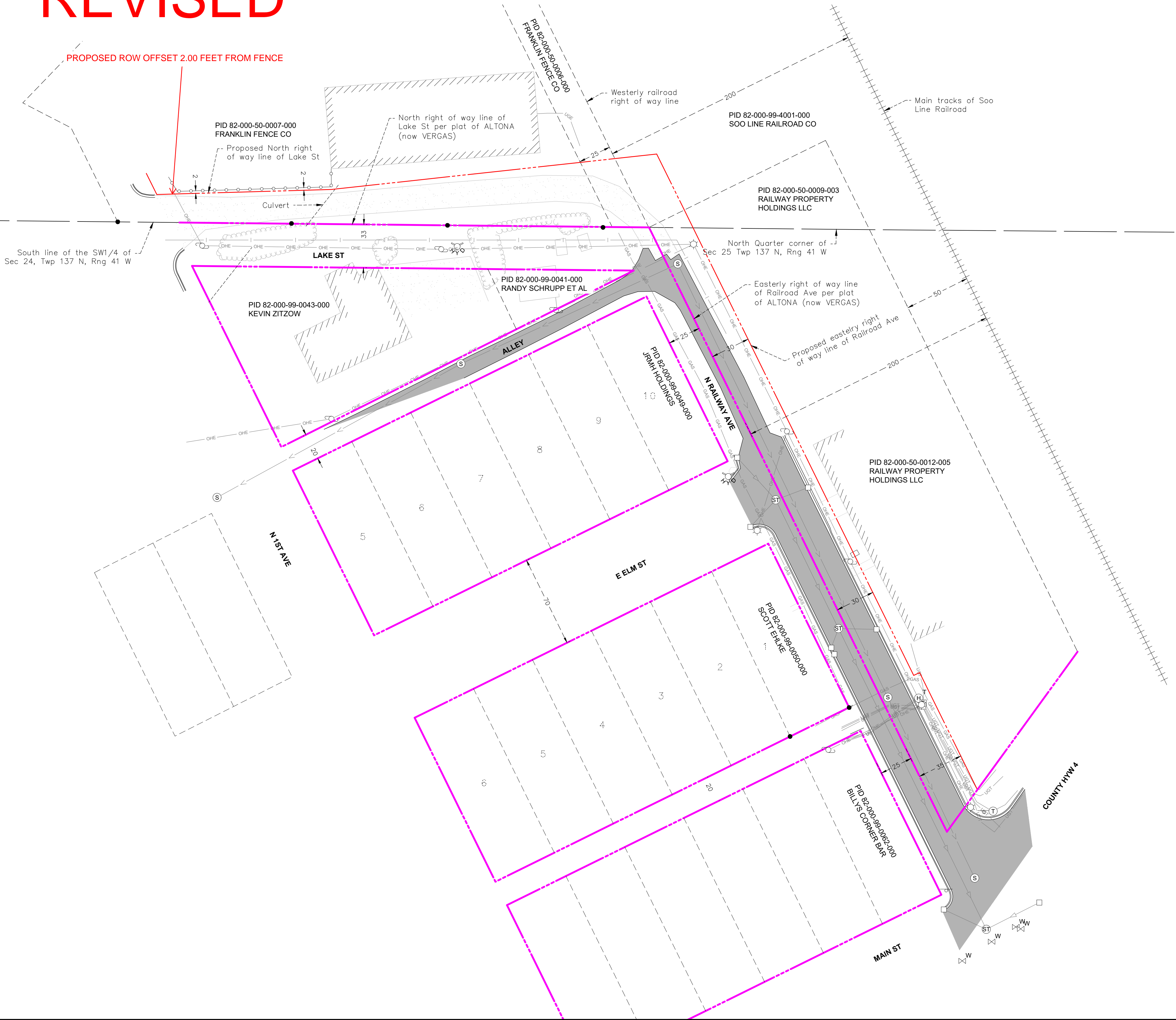
© 2023 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

**WIDSETH**  
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS



# CITY OF VERGAS - RIGHT OF WAY EXHIBIT

REVISED



## LEGEND

- ELEC POLE
- ELEC LIGHT POLE
- TELE PEDESTAL
- SANITARY MANHOLE
- WATER HYDRANT
- WATER VALVE
- STORM MANHOLE
- DRAIN
- STORM CATCH BASIN
- GUARD POST
- SIGN POST

- RIGHT OF WAY LINE
- SECTION LINE
- PARCEL LINES
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- UNDERGROUND TELEPHONE
- WATERMAIN
- UNDERGROUND GAS
- STORM SEWER
- SANITARY SEWER
- EDGE OF WOODS

- GRAVEL SURFACE
- BITUMINOUS SURFACE



0 40 80  
SCALE ( IN FEET )

ORIENTATION OF THIS BEARING SYSTEM IS  
BASED ON THE OTTER TAIL COUNTY  
COORDINATE SYSTEM NAD83 (2011)

• = DENOTES FOUND IRON MONUMENT

Date: 12/20/23

© 2023 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

**WIDSETH**  
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

April Council Meeting – Park Board requests:

1. Ask Council for key to storage shed at the Baseball field
  2. As Council to consider cameras on site by the shed.
  3. Approve up to \$3,000.00 for upkeep needs
    - a. \$1500.00 received from Vergas Community Club HMF2
- \$1500.00 approved for donation from the Vergas Community Club at 4-1-2024 member meeting.

**Street/Sidewalks/Yard Waste Committee Meeting Minutes**  
**Government Services Center**  
**April 2, 2024**

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Tuesday, April 2, 2024 at 10:00 AM at the Vergas Government Services Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Julie Lammers, City Clerk; and Mike DuFrane, Utility Superintendent. Albright called the meeting to order at 10:07 AM.

2.) Agenda Additions/Deletions. Lammers wanted to add snow plowing policy and quote for slope dressing along Scharf Avenue (AVE) and Dianne AVE. Approved.

3.) Minutes for the 11/13/23 SSYW Committee meeting was presented. **Motion** by Pinke to approve, **seconded** by Albright, **approved**.

4.) Street Lighting. Lori Moxness, Otter Tail Power (OTP) attended the Community Club meeting last night to talk about street lighting options for Main Street (ST). She also delivered the street and area lighting proposal for Dianne AVE, Eva ST, and East (E) Scharf AVE. Both areas call for the esplanade option, with 30' poles. Shady Oaks Subdivision would require 3 lights, and Scharf AVE from Main ST to the end of the city limits, would require 13 poles. The estimated monthly costs for all poles (16) is \$1,768.96. Currently, there are 57 poles in town, with an estimated monthly estimated cost of \$500. In 2024, the City budgeted \$9,000 for lighting. The new light options (3) range in cost from about \$85 to \$110/month each. Albright said if we were to update a majority of the lights in town, all of a sudden we'd have a yearly cost of \$40,000 - \$50,000 for street lighting. That is partially why OTP broke Main ST into 3 segments. As new houses and businesses are built, and the tax base increases, and we can maybe afford some of the newer amenities. Lammers said many cities have a special assessment for street lighting and some build it into the costs for new subdivisions, etc. For Keilley Shores, Phase III, 3 lights are proposed. OTP will be installing their services this spring, and the SSYW Committee with recommend to the Council (like we did for Lawrence Lake Acres) to have them install the pedestals and wiring for the 3 lights at the same time they install the electrical service.

5.) Streets. For West (W) Lake ST, the 2023 Local Road Improvement Program (LRIP) did not fund our application. They will keep our application on file until the 2024 Legislative session ends. If additional LRIP funds become available, they may be able to reconsider our application. Lammers said there is a meeting tomorrow with Krysten Foster, County Engineer, Otter Tail County about the railroad crossing. Hopefully, at the time we can also discuss our LRIP application, and possible next steps. DuFrane said there was no brushing done along W Lake ST last fall due to the size of the trees, terrain, and rocks. Albright thought the brushing done along Townline Road (RD) looked good. Another issue for W Lake ST is finishing the right-of-way (R/W) analysis. Both subdivisions have designated 33' of R/W with their plats. So that leaves the section on Michael Maneval's property to County State Aid Highway (CSAH) No. 17. DuFrane questioned if it might be cheaper to relocate this end of the road along Cliff Moe's lots (about 1/4 mile) north out to CSAH No. 17? Albright thought it wouldn't be cheap to build 1/4 mile of new road. He can check check with Josh Hanson, the developer of the Lawrence Lake Acres to see what the Glenn ST extension cost him. We'd also have to acquire R/W from Moe.

Albright questioned where Widesth was at with the storm sewer mapping? They were waiting for information from the OtterTail County Highway Department for their county roads. The City has a 2024 budget for engineering of \$30,000. Lammers thought we could check with Foster

at tomorrow's meeting about the storm sewers. Lammers will also get committee members the log in information for the Field Maps website.

For E Lake ST and North (N) Railway AVE, the R/W was staked by Widseth around Christmas time. The R/W encroached on Franklin Fence Company's chainlink fence, so they were asked to move the R/W from their fenced in area. They did that, and revised their drawings accordingly. The R/W acquisition also requires some new R/W along N Railway AVE. At the time this R/W was staked, the owner of Railway Property Holdings LLC (Troy Teigen) contacted DuFrane, and said with his future plans, he really couldn't afford to sell any property. Albright and DuFrane were going to meet with him, but that didn't happen. Lammers wasn't sure if Tom Winters, City Attorney, had prepared the actual easements. Once prepared, Albright thought that the final documents should be reviewed by the City before being distributed to the landowners for signature. She will check with him. Albright said that typically, there are two parts to any easement agreement, an exhibit (prepared by the engineer) and the word document (prepared by the attorney). Albright questioned if grinding the hump out of the intersection at N Railway Ave and Elm ST last fall helped anything? DuFrane said there has been no complaints about the work.

W Sunset Strip. DuFrane said this winter, he never had to plow the road. For other similar areas where he did plow, the new pickup works much better than the large snowplow. When the proposed R/W was staked by Widseth last fall, Albright took several calls from the Dahlgren family about the stakes, losing part of their yard, etc. Albright has not met with Garrett Dahlgren. At the meeting we held with the road landowners, they favored the cul-de-sac option. Harley Wallace, who doesn't currently use his property in the winter, someday may, and we have to consider how we service his property. He has an easement from the Dahlgren family to get from his property to W Sunset Strip.

6.) Paving. DuFrane has two bids for paving the new parking lot where the old county garage used to be, the alley between South (S) 1ST AVE and S Railway AVE, and the area behind the liquor store. The bids are from Driveway Service, Detroit Lakes and Performance Paving and Sealcoating, LLC, Deer Creek. DuFrane wanted both bids to have 4" of asphalt. Driveway Service was \$63,400 for the parking lot and alley, \$20,500 for the liquor store parking lot, and \$3,500 for the basketball court behind the event center. Performance Paving was \$45,381 for the parking lot/alley, \$22,536 for the liquor store, and \$2,570 for the basketball court. Lammers was also checking if Mark Sand and Gravel was going to be operating their hot mix plant in Vergas this summer, and if so, they may furnish the asphalt at a lower price. Driveway Service does their smaller jobs. She has not received a reply.

Some feel that until the old county garage lot is actually paved, striped for parking, and advertised as such, people are reluctant to use the area. Because there were no specifications for Sonnenberg's work last fall to tear down the county building, the utilities were not properly capped and abandoned, and we don't know if there was compaction to fill in where the building was located. DuFrane thought the old asphalt north of the county building should also be removed before paving the area. Albright thought if the old asphalt was holding up, it might provide a good base. Lammers said the new fencing should be going up this spring between the parking lot and Vergas Ford. She is also getting a bid from Loren Menz for the fencing. The SSWY Committee tabled action on a south fence late last fall, as DuFrane felt chainlink fencing could get damaged with snow removal, etc. Albright agreed that until the new parking lot is properly marked and signed, people probably won't use it.

Discussions then focused on whether the drainage problems should be corrected behind the liquor store and post office before paving the area. For example, which way does the new parking lot drain? Lammers can get an estimate from Widseth for designing a plan for the area. Albright has a level, and he and DuFrane could take a series of basic elevation readings for a

preliminary analysis of the area. If paving the area could cost between \$70,000 - \$80,000, by the time you add in engineering, removal of the old asphalt, regrading of the area to correct the drainage problems, bringing in new sub base (Class V gravel) and compacting it, total costs could be near \$125,000-\$150,000. The City does not have that funding available. DuFrane referenced past problems with the catch basin behind the post office, and most springs, it is froze up and doesn't work properly. The Committee felt it probably made sense to do the entire project correctly. Lammers said the liquor store would be billed for their share of the costs. She also said there is \$10,000 left for the parking lot work from last year's grant. We could sell bonds for the project, which could include special assessments for benefitted properties. Albright questioned if it might make sense to combine the bond sale for example with work on W Lake Drive?

Paving for the basketball court was recommended by the Park Committee. DuFrane said a tree root damaged the paving. Recently, some homeowners removed the basketball hoop and repainted it. It has been reinstalled. The Park Committee also questioned if a second hoop should be installed? Albright doubted if the paving companies would come to town for this one small job for the prices quoted.

7.) Ordinance Updates. Planning and Zoning is looking at updating their basic code ordinances in accordance with the 2024 State of Minnesota recommendations. Albright agreed to look at those sections pertaining to streets, sidewalks, and yard waste.

8.) Budgets, Goal Setting, 5-Year Budget. Lammers said she recently attended a workshop on "financing your city". There are a number of ways cities can finance improvement projects. They can plan ahead, and incorporate obtaining the necessary funding through their annual tax levy/budgeting process by raising the levy. There is always the bond sale process. And lastly, the city can look at updating their Capital Improvement Plan. The last plan was done by KLJ Engineering in 2019. It might be good to review the plan, see if our priorities are still the same, and update costs per inflation. Albright felt it would be easier to justify an increase in the annual tax levy if there was specific projects planned.

#### Other Issues:

9.) Policy Update. The Mayor wanted the SSW Committee to look at the City's snow removal and ice control policy. It currently states "generally, gravel roads are not plowed until frozen, unless over 5 inches of snow or based on conditions impacting road passage". Recently, the City received a complaint from a homeowner on W Elm ST. This road was not plowed because the base was not frozen. The homeowner said they have a handicapped resident that needed to get out. DuFrane did use city equipment to clean up in front of their place to the best of his ability. **Motion** by Pinke to not change the City's current policy in this regard. **Seconded** by Albright, **approved**. In situations like this, the Committee encouraged city staff to work with special needs citizens.

10.) Minnesota Department of Health (MDH). There was discussion about MDH's efforts to address lead in drinking water. DuFrane said a recent water sample did not meet the State's standards in this regard, which will require us to do additional testing. MDH is doing an assessment of eliminating lead in Minnesota Drinking Water. Last fall, DuFrane said the Council authorized Widseth to work with the city in terms of this additional testing and reporting. Widseth said they are still waiting for the paperwork from MDH. Albright felt the Council should be updated in this regard. The MDH person that DuFrane has been in contact with is Mike Borland (651-201-5928).

11.) Road Slope Repairs. For over two years, the City has been trying to get bids to repair a portion of the north road slope along Scharf AVE and a small area on the north side of Dianne AVE. DuFrane has contacted numerous contractors for a bid, and has received none to date. He proposed that we hire LeRoy Feldt, Feldt Plumbing and Excavating, LLC, Detroit Lakes, to do the work. DuFrane has found his prices to be reasonable. Lammers said the affected landowners need to be contacted to work along their property. The SSYW Committee felt this was a reasonable option, and authorized the said work.

12.) Recycling Site. Let fall, Otter Tail County agreed to provide some gravel where the blue bins are located. Albright thought DuFrane should follow up with them in this regard. The 2024 permits are out, and this year they are hot pink. Citizens in Vergas are not required annually to update their “free” permits. DuFrane would be able to sell permits, as many times when he catches a violator, if he had a permit for sale, they’d buy it at that time. He wants to figure out a method for getting the money to Lammers. Lammers said permits will also be for sale on April 13th, at the open house from 10:00 AM to 1:00 PM at the new government services offices. DuFrane said he is starting to run out of room for piling leaves and grass clippings. He’s afraid to get too close to the brush pile, as if he burns that, it could catch the compost pile on fire.

13.) Next Meeting. A date for the next SSYW Committee meeting was not scheduled at this time. Committee members should check their schedules and get back to Lammers. She felt we should meet fairly soon, as today we discussed a number of timely issues.

11.) Adjournment. Albright adjourned the meeting at 12:25 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- no changes to the Snow Removal and Ice Control Policy.
- authorize OTP to install 3 esplanade lights for Phase III of Keilley Shores Subdivision when they plow in their electrical cables this spring.
- authorize Feldt Plumbing and Excavating to repair Scharf and Dianne AVE slopes.

Follow up Actions:

- Continue to work on budgets, and future road funding needs.
- Continue to work on City parking, Work on handicap parking spots.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns.
- Continue to work with the Community Club on possible lighting changes for Main ST.
- Research options for W Lake ST funding. R/W acquisition.
- Status of E Lake ST and N Railway AVE R/W acquisition. Finish process.
- Meet with Garrett Dahlgren regarding W Sunset Strip R/W.
- Finalize plans for parking lot, alley, and liquor store paving, funding options.
- Finish slope work on Scharf AVE and Dianne AVE.
- Gravel for Recycling Site lot. Work with County.
- Ordinance updates.

Future Meeting Agenda Items:

- none, at this time.



**City Council**  
**2024 April Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, April 9, 2024**

**9. Ringdahl Ambulance**

---

**Files Attached**

---

- Ringdahl Amulance Service.pdf

# **RINGDAHL 67 AMBULANCE SERVICE**

**214 East Junius**

**Fergus Falls, MN 56537**

**Bus. Office Phone (218) 736-2819**

March 5, 2024

RE: Ambulance Subsidy

Dear City/Township Board:

As you may have seen in local and national media, Emergency Medical Services (EMS) is at a catastrophic crossroads. Due to lack of adequate reimbursements from Federal Medicare and State Medicaid, EMS agencies across the state and nation are decreasing service and at times simply closing the doors. This issue is real and has affected us locally at Ringdahl EMS. Although there is a lot of work being done by state and federal stakeholders, we are told the permanent "fix" to this problem is no sooner than 4 years out. The cost to provide 24/7 availability of EMS crews and the cost to respond to ambulance calls is no longer sustainable under the current funding model.

To continue to respond in the way the public expects, and until such time that reimbursements increase above the cost to run the service, EMS will need to be "shored up" by some form of subsidy. For those townships that have provided this assistance in the past, we sincerely appreciate your support. For those that have not considered this we need your support now.

Locally, we have been working with the Otter Tail County Commission to find a temporary fix to this problem and they have directed us to go directly to the townships. We have collected a lot of data and would be happy to meet with your townships or city leaders directly to discuss the issues and possible solutions. Please reach out to us at any time so we can provide more information as we recognize this letter may not "paint the whole picture" or may need further explanation.

We are requesting a subsidy of \$19.34 per household in your township/city (number assumes that all receiving services participates). This model is currently being used elsewhere in our county by Perham EMS and captures the seasonal increase that we see versus a per capita basis. This funding does not provide a financial gain for the service, it merely offsets some of the continuous losses in operating revenue. If we do not receive these subsidies, we will not be able to continue to provide the same level of response that you are used to.

We have included a portion of the data we presented to the Otter Tail County Commission as well as a sample of a recent article related to the EMS crisis and a letter to state legislators.

Ringdahl Ambulance has been providing quality care since 1967. We have taken a lot of pride in delivering emergency services to our citizens, we want to continue to provide excellent care with great response times in your greatest time of need. Thank you for your support!

# **RINGDAHL** **67** **AMBULANCE** **SERVICE**

214 East Junius  
Fergus Falls, MN 56537  
Bus. Office Phone (218) 736-2819

## AGREEMENT FOR AMBULANCE SERVICE

THIS AGREEMENT, made this 5<sup>th</sup> day of March 2024, by and between the  
City of Vergas hereinafter referred to as the party of the first part, and RINGDAHL  
AMBULANCES, INC., a Minnesota Corporation, hereinafter referred to as the party of the second part.

WHEREAS it is considered necessary to the Health and Welfare of the people of Vergas that ambulance  
service be available in time of medical emergencies and non-emergencies as well.

THEREFORE, for and in consideration of the sums hereinafter, the parties hereto agree as follows:

1. Party of the second party agrees to provide the residents of Vergas with efficient and prompt ambulance  
service, complying with all laws and regulations as set forth by the State of Minnesota, Minnesota Department of Health, and all  
Federal Agencies, on a twenty-four hour basis, answering all emergency and non-emergency calls for aid.

2. Party of the first part agrees to pay the party of the second party the sum of \$ 7,117.00 for a one-year period to  
assure itself with service as stated (1), for the year beginning January 1, 2024 and ending December 31, 2024

3. Nothing in this agreement shall be construed to prevent the party of the second part from charging the users of the ambulance  
service a fair and reasonable fee for such service. It is further understood and agreed to that the party of the first part is in no way  
responsible for the collection and payment of these fees and that is responsibility rests solely upon the party of the second part.

IN WITNESS WHEREOF, the party of the second part has hereunto set his hand as an Officer of the Corporation and executed by  
its Clerk and Clerk by and with the authority of its Board.

RINGDAHL AMBULANCES, INC.



RINGDAHL AMBULANCE SERVICE

CLERK/TREASURER

CITY/TOWNSHIP OF

MAYOR/CHAIRMAN

## Ringdahl EMS Ambulance Subsidy

EMS Dollar Levy	Levy per Resident
\$630,000	\$19.34

Service Area	Total Households	Population	Total Subsidy	Current Levy	Difference
<b>Pelican Rapids Service Area</b>					
<b>Townships</b>					
Scambler	1,146	568	\$ 22,164	\$ 7,100	\$ (15,064)
Dunn	2,565	929	\$ 49,607	\$ 11,312	\$ (38,295)
Cundor	913	621	\$ 17,657		
Norwegian Grove	456	340	\$ 8,819	\$ 4,250	\$ (4,569)
Pelican Rapids	677	574	\$ 13,093	\$ 10,387	\$ (2,706)
Lida	1,863	780	\$ 36,030	\$ 9,750	\$ (26,280)
Dora	1,501	697	\$ 29,029		
Trondjem	323	177	\$ 6,247	\$ 2,212	\$ (4,035)
Erhads Grove	464	411	\$ 8,974		
Maplewood	444	294	\$ 8,587		
Star Lake	902	446	\$ 17,445		
<b>Cities</b>					
Pelican Rapids	1,070	2,577	\$ 20,694	\$ 32,212	\$ 11,518
Erhard	123	132	\$ 2,379	\$ 1,650	\$ (729)
Rothsay	124	197	\$ 2,398		
Vergus	368	348	\$ 7,117		
<b>Fergus Falls Service Area</b>					
<b>Townships</b>					
Oscar	353	208	\$ 6,827		
Elizabeth	998	843	\$ 19,301		
Friberg	844	800	\$ 16,323		
Maine	1,200	665	\$ 23,208		
Amor	1,187	481	\$ 22,957		
Carlisle	273	178	\$ 5,280		
Fergus Falls	613	747	\$ 11,855		
Aurdal	1,237	1,540	\$ 23,924		
Sverdrup	814	646	\$ 15,743		
Everts	1,751	759	\$ 33,864		
Orwell	253	144	\$ 4,893		
Buse	532	474	\$ 10,289		
Dain Prairie	934	887	\$ 18,064		
Western	254	117	\$ 4,912		
Aastud	314	191	\$ 6,073		
<b>Cities</b>					
Elizabeth	142	168	\$ 2,746		
Fergus Falls	6,936	14,119	\$ 134,142		
Underwood	307	356	\$ 5,937		
Battle Lake	694	857	\$ 13,422		
				\$	-
	<b>32,575</b>	<b>33,271</b>	<b>\$ 630,000</b>	<b>\$ 78,873</b>	



- **We encourage you to designate EMS as an essential service.** Thirteen states and the District of Columbia have designated EMS as an essential service in state statute, but Minnesota is not one of them. An Essential Service designation is advantageous in that it would require a minimum capacity of EMS systems statewide, ensuring that there are no “ambulance deserts.” Additionally, it provides a readiness-based funding model to support ambulance providers and would encourage investments in EMS, like fire departments and law-enforcement.
- **We encourage you to disconnect EMS reimbursement and patient transportation.** At present, all EMS reimbursement from payers such as Medicare, Medicaid, or commercial insurance is tied to the ambulance transporting the patient to the hospital. There is no reimbursement mechanism when an ambulance provides assessment or treatment on scene, but the patient refuses to be transported by the ambulance, or otherwise does not require transportation, despite significant costs incurred to respond. Minnesota should require fair reimbursement of care provided without the need for transportation.
- **We encourage you to include ambulance protection in the No Surprises Act.** Because payers often reimburse ambulances at 30-50% of the cost to provide services, ambulances rely on balance billing to patients to cover their costs to respond. Balance billing prohibitions further threaten the EMS industry's ability to cover the cost of providing care through reimbursement. Patients should not receive a balance bill if they have purchased insurance coverage that promises to pay for these services and should also not be subjected to hidden restrictions. Similarly, ambulance services should be protected from having to accept rates dictated to them by insurers who refuse to negotiate or that are inconsistent with the regulated rates established by state/local governments.
- **We encourage you to broadly fund EMS education.** The pandemic strained the workforce, placed new demands on services, and generated enormous competition for healthcare personnel. Recent efforts to fund EMS education fell short and did not recognize the diverse forms of EMS education. We encourage that EMS education funding be expanded to include programs offered online, through private universities, and in neighboring states.

Insufficient reimbursement for EMS care and lack of state and federal investment in EMS is a long-term problem that has been building for decades. The additional burdens placed on EMS during the pandemic exacerbated the challenge, pushing many EMS systems in our nation to the breaking point. It is time to support EMS, so that EMS can continue to serve our communities.

Sincerely,

---

Otter Tail County Board of Commissioners

---

Otter Tail County Emergency Management



# Otter Tail County Ambulance Operations

At any given moment in Otter Tail County, there are **eleven ambulances prepared to respond to emergencies**. Seven are staffed Advanced Life Support (ALS) ambulances, and four are volunteer staffed Basic Life Support (BLS) ambulances. One BLS service also provides part-time ALS support.

These ambulances respond to **8,000+ calls** annually, of these about **6,000 occur within Otter Tail County**.

**Four of the ambulance services** rely on volunteer labor. For example, they may pay between **\$1.50-\$4.00 an hour** for readiness or may pay a flat rate for a response (e.g. \$50).



EMS providers are highly trained, compassionate, and work extended hours in difficult environments. It is common to work 12-72 hours at a time.



To staff the ambulances serving OTC 24:7, we need

**192,720 hours**

of labor from trained staff, or 92.6 full time positions.



Our current EMS system relies on

**36% volunteers**

but declining volunteerism makes this unsustainable.



Without volunteers, OTC would need

**\$1.4 million**

of additional labor from hired staff.

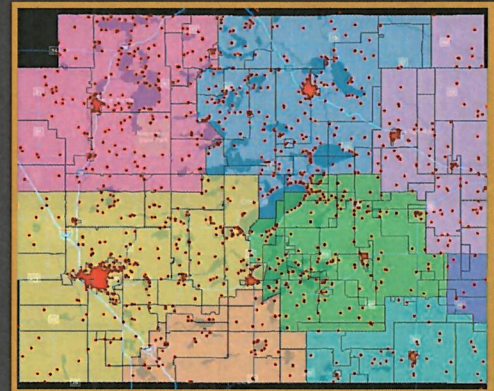
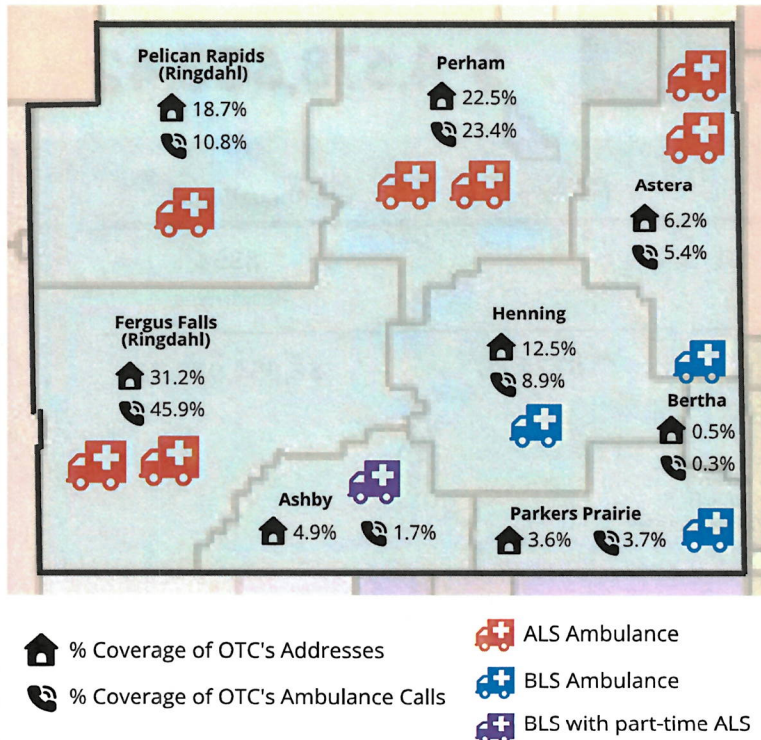


To combat turnover, OTC must train approximately

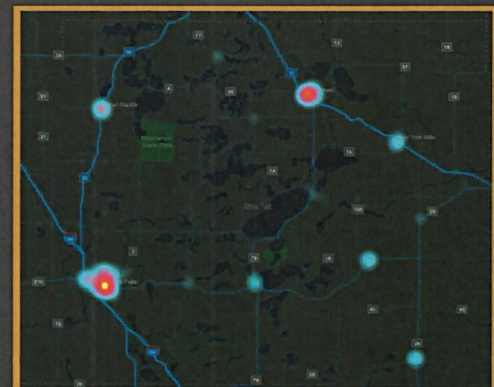
**38 students**

every year to maintain appropriate staffing levels.

## Ambulance Primary Service Areas in Otter Tail County



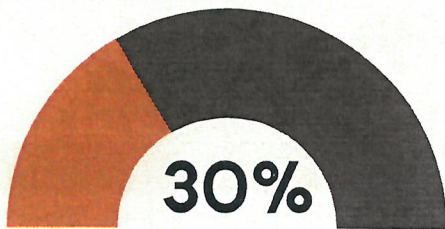
Locations of 911 Calls in Otter Tail County



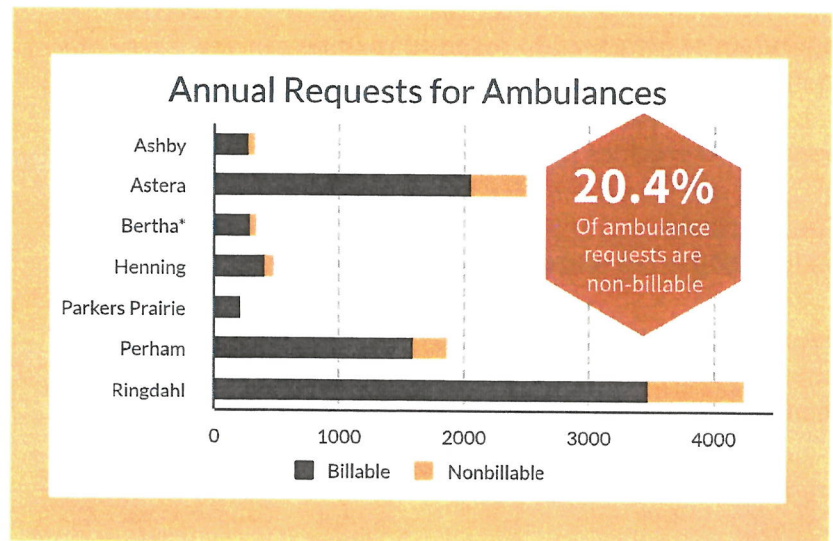


# Otter Tail County Ambulance Financial Situation

Data courtesy of Otter Tail County  
ambulances, from 2022 financials.  
For questions, contact  
Rebecca.Huebsch@PerhamHealth.org



**On average, Medicare and Medicaid only reimburse about 30% of the cost to provide local 911 responses.**



There is no system to pay for many ambulance services.



- 911 calls with transport to hospital
- Inter-hospital transports
- Medically necessary return trips

No Payment

- Lift assists
- Patient evaluated, treated, but no transport
- Fire, Law Enforcement, or SWAT standbys
- 911 calls where no patient was identified (car accident, wellness checks)
- Non-patient transfers (organs, etc.)
- Patient refuses evaluation or transport
- Patient treated and transported by private vehicle
- 24:7 readiness costs

Amount Underpaid by Medicare/Medicaid\*

**\$ 3,213,215.65**

\*Does not include Astera or Bertha

Costs incurred by Non-billable Calls

**\$ 1,465,387.77**

Total Amount of Uncompensated Care  
Provided by OTC Ambulance Services.

**\$ 4,678,603.42**

	Per Response	Annual Total
<b>Requests for Ambulances</b>		<b>8354</b>
The number of calls completed in 2022		Responses
<b>Average Cost</b>	<b>\$724.80</b>	<b>\$6,054,989.22</b>
Cost includes personnel, ambulances maintenance, equipment, and readiness.		
<ul style="list-style-type: none"> <li>• Uses costs from 2022, many of which have increased.</li> <li>• Does not distinguish between 911/transfers or ALS/BLS.</li> <li>• Does not include replacement of equipment and vehicles, much of which has been deferred due to financial challenges.</li> </ul>		
<b>Average Reimbursement</b>	<b>\$542.83</b>	<b>\$4,534,817.98</b>
Amount paid to ambulances in 2022	<b>74.8%</b>	
<b>Operating Losses</b>	<b>( \$181.97)</b>	<b>( \$1,520,171.23 )</b>
Difference between Average cost and Reimbursement for 2022		

# Crisis grips emergency medical service providers in rural Minnesota

By [Mark Wasson](mailto:mwasson@postbulletin.com) | [mwasson@postbulletin.com](mailto:mwasson@postbulletin.com) | Forum News Service  
December 30, 2023 at 6:47 a.m.

Rural emergency medical service workers are sounding the alarm about a system in a financial and worker crisis that can lead — and in some cases has already led — to increased response times for Minnesotans in a medical emergency.

“This has not been a trend that has really surprised people that have been paying attention,” said Becca Huebsch, director of Emergency Medical Services and Emergency Preparedness for Perham Health in western Minnesota. “But now it’s really coming to a breaking point where systems have been underpaid for so long, now they’ve used up their cash stores and they put off big purchases.”

For the seven ambulance services that cover Otter Tail County, where Perham is located, ambulance providers are losing \$181 per call, according to Huebsch.

“Every time the pager goes off and we respond to an emergency, we’re digging ourselves deeper into the hole,” Huebsch said. “We don’t want to stop responding but we do need to address this because there’s only so long that we can sustain that.”

In response to this call, legislators have set up an Emergency Medical Service Task Force to address the state of EMS services in Minnesota. Legislators plan to travel around the state to hear from the public about what is needed to keep the system afloat.

In addition to the cash-flow issues, the state is currently facing a shortage of almost 3,000 EMS workers, which is impacting greater Minnesota at higher rates due to lack of pay, leadership and culture issues, job burnout and time commitments in outstate Minnesota, Dylan Ferguson, executive director for the Emergency Medical Services Regulatory Board, told the task force during its first meeting in early December.

In addition to the shortage of EMS workers, there is a particular shortage of emergency medical technicians because they are often assigned to do hospital work as opposed to running an ambulance, Ferguson said.

EMS is largely financed through billing to patient insurance or the patients themselves. This type of funding model no longer works, Huebsch said, and even when it did, it has been just enough to cover costs.

“The challenge is, as our costs have increased, reimbursement has not changed or not kept up,” she said.

Even if an EMS increases its charges, it doesn’t matter, according to Huebsch, because the insurance rates are set by the insurance providers. For example, Medicare and Medicaid only pay about 35% of the cost when it comes to ambulance transportation.



# Crisis grips emergency medical service providers in rural Minnesota

By [Mark Wasson](#) | [mwasson@postbulletin.com](mailto:mwasson@postbulletin.com) | Forum News Service

December 30, 2023 at 6:47 a.m.

In Perham, a town about 25 minutes from Detroit Lakes with a population of just slightly over 3,500, a projected \$200,000 loss for 2023 is expected, according to Huebsch.

## Response times

Beyond further stretching medical personnel in an already strained system that largely relies on volunteers outside metro areas, the cash and worker shortage has led to response times that lie entirely outside the bounds required for effective medical care.

In Mountain Iron, a town of fewer than 3,000 people in St. Louis County, EMS response times have extended to up to 90 minutes.

Thankfully, these lengthy response times haven't hit Perham EMS, but if something doesn't change soon, the possibility is there.

"It's not a problem. It's not a challenge. It's a crisis," Sen. Grant Hauschild, DFL-Hermantown, told the task force during its meeting.

Hauschild, who represents Minnesota Senate District 3, which covers most of northern and northeast Minnesota, including Mountain Iron, said towns are going bankrupt trying to provide these services.

"Your health care, your livelihood shouldn't be determined by your ZIP code," he said.

Ely, an Iron Range town with a population of around 3,200, has about two months of money available before they have to shut down, Hauschild said.

"It is multiple communities, it's everybody, and we are acutely hit by it on the Range and northern Minnesota because of the rural isolation we have and the distances it takes to transport," he said. "The reimbursement rates are so out of whack at the federal level and are just not keeping up with the services that we need to provide."

The task force was formed following an Office of Legislative Auditor report that highlighted issues with a system that has not changed since the 1980s despite changes in demographics and health care in general.

"The increasing cost of medical supplies, labor and equipment has greatly outpaced reimbursement from state, federal and commercial payers," Huebsch wrote the task force in a submitted statement. "This comes at a time when we are seeing an aging and medically needy population and increasing requests for ambulance services."

The task force is slated to visit areas outside the metro area to receive testimony from the public and stakeholders about the state of EMS in Minnesota's more rural regions.

# Crisis grips emergency medical service providers in rural Minnesota

By [Mark Wasson](#) | [mwasson@postbulletin.com](mailto:mwasson@postbulletin.com) | Forum News Service

December 30, 2023 at 6:47 a.m.

A report that includes recommendations is expected to be submitted by the task force by Aug. 15.

“We’re an action-oriented unit of government,” task force member Sen. Andrew Lang, R-Olivia, told the group during their initial meeting. “Hopefully, in not too long of time, this task force will have a plan in place that will keep those small ambulances in rural Minnesota functioning.”

Several task force members are employed in the health care field, including co-chairs Rep. John Huot, DFL-Rosemount, and Sen. Judy Seeberger, DFL-Afton. Both serve as emergency medical technicians.

“This is overdue,” Sen. Tina Liebling, DFL-Rochester, said, adding that while Rochester may not face these issues because Mayo Clinic runs emergency services in the city, everyone deserves medical care. “When you make that call, the need is great and you need somebody to respond.”

## **Lack of staffing**

Rural EMS services largely rely on volunteers, and those are getting harder to come by.

Altura, in southeastern Minnesota, may have an ambulance service that dates back to the 1960s, but they’re in danger of losing their basic lifesaver license because they have been unable to staff on-call shifts for more than 12 consecutive hours on several occasions in recent months.

Jason Passow, a volunteer EMT in Altura, said he joined because he wanted to help his neighbors, and if the service goes away, that’s akin to telling people in the community they need to wait for lifesaving medical response care.

Because the service area only generates about 80 to 90 calls a year, Passow said it would not be financially feasible to hire a full-time EMT to cover shifts.

A solution put forward during an October public meeting at Altura City Hall suggested recruiting more emergency medical responders, though those are in short supply as well.

During a similar October meeting in Baxter, near Brainerd, stakeholders pointed to outdated thinking from policymakers.

“Our current reality is that we lack people, not jobs, yet our current policies, still, I think, favor 1970s thinking,” Kelly Asche, senior researcher at the Center for Rural Policy and Development said during the meeting. “Policies are still developed around the idea that we should build more jobs, not (find) more people. ... We still have politicians or policymakers, doing their campaigning on, ‘I’m gonna bring good jobs to the region.’ That’s really the last thing we need. And it’s that old style of thinking that’s going to keep us stuck.”

**City Council**  
**2024 April Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, April 9, 2024**

**10. Attorney Review**

---

**Files Attached**

---

- 2024 Attorney Review.pdf

- Averages from 4 members

## **CITY ATTORNEY PERFORMANCE REVIEW RATING SHEET**

Rate each item from 1 (low) to 5 (high) based on your opinion of the City Attorney's performance. Mark N/A if you do not have enough information to rate.

### **I. LEGAL CONSULTATION**

- 4.5 A. Has legal advice provided by the City Attorney proven to be accurate and technically correct?
- 4 B. Does the City Attorney provide his best and honest recommendations given all existing legal issues and ramifications?
- 4.5 C. Does the City Attorney possess and provide an efficient and effective knowledge of the City's Municipal Code and regulations?
- 4.25 D. Does the City Attorney possess and provide an efficient and effective knowledge of other government regulations and case law regarding municipal government and issues facing the City?
- 4 E. Does advice provided by the City Attorney regularly take into account and balance the overall goals and objectives of the City?
- 3.75 F. Does the City Attorney regularly provide the scope of legal expertise necessary to meet the City's needs on issues that arise, either from himself, within his firm or other available resources?
- 3 G. Does the City Attorney proactively identify potential issues when he is aware of them to avoid problems from occurring?
- 3.5 H. Are alternatives and innovative solutions provided rather than just raising problems?
- 4.25 I. Is the City Attorney able to maintain the City Council's and staff's confidence while informing them of the different legal risks that proposed actions might generate?

### **II. LEGAL REPRESENTATION**

- 3 A. Does the City Attorney aggressively represent the interests of the City as directed by the City Council?

- 3 B. Is the City Attorney's approach effective in achieving the best possible legal outcomes for the City's interests given the issues that arise?
- 4.66 C. Does the City Attorney represent the City in a professional and ethical manner?
- 4 D. Is the City Attorney impartial and objective in his duties and responsibilities?
- 4 E. Are the City Attorney's estimates of legal impacts reasonably accurate on a regular basis?

### III. STAFF WORK

- 3 A. Does the City Attorney prepare ordinances, resolutions, contracts and other legal work accurately and consistent with the direction and objectives communicated by the City Council, City Manager and/or department directors?
- 4.33 B. Does the City Attorney maintain good working relationships and serve as an effective member of the management team?
- 3 C. Does the City Attorney accurately identify and address all legal issues within documents and items that he reviews?
- 3 D. Are staff and the City Council advised of key changes in municipal law as it pertains to the City's activities?
- 3.66 E. Does the City Attorney display a positive attitude in carrying out his responsibilities and responding to requests?
- 3.33 F. Has the City Attorney been successful in accomplishing objectives previously established?

### IV. COST/FISCAL ACCOUNTABILITY AND CONTROL

- 4 A. Are regular legal activities achieved within budgetary goals and limits?
- 4 B. Has the City Attorney been effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing City in-house staff when possible to perform administrative and other functions?
- 3 C. Are standard forms developed and used where possible to minimize preparation of legal documentation?
- 3.33 D. Are legal tasks performed with appropriate authorization according to established procedures and contract requirements?

- 4 E. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?
- 3.25 F. Does the City Attorney display the ability and knowledge to research issues in a minimum amount of time?
- 4.33 G. Have legal costs been effectively managed and controlled given the issues, assignments and requests made to the City Attorney?

**V. RESPONSIVENESS/TIMELINESS OF ACTIONS**

- 2.5 A. Are requested legal work and assignments completed in a timely manner within established time frames?
- 3.75 B. Is the City Attorney accessible when needed to respond to requests for legal information and assistance?
- 2.75 C. Are legal review and requests for information completed in time to avoid delays to City projects, programs and other tasks?
- 2.75 D. Does the City Attorney follow-up effectively to requests that are made?
- 3.5 E. Does the City Attorney accurately interpret and clarify City Council and City Manager direction?

**VI. COMMUNICATIONS**

- 3.75 A. Does the City Attorney communicate effectively with the City Council, staff and the community?
- 3.5 B. Are answers provided in a timely and in an understandable manner?
- 3.25 C. Are timelines for follow-up to requests clearly communicated?
- 4.25 D. Does the City Attorney maintain confidentiality with regard to all matters discussed with the Mayor, City Council Members and/or City Manager and staff?
- 3.5 E. Does the City Attorney effectively report to the City Council and/or City Manager communications by project attorneys of a substantive nature regarding significant or sensitive matters?

### **General Comments and Rating Regarding City Attorney's Performance**

Overall feel City Attorney is performing in a satisfactory manner based on needs.

I think there needs to be clearer expectations from Council, staff and Attorney regarding any deadlines.

### **Future Goals, objectives and Areas for Improvement**

Tom is knowledgeable and provides insight and advice as needed during meetings. While he is not 'proactive' he does provide us with the legal advice needed.

Where Tom really shines for the city is in the 'cost' category. The legal services charged to the city are very minimal. Tom attends almost every meeting and charges nothing for doing that. He is approachable at all times and does not charge when council member questions something outside of meetings (he can be reached at the bank some days and will take time to address any concerns one on one).

One area of improvement would be timelines for work and follow through that needs to be done.

Better communication regarding deadlines/expectations.

In the future if there is an employee/manager dispute with recommendation to release from duties; more preparation and guidance is needed. Situation this year was not well conducted oath only from manager (not employee) no clear statements regarding reason to dismiss, employee rambling for long time, without holding to topic. Don't feel the manager/city was represented in a well-prepared manner. Attorney came across as not prepared.

Would like to see a monthly update given by the Attorney on projects he is working on and completed.

**City Council**  
**2024 April Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, April 9, 2024**

**11. Staff Reports**

---

A. Utilities Superintendent  
B. Clerk-Treasurer  
C. Liquor Store Manager

**Files Attached**

---

- Vergas Quote 4.8.24.pdf
- April Clerk-Treasurer Report.pdf
- Liquor Store Manager Report.pdf
- 1st Qtr Liquor Store Manager Council Spreadsheet-Valuation.pdf
- 1st Qtr Liquor Store Manager Council Spreadsheet-Sales.pdf



WIDSETH SMITH NOLTING  
610 FILLMORE STREET  
ALEXANDRIA MN 56308

QUOTE FORM  
E. Scharf and Diane Ave. Slope fill

Vergas MN  
Widseth # 2022-10918  
5/11/2023

City of Vergas, E. Scharf and Diane Ave. -- Slope Fill Quote Form						
NOTES	SPEC ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	AMOUNT
	2021.501	MOBILIZATION	LUMP SUM		1	\$ 500.00
1	2504.603	HYDRANT EXTENSION/RISER	LF		1	1,705.00
	2563.601	TRAFFIC CONTROL	LUMP SUM		1	200.00
2	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT		500	2,000.00
	2574.507	COMMON TOPSOIL BORROW	CY		350	12,250.00
3	2575.501	TURF ESTABLISHMENT W/HYDROMULCH	LUMP SUM		1	1,500.00
TOTAL AMOUNT						\$ 18,155.00

1 12" or 1' extension is estimated.

2 INCLUDES MAINTENANCE AND REMOVAL

3 SEED 25-151 @ 59lbs/acre, Fertilizer type 3 - 22-5-10 @ 200lbs/acre, hydro mulch

The work shall be governed by the 2020 Edition of the MNDOT Standard Specifications. The work shall be completed by September 1, 2023.

Notes

QUOTE SUBMITTED BY: Feldt plumbing and Excavating

DATED: Mon, April 8 2024

Please return quote to the City of Vergas by 1:30 pm on June 28th.

1. Not responsible for watering or any maintenance of new grass.
2. Seeding is by sq. yd. any additional seeding / hydromulching will be an additional cost.
3. Any additional fill over 350 yards will be charged at \$35<sup>00</sup> per c.y. to be placed.

Clerk-Treasurer Council Report  
April 2024

**Planning and Zoning**

Request for boundary lines to be changed has been removed.

**Grants:**

Applied:

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

CERTS (Clean Energy Resource Team) grant did not receive funding.

EMSC (Empowering Small Minnesota Cities); Climate Action Plan for Energy Assessments of Municipal Buildings made final round of review to award. Will hear early May.

RSDP (Regional Sustainable Development Partnership); Climate Action Plan for Energy Assessments of Municipal Buildings in final round of submission and review to award. Will hear end of April.

Reviewing:

WCI Grant: Deadline April 30, Information Meeting April 26.

1. Community Gardens: Establishing community gardens promotes local food production, reduces food miles, and fosters a sense of community.

2. Community Clean up Events: Organizing regular clean up events to remove litter and debris from public spaces (possibly private if a rental house) to improve aesthetics and prevent pollution and protect wildlife.

Closed

League of MN Cities: Grant Navigator \$5,000.00 Withdrew request as they could not approve before filing date. (Can apply again but we must give them 60 days to respond)

Otto Bremer Trust: Deadline April 18, Not applicable to our projects.

2023 Local Road and Improvement Grant-West Lake Street, Denied

**Government Services Building**

Offices will be ready to be moved into on April 10, 2024 holding 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 none.

Attending

Emergency Preparedness April 18, 2024 Perham Community Center

Loss Control April 23, 2024, St Cloud

Otter Tail County Workforce Summit, April 24 Ottertail

Wednesday, April 24 Workforce Summit, Ottertail

## Liquor Store Manager Report:

### **Financials:**

The following has been transferred to the general fund:

2014-\$0.00    2015-\$0.00    2016 \$0.00    2017- \$5,000    2018 - \$10,000    2019 - \$48,400  
2020 - \$30,000    2021- \$30,000    2022 - \$25,000    2023 - \$15,000

### **Employees:**

Currently at 2 full-time employees and 4 part-time employees.

- Kyle and Tammy
  - Jezmae, Paul, Sarah, and Connie
- Jezmae will return to work April 13<sup>th</sup>, Maple Syrup Fest

### **Misc:**

- **Going back to summer hours starting Monday, April 15<sup>th</sup>**
- **THC was aprx. 5% of sales in March**
  - **Aprx. \$2000 additional income from THC so far**
- **New shelving was ordered and installed. Since installation, we've gained a large amount of floor space along with numerous new products being added.**
- **According to the MMBA, nationwide trends are showing a large increase in non-alcoholic options.**
  - **We're noticing it in the store, numerous people switching to N-A options.**
  - **I'm trying to stay ahead of the trends and have new N-A and THC options available.**
- **Getting a proposed bid from Shawn Day for a display. I recently got a brand-new wine cooler for free from a supplier. Shawn's display will hold the wine cooler and 4-6 cases of wine.**
- **Getting bids for improving the front lawn section of the Liquor Store. I have not gotten any bids back yet. Ideas so far include:**
  - **Downtown resting / eating / hangout area**
  - **Awning(s) removal and/or replacement**
    - **Both awnings have mold and need repair**
  - **Concrete to replace the grass**
    - **Currently grass, rock, and mud in a section that we can't get grass to grow**
    - **Billboard power cord is a trip hazard. Could be damaged from laying on the ground (Mike did partially bury it last fall)**
    - **Rocks are always kicked into the lawn**
    - **Cats/dogs use the lawn as the bathroom**
  - **Benches and flowers will stay, with more benches or permanent picnic tables**
  - **Someone had an idea for a fundraiser. Stamped concrete designs as part of the fundraiser?**

**2023**

Q1	Cost	Retail Value
Liquor	\$148,303.00	\$217,312.00
Beer	\$31,611.00	\$42,604.00
Wine	\$35,487.00	\$56,190.00
Everything	\$222,100.00	\$324,199.00

Q2	Cost	Retail Value
Liquor	\$131,475.00	\$195,240.00
Beer	\$46,820.00	\$63,103.00
Wine	\$35,257.00	\$51,372.00
Everything	\$219,813.00	\$318,728.00

Q3	Cost	Retail Value
Liquor	\$111,647.00	\$164,735.00
Beer	\$32,840.00	\$43,309.00
Wine	\$33,058.00	\$50,905.00
Everything	\$181,440.00	\$265,023.00

Q4	Cost	Retail Value
Liquor	\$116,155.70	\$171,114.70
Beer	\$31,292.72	\$40,799.37
Wine	\$32,728.89	\$51,344.38
Everything	\$183,787.18	\$268,539.92

**2024**

Q1	Cost	Retail Value
Liquor	\$133,844.00	\$195,213.00
Beer	\$30,327.00	\$39,864.00
Wine	\$34,285.00	\$54,420.00
Everything	\$206,108.00	\$302,857.00

**Product Cost**

	Q1	Q2	Q3	Q4
2018	\$154,391	\$168,148	\$181,370	\$171,230
2019	\$175,352	\$203,013	\$207,617	\$212,844
2020	\$236,937	\$249,378	\$239,382	\$235,576
2021	\$245,710	\$253,106	\$230,930	\$221,536
2022	\$219,817	\$220,182	\$214,990	\$203,765
2023	\$222,100	\$219,813	\$181,440	\$183,787
2024	\$206,108			

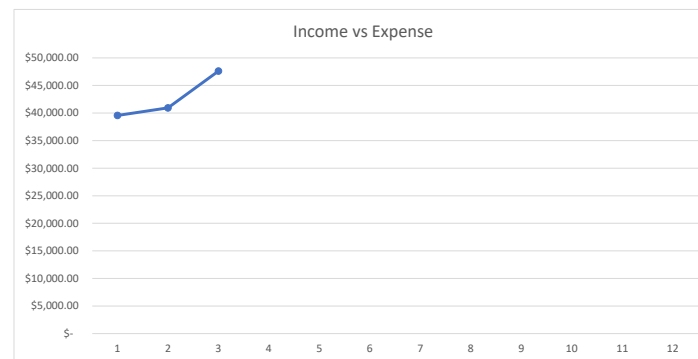
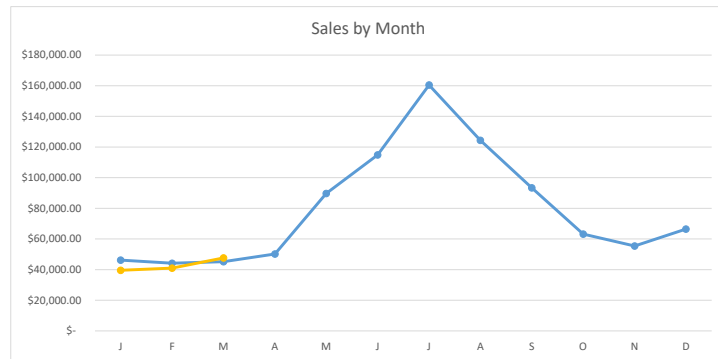
**Product Retail**

	Q1	Q2	Q3	Q4
2018	\$227,657	\$252,276	\$267,408	\$253,600
2019	\$255,930	\$294,667	\$300,920	\$314,531
2020	\$548,755	\$362,236	\$351,689	\$351,376
2021	\$367,773	\$373,261	\$336,659	\$327,818
2022	\$322,928	\$321,025	\$310,109	\$302,596
2023	\$324,199	\$318,728	\$265,023	\$268,540
2024	\$302,857			

	2022	2023	2024	Difference
Q1	\$ 117,778.00	\$ 135,547.00	\$128,109	94.5%
Q2	\$ 222,232.00	\$ 254,728.00		
Q3	\$ 335,375.00	\$ 378,169.00		
Q4	\$ 181,443.00	\$ 185,125.00		
Total	\$ 856,828.00	\$ 953,526.34		

Sales	J	F	M	A	M	J	J	A	S	O	N	D
2022	\$ 39,171.00	\$ 36,567.00	\$ 42,040.00	\$ 43,222.00	\$ 75,756.00	\$ 103,254.00	\$ 140,385.00	\$ 110,926.00	\$ 84,064.00	\$ 67,464.00	\$ 51,655.00	\$ 62,324.00
2023	\$ 46,164.00	\$ 44,182.00	\$ 45,201.00	\$ 50,198.00	\$ 89,656.00	\$ 114,874.00	\$ 160,449.00	\$ 124,341.00	\$ 93,379.00	\$ 63,204.00	\$ 55,414.00	\$ 66,507.00
2024	\$ 39,563.00	\$ 40,934.00	\$ 47,612.00									

Expense	J	F	M	A	M	J	J	A	S	O	N	D	Total
2023	\$48,898	\$51,272	\$64,292	\$40,394	\$69,113	\$121,228	\$96,857	\$109,670	\$96,446	\$71,263	\$54,556	\$66,185	\$892,197.00
2024													



**City Council**  
**2024 April Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, April 9, 2024**

**12. Information & Announcements**

---

Trainings:

1. LMC, Loss Control Workshop, April 23, 2024 St Cloud (DuFrane, Engebretson, Lammers)
2. Municipal Beverage Association (MMBA) April 20-23, 2024 Arrowwood (Theisen)
3. League of MN Cities Annual Conference June 26-28, 2024 in Rochester (Bruhn, Albright)
4. Clerks Advanced Academy- September 19-20, 2024 (Lammers)

Events:

1. Local Board of Review, April 10, 2024 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
2. 10<sup>th</sup> Annual Emergency Summit Operation: Rubble Rendezvous, Otter Tail County Emergency Management Perham Area Community Center Thursday, April 19, 2024, 9:00 am to 4 pm (Emergency Management-Lammers) (must register)
3. Otter Tail County Work Force Summit, Thumper Pond Otter Tail Mn, 8:30-3:30 (Council and Lammers) Wednesday, April 24, 2024
4. Vergas EDA/HRA Annual Meeting, April 30, 2024 Vergas Event Center - Everyone encouraged to attend.
5. Household Hazardous Waste Day, Thursday, June 20, 2024 10:00 - 2:00 (Volunteers Needed)