

Street / Sidewalks/ Yard Waste Committee
Streets/Sidewalks/Yard Waste
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
10:00 AM on Tuesday, April 2, 2024

1. Call to Order

2. Agenda Additions or Deletions

3. Minutes

November 13, 2023

4. Street Lighting

5. Street

1. W. Lake Street
2. E Lake Street
3. N. Railway Ave
4. W. Sunset Strip

6. Paving

7. Ordinance Updates

8. Budget- goal setting

A 5 Year Budget

9. Adjournment

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2. Agenda Additions or Deletions

Files Attached

- snow-plowing-policy-.pdf
- Quote for Slope dressing along E. Scharf 5-22-23.pdf

City of Vergas

Snow Removal and Ice Control Policy

INTRODUCTION: The City will provide snow removal and ice control operations in a safe and cost-effective manner; keeping in mind safety, budget and environmental factors. The city will utilize its employee's and equipment and/or private contractors, when necessary, to provide this service.

POLICY:

1. The City Utilities Department decides when to begin snow or ice control operations using the following guidelines:
 - Single event snow accumulation of 3 or more inches Monday-Friday and 4 inches or more on Saturday, Sunday and holidays.
 - Drifting of snow that causes problems for travel.
 - Icy conditions that seriously affects travel.
 - Time of snowfall in relationship to heavy use of streets.
2. Snow plowing and ice control operations:
 - Priority and schedule of street plowing is based on street function, traffic volume and importance to the welfare of the community. The main business streets, adjacent business areas and high-volume traffic routes are plowed first. Per an agreement with the Ottertail County Highway Department, the county plows snow on main street of Vergas (Highway 4), to the curb or middle, and the City of Vergas removes the snow from along the curb or middle of street. The City is reimbursed by the county for snow removal.
 - Operations continue until all roads are passable.
 - Generally, gravel roads are not plowed until frozen, unless over 5 inches of snow or based on conditions impacting road passage.
 - Widening and clean-up operations may occur immediately or on a following work day depending on conditions.
 - Sand and salt mixtures, here and after referred to as sanding, are utilized for ice and slippery areas. Sanding is done the first initial time of plowing operations or whenever hazardous ice or slippery conditions develop. Priority is given to intersection's, curves and hills. Additional sanding is at the discretion of the City Utilities Department. The City of Vergas does not have a dry pavement policy, so drivers will always have to be careful during the winter season.
 - Subject to availability of time, walking paths will be plowed and maintained, however to avoid killing vegetation there will be no sanding.
3. As outlined in City Ordinance 71.04 during a declared snow emergency or after 2 or more inches of snow has accumulated; no motor vehicle shall be left parked on any street or public way in the city until street cleared on both sides of accumulated snow or declared emergency canceled.

4. Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employee's and equipment. Factors that may delay snow and ice control operations include; severe cold, significant winds limiting visibility and rapid accumulation prohibiting effective operations. The City Utilities Department will determine when snow and ice removal operations need to be suspended due to weather conditions.
5. Snow and ice removal from driveways and sidewalks are the responsibility of residential and business property owners. Exceptions may occur as determined by the City Utilities Department in instances of extreme snow volume or other circumstances. It is not the intent to fill resident driveways or sidewalks with snow.
6. The Utilities Department will haul snow away from intersections within city limits when accumulated snow has created an unsafe condition for vehicular or pedestrian passage. Any other hauling away of snow is at the discretion of the Utilities Supervisor.
7. The City Office is kept informed and updated regarding snow and ice operations. Questions or concerns can be directed to the City Office.

8. OTHER CONSIDERATIONS:

- Property owners are responsible for clearing snow and ice away from mailbox to insure delivery of mail.
- To allow for effective snow removal, trash containers should be placed on driveway aprons or boulevards at least 10 feet behind the street curb or edge. Do not place on the street. The City is not responsible for tipped, spilled or damaged containers.
- Fire Hydrants need to be kept clear of snow to allow for quick access in the event of a fire. The City Utilities Department make's every effort to keep hydrants clear, however due to workload, fire hydrants may not be immediately cleared. City residents are asked for support to keep fire hydrants clear of snow in their neighborhood.
- Refer to City Policy regarding damage to mailboxes, sod, sprinkler systems located in the right-of-way.

Adopted this 9th day of Febraury, 2020 by the City Council of the City of Vergas.

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

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	
1	2504.603	HYDRANT EXTENSION/RISER	LF		1	
	2563.601	TRAFFIC CONTROL	LUMP SUM		1	
2	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT		500	
	2574.507	COMMON TOPSOIL BORROW	CY		350	
3	2575.501	TURF ESTABLISHMENT W/HYDROMULCH	LUMP SUM		1	

TOTAL AMOUNT

- 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.**

QUOTE SUBMITTED BY: _____

DATED: _____

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

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56587)
10:00 AM on Tuesday, April 2, 2024

3. Minutes

November 13, 2023

Files Attached

- 11.13.23 SSYW minutes pdf.pdf

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas Event Center
November 13, 2023

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Monday, November 13, 2023 at 1:00 PM at the Vergas Event Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Julie Lammers, City Clerk; Mike DuFrane, Utility Superintendent; Blane Green and Brian Dawson, Widseth, via Zoom. Albright called the meeting to order at 1:00 PM.

2.) Agenda Additions/Deletions. DuFrane wanted to add Glenn Street (ST) to the agenda. Approved.

3.) Minutes for the 10/18/23 SSYW Committee meeting was presented. **Motion** by Pinke to approve, **seconded** by Albright, **approved**.

4.) Street Lighting. Currently, we have 4 studies ongoing or completed with Otter Tail Power (OTP). Lawrence Lake Acres is completed, Main ST, broken down into 4 segments is done, and we're awaiting studies for Keilley Shores (Phases 1, 2, and 3), and Sunny Oaks Subdivision. DuFrane questioned if we should also be looking at lighting the Bennett Road (RD)? Pinke noted that the County Highway Department installed a new light at the intersection of County (CO) RD Numbers (Nos) 35/4. Lammers said the Community Club meets the first Monday of the month, but they are currently busy in December with the Holidays and typically don't meet in January. Lammers will get the SSYW Committee on their 02/05/24 meeting agenda to discuss Main ST lighting. She will also see if Lori Moxness, OTP, is available. We may also want to include the EDA/HRA at this meeting. Kevin Zitzow, current EDA/HRA chair is term limited out on 12/31/23, and Paul Sonnenberg will be his replacement.

5.) Streets. For West (W) Lake ST, Widseth has submitted the Local Road Improvement Program (LRIP) grant application to the State. The application also required County Board approval.

For East (E) Lake ST and North (N) Railway Avenue (AVE), Widseth has completed the right-of-way (R/W) drawings. Brian Dawson, Widseth, is one of their surveyors, and was available on Zoom to answer any questions. R/W will need to be acquired from 3 parties: Franklin Fence; Soo Line Railway Company; and Railway Property holdings, LLC (former insulation plant). The R/W will need to extend all the way to Main ST. Green questioned if it might be easier to vacate E Lake ST? Albright said this was discussed with the neighboring landowners, and they are not in favor of this option. The existing road R/W, which is in the wrong location, cannot be vacated, as it contains the water line. The SSYW Committee is ready to recommend to the City Council that the engineer's information be forwarded to the City Attorney, so he can prepare the necessary easement documents.

An informational meeting with the affected landowners was held on October 18, 2023 for W Sunset Strip. The landowners preferred the cul-de-sac option. The SSYW Committee felt Widseth could prepare the R/W calculations for this option. Green asked if this roadway could be vacated? Albright said it is a mail route. Since this roadway is "officially" not a City ST, the intent of this initiative was to make it a "legal" ST. Lammers said that Planning and Zoning (P&Z) referenced Appendix III: Minimum Road Standards. It says that all roads should have a permanent minimum width of 66' feet of R/W. Albright said the Vergas Zoning Ordinances have a variety of definitions for roads, streets, and alleys. As we work on cleaning up the ordinances, we probably need better definitions for each. To acquire 66 feet of R/W for W

Sunset Strip, we'd be taking people's yards, or we'd have to rebuild the road to realign it. Rebuilding the road was never the intent of this effort. We're trying to keep the costs down.

6.) Ordinance Updates. Chapter 93, Streets and Sidewalks, is currently being updated. Section 92 also talks about sidewalk maintenance. DuFrane said with winter coming, one of the issues we should deal with is where private landowners pile their snow. The City also has to work with the landowners on where the City can pile our excess snow. Lammers mentioned that she has received a Gopher One notice regarding Paul Bruhn's garage behind the new City Office. He wants to install a sign. Albright hoped that Bruhn could work with us on the new office location, as he also has no place to deposit his snow. Snow behind the new City office can also flood the Post Office or the Hardware Store if the manhole doesn't open. Lammers said that Bruhn has already parked a trailer between the buildings. The businesses behind the Liquor Store really have no place to push their snow without placing it on City property. We're also going to incorporate the Ordinance about culverts, and add a permit requirement for utility work on City owned property.

7.) Budget Setting. Lammers and Mayor Bruhn recently attended a workshop sponsored by Senator Rasmusson on securing grant funding. It's important that proposed projects meet the goals listed in our Comprehensive Plan. It might also be time to update our Capital Improvement Plan, dated August 2019, and was completed by KLJ Engineering. The Plan includes water infrastructure improvements; wastewater infrastructure improvements; storm sewer infrastructure improvements; and street improvements, which references W Lake ST, East Scharf AVE, and Bennett RD.

8.) Glenn ST. Lammers received a complaint on 11/08/23 on the condition of Glenn ST, being muddy because of the recent construction, the recent rains, and the associated utility work. She contacted Widseth, and spoke with the developer and his contractor. They felt if the weather improves, they should be able to blade the road and add some gravel. Albright said he also visited with the project contractor. Their intent, had the weather held, was to place about 1/2 of the Class V road gravel this fall. The remaining 1/2 would be placed next spring after the thaw, and when things could be regraded. Albright doubted if the City will be able to take over the subdivision roads until next spring/summer, as the work is not finished at this time. The developer is building a spec house in the subdivision, and there were questions that if that is sold this winter, who will have to do snow removal? Albright thought if necessary, the City has an obligation to provide a passable road for the landowners at least to the subdivision boundary. DuFrane said we'll also probably have some drainage/flooding issues to deal with in the spring around the City Shop. All the water runs downhill from the water tower towards the shop. Albright felt we may also need some additional gravel around the City Shop, especially where the water hydrant was relocated.

9.) Other Issues. Lammers said Sonnenberg Excavating should start demolition of the old County Shop this week. Albright talked with DuFrane about patching the alley between Hanson's Plumbing and Heating and the Hardware Store. Hanson's repaved their parking lot, and DuFrane thought it was an opportune time to also repair the damaged alley. Albright agreed. The 2005 Chevrolet pickup has been sold. The 1990 Ford snowplow has also been sold, DuFrane was able to get \$1,100, which was \$100 more than the asking price.

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

11.) Adjournment. Albright adjourned the meeting at 2:35 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Authorize Widseth to complete R/W study for E Lake ST, including acreage calculations and to turn drawings over to Attorney to prepare easements.

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. Snow emergency routes?

Future Meeting Agenda Items:

- none, at this time.

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4. Street Lighting

Files Attached

- VERGAS SL DIANNE AVE AND EVA ST AS WELL AS E SCHARF AVE 4.1.24.pdf



STREET & AREA LIGHTING

April 1, 2024 – Vergas MN
Dianne & Eve
East Scharf

STREET & AREA LIGHTING



Minnesota Public Utilities Commission
Section 11.07
ELECTRIC RATE SCHEDULE
LED Street and Area Lighting
Dusk to Dawn
Page 1 of 3
Sixth Revision

LED STREET and AREA LIGHTING DUSK TO DAWN

DESCRIPTION	RATE CODE
LED Type 1 Outdoor Lighting	M730
LED Type 2 Primary Outdoor Lighting	M731
Decorative Lighting	M730a

RULES AND REGULATIONS: Terms and conditions of this electric rate schedule and the General Rules and Regulations govern use of this service.

APPLICATION OF SCHEDULE: This schedule is applicable to any Customer for automatically operated dusk to dawn outdoor lighting supplied and operated by the Company. All customers take service on LED Type 1 except for those defined as LED Type 2.

RATE:

LED TYPE 1	Approximate Lumens	Approximate Wattage	Monthly Charge	LED TYPE 2	Monthly Charge
LED5	5175	47	\$8.21	PLED5	\$7.34
LED8	9003	76	\$15.48	PLED8	\$14.07
LED3PT	2759	26	\$10.08	PLED3PT	\$9.60
LED5PT	5404	47	\$12.87	PLED5PT	\$12.00
LED10	12388	95	\$16.53	PLED10	\$14.76
LED13	16691	133	\$20.60	PLED13	\$18.13
LED20 - Flood	23067	199	\$20.16	PLED20 - Flood	\$16.46
LED30 - Flood	32003	261	\$38.39	PLED30 - Flood	\$33.54

Appropriate standard wood pole is included in the Monthly Charge.

ALUMINUM ALLOY POLES	Additional Monthly Charge
STANDARDS 30'	\$11.67
STANDARDS 40'	\$10.87



Minnesota Public Utilities Commission
Section 11.07
ELECTRIC RATE SCHEDULE
LED Street and Area Lighting
Dusk to Dawn
Page 2 of 3
Fourth Revision

LED FLOOD VISOR	Additional Monthly Charge
Lighting Visor LED 20-Flood	\$0.76
Lighting Visor LED 30-Flood	\$1.38

DECORATIVE LIGHTS	Approximate Lumens	Approximate Wattage	Monthly Charge
DLEDA7 (Arlington)	5837	66	\$87.77
DLEDG7 (Granville)	7440	68	\$86.11
DLEDE17 (Esplanade)	20000	170	\$110.56

MANDATORY AND VOLUNTARY RIDERS: The amount of a bill for service will be modified by any Mandatory Rate Riders that must apply and by any Voluntary Rate Riders selected by the Customer, unless otherwise noted in this rate schedule. See Sections 12.00, 13.00 and 14.00 of the Minnesota electric rates for the matrices of riders.

TYPE 2 (PRIMARY METERING) MONTHLY CHARGE: This rate is applicable under the following conditions: 1) the customer is metered at primary voltage, and 2) taking service under this rate, and 3) the lights on this rate are metered at primary voltage.

SEASONAL CUSTOMERS: Seasonal Customers will be billed at the same rate as year-around Customers, except as follows:

A fixed charge of \$32.79 will be billed each Seasonal Customer once per season per fixture in addition to the rate provided above. The fixed charge will be included in the first bill rendered for each season.

Each Seasonal Customer will be billed for the number of months each season that the outdoor lighting fixture is in use, but not less than a minimum of four months, plus the seasonal fixed charge.

SERVICES INCLUDED

UNDERGROUND SERVICE SUPPLIED BY THE COMPANY: If the Customer requests underground service to a new outdoor lighting unit for which overhead service is otherwise available, the Company will supply up to 200 feet of wire and add an additional \$2.52 to the monthly rate specified above. This applies to the following lights: LED5, LED8, LED10, LED20-Flood, and LED30-Flood.

If overhead service is not available, there is no additional charge for new underground service, up to 200 feet. This applies to the following lights: LED5PT, LED3PT, DLEDA7, DLEDG7, DLEDE17, or fixtures mounted on Aluminum Alloy Standards.

For any new installation requiring an underground conductor extended over 200 feet per fixture, the customer will be charged a monthly rate of \$0.11 per foot. If there are multiple fixtures installed, any additionally installed length of conductor shall be combined in one monthly charge.

EQUIPMENT AND OVERHEAD SERVICE SUPPLIED BY THE COMPANY: The light shall be mounted on a suitable new or existing Company-owned pole. Any extension beyond an average installation length of 150 feet of wire will be at the expense of the Customer.

The Company will install, own and operate, and have discretion to replace or upgrade an LED light including suitable reflector or a flood light including a lamp, or a bracket for mounting on wood poles with overhead wiring and photo-electric or other device to control operating hours. Customers provided with pole top fixtures on fiberglass poles and fixtures mounted on Aluminum Alloy Standards will not receive overhead power supply. The light shall operate from dusk to dawn. The Company will supply the necessary electricity and maintenance for the unit.

SERVICE CONDITIONS: Lighting will not be mounted on Customer-owned property. The light shall be mounted upon a suitable new or existing Company-owned facility. The Company shall own, operate, and maintain the lighting unit including the pole, fixture, lamp, photoelectric control, mounting brackets, fixture arrester, LED driver and all necessary wiring using the Company's standard street lighting equipment as described herein. The Company shall furnish all electric Energy required for operation of the unit.

In cases of vandalism or damages, the Company has the discretion to discontinue service and remove Company equipment.

DECORATIVE LIGHTING OPTIONS

Maintain a safer environment for your community with professionally-designed lighting



Our decorative LED lighting program offers several benefits to city leaders, administrators, and business managers including:

- A fixed-fee format that simplifies annual budgeting.
- Little to no capital investment.
- Reduced or eliminated need for maintenance staff and equipment.
- An attractive and turn-key lighting system designed by a lighting-design professional.

DECORATIVE LIGHT OPTIONS



**Holophane
Arlington LED**

- Available with:
- 14-foot pole.
 - 6,500 lumen lantern-style fixture.
 - 4,000K color temperature.
 - Black finish.



**Holophane
Granville II LED**

- Available with:
- 14-foot pole.
 - 7,000 lumen acorn-style fixture.
 - 4,000K color temperature.
 - Black finish.



**Holophane Esplanade
LED Pendant**

- Available with:
- 30-foot pole.
 - 19,700 lumen tear drop-style fixture.
 - 4,000K color temperature.
 - Black finish.

Pole options

Lighting is provided with the following pole options.

- A 14-foot pole option is available for pole-top mounted fixtures.
- A 30-foot pole option is available for pendant fixtures and includes a decorative arm.
- Each pole has a “twist-lock” 120 volt receptacle for adding plug-in style decorations.
- Poles are tapered, fluted aluminum tubes.
- Poles include decoration hooks and banner arms.
- Black powder-coated finish.

Decorative LED lighting monthly rate

As of September 30, 2021, the following rates apply per fixture.

Decorative lights	Tariff sheet	DLEDA7 Arlington	DLEDG7 Granville	DLEDE17 Esplanade
Minnesota	11.07	\$87.77	\$86.11	\$110.56
North Dakota	11.07	\$87.77	\$86.11	\$110.56
South Dakota	11.25	\$87.77	\$86.11	\$111.27

DIANNE AVENUE AND EVA STREET – THREE 30' ESPLANADES



$3 \times \$110.56 =$
\$331.68 per month

EAST SCHARF AVE – THIRTEEN 30' ESPLANADES



EAST SCHARF AVE – THIRTEEN 30' ESPLANADES



$$13 \times \$110.56 =$$

\$1437.28 per month

SUMMARY

LOCATION	QTY	EACH	EXT. PRICE
DIANNE AND EVE	3	\$ 110.56	\$ 331.68
E SCHARF AVE	13	\$ 110.56	\$ 1,437.28
		Total per month	\$ 1,768.96

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6. Paving

Files Attached

- Copy of Proposal (003).pdf

PROPOSAL

Taves Construction, Inc.

PO Box 1152

Detroit Lakes MN 56502

Asphalt ■ Driveways

Parking Lots



Office: 218-847-7453

Fax: 218-847-8525

■ Cat Work ■

Seal Coating ■ Snow Removal

PROPOSAL SUBMITTED TO:	DATE:	JOB LOCATION:
City Of Vergas	3-19-24	Alley Way Parking Lot

Alley and Parking Lot

Remove existing asphalt in alley and new parking lot area

Blade shape area

Pave 2" nonwear lift

Pave 2" wear lift

\$63,400.00

Liquor Store Parking Lot

Remove existing asphalt

BLade shape Lot

PAve 2" nonwear lift

PAve 2" wear lift

\$20,500.00

Basketball Court

Clean tack and overlay with 1.5" compacted asphalt

\$3,500.00

Thank You

Dennis Jacobson 218-850-3092

No Bond

WE PROPOSE hereby to furnish material and labor complete in accordance with above specification, for the sum of:

We specifically exclude the following:

- Relocation of any existing utilities
- Any Site restoration outside of paving
- Any other work not specifically stated
- Any requirement construction building site permits
- Excavation over 6 inches

FULL PAYMENT DUE UPON COMPLETION

Authorized

Dennis Jacobson

Signature

Taves Construction, Inc., dba DRIVEWAY SERVICE

Note: This proposal may be withdrawn by us if not accepted within 30 days.

GUARANTEE

Paving guaranteed for a period of 1 year against break-up (if we do prep). Not guaranteed against normal wear (including fuel spills) or natural cracking due to climate changes. Not guaranteed against damage from snowplowing, snowblowers, tire chains, etc. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, adverse weather conditions, accidents or delays beyond our control. Owner to carry necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions as well as those terms and conditions on the reverse side hereof are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above and set forth on the reverse side hereof.

Signature _____

Date of Acceptance _____

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8. Budget- goal setting

A 5 Year Budget