

Vergas EDA/HRA
Vergas EDA/HRA
Government Services Center & Zoom Id 267-094-2170 password 56587
2:00 PM on Wednesday, June 5, 2024

1. Call to Order

2. Agenda Additions and Deletions

3. Status of Recommendations to City Council

4. Minutes

May 8, 2024

5. Financial Update

2024 Income and Expenses Update

6. New Business

A. CEDA First Impression Report

B. BR&E Programs (Marketing resources, advertising help, etc)

7. Old Business

A. 2023 and 2024 Housing Goals Timeline

B. 2023 and 2024 Economic Goals Timeline

C. Vergas Zoning Map

D. EDA/HRA Bylaws

E. Vergas HRA lots of Eva and Diane

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**Vergas EDA/HRA
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4. Minutes

May 8, 2024

Files Attached

- 05.08.2024 EDA_HRA Agenda Minutes.pdf

**Vergas EDA/HRA
Government Services Center
2:00 PM on Tuesday, May 8, 2024**

EDA/HRA Mission: Retain and promote business in our community, adding housing so that we prosper and increase our tax base, keeping Vergas a vital community.

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, May 8, 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, DuWayne Ditterich, Paul Sonnenberg, Vanessa Perry and Joy Summers. Absent: none. Also Present: City Clerk-Treasurer Julie Lammers; and Bob Williams of the Frazee-Vergas Forum. .

Call to Order

The meeting was called to order by Chair DuWayne Ditterich at 2:00 pm.

Agenda Additions and Deletions

Motion by Albright, seconded by Summers to approve agenda as presented with the following addition: Commercial Development.

Minutes

Motion by Sonnenberg, seconded by Summers to approve the minutes of April 2, 2024. Motion passed unanimously.

Financial Update

Lammers reviewed the 2024 income and expenses.

Vergas HRA Lots on Eva and Diane St

Ditterich presented loan information provided by Vergas State Bank Loan Officer Paula Waller. Summers emailed Lammers information which she emailed to all members. The biggest issue with these lots are the income limits. If income limits are changed from what the County provided (which was received from the State of MN) we would have to have good justification. Discussed current assessments on the lots for 2024: 82000990242000 for \$2,045.86; 82000990243000 for \$2045.86; 82000990244000 for \$1,544.05; 82000990245000 for \$1,544.05; 82000990249000 for \$1563.35; 82000990250000 for \$3,030.19; 82000990251000 for \$1,582.65; and 82000990252000 for \$1,582.65. Assessments for 2024 total \$14,938.66. Motion by Summers, seconded by Sonnenberg to recommend to Council to put assessments on hold until lots are sold. Motion passed unanimously. Discussion involved asking City to pay for 2024 assessments. Summers asked Albright to bring this issue to council explaining the funding EDA/HRA has and the drop in the amount the city has budgeted every year. Ditterich stated that if we cannot sell these lots, they are useless. Albright stated that once the County gets senior housing or a spec home built there may be activity in this area. Ditterich stated he does not want to be discussing these lots in 3 years and members stated the county will not be building until 2025 if they receive the grant and we are on a waiting list for a spec home to be built.

Old Business

2024 Housing and Economic Goals.

Discussed lots available in Vergas. Discussed mission statement and what role the EDA and HRA would like to play. Do we want to purchase and build on land or do we want to get investors involved in Vergas. Our goal is not to make money but to make the community prosper.

Vergas Zoning Map

All EDA/HRA members should bring a colored map to the June meeting to discuss zoning ideas. Ditterich will provide large maps for members.

CEDA Grant

Jordan Grossman, CEDA Representative, has begun working on a survey and has met with most of the business owners within Vergas. Members asked Lammers to invite Grossman to our EDA HRA meetings.

EDA/HRA Bylaws

Summers brought questions regarding conflict of interest, Lammers will contact the League of MN Cities and City Attorney on the language.

Annual Meeting

Reviewed annual meeting and lower attendance than past couple of years. The timing of the meeting 1 ½ hours was good, the space is too large, and we need to spend more time inviting residents and community groups, such as the Lion's.

New Business

Commercial Development

Discussed the land on the corner of Pelican Avenue and Hwy 35 becoming commercial. This land could be used for a car wash and/or commercial building (suggestion a strip mall). Motion by Summers, seconded by Perry to recommend to planning commission to make parcel 82000500022000 commercial along Pelican Ave. Motion passed unanimously.

Ordinance Update

Lammers provided copies of the proposed ordinances affecting EDA and HRA. Members will bring recommendations to the June meeting to discuss.

Adjourn

Motion by Albright, seconded by Perry to adjourn the meeting at 3:45 p.m. Motion passed unanimously.

Julie Lammers

City Clerk-Treasurer

City of Vergas

Council Recommendations

Remove assessments on Sunny Oaks Development until the lots are sold.

Planning Commission Recommendation

Change zoning map to commercial along Pelican Ave this would include parcel 82000500022000.

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.

Ditterich to provide large white maps of City for members. All members bring a color-coded map to the next meeting to discuss zoning in Vergas.

Lammers to review legal item regarding the conflict of interest with the league and city attorney.

Members review proposed ordinances.

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5. Financial Update

2024 Income and Expenses Update

Files Attached

- 2024 EDA_HRA Revenue and Disbursements.pdf

2024 EDA-HRA Income-Expense Sheet

Beginning Balance			\$24,331.42
Revenue:			
	City	5,000.00	
Total Revenue		<u>\$5,000.00</u>	
Expenses:			
	Loon's Nest (annual meeting)	325.00	
	Otter Tail County Auditor-Treasurer (Assessments)	7,469.36	
Total Expenses:		<u>\$7,794.36</u>	
Balance of Checking Account as of 01/31/2024			<u>\$21,537.06</u>
Savings Account			
	* West Central Initiative	16,105.60	
Veteran's Memorial	Total in HRA/EDA Account		<u>\$37,642.66</u>
Income			
	West Central Initiative	3,843.75	
	West Central Initiative		
	West Central Initiative		
	West Central Initiative		
Total Income		<u>3,843.75</u>	
Expenses			
	Loren Menz	3,843.75	
Total Expenses		<u>3,843.75</u>	
Balance of Account			<u>\$0.00</u>
Pickle Ball			
Income			
	West Central Initiative		
	West Central Initiative		
	West Central Initiative		
Total Income		<u>0.00</u>	
Expense			
Total Expenses		<u>\$0.00</u>	
Balance of Account			<u>\$0.00</u>

City of Vergas budgeted \$5,000.00 for 2024 EDA/HRA transfer.

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6. New Business

- A. CEDA First Impression Report
- B. BR&E Programs (Marketing resources, advertising help, etc)

Files Attached

- Vergas FIR Complete.pdf

First Impression Report

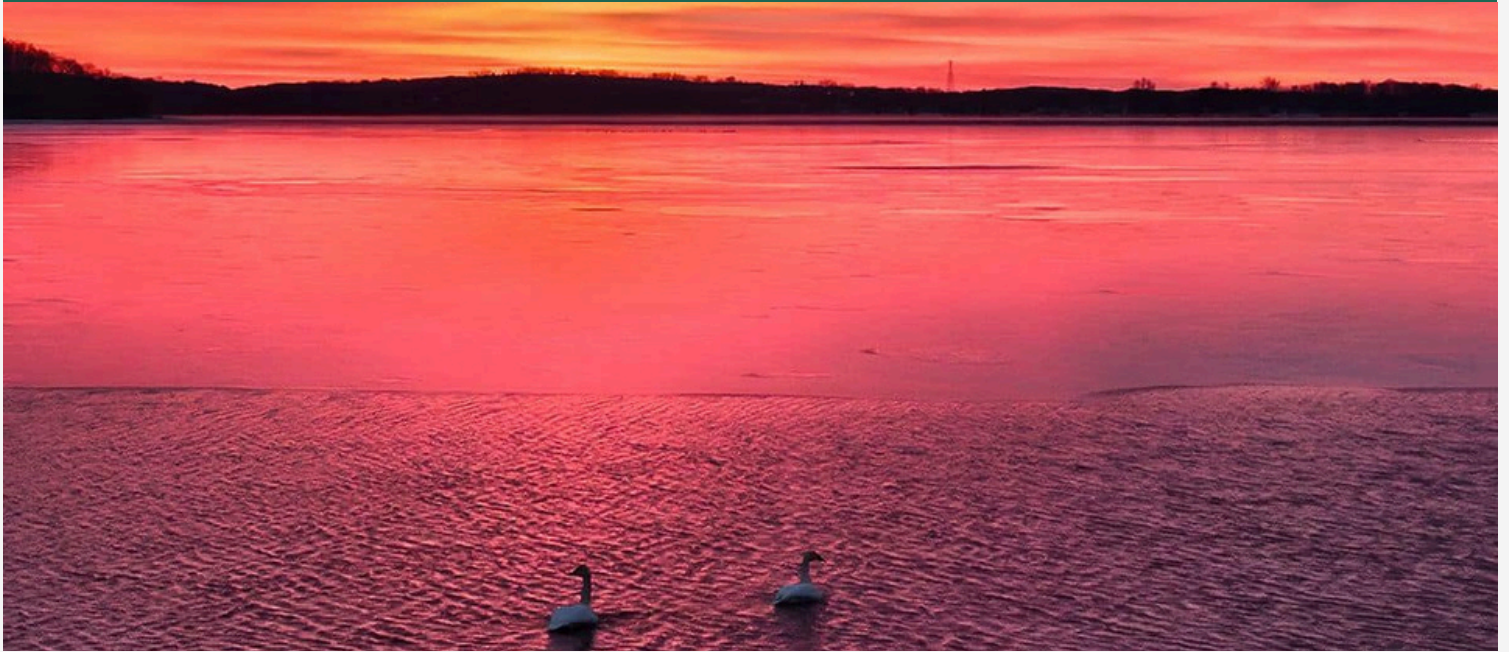
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CEDA

Community and Economic
Development Associates

Introduction



The purpose of this First Impression Report is to provide the City of Vergas located in Otter Tail County with information on assets and opportunities as observed by an objective, first-time visitor.

This report does not constitute a proposed work plan and may include items that the City has previously discussed or declined to move forward. The report should instead be viewed as first-hand observations and suggestions ascertained and conveyed by visitors through a community development lens.

This report was authored by Jordan Grossman. The date of the community visit was May 3rd, 2024.

About CEDA: CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community and Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of southeast Minnesota. The name change reflects CEDA's commitment to provide services that fit the needs of any rural community. CEDA provides ongoing and/or project based economic/community development, grant writing, and planning services to rural communities and counties. Our team brings with it over 200 years of collective development experience.

Community Demographics



The subsequent section of this report outlines demographic data on the City. This is relevant because it provides perspective as it relates to population density, resources, location, and more.

Beyond typically viewed data such as median household income and population, this analysis offers workforce information such as major industries, commute times and flow, primary jobs, etc. Because workforce augmentation and retention is a major part of community and economic development efforts, this information is useful and timely.

All data acquired for the creation of this section was collected from the US Census Bureau's Data and On the Map tools. Population numbers will be pulled from the State Demographer's office to offer a more current and accurate portrayal.

Community Demographics

Community Name



Population

Population in City:
348

Population in County:
60,081

Location

Vergas is located in Northern Otter Tail County, roughly 60 miles from Fargo, ND and a few hours from the Twin Cities.

Transportation

Hwy 4, Hwy 17, and Hwy 228 all begin in Vergas and are connectors to other neighboring communities.

Other

Median Household Income: \$68,125

Median Home Value: \$157,900

Median Gross Rent: \$625



Workforce Analysis

Age Groups of Workers:

29 and younger:	23.2%
30 - 54:	50.7%
55 and older:	26.1%



Workers by Earnings:

\$15,000 and under:	28.3%
\$15,012 - \$39,996:	39.1%
\$39,996 - \$74,000+:	32.6%

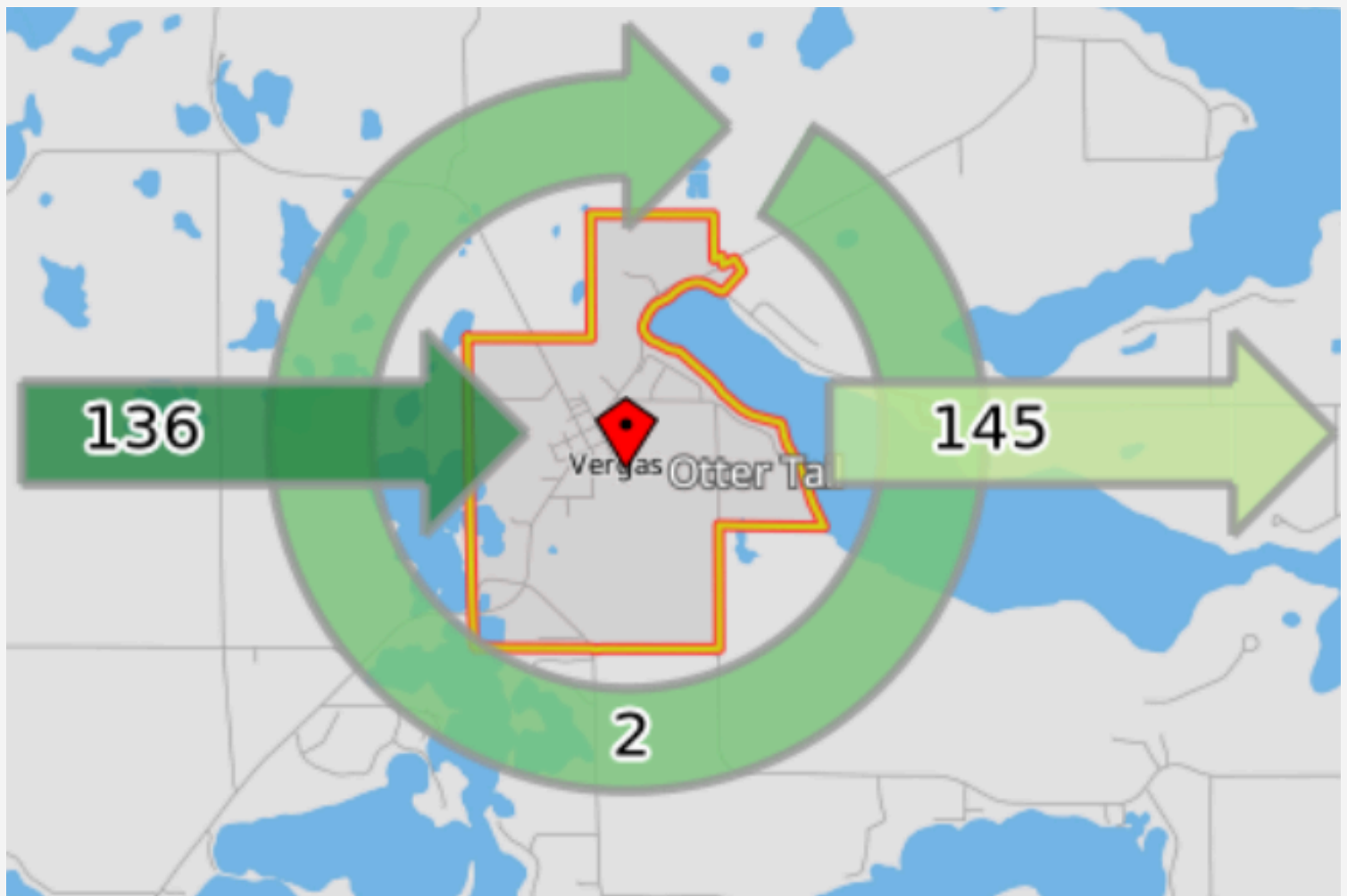
Workers by industry of employment

Construction	26.8%
Manufacturing	0.0%
Wholesale trade	0.0%
Retail trade	25.4%
Transportation and warehousing, and utilities	0.8%
Health Carer and Social Assistance	0.0%
Finance and insurance, and real estate and rental and leasing	6.5%
Real Estate and Rental and Leasing	0.7%
Educational services, healthcare, and social assistance	0.0%
Arts, entertainment, recreation, and accommodation and food services	29.7%
Public administration	7.2%
Other services	2.9%

In-Flow/Out-Flow Analysis

The map below shows that the City of Vergas has jobs filled by non-residents, residents who leave the City for work and residents who live and work in the community.

As depicted below, approximately 136 people work in Vergas but commute in from other communities. ~2 people live and work in Vergas, and ~145 individuals live in Vergas but commute elsewhere for work.



Online Presence

In today's society, many prospective and current residents and businesses are seeking information on communities through online channels. It is imperative that communities have a robust and easy to navigate website and social media presence to provide ease of access to information. Below, a summary of the City's online presence is articulated.

Website:

The homepage of the Vergas City website is clean and organized. The slideshow photos at the top of the landing page are eye-catching. The drop-down tabs are full of information on community facilities and the Events tab is a great way to promote tourism. Having a clickable link to the Comprehensive Plan on the main page is a great way to engage community members who visit the website. Consider adding City Hall hours and a phone number on the landing page. The census data on the main page should be updated with icons/photos, currently an error photo appears. Navigation to different departments and categories is easy. It appears this website is frequently updated. Consider updating photos to highlight new community assets like the Mercantile building.

Location of Information:

The home page displays several tabs for the various departments and categories. The tabs lead you to different pages with the correct information. Consider a link to the new City online bill payment system under the City tab. The website offers quick links to learn more about the City, the EDA vacant lots, and the Event Center. The EDA page has up to date information on available lots and contact information for viewers to learn more. In addition, there is a zoom link to City meetings which encourages community engagement. By the amount of information posted to the City website, it is apparent the community offers a lively event schedule, business development, and housing development opportunities.

Functionality and Accessibility:

Most of the tabs and links throughout the website are functional and lead you to the correct page. City Hall hours should be added to the top of the website. Overall, the City website is well done.

The City may want to explore having an audit of the site completed to ensure ADA accessibility compliance for colors, images/alt. text/ etc. Website accessibility audits ensure the removal of any barriers and assist in creating digital inclusion for all.

Online Presence

Social Media:

Facebook is a great beginning platform for social media content in your region. Consider adding different social media platforms to increase your digital presence and grow the market reading your digital content. Continue to promote community events and updates. Adding a digital series on Vergas Fun Facts over the winter months is a way to consistently have content to post so your page stays relevant.

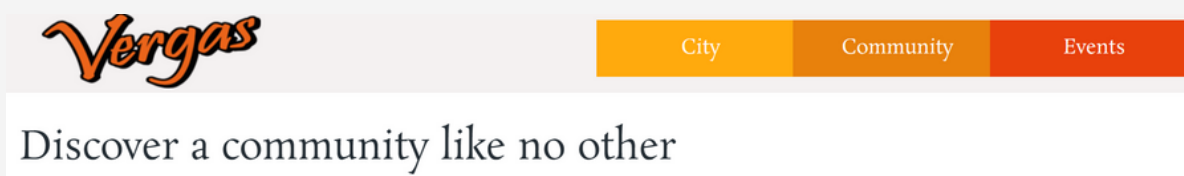
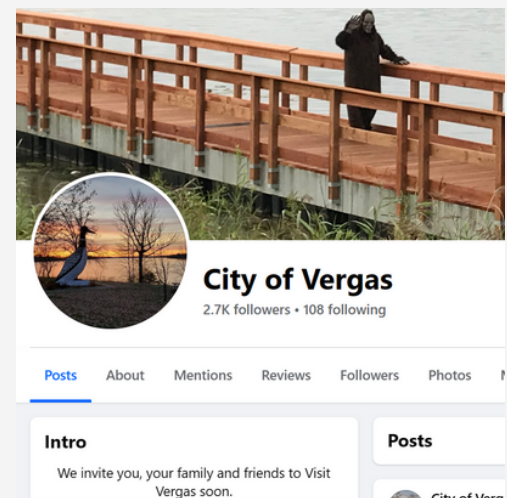
Facebook: The Vergas Facebook page has over 2.7K followers which is great for a community of 348 residents. Information on weather updates, council meetings, events, and lost animals is the most frequent content posted. Consider partnering with the Vergas Community Club on post creation and sharing that organizations posts to increase tourism, especially during the lively summer months.

Instagram: We were unable to locate a City account.

Twitter: We were unable to locate a City account.

LinkedIn: We were unable to locate a City account.

Other: We were unable to locate a City account.

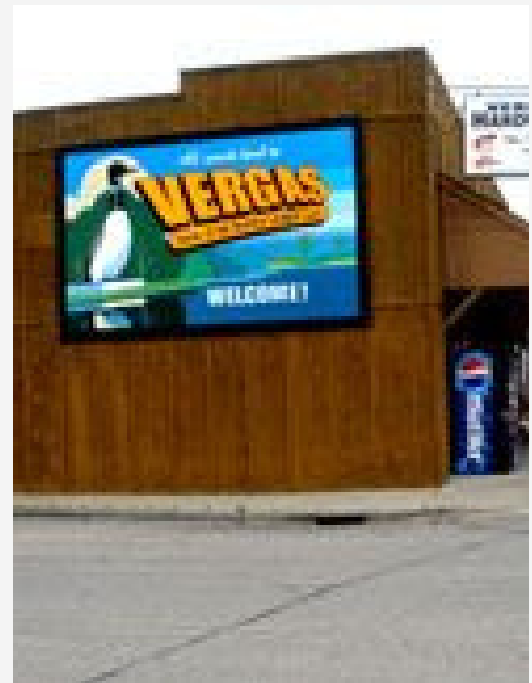


Signage

Signage:

Signage is important in community development. It can not only welcome people into/out of your City, but also signage can aid in directing people to some of the most prominent (or tucked away!) assets, amenities, and features your community has to offer. Signage encourages a welcoming and uncomplicated experience.

Vergas has ample signage by the entrances into town. The Event Center is easy to locate with large signage as well as City government buildings. Consider reaching out to search engines like Google to optimize your City for top of the page results when searching for City Hall or the Event Center online.



Housing

Housing/Residential:

In order to grow population and attract businesses of varying types, communities need to have ample housing stock to suit the needs of their residents. This section analyzes the observations surrounding housing in the City

According to the 2020 Housing Study, the median age of housing in Vergas is 64 years old. While this is not atypical in many rural communities, there may be some programs worth exploring to assist residents with rehabilitation or energy efficiency upgrades. When researching online, the CEDA team found four homes listed for sale and one on auction. The team could not find any rental units available or other multi-family housing listed online. More multi-family and workforce housing options may be beneficial to continue to attract new residents to the community.



Education

Education:

Many individuals and families are concerned with the quality and accessibility of education when making decisions about where to live and work. As such, it is important to have a foundational understanding of perceptions about the City's educational options.

School District(s):

The Frazee Vergas Public Schools are located in Frazee, MN; approximately 8 miles away from Vergas in Becker County. The school district contracts with Anderson Bus Company of Frazee, Inc. to provide rides to children ages 5-18 to and from school in the Vergas community. The school district has 866 students enrolled in 2024. The student teacher ratio is 13:1 providing individualized attention to each student and an enhanced classroom environment. The graduation rate for students attending this school is 75%-79% which is close to the MN State average of 84%.

In addition, the Pelican Rapids Public Schools and the Perham Public Schools offer open enrollment to children in Vergas and provide bus transportation to and from school.

Childcare:

Jesus' Little Lambs Preschool is located in the City and provides a pre-kindergarten environment to children ages 4 and 5. A brief internet search shows one licensed in-home daycare in the City who is able to accommodate up to ten children. Consider assessing the community need for more childcare options as you plan to grow your tax base.



FRAZEE-VERGAS
PUBLIC SCHOOLS | ISD #23

Services

Services:

Based on a limited visit and cursory online research, community members may be evaluating the services that your City offers to residents. As such, this section is included.

Emergency Services (including Fire/Police):

The fire department has a nicely upkept building with great signage in town. There is not a local police department in Vergas. Law enforcement services are provided by the Otter Tail Sheriff's Office on a call-in basis.

Healthcare:

The community does not have a healthcare facility within City limits. Clinics & Hospitals serving the residents are located in Detroit Lakes, Wadena, and Fergus Falls.

Utilities:

Otter Tail Power Company provides electric utilities to the City, Great Plains Natural Gas company provides natural gas services to parcels in the City and Arvig, Inc provides phone and internet services. In addition, all major cell phone carriers have services for phone and internet in the City of Vergas.



Downtown

Downtown:

In small communities, the downtown corridor is an important facet of the City. CEDA staff worked to understand the downtown structure and make up to offer observations and suggestions.

Retail/Commercial: There's a mix of hospitality and retail businesses in City limits. Some facades appear to be dated while others are more modern and updated. The City could look into implementing a facade improvement program to assist property owners and catalyze bigger improvement projects. There are some interesting businesses in the community that may capture visitor attention. The local corner restaurant and bar, Billys, is an exciting fixture that could be an intriguing draw and source of entertainment. The newly built Mercantile building houses a modern top of the line fitness center, bakery, and grocery store. This multi-use building is located on prime real estate for people driving by to consider stopping in town. The facade of this building is up to date and can be used as a suggested guideline for other businesses looking to update their exterior. The City website has a page for all of the businesses in town. It is very helpful to have the directory in alphabetical order and have hyperlinks to the businesses Facebook page or website. If it isn't being done already the City could also produce a printable business listing/directory to promote shopping and dining for visitors that are less tech savvy.

Building Aesthetics: Overall, the downtown appears to be a source of pride for the community with the well-kept flowerbeds and clean sidewalks and streets. A handful of the commercial structures may benefit from facade updates and improvements. Signs for businesses could also use refreshing or updating. The City could look into the creation and promotion of facade improvement programming.

Parking: The City could invest in signage for current public parking lots and look into funding sources for investing in more public parking. The City has limited parking in the Commercial zone of town. The City should consider a parking survey or talk with businesses to ensure that availability of spaces exists throughout various periods of the day.



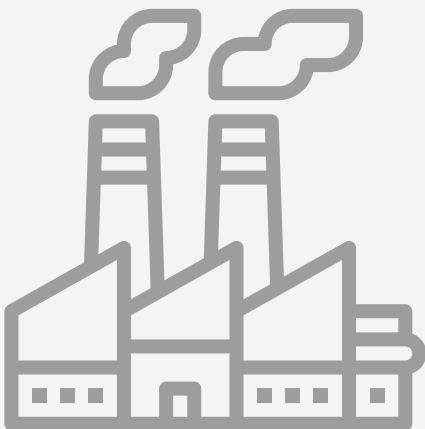
Industrial

Industrial Development:

This section seeks to describe the industrial development in the City. CEDA team members drove through the community and did some online research to determine types and levels of industrial businesses operating in the community.

Land/Building Availability: Vergas has a portion of land designated for Industrial Development. The city should look into capacity to house a new industrial business or expanding the designation to surrounding land to create an industrial park. Franklin Fence & Company, Ford Equipment Company and Kading Farm & Home Center could be relocated to Industrial zoned land to start an Industrial Park and open up expansion opportunities where the businesses currently sit.

Business Retention and Expansion: The City should assess the feasibility of investing industrial expansion by analyzing the positioning of existing industrial businesses outside city limits in relation to Highway 17 and the designated industrial land within the City limits.



Recreation

Recreation:

Cities of all sizes are striving to offer entertainment and recreational opportunities to their residents and visitors. This report outlines the perceived recreational opportunities and suggestions for continued growth of the amenities.

City Parks: There are multiple parks that a first- time visitor notices, with Long Lake Beach Park being the largest in size and amenities offered. The City Park successfully captures attention by using both open space, playground facilities, and the beach to draw visitors in. This park features one shelter, playground equipment, a fishing pier, public bathrooms, and a sandy beach. The City appears to do a good job of keeping the parks well-maintained and clean. The park is inviting to families and tourists.

Other City parks are Peterson Park, Lion's Park, and the Ball Fields. They are easily accessible by foot or bike and have similar amenities. The Ball Fields Park has new pickleball courts that attract summertime campers to town for a fun activity.

Trails: The Vergas Long Lake Trail is approximately two miles long and features a beautiful boardwalk over Long Lake. This trail connects Long Lake Beach to the City. The City providing dog waste bag stations along the trail and trash receptacles is a great way to promote keeping the trail clean and attractive.

Events: The Vergas Community Club has a large online presence and a full list of activities in the City in the summer and throughout the entire year. Through an online search, this organization appears to do a great job marketing community events and shining a positive light on Vergas. Considering a partnership with the Community Club and sharing social media posts can increase the City's digital following.



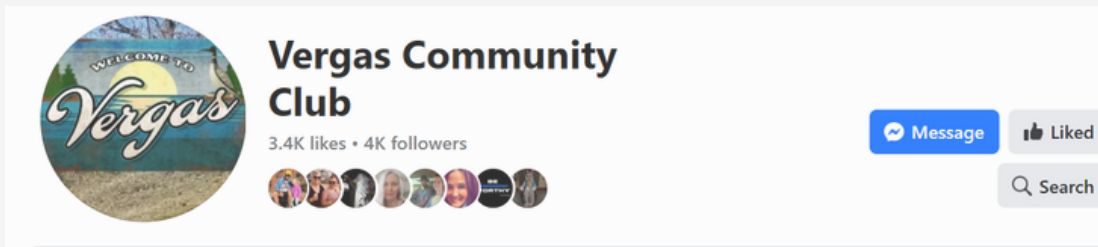
Community Promotion

Community Promotion:

Whether they're looking to attract residential growth, industrial companies, or more commercial businesses, cities need to promote themselves effectively. This section of the First Impression Report outlines some general perceptions of the City's marketing efforts (internal and external).

Internal Marketing: The City website and Facebook page could be viewed as internal marketing in addition to monthly newsletters. Residents and city officials would be the main visitors on the site, and residents are able to pay their bills online through the city utility payment feature. Consider linking this payment option onto the City website. The City may also want to explore the opportunity to utilize various social media outlets to distribute information. A community survey could be useful to understand the types of amenities that citizens currently enjoy and would like to see created. The City could explore monthly “fun facts” segments where they could educate citizens and viewers about various pieces of Vergas history or up and coming news.

External Marketing: From a first-time visitors perspective, the City’s main external marketing channel is the Community Club’s Facebook page. The Community Club mostly promotes events, fundraising opportunities, and important City news. We are unable to gauge the analytics on the reach of this marketing without further research.



Conclusion

Some highlights from this report include:

Online Presence

- Partner with the local community club to grow your digital audience
- Add online payment information to the City website

Downtown

- Appears well kept, flower beds downtown are a great addition to beautification efforts
- Ask residents what they think the town needs

Recreation

- Advertise the boardwalk on Long Lake Trail to draw visitors
- Explore funding opportunities to expand current parks capacities

Conclusion:

The City of Vergas located in Otter Tail County has many amenities and resources. It has significant opportunity for potential projects that could benefit residents and businesses. With some attention given to the zoning map and housing development opportunities, it could be an even more appealing location for a new business or home for new residents. The City parks are incredible assets that the City can use for marketing content.

Contact Us:

Our team is happy to discuss this report in depth or to talk about potential next steps.

Our contact information is provided below, so please don't hesitate to reach out to us.

Contact

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- B. 2023 and 2024 Economic Goals Timeline
- C. Vergas Zoning Map
- D. EDA/HRA Bylaws
- E. Vergas HRA lots of Eva and Diane

Files Attached

- 2024 EDA-HRA Goals with timeline.pdf
- Proposed EDA BYLAWS for Vergas.pdf
- Vergas_Streets_whitebackground_11x17.pdf

2024 EDA Goals

<u>Goal</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Meet with business owners, determine how things are going for them, or if they need assistance to stay in business or to expand. Survey businesses regarding staffing needs.		50%		90%			
Support current commercial businesses with training and information on available or upcoming funding in order to help them maintain and grow.				100%			
Work with Planning and Zoning to review areas within current city limits and within a one-mile radius for potential future business development/growth.	on going						
Encourage well planned quality development of commercial areas	add zoning map to EDA agenda			-renew every December			
Continue to work on parking issues within business district (availability/handicap), identify solutions, both short-term and long-range. Solutions might involve buyout of existing businesses, identify funding sources.			Plan	On going add handicapped spots on end of Railway			

2024 EDA Goals

<u>Goal</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Continue to be involved with City Comprehensive Planning process, focusing on business issues/concerns.			Align with Comp Plan and review every Dec.				
Meet with Commercial Club to review each other's goals, common interests, and where interests may overlap. Work together to enhance each other's missions.	Hold with Annual meeting	Meet with VCC and discuss goals					
Update website page.			review updates every December				

2024 HRA Goals

<u>Goal</u>	<u>Items to attain Goals</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Identify buildable lots: Review housing study determine the types of housing needed, work with City and private development to furnish said housing.								
	Identify lots within current city limits, who owns said lots, their price, and whether they have City services (water/sewer), or their potential for said services.	Print map Joy will highlight lots		Discuss with owners				
	Identify potential building lots within a one-mile radius of Vergas, who owns the lots, and their selling price. Assess potential of providing City services.			*				
	Work with developer of Lawrence Lake Lots, as well as owners of other available lots within City limits on a marketing campaign to help sell said lots.							
Determine interest and availability of grant or low interest housing program to repair or improve existing housing.	If yes - interior or exterior project Programs and Interest			Survey in Utility bill				
Assisting current residents in retaining and maintaining their properties through knowledge of available programs.								
Aid residential developers by making new housing more available through support of waived permitting fees; tax abatements or tax increment financing; etc.	Coordinate with Otter Tail County Big Build Initiative.	on going			County Program Enag.			

2024 HRA Goals

<u>Goal</u>	<u>Items to attain Goals</u>	<u>March</u>	<u>June</u>	<u>December</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Convey the message that all aspects; live, work, and play contribute to the existing high quality of life in our community	Put our marketing brochure on the web.			*				
Update Web page.								
Look at grants, loans, programs, at the local, state, and federal levels to make city services (water/sewer) available and affordable for new developments	Policy							
Continue to be involved with City Comprehensive Plan, focusing on housing issues/concerns within said study.				every December				
Continue to collaborate with Otter Tail County on their “The Big Build” project.							Program	

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BY-LAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY
IN AND FOR THE
CITY OF VERGAS, MINNESOTA

1. The Authority

Section 1.1. Name of the Authority. The name of the Authority shall be the Economic Development Authority (hereinafter, "Authority") in and for the City of Vergas, Minnesota (hereinafter "City"), and its governing body shall be called the Board of Commissioners (hereinafter, "Board").

Section 1.2. Office. The principal office of the Authority shall be the Vergas City Offices.

Section 1.3. Seal. The official seal of the City of Vergas shall be the Authority's official seal.

2. Organization

Section 2.1. Officers. The officers of the Authority shall consist of a President, a Vice President, a Secretary-Treasurer, and Assistant Treasurer. The President and the Vice President shall be members of the Board and shall be elected annually, and no Commissioner may serve as President and Vice President at the same time. The offices of Secretary-Treasurer, and Assistant Treasurer shall be appointed as set forth herein.

Section 2.2 President. The President shall preside at all meetings of the Board.

Section 2.3 Vice President. The Vice President shall preside at any meetings of the Board in the absence of the President and may exercise or perform the same due to absence or other inability.

Section 2.4 Secretary-Treasurer. The Secretary-Treasurer shall be the City Clerk. The Secretary-Treasurer shall receive and be responsible for Authority money, shall disburse Authority money by check only, keep an account of all Authority receipts and disbursements and the nature and the purpose relating thereto, shall file all financial reports and disclosures required of the Authority, and be responsible for the acts of the Assistant Treasurer. The Secretary-Treasurer shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary-Treasurer shall have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe. The Secretary-Treasurer shall advise the Board of all appropriate matters, participate in Board discussion, but shall not vote, unless appointed as a Commissioner as provided herein. The Secretary-Treasurer shall be responsible for recording and maintaining accurate records of the meetings of the Board and of all official actions taken by or on behalf of the Authority.

Section 2.5. Assistant Treasurer. The Assistant Treasurer shall have all the powers and duties of the Treasurer if the Treasurer is absent or disabled.

3. Procedures of Board of Commissioners

Section 3.1. Annual Meeting. The Annual meeting of the Board shall be held between April 15-May 15 each year.

Section 3.2. Regular Meeting. The Board shall hold regular meetings monthly as the Board determines.

Section 3.3. Special Meetings. Special meetings of the Board may be called by the President or, in the event of the President's absence or inability, by the Vice President

at any time, upon three-day prior notice to all Commissioners and the Secretary-Treasurer. Upon the same notice, special meetings of the Board may also be called by any of the two Commissioners. The Secretary-Treasurer shall post notice of any special meeting in the principal's office of the Authority no less than three days prior to such special meeting.

Section 3.4. Quorum. A quorum of the five-member Board shall consist of three Commissioners. In the absence of a quorum, no official action may be taken by, on behalf of, or in the name of the Board or the Authority.

Section 3.5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may, but need not be, read aloud prior to a vote taken thereon. All resolutions shall be executed after passage.

Section 3.6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

4. Miscellaneous

Section 4.1 Fiscal Year. The fiscal year of the Authority shall be the calendar year. The City shall be the fiscal agent for the Authority and shall establish a separate fund for the purpose of maintaining all financial and accounting records of the Authority, including the nature of all receipts and disbursements, money on hand and the purposes to which it may be applied, and records of Authority's debits and credits. The City shall establish such other funds as may be properly authorized and necessary for the conduct of the Authority's business.

Section 4.2. Checks. An authority check must be signed by the Secretary-Treasurer and the Mayor or Vice Mayor. The check must state the name of the payee and the nature for which the check was issued.

Section 4.3. Financial Statements. The City shall provide the Authority with such financial information as may be necessary for the proper conduct of the Authority's business. The funds established for the benefit of the Authority shall be audited annually and included as part of the City annual financial report. The City shall file such financial reports with the State and any other organizations or agencies as may be required for proper operation of the Authority.

Section 4.4. Report to City. The Authority shall annually, or more often if requested by the City Council, make a report to the City Council giving a detailed account of its activities and of its receipts and expenditures for the preceding calendar year.

Section 4.5. Budget to City. The Authority shall annually send its budget to the City Council, no later than August 1, which budget includes a written estimate of the amount of money needed by the Authority from the City in order for the Authority to conduct business during the upcoming fiscal year.

Section 4.6. Employees. The Authority may recommend the employment of an executive director, a chief engineer, technical experts and agents and other employees as it may require and determine their duties, qualifications and compensation.

Section 4.7. Services. The Authority may contract for the services of consultants, agents, public accountants and others as needed to perform its duties and to

exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority.

Section 4.8. Supplies, Purchasing, Facilities, and Services. The Authority shall purchase such supplies and materials as it needs. The Authority shall follow such procedures as are applicable to other City departments and agencies. The City may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the Authority.

Section 4.9. Execution of Contracts. All contracts, notes and other written agreements or instruments to which the Authority is a part or signatory or by which the Authority may be bound shall be executed by the President or Vice President, and the Secretary-Treasurer, or by such other Commissioners or Officers of the Authority as the Board may by resolution prescribe. All contracts will be signed after review by legal counsel.

Section 4.10 Appointment, terms; vacancies. Five-member authority: the commissioners constituting a five-member authority, one of whom must be a member of the city council, shall be appointed by the mayor with the approval of the city council. Commissioners may serve two terms, with the exception of the Council Liaison who may serve while being on the City Council. Thereafter all commissioners shall be appointed for six-year terms. See amendment A for member terms.

Subd 2. A vacancy is created in the membership of an authority when a city council member of the authority ends council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made. The city council may set the term of the commissioners who are members of the city council to coincide with their term of office as members of the city council.

Subd 3. Compensation and reimbursement. A commissioner, including the president, shall be paid for attending each regular or special meetings of the authority in an amount to be determined by the city council. In addition to receiving pay for meetings the commissioners may be reimbursed for actual expense incurred in doing official business of the authority. All money paid for compensation or reimbursement must be paid out of the authority's budget.

Subd 4. The Secretary-Treasurer and Assistant Treasurer will be paid compensation for their services in an amount to be determined by the City Council.

Subd 5. Removal for cause. A commissioner may be removed by the city council for inefficiency, neglect of duty, or misconduct in office. A commissioner shall be removed only after a hearing. A copy of the charges must be given to the commissioner at least ten days before the hearing. When written charges have been submitted against a commissioner, the city council may temporarily suspend the commissioner. If the city council finds that those charges have not been substantiated, the commissioner shall be immediately reinstated. If a commissioner is removed, a record of the proceedings, together with the charges and findings, shall be filed in the office of the city clerk.

Section 4.11. Conflict of Interest. Except as authorized in section 471.88 a commissioner, officer, or employee of an authority must not acquire any financial interest, direct or indirect, in any project or in any property included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or service to be furnished or used in connection with any project.

Section 4.12. Liability in Contract or Tort. Subject to the provisions of chapter 466, an authority shall be liable in contract or in tort in the same manner as a private corporation. The commissioners of an authority shall not be personally liable as such on its contracts, or for torts, not committed or directly authorized by them. The property or funds of an authority shall not be subject to attachment, or to levy and sale on execution, but, if an authority refuses to pay a judgment entered against it in any court of competent jurisdiction, the district court for the county in which the authority is situated may, by writ or mandamus, direct the treasurer of the authority to pay judgment from any unencumbered funds available for that purpose. (MN State Statute 469.1081)

Section 4.13. Amendment of By-Laws. These By-Laws may be amended by the Board by majority vote of all the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered.

Amended:

Passed by the City Council this 14 day of May, 2024

Julie Bruhn, Mayor

Attest:

Julie Lammers, Clerk-Treasurer

Original Effective Date: January 12, 2015

Adopted: May 14, 2024

Addendum A.

Those initially appointed shall be appointed for terms of two, three, four, five, and six years respectively. Thereafter all commissioners shall be appointed for six-year terms.

Terms are as follows:

2015-2016

Two Year	-	Lee Dahlgren
Three Year	-	Marlette Otto-Anderson
Four Year	-	Kevin Zitzow
Five Year	-	Vanessa Perry
Six Year	-	Duane Strand

2017

Lee Dahlgren
Sandy Stall
Kevin Zitzow
Vanessa Perry
Duane Strand

2018-

Sandy Stall
Kevin Zitzow
Vanessa Perry
Duane Strand
Ashley Hannon

2019

Paul Pinke
Kevin Zitzow
Vanessa Perry
Duane Strand
Ashley Hannon

2020

Bruce Albright
Kevin Zitzow
Vanessa Perry
Paul Pinke
Ashley Hannon

2021

Bruce Albright
Kevin Zitzow
Vanessa Perry
Paul Pinke
Austin Tegtmeier

2022

Bruce Albright
Kevin Zitzow
Vanessa Perry
Paul Pinke
Joy Summers

2023

Bruce Albright
Kevin Zitzow
Vanessa Perry
Joy Summers
Duane Ditterich

2024

Bruce Albright
Paul Sonnenberg
Vanessa Perry
Joy Summers
Duane Ditterich

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