

City Council
2024 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Wednesday, August 14, 2024

1. Public Hearing

2. Call to Order

3. Citizens' Concerns

- A. Huddleston Crosswalk Request
- B. Huddleston Munibilling Request
- C. Ringdahl ALS Letter to Pelican Rapids Area Leaders

4. Agenda Additions and Deletions

5. Approval of Consent Agenda

- A. Council Minutes of the July 9, 2024
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for July 2024
- D. Late water/sewer bills
- E. 2024 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2024 Statement of Receipts, Disbursements and Balances
- H. Committee Reports:
 - 1. Event Center
 - 2. Budget/Personnel
 - 3. Municipal Building
 - 4. Vergas Energy Grant Timeline
- I. Resolution 2024-007 Park Donation
- J. Updated forms:
 - 1. 2024 City of Vergas Portfolio's/Councils/Committees/Boards
 - 2. Data Request Form

6. Improvement No. 2025-1

7. Lake Runners Trail Assn Request

8. Proposed MN Basic Code Ordinances

9. Committee Reports

- A. Planning Commission
 - 1. Chicken Ordinance
- B. Streets/Sidewalks/Yard Waste
- C. EDA/HRA
 - 1. Updated Bylaws
 - 2. Bookmobile Parking

10. Staff Reports

- A. Utilities Superintendent
- B. Clerk-Treasurer

11. Information & Announcements

Trainings:

- A. Work Session, Opioid Settlement Funds and Otter Tail County Cannabis Ordinance, August 27 1-2:30 pm Fergus Falls
- B. Clerks Advanced Academy- September 19-20, 2024 (Lammers)

12. Adjournment

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Status of Recommendations to City Council	48
None.	48
Minutes	48
Financial Update	48
New Business	48
City property between Altona Square and Municipal Building	48
Ditterich proposed allowing a business to build over the alley between Liquor Store and Ditterich Mercantile. There are traffic concerns regarding driving and parking in the alley and we are in need of space for new business in Vergas. Reviewed areas ...	48
Old Business	48
CEDA First Impression Report	48
CEDA Representative Jordan Grossman was not present, Lammers will contact her before our August meeting.	48
Council Recommendations:	48
Approval of updated bylaws.	48
Follow up Actions	48
Change zoning map to future map as Comprehensive Plan suggests with the following changes: change all conditional use lots for commercial to commercial and add public use for lots owned by the city.	48
Albright compare ordinances.	48
Lammers contact Jordan Grossman.	48
Lammers contact County to have them put up 2-3 spec homes.	48
Lammers to find out about splitting HRA lots.	48
Summers to design and provide pricing for tiny home.	48
Members review proposed ordinances once update is received.	48
Vergas EDA/HRA	49

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None.	49
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Bookmobile	49
Lammers explained that she has received a complaint regarding the bookmobile being parked in the alley between Ditterich Mercantile and the Liquor Store. Members discussed other locations it could meet with patrons: event center parking lot, Summers R... ..	
49	
Otter Tail County Check In	49
Lammers reviewed the following meetings coming up regarding housing and Economic Development: August 15 at 1 pm an Otter Tail County Housing Convening to be held on Microsoft teams, West Central Initiative's Economic Development Professionals meeting	
49	
Old Business	49
CEDA First Impression Report	49
CEDA Representative Jordan Grossman presented workshop series for Vergas Businesses and suggested a donation of \$1,500.00. Motion by Summers, seconded by Sonnenberg to have Grossman schedule quarterly workshops and board would discuss donation at next... ..	
49	
Ordinance Update	49
Council Recommendations:	50
Request the Bookmobile park in the new parking lot to meet with patrons....	
50	
Follow up Actions	50
Change zoning map to future map as Comprehensive Plan suggests with the following changes: change all conditional use lots for commercial to commercial and add public use for lots owned by the city.	
50	
Summers to design and provide pricing for tiny home.	50
Lammers to look into a grant for building a house in Sunney Oaks.	
50	
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City Council
2024 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Wednesday, August 14, 2024

1. Public Hearing

Files Attached

- 07-14-24 PUBLIC HEARING NOTICE-Improvement 2025-001.pdf

**VERGAS CITY COUNCIL
PUBLIC HEARING NOTICE**

Notice is hereby given that the City Council of Vergas, MN will meet at the Vergas Event Center 140 W Linden Vergas MN 56587 at 6:00 p.m. on August 14th, 2024, to consider the making of Improvement No. 2025-1, an improvement on:

140 E Linden, 111 E Main Street and 131 E Main Street including alleys and parking lots by making roadway surfacing improvements and improving public utilities (Storm Drains) pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such an improvement is the adjacent property. The estimated cost of the improvement is \$. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments or questions will be addressed at the hearing and a written response will be provided by the City. Non-English speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 342-2091 prior to the hearing so that arrangements can be made to address any special requirements.

Julie Lammers
City Clerk-Treasurer

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City Council
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3. Citizens' Concerns

- A. Huddleston Crosswalk Request
- B. Huddleston Munibilling Request
- C. Ringdahl ALS Letter to Pelican Rapids Area Leaders

Files Attached

- Huddleston request regarding crosswalks.pdf
- Huddleston request regarding Munibilling.pdf
- 325E.025 LANDLORDS AND TENANTS UTILITY BILLS.pdf
- ALS Letter to Pelican Rapids Area Leaders Ringdahl.pdf

Huddleston Hardware, Inc.
DBA VERGAS HARDWARE
137 East Main Street, PO Box 204, Vergas MN 56587
Marcia Huddleston, Paper Pusher
218-234-1162, huddlestonhardware@gmail.com

7-22-24

Dear Julie,

Please add to the agenda of 8-14-24:

Vote to authorize Julie Lammers and Julie Bruhn to sign a contract with Otter Tail County for the Highway Department to install crosswalks on the county road in the business district. This includes the requirement that when the paint fades, the City of Vergas will be responsible for re-painting.

Sincerely,

A handwritten signature in cursive script that reads "Marcia Huddleston".

Marcia Huddleston

Huddleston Hardware, Inc.
DBA VERGAS HARDWARE
137 East Main Street, PO Box 204, Vergas MN 56587
Marcia Huddleston, Paper Pusher
218-234-1162, huddlestonhardware@gmail.com

7-22-24

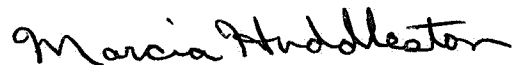
Dear Julie,

Please add to the agenda of 8-14-24:

Munibilling

For such a great new system, why you can't change owner of land to renter, if the renter is the one responsible to pay the bills and HAS been paying the bills. You have stated this is not possible.

Sincerely,

A handwritten signature in black ink that reads "Marcia Huddleston". The script is cursive and fluid, with the first name "Marcia" being more prominent than the last name "Huddleston".

Marcia Huddleston

State Statue:

325E.025 LANDLORDS AND TENANTS; UTILITY BILLS.

Subdivision 1. Definitions.

For purposes of this section, "utility" means persons, corporations, or other legal entities, their lessees, trustees, and receivers, now or hereafter operating, maintaining, or controlling in this state equipment or facilities for furnishing at retail natural, manufactured, or mixed gas or electric service to or for the public or engaged in its production and retail sale. The term "utility" includes municipalities and cooperative electric associations, organized under the provisions of chapter 308A, producing or furnishing natural, manufactured, or mixed gas or electric service. This section is not applicable to the sale of natural, manufactured, or mixed gas or electricity by a public utility to another public utility for resale.

"Customer" means any person, firm, association, or corporation, or any agency of the federal, state, or local government being supplied with service by a utility.

§

Subd. 2. Payment responsibility for utility service.

A utility shall not: (1) recover or attempt to recover payment for a tenant's outstanding bill or charge from a landlord, property owner or manager, or manufactured home park owner, as defined in section [327C.015](#), or manufactured home dealer, as defined in section [327B.01](#), who has not contracted for the service; (2) condition service on payment of an outstanding bill or other charge for utility service due upon the outstanding account of a previous customer or customers when all of the previous customers have vacated the property; or (3) place a lien on the landlord's or owner's property for a tenant's outstanding bill or charge whether created by local ordinance or otherwise. A utility may recover or attempt to recover payment for a tenant's outstanding bill or charge from a property owner where the manager, acting as the owner's agent, contracted for the utility service.

History:

[1985 c 135 s 1](#); [1986 c 473 s 9](#); [1989 c 356 s 15](#); [2022 c 55 art 2 s 3](#)



RINGDAHL AMBULANCE SERVICE

July 15, 24

Dear City or Township Leader in the Pelican Rapids area,

Recently, we have sent a letter to city and Township leaders within the Fergus Falls ambulance primary service area. The letter informed them that we have decided to change our ambulance service licensure from full-time advanced life support to part time advanced life support. This was not an easy decision as we feel strongly that community members should continue to receive the services they are used to.

At this time, we have decided to leave the ambulance license in the Pelican Rapids area (MN License # 0192) at Advanced Life Support as your community has recognized this value and continues to provide financial support. Because our EMS systems rely heavily on mutual aid, this may still have an impact on surrounding areas that we serve.

Although the license request for Fergus Falls area will allow us to staff at a Basic Life Support (BLS) level, we will attempt to maintain ALS whenever possible.

Our goal is to communicate openly and transparently with all stakeholders and are always willing to continue to educate leaders on this complicated problem.

Thank you for your attention to this matter. Please let us know if you have any questions.

Sincerely,

Ken Krupich

Ken Krupich, General Manager
Ringdahl EMS
(C) 701-306-5055
Kkrupich@RingdahlEMS.com

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4. Agenda Additions and Deletions

Files Attached

- Job Estimate for installing culvert on Glenn Street.pdf

Don Schroeder Construction

Pelican Rapids, MN 56572

218-863-6590

Job Estimate:

Date: 8/9/2024

Co.	City of Vergas		
Address:			
City:	Vergas	State:	Mn. Zip:
Installing Culvert on Glenn Street			

ITEM	QTY	DESCRIPTION	PRICE	TOTAL
1.		Culvert 12" and two apron		\$700. ⁰⁰
2.		Installing Culvert Backhoe and		
3.		Skidster \$500. ⁰⁰ for each		\$1000. ⁰⁰
4.		Removal of excess Dirt		\$100. ⁰⁰
5.		Purchase Black Dirt & Seeding		\$50. ⁰⁰
6.				
7.		Gopherstate Ticket # 242133509		
8.				
9.				

Grand Total: \$1850.⁰⁰

City of Vergas

AUG 12 2024

Received

[Signature]

THANK YOU!!

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- I. Resolution 2024-007 Park Donation
- J. Updated forms:
 - 1. 2024 City of Vergas Portfolio's/Councils/Committees/Boards
 - 2. Data Request Form

Files Attached

- 08.14.2024 Claims List.pdf
- 08.2024 Liquor Store Bill Listing.pdf
- 08.2024 past_due_customers (37).pdf
- 08.2024 Investment Schedule & Bond Schedule.pdf
- 08.2024 General Fund_Special Revenue Money Market Account Report.pdf
- 07.23.24 Event Center Advisory Board minutes.pdf
- Personnel and Budget meeting 7 16 24.pdf
- 07.29.2024 Liquor Store, Municipal Buildings, License Committee meeting.pdf
- Vergas Energy Grant Timeline.pdf
- Resolution 2024-007 Vergas DONATION Park.pdf
- 08.2024 City Bill Listing.pdf
- 2024 City Portfolio AUG 12 2024.pdf
- 07.09.24 Council Minutes.pdf
- 2024 Data Request Form.pdf

Date Range : 7/13/2024 To 8/15/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/14/2024	Adkins Equipment, Inc.	Street, hose for tractor Inv 265355	24836	\$75.75	100-43110-400-	Highways, Streets & Roadways	\$75.75
08/14/2024	Arvig	GG, Shop, Event, LS, internet, cameras	24837	\$1,271.64	609-49751-321-	Liquor Store - Manager - Off-Sale	\$248.54
					100-43010-321-	City Shop	\$135.00
					100-45110-321-	EVENT CENTER	\$184.00
					100-41010-321-	GENERAL GOVERNMENT	\$704.10
08/14/2024	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium	24838	\$7,127.37	100-41405-131-	Clerk	\$632.53
					601-49440-131-	Water Utilities - Administration and General	\$1,086.70
					602-49490-131-	Sewer Utilities - Administration and General	\$1,086.70
					100-43110-131-	Highways, Streets & Roadways	\$454.16
					100-45210-131-	Parks	\$454.16
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$3,413.12
08/14/2024	Corbin Excavating, Inc.	Streets, Dust Control Application	24839	\$1,057.80	100-43110-400-	Highways, Streets & Roadways	\$1,057.80
08/14/2024	Corporate Technologies, LLC	All Depts, Technology Inv #138666, 138921, 139752	24840	\$491.20	100-41010-200-	GENERAL GOVERNMENT	\$209.60
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$41.60
					100-45110-200-	EVENT CENTER	\$24.20
					100-43110-200-	Highways, Streets & Roadways	\$49.20
					100-45210-200-	Parks	\$49.20
					601-49440-200-	Water Utilities - Administration and General	\$53.70
					602-49490-200-	Sewer Utilities - Administration and General	\$53.70
					100-41110-200-	Council/Town Board	\$8.00
					100-41310-200-	Mayor	\$2.00

Date Range : 7/13/2024 To 8/15/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/14/2024	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	24841	\$75.00			
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					100-43110-321- 100-45210-321-	Highways, Streets & Roadways Parks	\$18.75 \$18.75
08/14/2024	Matthew Engebretson	St, Pk, reimbursed cell phone	24842	\$25.00			
					100-43110-321- 100-45210-321-	Highways, Streets & Roadways Parks	\$12.50 \$12.50
08/14/2024	Elan Financial Services	All Depts, supplies, programs and tablet	24843	\$281.34			
					100-41010-200-	GENERAL GOVERNMENT	\$64.46
					601-49440-200-	Water Utilities - Administration and General	\$67.60
					602-49490-200-	Sewer Utilities - Administration and General	\$67.60
08/14/2024	Gopher State One Call	Wtr, Swr, Locates	24844	\$10.80			
					601-49440-210-	Water Utilities - Administration and General	\$81.68
08/14/2024	Hansons Plumbing & Heating, Inc.	Event, plumbing	24845	\$362.35			
					602-49490-210- 601-49440-210-	Sewer Utilities - Administration and General Water Utilities - Administration and General	\$5.40 \$5.40
08/14/2024	Hansons Plumbing & Heating, Inc.	Event, plumbing	24845	\$362.35			
					100-45110-400-	EVENT CENTER	\$362.35
08/14/2024	INTERNATION INST OF MUNICIPAL CLERK	Clerk, Dues	24846	\$185.00			
					100-41405-345-	Clerk	\$61.67
					601-41405-345- 602-41405-345-	Clerk Clerk	\$61.66 \$61.67

Date Range : 7/13/2024 To 8/15/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/14/2024	Julie Lammers	Clerk, Cell Phone Reimbursement, election mileage	24847	\$168.80			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
					100-41410-331-	Elections	\$93.80
08/14/2024	Lakes Community Cooperative	Street, Parks, operating fuel	24848	\$252.67			
					100-43110-210-	Highways, Streets & Roadways	\$244.80
					100-45210-210-	Parks	\$7.87
08/14/2024	KPRW-FM	Event, advertising	24849	\$358.00			
					100-45110-340-	EVENT CENTER	\$358.00
08/14/2024	League of MN Cities Insurance Trust	All Departments, Insurance Property/Casualty Coverage Premium	24850	\$34,864.00			
					100-41010-360-	GENERAL GOVERNMENT	\$2,929.00
					100-42210-999-	Fire Administration	\$3,843.00
					100-43010-360-	City Shop	\$980.00
					100-43110-360-	Highways, Streets & Roadways	\$849.00
					100-45110-360-	EVENT CENTER	\$3,915.00
					100-45210-360-	Parks	\$2,719.00
					601-49440-360-	Water Utilities - Administration and General	\$2,613.00
					602-49490-360-	Sewer Utilities - Administration and General	\$155.00
					609-49751-360-	Liquor Store - Manager - Off-Sale	\$944.00
					609-49751-360-	Liquor Store - Manager - Off-Sale	\$4,253.00
					100-41010-360-	GENERAL GOVERNMENT	\$867.00
					100-42210-999-	Fire Administration	\$5,105.00
					100-41010-360-	GENERAL GOVERNMENT	\$5,692.00
08/14/2024	Marco Inc	Copier, contract	24851	\$409.79			
					100-41010-200-	GENERAL GOVERNMENT	\$136.59

Date Range : 7/13/2024 To 8/15/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/14/2024	Minnesota Life Insurance Company	Employee Life Ins, EmployeeLife Ins.	24852	\$180.30	601-49440-200-	Water Utilities - Administration and General	\$136.60
					602-49490-200-	Sewer Utilities - Administration and General	\$136.60
08/14/2024	Olson Oil Co.	Parks & St, operating supplies	24853	\$436.34	100-41405-131-	Clerk	\$9.00
					100-43110-131-	Highways, Streets & Roadways	\$9.00
					100-43110-999-	Highways, Streets & Roadways	\$40.80
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$18.00
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$94.50
					100-45210-131-	Parks	\$9.00
08/14/2024	Otter Tail Power Company	All depts, utility	24854	\$1,998.40	100-43110-210-	Highways, Streets & Roadways	\$189.65
					100-45210-210-	Parks	\$246.69
08/14/2024	Productive Alternatives, Inc.	Event Center, Cleaning Inv#INV 1366	24855	\$113.93	100-43010-380-	City Shop	\$94.66
					602-49490-380-	Sewer Utilities - Administration and General	\$250.91
08/14/2024	Paulnet Goup, LLC	Water/Sewer, hookup tablet for meter reading	24856	\$85.00	100-43160-380-	Street Lighting	\$702.74
					100-45110-380-	EVENT CENTER	\$372.98
					100-45210-380-	Parks	\$270.80
					601-49440-380-	Water Utilities - Administration and General	\$251.26
					100-41010-380-	GENERAL GOVERNMENT	\$55.05
08/14/2024	Paulnet Goup, LLC	Water/Sewer, hookup tablet for meter reading	24856	\$85.00	100-45110-300-	EVENT CENTER	\$113.93
08/14/2024	Paulnet Goup, LLC	Water/Sewer, hookup tablet for meter reading	24856	\$85.00	601-49440-300-	Water Utilities - Administration and General	\$42.50
					602-49440-300-	Water Utilities - Administration and General	\$42.50

Date Range : 7/13/2024 To 8/15/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/14/2024	RMB Environmental Laboratories, Inc	WW & Water, Chemicals	24857	\$739.87			
					601-49440-218-	Water Utilities - Administration and General	\$195.42
					602-49490-218-	Sewer Utilities - Administration and General	\$544.45
08/14/2024	Kyle Theisen	LS, Cell Phone Reimbursement	24858	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
08/14/2024	Sonnenberg Excavating	Beach and Shop, dirt and asphalt	24859	\$819.56			
					100-43010-210-	City Shop	\$507.96
					100-45210-210-	Parks	\$311.60
08/14/2024	SCSU Welcome Center	Clerk, 2024 Confernce (Advanced Academy)	24860	\$225.00			
					100-41405-330-	Clerk	\$75.00
					601-49440-330-	Water Utilities - Administration and General	\$75.00
					602-49490-330-	Sewer Utilities - Administration and General	\$75.00
08/14/2024	Steve's Sanitation, Inc.	Event, Parks, garbage pickup	24861	\$995.12			
					100-45110-384-	EVENT CENTER	\$399.36
					100-45210-384-	Parks	\$595.76
08/14/2024	Summers Design Center	Event, stainless steel countertop, upper cabinet	24862	\$4,427.80			
					100-45110-530-	EVENT CENTER	\$4,427.80
08/14/2024	TEAM LAB	Park, sewer, week killer, super bugs	24863	\$304.00			
					602-49490-210-	Sewer Utilities - Administration and General	\$140.00
					100-45210-210-	Parks	\$164.00
08/14/2024	Vestis	Event, cleaning supplies	24864	\$234.12			

Date Range : 7/13/2024 To 8/15/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					609-49751-220-	Liquor Store - Manager - Off-Sale	\$243.42
08/14/2024	Vergas Hardware	All Depts, supplies	24865	\$313.93			
					100-45210-210-	Parks	\$191.51
					100-41010-210-	GENERAL GOVERNMENT	\$26.46
					602-49490-210-	Sewer Utilities - Administration and General	\$69.98
					601-49440-210-	Water Utilities - Administration and General	\$14.99
					100-45110-210-	EVENT CENTER	\$10.99
08/14/2024	Zitzow Electric, Inc.	GG, electrical work	24866	\$366.06			
					100-41010-400-	GENERAL GOVERNMENT	\$366.06
Total For Selected Claims				\$58,290.24			\$58,290.24

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 July 2024

Vendor	Description	Total
Absolute Ice		\$1,163.00
Anderson Pumping and Portables	Portable	105.00
Artisan Beer Company		1,989.50
Bergseth Bros		35,354.48
Beverage Wholesalers		9,093.90
Breakthru Beverage MN Wine and Spirits		6,095.08
Bucks Mill Brewing		229.10
City of Vergas	Utility	61.02
City of Vergas	Payroll	9,129.94
Colonial Life	Employee reimbursed Insurance	124.12
Dacotah Paper Company	Bathroom supplies	247.02
D-S Beverage		24,039.01
Elan Financial Services	Shopping bags	445.85
Frazee-Vergas Forum	Advertising	19.94
Fricke Consultin Sale	POS System	165.00
Great Plains Natural Gas	Utility	24.70
Hanson's Plumbing & Heating	Sewer Line Cleaning	573.08
Hoffman, Philipp, & Knutson, PLLC	2023 Audit	3,375.00
Internal Revenue Service	2024 Withholding Tax	2,579.89
Johnson Brothers Liquor Co		9,015.59
Leighton Broadcasting	Advertising	258.00
Long Weekend Sportswear	Clothing for resale	790.00
Madison National Life Ins Co, Inc	Employee Short Term Ins	124.72
Merchant Service	Credit Card Fees	1,844.32
MMBA	Membership	800.00
MN Dept. of Revenue	2024 Withholding Tax	371.04
MN Dept. of Revenue	Sales Tax	10,309.00
Nutrition Excellence		1,065.00
Otter Tail Lakes Country Tour Assn	Advertising	360.00
Otter Tail Power Company	Utility	502.16
PERA	Payroll	1,088.18
Phillips Wine & Spirits		6,968.59
Sonnenberg Excavating	Sewer Line	10,116.60
Southern Wine & Spirits of MN		11,030.14
Theisen, Kyle	Reimbursed Cell phone	25.00
Vergas Hardware	Supplies	16.98
Vergas State Bank	HAS Contributions	407.00
Vestis	Mats	117.36
Viking Coca-Cola Bottling Co		1,238.50
	Repairs	
	Total	151,262.81
	July Receipts	172,385.13
July Operating Income (Loss)		\$21,122.32
	Jan- June Operating Income (Loss)	(\$27,005.03)
2024 Total Operating Income (Loss)		(\$5,882.71)

City of Vergas
Past Due Customers

Account Type All
Account Category All
Route: All
Past Due Days 90
Status Active
Exclude Payment Plans False

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	1190	Skal Inc	Active	82000500012001	219 E Frazee Ave	104	49.90	431.15	0.00	04/23/2024	826.66	62392578	WATER	No
2	0	1670	Yanke, Carol Ann	Active	82-000-50-0188-001	1206 E Frazee Ave	104	63.30	271.44	0.00	04/22/2024	77.06	88917802	WATER	No
2	0	1756	MNVC LLC.	Active	82000990183000	107 Park View Dr	104	56.55	264.69	0.00	04/30/2024	30.00	89512576	WATER	No
2	0	405	Hodnefield, Patrick	Active	82000990146001	441 S Pelican Ave	104	75.44	349.62	0.00	05/06/2024	87.46	88917788	WATER	No
2	0	530	Hoard, Daniel	Active	82000990130000	390 S Pelican Ave	104	53.04	296.02	0.00	05/06/2024	350.00	87476693	WATER	No
2	0	621	Woods, Cassandra	Active	82000990123000	304 S Pelican Ave	104	56.22	431.81	0.00	07/17/2024	200.00	87137796	WATER	Yes
Total							Count: 6	354.45	2,044.73						

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/23 Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>07/31/24</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	233,531.42	0.00	100,000.00	494.84	134,026.26	0.75% MMDA
Street Debt Fund	325657	260,975.43	0.00	100,000.00	967.46	161,942.89	0.75% MMDA
Sewer Reserve	19753	27,018.62	0.00	0.00	474.12	27,492.74	3.50% 6/27/2025
Sewer and Water Debt Service	19759	37,526.60	0.00	0.00	946.63	38,473.23	2.50% 7/17/2025
Liquor Fund	20338	149,042.35	0.00	0.00	1,868.13	150,910.48	2.50% 12/14/2024
Totals		708,094.42	0.00	200,000.00	4,751.18	912,845.60	

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 07/31/2024</u>	<u>Amount Paid in 2024</u>
Street Debt Service Fund									
General Obligation Improvement Refunding Bonds,	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	174,173.50	2,782.50	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	26,026.26	825,000.00	40,000.00
Water Fund									
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	2,280.00	<u>106,800.00</u>	<u>12,000.00</u>
Total		\$1,416,000.00				1,157,973.50		969,173.50	82,000.00

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

	2024				07/31/2024	
	2023 Balance	Interest	2024 Interest	Purchased	2024 sold	Balance
Uncommitted Funds	104,412.88	1.12%	16.38	0.00	100,000.00	4,429.26
City Shop	8,078.61	2.05%	29.98	0.00	0.00	8,108.59
Easements	5,224.43	1.32%	19.30	0.00	0.00	5,243.73
Event Center	960.36	0.24%	3.51	0.00	0.00	963.87
Event Center Electronic Sign	10,037.60	2.54%	37.14	0.00	0.00	10,074.74
General	14,536.02	3.69%	53.96	0.00	0.00	14,589.98
Park	20,711.99	5.25%	76.77	0.00	0.00	20,788.76
Sand Seal (Seal Coating)	13,012.13	3.30%	48.26	0.00	0.00	13,060.39
Sidewalk	14,938.79	3.79%	55.42	0.00	0.00	14,994.21
Street Improvements/Equipment	41,554.87	10.54%	154.13	0.00	0.00	41,709.00
2019 Street Project	150,562.67	38.17%	558.16	0.00	100,000.00	51,120.83
2006 Street Project	110,412.76	27.99%	409.30	0.00	0.00	110,822.06
Balance	\$494,443.11	100.00%	\$1,462.30	\$0.00	\$200,000.00	295,905.41 ***
			1,462.30			

***Committed total should not drop below \$170,000 or be above \$290,000 at the end of the year.

Current Committed Total 129,533.26

V.E.C. ADVISORY BOARD MEETING

City of Vergas
Vergas Event Center and Zoom ID
267-094-2170
(Password 56587)

VERGAS EVENT CENTER

Date: 7/23/2024

Time: 5:41pm

Additions and deletions

Expense/wattage

Agenda Approval Motion to approve by Pinke, seconded by Flateland. Motion carried.

Minutes

Motioned by Flateland, seconded by Pinke, Motion carried.

July 23rd **Called to order by Paul Pinke**

In Attendance: Paul Pinke, Deb Jacoby, Bev Flateland, Jezmae Burkett.

Absent: Vanessa Perry, Jay Norby, and James Stenger.

Motion by Flateland to approve addition, Seconded by Pinke. Motion Carried.

STATUS OF RECOMMENDATIONS TO CITY COUNCIL

Sizes and prices of handrailing, two railings (one for each side) to be mounted on the pillars.

Approve James Stenger as new member of the V.E.C. Advisory Board

INCOME AND EXPENSE

Flateland brought the data collected regarding the electricity used by the big cooler in bar area.

104 Kwh used in the 201 hours the reader was connected. About 8.375 days that calculated to be 12.4KWH per day. At 10.5 cents an hour its cost is \$1.30 per day. (see attached image)

Flateland motioned to approve of Lammers suggested budget proposal for 2025. Motion seconded by Pinke motion carried.

Jacoby motioned for Burkett to get a nametag that includes "event coordinator" on it. Flateland seconded. Motion carried.

Building review

Stove:

Zitzow has disconnected the stoves electrical. Dufrane removed the stove from the kitchen. Burkett needs to remind Dufrane to get it out of the utility room. We discussed how the Lions could maybe use electric roaster pans, over Loony Days. (temporarily) Jacoby motioned a poll among the individuals who use the equipment most. Lions, Dieterich, Fire and Rescue to collect their opinions and needs concerning the oven/stove. Seconded by Pinke carried unanimously. Jacoby questions the likelihood of getting a stove now via loan or other possibilities. Until we raised some funds. Ask Lammers what possible options are, if we could at least gain a down payment.

Front Door Outside Step:

Burkett has been in contact with summers construction/design, and Scott Ness. Regarding estimates, she wanted to know exactly what the board had in mind for railing installation. After our discussion about the handrails, Burkett will proceed to get the estimates. Flateland motioned the consideration of two railings, at least see what's out there. All in favor to carry.

Sink backsplash/wall repair:

No current progress. Norby was absent with his info on the expense of repair.

Expanding Wall Room Divider

Fundraising Events

No update on the comedian as Norby was absent.

Jacoby suggested that we be part of the community club as it promotes business.

Burkett asked about Las Vegas days, an event from the past put on by the Lions. Jacoby will ask the Lions who put that together. So, we could possibly have a fun casino play night, with prizes and fun.

Jacoby would still like to do purse bingo as it brought in a lot of funds. Maybe sell less tickets to reduce chaos.

Burkett suggested she could ask Perry how she organized it all the details. Since Perry is a busy woman Burkett could potentially do the work if Perry would explain how.

Motion to adjourn at 6:42 pm by Flateland. Jacoby seconded. Motion carried.

Minutes Recorded, typed, and submitted by: Jezmae Burkett

Council Recommendations

None

Follow Up Actions

Get Norby's info on comedian, and costs of wall repair.

Contact those who regularly use the stove/oven and get opinions.

Contact Perry about the means to purse bingo.

Ask the Lions how they went about their "Las Vegas Nights."

Consider a handrail on each pillar, if priced right.

City of Vergas
Personnel and Budget Committee Meeting

The Personnel Committee and Budget Committee was called to order on Tuesday, July 16 2024, 9:15am, at the City Office. Present: Julie Bruhn and Natalie Fischer, who both serve on personnel and budget, and Julie Lammers.

1. A Deputy Clerk job description was reviewed. This position would be in lieu of the receptionist position. The position would provide more advanced skills and back up administrative coverage for the city. The current receptionist can apply. Some of the performance elements are in the receptionist job description, but aren't being performed. There is the need to ensure back up coverage, as there is no one else to cover Clerk duties. City operations is greatly impacted with absence of Clerk-Treasurer. This position and approach would also provide a succession plan into the future for the critical role of the Clerk. Refer to the ROI summary below.

	Current Receptionist	*Deputy Clerk	Difference
Work Hrs	24 hr/week	24hr/week	No change
Rate/hr.	\$13.04	\$16.00	\$2.96/hr
Annual Cost	\$16,273.92	\$19,968.00	\$3,694.08

*Work hours would include Memorial Day to Labor Day- working Friday mornings; 9-12.

Otherwise hours would remain 10:00-4:00 Monday thru Thursday.

*Would impact current overtime of Clerk-Treasurer; no data at meeting to quantify.

Will hold until the budget for 2025 is established and then bring to the council.

2. Status of the 2024 budget was reviewed. Overall year to mid-year to date; the budget is on target. An area of concern is whether the Liquor Store will be able to contribute the \$25,000, as budgeted. This may be impacted by the expense incurred from sewer pipe repair. Awaiting bill. Also finding office & operating supplies are more than budgeted in general government, event center, and public safety. It was noted that notices have been sent out for 2025 budget.
3. There is a PERA class being offered; entitled Hire to Retire. There was concurrence to provide this course to all city employees during the city huddle time on Monday, July 29 at 10am.

Recommendations for City Council: none

Recorder;
/es/ Julie Bruhn

City of Vergas
Liquor Store, Municipal Buildings, License Committee Meeting

The Liquor Store/Municipal Building/License Committee was called to order on Monday, July 29, 2024 at 4:00 pm at 111 Main Street at the Liquor Store Managers Office. Present were Mayor Julie Bruhn, Council Member Dean Haarstick, Liquor Store Manager Kyle Theisen, Utilities Superintendent Mike DuFrane and Clerk-Treasurer Julie Lammers.

Municipal Building Bathrooms

Theisen explained the bathrooms backed up again on Saturday July 27 and he needed to shut down the men's room. Due to having just repaired the service line to the building he called a municipal buildings committee meeting. DuFrane stated he would contact Hanson's and have them review the issue. Discussed Hanson's using a camera to view the line from the clean out. The building was built in 1929 and we may need to replace the whole line coming into the building. If this line needs to be replaced the front yard would need to be dug up. Haarstick suggested putting a new line into the building from the closest main line which would be in the alley.

The committee recommended putting in a new service line if the issue could not be repaired.

The meeting adjourned at 4:45 pm.

Recorded by,
Julie Lammers CMC
City Clerk-Treasurer

Council Recommendations:

None.

Follow Up Actions:

DuFrane to contact Hanson's Plumbing and Heating and Sonnenberg Excavating for plumbing repairs.

Vergas Energy Grant Timeline

Tentative timeline as proposed by the Granting Entities: EMSC (Empowering Small Minnesota Communities) & CRSDP (Central Region Sustainable Development Partnership)

July-September

August 20th Level 1 building audits will be conducted by the University of Minnesota Center for Sustainable Building Research thru the Empowering Small Committees portion of the grant.

Otter Tail Power Company energy audits by end of August.

Energy use data analysis

November

Proposed building design scenario's based on building & energy audits and the review of energy use data and analysis.

Public meeting

December- March

Work on drafting of report based on feedback; to include all data, building scenarios, priorities, and funding pathways

April 2025

Final report

Public meeting to present report findings

RESOLUTION 2024-007
RESOLUTION ACCEPTING DONATION RECEIVED

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City of Council; and

WHEREAS, the City of Vergas has received the following donation:

\$25.00 from District 29-003 for the Park

WHEREAS, it is the recommendation of the Vergas City Clerk that the City accept this donation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vergas, Minnesota:

That the City graciously appreciates and accepts this donation and will use it as prescribed.

Passed and Adopted by the Council on this 14th day of August 2024

CITY OF VERGAS

By: Julie Bruhn
Its Mayor

ATTEST: _____
By: Julie Lammers
Its City Clerk-Treasurer

CITY OF VERGAS
 Bill Listing for July 11 to Aug. 12, 2024

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
City of Vergas	Payroll	10,969.38
Colonial Life	Employee Reimbursed Ins.	87.18
Corporate Technologies, LLC	All Depts, technology	209.60
Ditterich Mercantile	Shop, coffee	12.15
Internal Revenue Services	2024 Withholding Tax	5,242.76
Lake Region Electric	Sign, electricity	59.07
Lyle Krieg	Park, flag pole and flag	178.65
MN Dept. of Revenue	Sales Tax	167.53
MN Dept. Revenue	2024 Withholding Tax	167.00
Otter Tail Lakes Country Tour Assn	Membership and Advertising	2,360.00
Public Employees Retirement Assoc.	Payroll	2,075.41
United States Postmaster	GG, WTR, SWR, stamps	292.00
Vergas State Bank	Gov. Service Center Building Interest	10,960.74
Vergas State Bank	HAS contributions	1,137.00
Total for bills paid between Council Meetings		<hr/> \$33,918.47

2024 City of Vergas Portfolio's/Councils/Committees/Boards			
	Council Appointment	Staff Appointment	Citizen Appointments (as applicable)
Acting Mayor	Natalie Fischer	Julie Lammers	
Weed Inspector	Julie Bruhn	Mike DuFrane	
Ongoing inspection during the months of May-October			
Budget	Julie Bruhn Natalie Fischer	Julie Lammers	
Annual meeting in July to establish annual budget for City Council review at September meeting			
Liquor Store/Municipal Building/License	Julie Bruhn Dean Haarstick	Julie Lammers Kyle Theisen	
Bi-annual meeting for Liquor Store to review beginning and end of year budget License meeting when proposing fee changes or new license Municipal Building meets at call of the Utility Superintendent &/or City Clerk to discuss municipal buildings and required action needs.			
Streets/Sidewalks Yard Waste	Bruce Albright Paul Pinke	Mike DuFrane	
As needed to address issues requiring action			
Water & Sewer	Natalie Fischer Dean Haarstick	Mike DuFrane	
Meet annually for budget review and development in November. Other meetings as needed to address issues requiring action			
Emergency Management Safety	Julie Bruhn	Julie Lammers Mike DuFrane	Fire Chief: Jeff Zitzow Rescue: Byron Zitzow
Annual EM review and exercise/training Safety Training oversight and meet as needed to address safety issues requiring action			
Personnel	Julie Bruhn Natalie Fischer	N/A	

Annual evaluation meeting, new hires, probation reviews and as needed to address issues			
Event Center Advisory Board (3 year term with unlimited terms)	Paul Pinke	Julie Lammers	James Stenger (2024-2026) Vanessa Perry (2020-2022/2023-2025) Deb Jacoby & Jay Norby (2024-2026) Bev Flateland (2023-2025)
Monthly meeting or at the call of the Chair			
Planning (2 year term. 3 term limit)	Bruce Albright	Julie Lammers	Jim Courneya (2024-2026) Alex Ohman(2024-2025) Shane Hasse (2023-2024) Rebecca Hasse (2023-2024)
Meets 10 months of the year (No meeting July or Dec)			
EDA/HRA (6 year term- 3 term limit)	Bruce Albright	Julie Lammers	Paul Sonnenberg- thru 2027 Vanessa Perry- thru 2024 Joy Summers-thru 2025 Duane Ditterich-thru 2026
Monthly			
Fire Board	Julie Bruhn	N/A	Fire Chief Candor, Dora, Hobart Township
3 meetings annually- budget, audit, and annual meeting			
Park Advisory Board (Park & Recreation) (3year term- unlimited terms)	Dean Haarstick	Julie Lammers Mike DuFrane	Sherri Hanson (2020-2022/2023-2025) Chuck Hanson (2024-2026) Steph Hogan (2021-2023/2024-2026) Maggie Puetz(2023/2024-2025) Tony Sailer (2022-2024/2024-2026)
Meets monthly or at the call of the Chair			

Ballfield Committee (Unlimited term)			Bruce Albright Scott Goodman Chuck Hanson Jerry Johnson Tony Sailor Kyle Schrupp
Meeting called by Committee. Report to the Park Advisory Board			

1. Recorded minutes are reviewed by the City Council
2. Minutes contain recommendations to the council. Be clear and specific in terms of background of the issue, aspects reviewed and recommended action(s).
3. Minutes must contain when meeting held, where meeting was held, who was present/absent at the meeting, recommendations, and who was the recorder of the minutes. When recording attendance, document full name. In the content of minutes, address by last name. If 2 attendees have the same last name, note first name initial with last name.
4. Appointed Council Member to Councils/Committees/Boards are responsible to facilitate communication with the City Council.
5. Appointed Council members to Councils/Committees/Boards are responsible for attendance. If not able to attend the meeting. Contact the city office and an alternate council member will be asked to attend that meeting.

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

The City Council of Vergas met at 6:30 pm, on Tuesday, July 9, 2024, at the Vergas Event Center and on 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 and Liquor Store Manager Kyle Theisen; Editor Bob Williams of the Frazee-Vergas Forum; Engineer Blaine Green; Auditor Colleen Hoffman and Citizens Scott Goodman and Marcia Huddleson.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Citizens' Concerns

None.

Agenda Additions and Deletions

Motion by Pinke, seconded by Haarstick to approve the agenda as presented. Motion passed unanimously.

Approval of Consent Agenda

Motion by Pinke, seconded by Albright to approve the following consent agenda:

Council Minutes of June 11, 2024

Bills paid between Council meetings and Council bills totaling \$59,384.41.

Liquor Store bills for May 2024 totaling \$105,587.80.

Late water/sewer bills

2024 Investment Schedule/Bond Schedule

General Fund Special Revenue Money Market Account

2024 Statement of Receipts, Disbursements and Balances

August Council Meeting moved to Aug. 14, 2024

Budgets: General, Water, Sewer

Motion passed unanimously.

Public Safety Request

Lammers reviewed a request from the CDH-Vergas Fire department for 23 new helmets. Public Safety account currently has \$10,108.22 and 23 helmets cost \$9,959. Pinke questioned when the last time helmets were purchased; no one present could recall that data. Pinke questioned if townships would be paying a portion of the helmets. Public Safety money was not given to townships, the complete cost would come from the city. Motion by Pinke, seconded by Haarstick to approve payment of \$9,959 for helmets. Motion passed unanimously.

2023 Audit

Colleen Hoffman, Hoffman, Phillip & Knutson, PLLC presented the 2023 audit. Hoffman stated it is a pleasure working with Vergas and enjoys working with Julie Lammers and stated she gives the Council accurate information. Hoffman reviewed the budget and how to change the budgets within the year by always adding revenue if we add an expense. Hoffman reviewed the liquor store and enjoys working with Theisen. Huddleston questioned why the government funds decrease was not explained on page 5 and wondered if this is sustainable for the city. Hoffman stated the state auditor's office does not like the city to have too much money so yes, we spent down our savings, and the city is within the 35-60% of budget amount the state recommends. Discussed EDA/HRA

board and Hoffman stated she could add the EDA/HRA board to the audit. Bruhn stated the council is aware we spent beyond the budget last year and some taxes were not paid and we will be getting the funds in the future. Bruhn thanked Hoffman for coming and sharing the audit with the Council. Discussed the concerns of not having enough auditors for the state of MN. Cities that are looking for auditors will be paying triple what the City of Vergas is paying.

Committee Reports

Event Center Advisory Board

Pinke reviewed the Event Center Advisory Board meeting held June 24, 2024 (minutes available at the Vergas City Clerk's Office). Motion by Albright, seconded by Pinke to approve the resignation of Paul Haarstick. Motion passed unanimously. Motion by Pinke, seconded by Albright to appoint James Stenger to the Event Center Advisory Board. Motion passed unanimously. Motion by Pinke, Seconded by Albright to sell coke cooler if it cannot be used by the liquor store. Motion passed unanimously. Pinke discussed railings needed on the front of the event center and to have the step painted. Motion by Albright seconded by Fischer to get cost estimates for a railing and for DuFrane to paint the step. Motion passed unanimously.

Park Advisory Board

Haarstick reviewed the Park Advisory Board meeting held June 27, 2024 (minutes available at the Vergas City Clerk's Office). Goodman stated the ballfield would like to recognize those who donated land, money and time to the ballfield. They would like recognition on the backstop. Goodman stated he has been getting offers for donations for the signs and he will give the Council both layout of signs and costs when complete. Lammers stated the Vergas Community Club has requested to have Hairy Man Event held on the ballfield. The ballfield committee is talking about overseeding the infield after Looney Days and if that proceeds, they will need to stay off the infield. Motion by Albright, seconded by Pinke to allow Hairy Man Event on the ballfield without using the infield or if it is wet. Motion passed unanimously. Bruhn questioned who would have oversight. Tony Sailer is working with Hairy Man and is on the ballfield committee, we will look to him for recommendation.

Streets/Sidewalks/Yard Waste

Albright reviewed the Streets/Sidewalks/Yard Waste meeting held June 17, 2024 (minutes available at the Vergas City Clerk's Office). Green reviewed Phase I engineering feasibility report for alley/parking lot. Haarstick questioned water design and if storm sewer could be lengthened. We may want to change the storm pipe from 6 inches to 12 inches and drains dropped and we may want to consider insulation of the pipes. Motion by Albright, seconded by Pinke to accept preliminary report and schedule public hearing for Wednesday, Aug. 14 at 6 pm. Motion passed unanimously. Albright noted the request for daily permits for the yard waste permit. Daily permits would cause more work for Liquor Store and City employees, this would allow more brush. One day MPCA may come and clean up the ash which will be expensive, so the committee recommends no daily permits. Discussed dust guard on gravel roads. DuFrane has gotten estimates of 99 cents a foot. The largest requests have come in for Glenn Street and W Lake Street. There is no money in the budget currently for dust guard. There is \$10,000 in seal coating this year which we will not be using so \$2,500 could be transferred to dust control. The Committee will look to have a policy before next summer regarding paying for and applying dust control. Motion by Albright, seconded by Pinke to spend up to \$2,500 coming out of seal coating portion of the 2024 budget on dust control on Glenn Street and W Lake Street and committee will review any other requests for dust control. Motion passed unanimously. DuFrane stated once they come into town to lay the dust guard they will not be coming back to town. Motion by Albright, seconded by Pinke to amend the motion to only include Glenn Street and W Lake Street. Motion passed unanimously.

Grants

Bruhn reviewed grant proceedings and the following city employees will be a part of the committee:

Kyle Theisen, Mike DuFrane, Jezmae Burkett and Julie Lammers. There will be energy audits done on all city buildings. Motion by Albright, seconded by Pinke to approve resolution authorizing the City of Vergas to participate in the Minnesota GreenStep Cities Program (complete copy of resolution located at the city office). Motion passed unanimously.

Planning Commission

Albright reviewed the Planning Commission meeting held June 24, 2024 (minutes available at the Vergas City Clerk's Office). Shoreline Ordinance is being updated. Otter Tail County has been talking with us about taking over the permits within the shoreline ordinance for the next two years. Memorandum could be adopted after holding a public hearing. The Planning Commission will be holding a public hearing to enter into an agreement with the County. Lammers reviewed construction permits and the low amount of commercial permits. Fischer stated she does not understand how the commercial permits are being pinpointed. The council appreciates the planning commission reviewing permits but there is not a need to have a larger fine. The Planning Commission has completed their section of the ordinance, and we are hoping to have a new ordinance book by the end of the year.

Staff Reports

Mayor Bruhn and Council Member Albright recap of League of MN Cities Conference

Bruhn provided a written summary. Albright stated he felt this has great networking and attended a mobile tour. Park space is limited, and we need to try to design it correctly as it is hard to change. In Rochester the parks are paid for by sales tax. Attended a good session on building state local government working with goals for housing. Attended a good session on communication when things get tough. We need to be sensitive to citizens' concerns.

Utilities Superintendent

DuFrane stated the following:

Parks: Flag has been replaced. Closed off a section to grow grass. Discussed buoys in the swimming area. Lammers has applied for a designated beach area with Otter Tail County. Permit it for 5 years at no cost. Attorney Tom Winters has advised the city to get County permit and to have buoys with ropes to keep boats out of the swimming area.

Sewer: Reviewed the Government Center sewer line with a video camera. The Government Services Center look good.

Water: Sweeny's will be putting in the computerized system in at the water treatment plant and lift stations next week.

Liquor Store Manager

Written report provided by Theisen. Theisen reviewed the replacement of the sewer line to the liquor store building. The first week of July is some of the highest sales the liquor store has ever had. The Liquor Store has sold roughly \$15,000 in THC.

Clerk-Treasurer Report

Written report provided by Lammers. Motion by Albright, seconded by Pinke to update the peddlers and solicitors registration form. Motion passed unanimously. Motion by Albright, seconded by Pinke to allow Dennis Poach to sell ice cream at the beach during the water ski shows with the profits going to the ski show. Motion passed unanimously.

Information & Announcements

Trainings:

1. Clerks Advanced Academy- September 19-20, 2024 (Lammers)

Events:

Council Members serve for a four-year term. The Mayor serves for a two-year term. Filings for these positions will begin on Tuesday, July 30, 2024 and run through Tuesday, August 13, 2024. Anyone

interested in running for one of the positions must file for office between these dates. File at the Vergas City Office 131 Main Street Vergas. MN (Cost to file is \$2.00)

Looney Days, August 8-11, 2024

Primary Election, August 13, 2024

Adjournment

The business for which the meeting was called having been completed, the meeting was adjourned at 8:11 pm.

Marcia Huddleston started questioning Council.

Mayor Julie Bruhn reopened the meeting.

Huddleston stated information from Otter Tail County regarding the County putting in crosswalks if the City would agree to keeping them painted. Albright stated this is the exact same information Lammers has provided to the street/sidewalk/yard waste committee, and they would be making a recommendation at next month's meeting.

Meeting adjourned at 8:15 pm

Vergas Clerk-Treasurer

Julie Lammers, CMC

DATA REQUEST FORM
Minnesota Government Data Practices Act

The City of Vergas is an equal opportunity provider & employer.

Vergas City Hall

131 E Main

PO Box 32

Vergas, MN 56587

Phone 218-302-5996

Email jllammers@cityofvergas.com Web-site: www.cityofvergas.com

Completed by Requester

Name (Last, First, MI)

Date of Request

Street Address

Phone Number

City, State, Zip

Signature

Description of the information requested: (attach additional sheets if necessary)

Charges may apply such as photo copies at 25 cents each and employee time involved in retrieving information.

Please allow reasonable time to receive your requested information (not to exceed 20 days).

Completed by the City of Vergas

Handled by: _____

Information classified as:

☐ Public ☐ Non-Public ☐ Private ☐ Protected Non-Public ☐ Confidential

Action:

☐ Approved ☐ Approved in part (Explain Below) ☐ Denied (Explain Below)

Remarks or basis for denial including MN Statute if applicable:

Charges:

☐ None ☐ Pages x .25 cents = _____

☐ Special Rate: _____ ☐ Other: _____

Explanation: _____ Explanation: _____

Authorized Signature

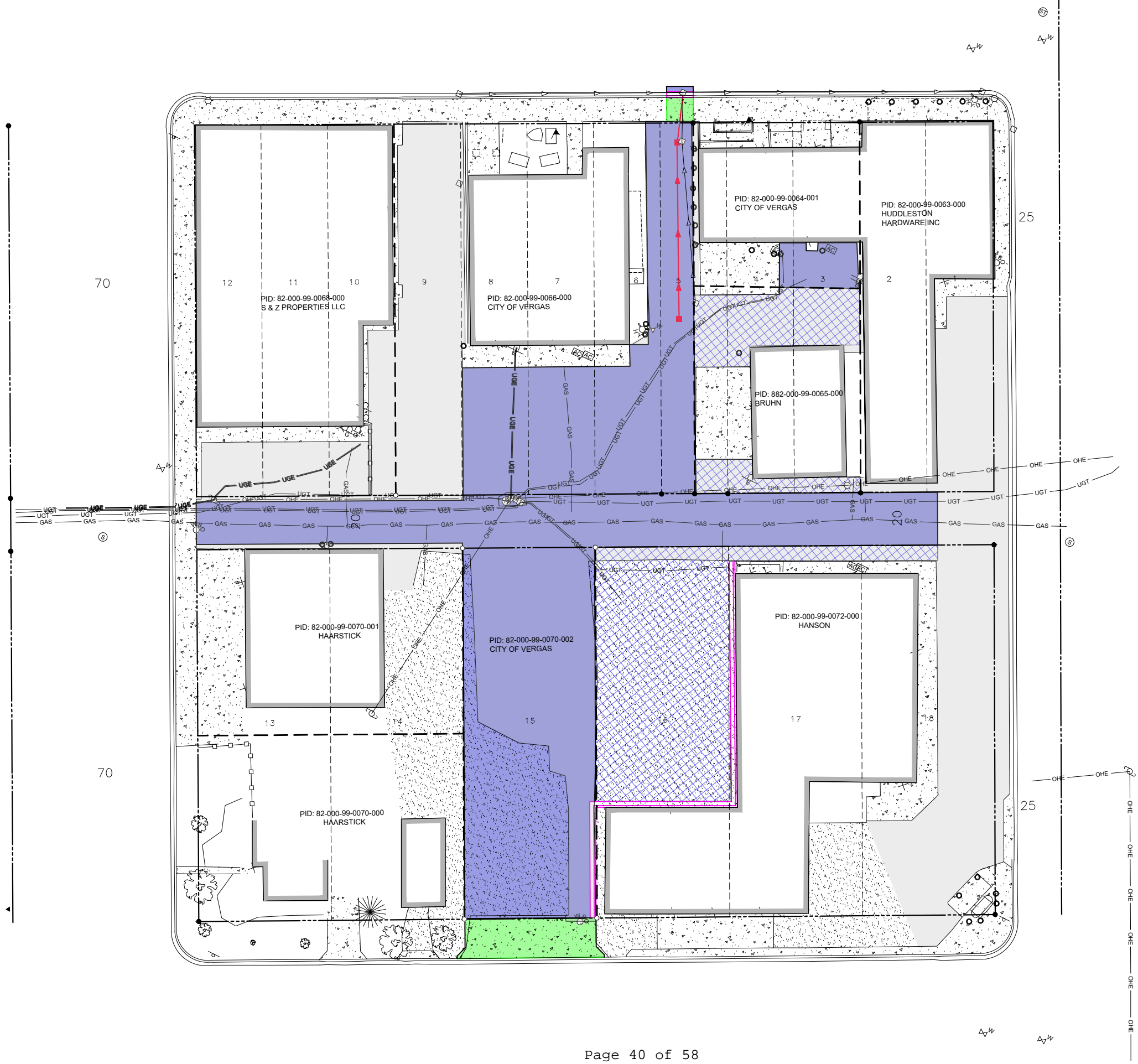
Date

City Council
2024 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Wednesday, August 14, 2024

6. Improvement No. 2025-1

Files Attached

- Imp 2025-001 1 EXHIBIT-June-6-24.pdf



SCALE (IN FEET)
0 20 40

EXISTING BITUMINOUS

EXISTING CONCRETE

EXISTING AGGREGATE

PROPOSED BITUMINOUS

ADDITIONAL PROPOSED BITUMINOUS ALTERNATE

PROPOSED CONCRETE

PROPOSED CONCRETE CURB AND GUTTER

PROPOSED RC STORM SEWER PIPE

CITY CENTER PARKING LOT IMPROVEMENTS

CITY OF VERGAS

VERGAS, MN.

EXHIBIT

SHEET NO.

1

DATE: 2024-10-27

SCALE: AS SHOWN

DRAWN BY: JMK

CHECKED BY: BNG

JOB NUMBER: 2024-10827

BY: [Signature]

REVISIONS DESCRIPTION

DATE

REV#

WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

BLAINE M. GREEN

DATE: MM/DD/YYYY: NO. 57140

City Council
2024 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Wednesday, August 14, 2024

7. Lake Runners Trail Assn Request

Files Attached

- Lake Runners Trail Request.pdf

We were wondering if you could talk to the city of Vergas on Lake Runners behalf.

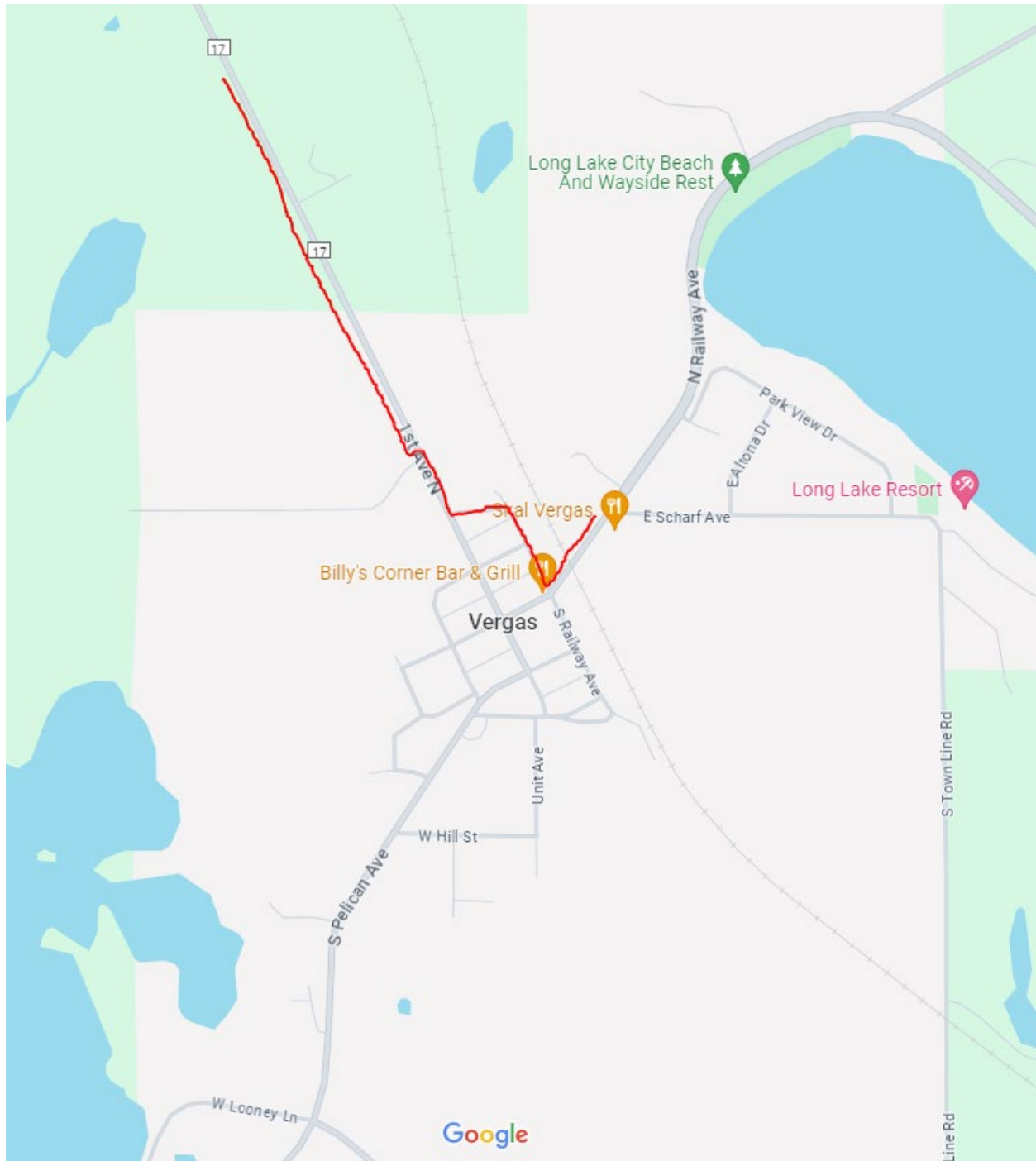
We had to close the trail last fall on the north side of Lawrence lake because a landowner pulled their permit. With no snow last year, re-routing the trail it wasn't an issue. We did not find a solution to by pass that landowner.

Below is a map of how we would like re-route the trail. We have looked at it, and the only issue we saw was along E Scharf Ave with yards. We would keep the trail on the north side of the road as much as possible to keep sleds off of private property.

The trail would then intersect with the existing trail on N Railway Ave. From there, we would follow the street that runs north of Billy's and head west to the county road to meet up with our existing trail. See second picture. Most of that trail in town already has signs in place.

If you could present this to the city and explain our situation, we would be very grateful.





City Council
2024 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Wednesday, August 14, 2024

9. Committee Reports

- A. Planning Commission
 - 1. Chicken Ordinance
- B. Streets/Sidewalks/Yard Waste
- C. EDA/HRA
 - 1. Updated Bylaws
 - 2. Bookmobile Parking

Files Attached

- 07-22-2024 Planning Commission Meeting Agenda Minutes.pdf
- Proposed 2024-001 Ordinance 91.04 Farm Animals.pdf
- 07.10.2024 EDA_HRA Agenda Minutes.pdf
- 08.07.2024 EDA_HRA Agenda Minutes.pdf
- Proposed EDA BYLAWS for Vergas.pdf

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, July 22, 2024

6:00 pm

Vergas Government Services Building and Zoom

A City of Vergas Planning Commission meeting was held on Monday, July 22, 2024, in a hybrid meeting at the Government Services Center with the following members present: Jim Courneya, Shane Hasse, Rebecca Hasse and Alex Ohman. Absent: Bruce Albright. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizens A.J. Bunkowske, Jackie Bunkowske, Connie Lee, Elizabeth Simmon, Steven Jacobson and Cathleen Moe.

Call to Order

Vice Chairman Alex Ohman called the meeting to order at 6:00 pm.

Agenda Additions and Deletions

Motion by Courneya, seconded by R. Hasse to approve agenda with following addition: 2 construction permits and chicken ordinance.

Minutes

Motion by R. Hasse, seconded by Courneya to approve minutes for June 24 2024. Motion passed unanimously.

Status of Council Recommendations

Lammers updated planning commission members on the council discussion regarding Lake Shore Management ordinance and Vergas Basic Code. The council expressed appreciation to the planning commission on their work with the construction permits and would like the fine to stay as is by doubling when work is done before permit is applied for or approved.

New Business

Attached Accessory Structures

Tabled discussion until the next meeting when members had a chance to review information.

Chicken Ordinance

Cathleen Moe stated she has received a letter stating she cannot have chickens and would like the ordinance changed as there are a number of homes in this farming community with chickens. Motion by Ohman, seconded by R. Hasses to amend ordinance 91.04 and to add the following with all chickens licensed in the same manor cats and dogs : Chickens: The following requirements shall be met in order to keep chickens on a parcel within the city:

1. No more than four (4) chickens shall be kept on the premises;
2. Chickens shall be kept in a coop or attached coop run/enclosed at all times;
3. No roosters shall be kept on the premises;
4. The premises must be located in a Single and Two-Family Residential (R-1) or Limited Multiple-Family Residential (R-2) zoning district; and
5. The premises must have a lot area of at least five thousand (5,000) square feet.

Lammers questioned if we could license the property instead of each individual chicken. Motion to amend motion by Ohman, seconded by R. Hasse to license property instead of each chicken. Motion passed unanimously. The amendment passed unanimously.

Old Business:

Ordinances

There are a few committees that have not finished their updates. Hopefully we will be able to complete this by our August meeting.

Lake Shore Management Ordinance

Albright and Lammers have met with Otter Tail County regarding the Lakeshore management ordinance. Lammers is working on a document updating our Lakeshore management ordinance and will have it for the Planning Commission at the August meeting.

Nuisance Properties within Vergas

Discussed nuisance properties and cleared all properties except chickens at 101 E Mill St. Motion by Ohman, seconded by R. Hasse to recommend to Council to allow chickens until ordinance is reviewed. Motion passed unanimously.

Vergas Zoning Map

This is a work in progress. Commissioners asked Lammers to invite the EDA to the August meeting to discuss the Vergas zoning map.

2024 Planning Commission Budget

Discussed 2025 budget and commissioners approved proposed budget of \$65,500.00 for Lammers to present to 2025 budget committee. Budget broken down to \$3,500 for payroll (14 meetings), \$1,000 for GIS System, \$2,000 for form updating, and \$59,000 for engineering.

Construction Permits

Permits needing approval.

Motion by R. Hasse, seconded by Ohman to approve 92 Park View Dr steps to beach contingent on WCA approval. Motion passed unanimously.

Motion by R. Hasse, seconded by S. Hasse to approve 1220 Scharf Ave E to have shouse moved onto the property contingent on WCA approval. Motion passed unanimously.

Motion by Ohman, seconded by Courneya to approve 1050 Scharf Ave E to construct a home on lake lot contingent on WCA approval and payment. Motion passed unanimously.

Motion by Courneya, seconded by Ohman to approve 820 Scharf Ave E to remove stairs and replace with deck on front of house contingent on WCA approval. Motion passed unanimously.

Active Construction Permits

Albright and Courneya will meet to update closed permits for both grade and fill and construction permits.

Adjournment

Motion by Courneya, seconded by R. Hasse to adjourn at 6:55 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

Public Hearing Notices, Newsletter, Frazee-Vergas Forum and send letters.

Albright and Courneya update grade and fill and construction permit spreadsheets regarding closed permits.

Council recommendations:

Update Chicken ordinance.

**CITY OF VERGAS
MINNESOTA
ORDINANCE NO. 2024-001**

**AN ORDINANCE OF THE CITY OF VERGAS, MINNESOTA, AMENDING CHAPTER 91.04
OF THE VERGAS CITY CODE FARM ANIMALS**

Section 1: Purpose:

The City Council of the City of Vergas, Minnesota finds that it needs to update certain regulations pertaining to animal control.

Section 2: Adoption

NOW BE IT ORDANINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF VERGAS that the follow subsections of 91.04 of the Vergas City Code are hereby amended to read:

FARM ANIMALS.

Farm animals shall only be kept in an agricultural district of the city, or on a residential lot of at least ten acres in size provided that no animal shelter shall be within 300 feet of an adjoining piece of property. An exception shall be made to this section for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition. Chickens may be allowed, as specified in subsection A of this section.

- A. Chickens: The following requirements shall be met in order to keep chickens on a premises within the city:
1. No more than four (4) chickens shall be kept on the premises;
 2. Chickens shall be kept in a coop or attached coop run/enclose at all times;
 3. No roosters shall be kept on the premises;
 4. The premises must be located in the Single and Two-Family Residential (R-1) or Limits Multiple-Family Residential (R-2) zoning district; and
 5. The premises must have a lot area at least five thousand (5,000) square feet.

Section 3: Effective Date

This ordinance shall become effective following its passage and publication in the official newspaper of the City.

Section 4: Penalty

See section 92.99

Passed by the City Council of Vergas, Otter Tail County, Minnesota this ____ day of _____ 202_.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk-Treasurer

**Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, July 10, 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 Wednesday, June 5, 2024, at 2:00 pm in a hybrid meeting at the Vergas Government Services building and on zoom with the following members: DuWayne Ditterich, Paul Sonnenberg, Joy Summers, Bruce Albright and Vanessa Perry. Absent: none. Also Present: City Clerk-Treasurer Julie Lammers; and Editor 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 Summers, seconded by Perry to approve agenda as presented. Motion passed unanimously.

Status of Recommendations to City Council

None.

Minutes

Motion by Summers, seconded by Perry to approve the minutes of June 5, 2024. Motion passed unanimously.

Financial Update

2024 income and expenses were reviewed.

New Business

City property between Altona Square and Municipal Building

Ditterich proposed allowing a business to build over the alley between Liquor Store and Ditterich Mercantile. There are traffic concerns regarding driving and parking in the alley and we are in need of space for new business in Vergas. Reviewed areas we have looked at for new businesses: land outside of town on Hwy 17, 606 E Frazee Ave and Mark Sand and Gravel property.

Old Business

CEDA First Impression Report

CEDA Representative Jordan Grossman was not present, Lammers will contact her before our August meeting.

Ordinance Update

Albright explained that we need to compare the old ordinances to the new ordinances. Discussed having a member go through them and note differences. Albright was chosen to compare ordinances for the August meeting.

Vergas Zoning Map

Would like a map from Widseth with parcel layer turned on.

EDA/HRA Bylaws

Motion by Albright, seconded by Sonnenberg to approve 2024 proposed EDA/HRA Bylaws. Motion passed unanimously.

Vergas EDA lots on Eva and Diane

Motion by Albright, seconded by Perry to work with the County on 2-3 spec homes. Motion passed unanimously.

Discussed putting tiny homes on the lots. Summers will look into design and cost and discussed splitting the lots up which would lower the assessments per home. Lammers will look into ordinance regarding lot sizes.

Adjourn

Motion by Sonnenberg, seconded by Summers to adjourn the meeting at 3:00 p.m. Motion passed unanimously.

Julie Lammers, CMC

City Clerk-Treasurer

City of Vergas

Council Recommendations:

Approval of updated bylaws.

Follow up Actions

Change zoning map to future map as Comprehensive Plan suggests with the following changes: change all conditional use lots for commercial to commercial and add public use for lots owned by the city.

Albright compare ordinances.

Lammers contact Jordan Grossman.

Lammers contact County to have them put up 2-3 spec homes.

Lammers to find out about splitting HRA lots.

Summers to design and provide pricing for tiny home.

Members review proposed ordinances once update is received.

**Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, July 10, 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 Wednesday, August 9, 2024, at 2:00 pm in a hybrid meeting at the Vergas Government Services building and on zoom with the following members: DuWayne Ditterich, Paul Sonnenberg, Joy Summers, and Bruce Albright. Absent: Vanessa Perry. Also Present: City Clerk-Treasurer Julie Lammers; Planning Commission Member Alex Ohman; CEDA Representative Jordan Grossman and Editor 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 Summers, seconded by Albright to approve agenda with the following additions: Bookmobile and Otter Tail County Information. Motion passed unanimously.

Status of Recommendations to City Council

None.

Minutes

Motion by Summers, seconded by Sonnenberg to approve the minutes of July 10, 2024. Motion passed unanimously.

Financial Update

2024 income and expenses were reviewed. Motion by Albright, seconded by Sonnenberg to approve treasurers report as presented. Discussed 2025 budget. Discussed replenishing funds as they were spent on assessments on the Sunny Oaks Development Lots. Discussed needed funds to put house on one of the lots. Motion by Sonnenberg, seconded by Albright to request \$15,000 for 2025 budget to replenish funds. Motion passed unanimously.

New Business

Bookmobile

Lammers explained that she has received a complaint regarding the bookmobile being parked in the alley between Ditterich Mercantile and the Liquor Store. Members discussed other locations it could meet with patrons: event center parking lot, Summers Reality, Assisted Living parking lot and the new city parking lot. Motion by Summers, seconded by Sonnenberg to recommend to Council for Bookmobile to be relocated to the new city parking lot. Motion passed unanimously.

Otter Tail County Check In

Lammers reviewed the following meetings coming up regarding housing and Economic Development: August 15 at 1 pm an Otter Tail County Housing Convening to be held on Microsoft teams, West Central Initiative's Economic Development Professionals meeting to be held August 22 from 1-3 in Fergus Falls and Otter Tail Lakes Country Marketing Summit at Lakeside Gulf Course in Perham on Wednesday, September 25 from 9-2.

Old Business

CEDA First Impression Report

CEDA Representative Jordan Grossman presented workshop series for Vergas Businesses and suggested a donation of \$1,500.00. Motion by Summers, seconded by Sonnenberg to have Grossman schedule quarterly workshops and board would discuss donation at next month's meeting. Motion passed unanimously.

Ordinance Update

Albright reviewed changes in ordinances if City adopts updated ordinance book. Main difference is the removal of tattoo and piercing section. Ditterich stated what is in current ordinance is state law, so it is unnecessary. The new ordinance does change the wording for peddlers and solicitors and the council will need to look at setting a fee for permit. Summers thanked Albright for reviewing ordinances for the group.

Vergas Zoning Map

Alex Ohman, Planning Commission member requested zoning changes from the EDA/HRA members. Discussed the proposed zoning map in the comprehensive plan and reviewed the different areas for R-1, R-2, C-1 and C-2 for our community. Ohman will bring back recommendations to the Planning Commission.

Vergas EDA lots on Eva and Diane

Summers looked into tiny homes and park models, but the price would still be over \$100,000. Ditterich questioned if we could get the \$25,000 from the county to build a home. Summers will finalize house plans and Lammers will contact county about \$25,000 grant to build home.

Adjourn

Motion by Sonnenberg, seconded by Summers to adjourn the meeting at 3:35 p.m. Motion passed unanimously.

Julie Lammers, CMC

City Clerk-Treasurer

City of Vergas

Council Recommendations:

Request the Bookmobile park in the new parking lot to meet with patrons.

Follow up Actions

Change zoning map to future map as Comprehensive Plan suggests with the following changes: change all conditional use lots for commercial to commercial and add public use for lots owned by the city.

Summers to design and provide pricing for tiny home.

Lammers to look into a grant for building a house in Sunney Oaks.

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. Liable 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 Statue 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 August, 2024

Julie Bruhn, Mayor

Attest:

Julie Lammers, Clerk-Treasurer

Original Effective Date: January 12, 2015

Adopted: August 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

City Council
2024 August Council Meeting
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10. Staff Reports

- A. Utilities Superintendent
- B. Clerk-Treasurer

City Council
2024 August Council Meeting
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11. Information & Announcements

Trainings:

- A. Work Session, Opioid Settlement Funds and Otter Tail County Cannabis Ordinance, August 27
1-2:30 pm Fergus Falls
- B. Clerks Advanced Academy- September 19-20, 2024 (Lammers)