

City Council
2024 September Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, September 10, 2024

1. Public Input Meeting on Snowmobile Trail in Vergas

2. Call to Order

The City Council Meeting begins at 6:30 or following public input meeting.

3. Citizens' Concerns

4. Agenda Additions and Deletions

5. Approval of Consent Agenda

- A. Council Minutes of the August 14, 2024
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for August 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

6. Lake Runners Trail Assn Request

This item will not be voted on until the Oct. Meeting. No discussion will take place during the regularly scheduled meeting.

7. Park Trail Vehicle Access - 1156 Frazee Avenue

8. Committee Reports

- A. Streets/Sidewalks/Yard Waste
 - 1. Alley/Parking Lot/Drainage
- B. Park
 - 1. Pickleball Camera
- C. Event Center
 - 1. Resignation
 - 2. Handrails
 - 3. Reduced Rate Application
- D. Planning Commission
 - 1. Chicken Ordinance
 - 2. Shoreline Management Ordinance
- E. EDA/HRA
 - 1. Community Development Grant

9. 2025 General Fund Budget

10. Staff Reports

- A. Utilities Superintendent
- B. Clerk-Treasurer

11. Information & Announcements

Trainings:

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

Events:

- A. Hairy Man, Sept. 28

12. Adjournment

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Vergas EDA/HRA	45
Call to Order	45
Agenda Additions and Deletions	45
Status of Recommendations to City Council	45
The council approved EDA/HRA bylaws as requested by the Authority.	
Approved the request to have Bookmobile park in the parking lot located on Linden. They have parked there twice, and it seems to be working.	45
Minutes	45
Financial Update	45
New Business	45
SBDC	45
Regional Director, Ian Carlstrom, West Central MN SBDC presented information on workshops and training for business owners. They are a tool in our communities toolbelt. This is a free confidential service to start a business. Local support is needed t...	45
Vergas Arts Club	45
Carol Albright, Member of the Vergas Arts Club, requested EDA be the fiscal agent for the Vergas Arts Club application for Lake Region Arts Council and West Central Initiative Artists on Main St grant. This is a \$10,000.00 grant with the criteria of \$...	45
Old Business	45
CEDA First Impression Report	45
CEDA Representative Jordan Grossman presented information regarding applying for an Otter Tail County Community Growth Partnership Grant to provide Vergas Businesses with the ability to apply for grants up to \$5,000.00. The grant is for a matching gra...	45
Council Recommendations:	46
Approve Community Grant Resolution allowing the EDA to apply for grant.	46
Follow up Actions	46
None.	46
4. Pickleball Committee: Looney Days was a success.	48
A. New Indoor/Outdoor carpet and shoe cleaners at court.	48
B. Estimate for security cameras for Ballfield and Pickleball Court done by S & S Security Systems for \$1,379.95. Submit bid to City Council. Motion by C. Hanson, Second by S. Hanson. Motion passed unanimously.	48
5. Baseball Committee: Needs to be more diligent at protecting the field during events.	48

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A. Plan for field - to continue to be utilized as is.	48
B. Try to get a little league team going.	48
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D. Section off infield.	48
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Files Attached

- 09.2024 City Bill Listing.pdf
- 09.2024 Liquor Store Bill Listing.pdf
- past_due_customers (48).pdf
- 09.2024 Investment Schedule & Bond Schedule.pdf
- 09.2024 General Fund_Special Revenue Money Market Account Report.pdf
- Personnel Budget meeting 9 5 24.pdf
- Cert. Utility Bill to taxes - 126 E Frazee Ave.pdf
- 08.14.24 Council Minutes.pdf
- 09.10.2024 Claims List.pdf

CITY OF VERGAS

Bill Listing for Aug. 11 to Sept 11, 2023

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
City of Vergas	Payroll	5,384.45
City of Vergas	Water/Sewer	58.58
Internal Revenue Services	2024 Withholding Tax	3,267.08
Lake Region Electric	Sign, electricity	59.07
Eastman Fence	St, fence	8,275.00
MN Dept. of Revenue	Sales Tax	168.00
MN Dept. Revenue	2024 Withholding Tax	548.05
Joseph Gizdic	Event Center, deposit refunded	75.00
Public Employees Retirement Assoc.	Payroll	2,112.51
United States Postmaster	GG, WTR, SWR, stamps	438.00
West Central Initiative	Park, raffle	1,595.00
Vergas State Bank	HAS contributions	495.00
Kelly Funk Construction	Reimbursed Gade and Fill Permit	75.00
Total for bills paid between Council Meetings		<hr/> \$22,550.74

City of Vergas Liquor Store Checks Paid in August 2024

Vendor	Description	Total
Absolute Ice		1,402.50
Artisan Beer Company		710.25
Arvig Communications	Phone, Security	423.54
Bergseth Bros		17,922.60
Beverage Wholesalers		7,244.30
Blue Cross Blue Shield of MN	Employee, Health Ins	3,413.12
Breakthru Beverage MN Wine and Spirits		6,119.30
Bucks Mill Brewing		337.50
City of Vergas	Utility	121.74
City of Vergas	Payroll	5,511.60
Colonial Life	Reimbursed employee insurance	186.18
Corporate Technologies, LLC	Technology, phone	83.20
Direct Payment Consultants	Credit Card Fees	2,759.65
D-S Beverage		7,519.52
Fricke Consultin Sale	POS System	165.00
Great Plains Natural Gas	Utility	25.70
Hanson's Plumbing and Heating	Furnace, filter	41.00
Internal Revenue Service	2024 Withholding Tax	1,586.39
Johnson Brothers Liquor Co		3,454.15
League of MN Cities Ins Trust	Property/Casualty Coverage	5,197.00
Leighton Broadcasting	Advertising	258.00
Menards	Supplies	13.98
MN Dept. of Revenue	2024 Withholding Tax	220.97
MN Dept. of Revenue	Sales Tax	14,541.00
MN Life Ins Company	Employee, Life Ins	112.50
Otter Tail Power Company	Utility	553.09
PERA	Payroll	1,483.33
Phillips Wine & Spirits		3,599.59
Southern Glazer's Wine & Spirits		3,740.45
Theisen, Kyle	Cell Phone	25.00
Vergas Hardware	Supplies	11.29
Vergas State Bank	HAS Contributions	407.00
Vestis	Rugs	78.24
Viking Coca-Cola		286.74
Vinocopia, Inc.		548.50
Wine Merchants		137.82
	Total	<u>90,241.74</u>
	August Receipts	<u>136,552.85</u>
August Balance		<u>\$46,311.11</u>
Jan- July Operating Income (Loss)		(\$5,882.71)
2024 Total Operating Income (Loss)		\$40,428.40

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	1361	Longtin, Trisha	Active	82000500011002	401 E Scharf Ave	97	14.42	347.75	0.00	07/08/2024	300.00	88707192	WATER	No
2	0	3001	Meyer, Sapphire	Active	82000990214000	102 Altona Ave	97	37.01	373.09	0.00	07/08/2024	140.00	88707172	WATER	No
2	0	1670	Yanke, Carol Ann	Active	82-000-50-0188-001	1206 E Frazee Ave	131	126.18	388.13	0.00	04/22/2024	77.06	88917802	WATER	No
Total							Count: 3	177.61	1,108.97						

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/23 Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>08/30/24</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	233,531.42	0.00	100,000.00	558.64	134,090.06	0.75% MMDA
Street Debt Fund	325657	260,975.43	0.00	100,000.00	1,092.19	162,067.62	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	4,939.71	913,034.13	

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 08/30/2024</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

	2023 Balance	Interest	2024 Interest	2024 Purchased	2024 sold	07/31/2024 Balance
Uncommitted Funds	104,412.88	1.12%	18.49	0.00	100,000.00	4,431.37
City Shop	8,078.61	2.05%	33.84	0.00	0.00	8,112.45
Easements	5,224.43	1.32%	21.79	0.00	0.00	5,246.22
Event Center	960.36	0.24%	3.96	0.00	0.00	964.32
Event Center Electronic Sign	10,037.60	2.54%	41.93	0.00	0.00	10,079.53
General	14,536.02	3.69%	60.92	0.00	0.00	14,596.94
Park	20,711.99	5.25%	86.67	0.00	0.00	20,798.66
Sand Seal (Seal Coating)	13,012.13	3.30%	54.48	0.00	0.00	13,066.61
Sidewalk	14,938.79	3.79%	62.57	0.00	0.00	15,001.36
Street Improvements/Equipment	41,554.87	10.54%	174.00	0.00	0.00	41,728.87
2019 Street Project	150,562.67	38.17%	630.12	0.00	100,000.00	51,192.79
2006 Street Project	110,412.76	27.99%	462.07	0.00	0.00	110,874.83
Balance	\$494,443.11	100.00%	\$1,650.83	\$0.00	\$200,000.00	296,093.94 ***

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

Current Committed Total 129,594.95

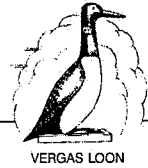
City of Vergas
Personnel and Budget Committee Meeting

The Personnel Committee and Budget Committee was called to order on Thursday, September 5, 2024, 9:30am, at the City Office. Present: Julie Bruhn and Natalie Fischer, who both serve on personnel and budget, and Julie Lammers.

1. A Deputy Clerk position was further discussed. It was concluded more specific cost data was needed to demonstrate the ROI with changing the receptionist position to one with more advanced skills and broad administrative coverage. Julie Lammers to pull overtime data where the reason for overtime could have been covered by Deputy Clerk, especially the Friday work week overtime. Will bring proposal to City Council when there is cost comparison data and before final 2025 budget approval.
2. Proposed 2025 budget was reviewed. The budget is based on what was submitted from the various city departments, committees and boards some fee schedule rate increases. Based upon what was requested, the budget reflects a 46% increase in general property taxes, which is not a realistic increase. The Budget Committee went through the budget keeping in mind the Comprehensive Plan and Capital improvement priorities. OTC has road project in 2026 that would repair/replace main street sidewalk and provide a cost-effective means to address more decorative main street lighting. At this time don't know what impact the ESMC/CRSDP energy grant may have on city energy cost savings. After making several cuts, the overall increase in proposed budget is 9.56% vs 46%. Pending items for final budget is salary survey data in determining 2025 salaries (currently penciled in 4%, though seeing much lower COLA's); Vergas-CDH Fire & Rescue budget; follow up regarding the status of the Small City Transportation Assistance funding that was to be implemented in 2024 and would increase funding to small cities annually; and Council approval of fee schedule rate increases.
3. Reviewed status of 2024 budget and on target to meet budget. Second half taxes and tobacco licenses remain pending revenue. Of note in 2024 were the increases in supplies and insurance costs that will carry into 2025. Also, of note, engineering costs did not go over budget, which was a significant factor affecting 2023 budget.

Recommendations for City Council: Review of Preliminary 2025 Budget

Recorder;
/es/ Julie Bruhn



City of Vergas

September 11, 2024

Office of the County Auditor
Wayne Stein
510 Fir Ave. West
Fergus Falls, MN 56537

Dear Mr. Stein,

Vergas City Council approved the following unpaid utility bill to be put on property taxes at their September 10, 2024 Council meeting. Please add the following assessment to the property listed below, for assessments payable 2025.

Carol Ann Yanke
1206 E Frazee Ave
Vergas MN 56587
Parcel #R82000500188001
In the Amount of **\$388.13**

Sincerely,

Julie Lammers
City Clerk-Treasurer
City of Vergas

CITY OF VERGAS
PUBLIC HEARING MINUTES
VERGAS EVENTS CENTER & ZOOM
Wednesday, August 14, 2024

The City Council of Vergas met at 6:00 pm on Wednesday, August 14, 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, and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Editor Bob Williams of the Frazee-Vergas Forum; Attorney Tom Winters; Engineer Blaine Green; and Citizens: Dean Haarstick, Jill Hoffman, Felicia Singer, Cathy Moe, Kathy Wouters, Lynnae Salveson, Carol Albright, Paul Sonnenberg, Rosemary Sandua, Jason Hanson, Jeff Hanson, Tyler Schmid, Marcia Huddleston, Jeff Zitzow, Wendy Zitzow, Paul Bruhn, Jim Courneya, Kevin Zitzow and Connie Lee.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Engineer Blain Green reviewed the 2025-001 project. Parking was the highest need in the Vergas Comprehensive Plan 2036. This project would update parking lots and update storm drainage. City assessment policy of 50% of project cost may be assessed. Total estimated alley cost is \$30,000, \$15,000 would be assessed per linear foot of frontage; \$27 per linear footage. These are all estimates at this point as the project has not been bid. If the project moves forward bids would go out in February and would try for completion of project in early spring.

Paul Bruhn questioned estimate as his area quoted at about \$45 per square foot. P. Bruhn questioned the seal quote in a couple of years would to also be assessed. This is not included in this project and the city has not decided if they will sealcoat. Bruhn questioned how his property would be protected if he did not tar his property. Green stated the final design has not been completed. P. Bruhn questioned why the city of Vergas does not require a bond from utilities when they break up our tar. P. Bruhn asked if they disturbed the property pins will they be replaced. Green explained they would.

Marcia Huddleston, Huddleston Hardware Inc., questioned the 3 city properties listed being owned by the city and what part do they play in this. Green explained they have frontage, and the city will assess itself. Huddleston questioned how much it is going to cost individual businesses to do this? Green explained how the 5 businesses would be assessed. Albright stated the street committee (Paul Pinke and himself) felt if they were doing the parking lot the drainage issue needed to be addressed.

This is a preliminary hearing and there will be another hearing before the project is completed.

Jason Hanson questioned if we would put new asphalt along the old asphalt if the property owners state they do not want to repave. Green answered yes, the city cannot go on private property. Felicia Singer questioned the concrete area behind the Government Services Center. Connie Lee questioned if the parking lot where the County garage was would be paved. Yes, the parking lot would be paved but not assessed. Kevin Zitzow questioned if street lighting would be a part of this project, this project needs to be done correctly and not pieced together. P. Bruhn questioned if a decision would be made tonight and if we would have another meeting. J. Bruhn stated that yes there will be another hearing, and we will need to give notice to everyone in town as financing comes out of city funds.

Public Hearing closed at 6:40 pm.

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Wednesday, August 14, 2024

The City Council of Vergas met at 6:43 pm, on Wednesday, August 14, 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; Editor Bob Williams of the Frazee-Vergas Forum; Engineer Blaine Green; and Citizens Jill Hoffman, Felicia Singer, Cathy Moe, Kathy Wouters, Lynnae Salveson, Carol Albright, Paul Sonnenberg, Rosemary Sandua, Marcia Huddleston, and Connie Lee.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Citizens' Concerns

Huddleston crosswalk request was addressed by Street/Sidewalk/Yard Waste Committee Member Albright. Crosswalks have been discussed with Otter Tail County. Committee requested crosswalks to be placed on all four corners of Main Street and County Highway 17, Main Street from Vergas Hardware to Billy's and a crosswalk on Pelican Avenue from the Fire Hall to Vergas 66. The County stated they do not like to put in crosswalks to driveways, so they agreed to all but the Pelican Avenue crosswalk at this time. The County will look at putting a crosswalk from Vergas 66 to Fire Hall during the 2026 project.

Huddleston Munibilling Request. Huddleston stated that some residents have been told they cannot make address changes from the owner to the renter. Attorney Tom Winters stated that it is state laws to keep the utility bills in the owner's name. The city will not be able to put the bills on the owner's property taxes if they are not in their name. Questions were raised regarding having Vergas State Bank pay utility bill and no longer stating it is paid by draft. Lammers stated she would have the receptionist write on the bills they would be paid by draft at Vergas State Bank. Bruhn encouraged those with questions to stop by or call the city office for employees to help with their process. Will follow up with Munibilling regarding set up and address in next city newsletter.

Ringdahl ALS Letter to Pelican Rapids Area Leaders was supplied to the Council.

Agenda Additions and Deletions

Motion by Pinke, seconded by Albright to approve the agenda with the addition of Glenn St and deletion of Proposed MN Basic Code Ordinances. Motion passed unanimously.

Approval of Consent Agenda

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

Council Minutes of July 9, 2024

Bills paid between Council meetings and Council bills totaling \$92,208.71.

Liquor Store bills for July 2024 totaling \$151,262.81.

Late water/sewer bills

2024 Investment Schedule/Bond Schedule

General Fund Special Revenue Money Market Account

2024 Statement of Receipts, Disbursements and Balances

Committee Report: Event, Budget/Personnel, Municipal Building, Vergas Energy Grant Timeline

Resolution 2024-007 Park Donation

Updated Forms:

2024 City of Vergas Portfolio's/Councils/Committees/Boards

Data Request Form

Motion passed unanimously.

Improvement No.2025-001

Albright stated the street committee will bring forth a recommendation to the September meeting.

Lake Runners Trail Assn Request

Motion by Albright, seconded by Pinke to approve a public input meeting on September 10, 2024 at 6 pm. Motion passed unanimously.

Glenn Street

Albright stated there is drainage issues along Glenn Street and we are working with the developer, homeowner and the contractor. Albright stated that the street committee will bring a recommendation to the September council meeting. Lammers stated developer has asked for the road to be turned over to the city and the street committee and engineer will review the punch list before making a recommendation to the council.

Committee Reports

Planning Commission

Lammers reviewed the Planning Commission meeting held July 22, 2024 (minutes available at the Vergas City Clerk's Office). Discussed the current chicken ordinance and changing it to allow the following:

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 parcel of at least five thousand (5,000) square feet.

There was a lot of discussion about roosters and Council asked planning commission to review the proposal again.

Streets/Sidewalks/Yard Waste

No report as crosswalks were discussed in the citizen concerns.

EDA/HRA

Motion by Albright, seconded by Pinke to approve the updated bylaws for the EDA/HRA. Motion passed unanimously.

Motion by Albright, seconded by Pinke to have Bookmobile move to the new parking lot 140 Linden E instead of the alley by the Liquor Store. Motion passed unanimously.

Staff Reports

Utilities Superintendent

DuFrane stated he had no report. Bruhn reviewed the energy and building audits which will be done on Tuesday, August 20, 2024.

Clerk-Treasurer Report

The written report provided by Lammers will be emailed to Council as it was not pinned to the agenda and is available at City Office for the public.

Information & Announcements

Trainings:

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

Adjournment

The business for which the meeting was called having been completed, the meeting was adjourned at 7:25 pm.

Vergas Clerk-Treasurer

Julie Lammers, CMC

Date Range : 8/10/2024 To 9/10/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
09/10/2024	Carol Albright	Election Judge, mileage for training	24904	\$50.92			
					100-41410-331-	Elections	\$50.92
09/10/2024	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium	24905	\$3,363.68			
					100-41405-131-	Clerk	\$316.25
					601-49440-131-	Water Utilities - Administration and General	\$443.35
					602-49490-131-	Sewer Utilities - Administration and General	\$443.36
					100-43110-131-	Highways, Streets & Roadways	\$227.08
					100-45210-131-	Parks	\$227.08
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,706.56
09/10/2024	City of Detroit Lakes	St, sweeping (8/15 and 8/27)	24906	\$1,350.00			
					100-43110-400-	Highways, Streets & Roadways	\$1,350.00
09/10/2024	Colonial Life	Employee Reimbursed Insurance	24907	\$182.24			
					100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$124.12
09/10/2024	Corporate Technologies, LLC	All Depts, Technology Inv #146183, 147312, 128502, 135158	24908	\$619.40			
					100-41010-200-	GENERAL GOVERNMENT	\$209.80
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$41.60
					100-45110-200-	EVENT CENTER	\$32.20
					100-43110-200-	Highways, Streets & Roadways	\$59.20
					100-45210-200-	Parks	\$59.20
					601-49440-200-	Water Utilities - Administration and General	\$103.70
					602-49490-200-	Sewer Utilities - Administration and General	\$103.70
					100-41110-200-	Council/Town Board	\$8.00
					100-41310-200-	Mayor	\$2.00

Date Range : 8/10/2024 To 9/10/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
09/10/2024	Crestline Software, LLC	Utility Billing Program Service	24909	\$30.63			
					601-49440-200-	Water Utilities - Administration and General	\$15.32
					602-49490-200-	Sewer Utilities - Administration and General	\$15.31
09/10/2024	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	24910	\$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
09/10/2024	Matthew Engebretson	St, Pk, reimbursed cell phone	24911	\$25.00			
					100-43110-321- 100-45210-321-	Highways, Streets & Roadways Parks	\$12.50 \$12.50
09/10/2024	Elan Financial Services	All Depts, programs, training, supplies	24912	\$262.79			
					100-41010-200- 601-49440-221-	GENERAL GOVERNMENT Water Utilities - Administration and General	\$64.46 \$114.18
					601-49440-331-	Water Utilities - Administration and General	\$84.15
09/10/2024	Ditterich Mercantile	WW, supplies	24913	\$4.44			
					602-49490-210-	Sewer Utilities - Administration and General	\$4.44
09/10/2024	Gopher State One Call	Wtr, Swr, Locates	24914	\$5.40			
					602-49490-210-	Sewer Utilities - Administration and General	\$2.70
					601-49440-210-	Water Utilities - Administration and General	\$2.70
09/10/2024	Hansons Plumbing & Heating, Inc.	Parks, ball park water lines	24915	\$291.07			
					100-45210-400-	Parks	\$291.07

Date Range : 8/10/2024 To 9/10/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
09/10/2024	Hawkins, Inc	Wtr, chemicals Inv 678848	24916	\$1,126.19	601-49440-218-	Water Utilities - Administration and General	\$1,126.19
09/10/2024	Julie Lammers	Clerk, Cell Phone Reimbursement, safety, meeting mileage	24917	\$206.99	100-41405-321- 601-49440-321- 602-49490-321- 100-41405-331-	Clerk Water Utilities - Administration and General Sewer Utilities - Administration and General Clerk	\$25.00 \$25.00 \$25.00 \$131.99
09/10/2024	Leighton Broadcasting	Event, 2024 advertising	24918	\$422.50	100-45110-340-	EVENT CENTER	\$422.50
09/10/2024	Lakes Community Cooperative	Street, Parks, operating fuel	24919	\$222.22	100-43110-210- 100-45210-210-	Highways, Streets & Roadways Parks	\$15.33 \$206.89
09/10/2024	Macqueen	Public Saefty Funds - fire department helmets	24920	\$9,959.00	100-42010-999-	PUBLIC SAFETY	\$9,959.00
09/10/2024	MCFOA Region 1	Clerks, meeting	24921	\$20.00	100-41010-300-	GENERAL GOVERNMENT	\$20.00
09/10/2024	Marco Inc	Copier, contract	24922	\$209.77	100-41010-200- 601-49440-200- 602-49490-200-	GENERAL GOVERNMENT Water Utilities - Administration and General Sewer Utilities - Administration and General	\$69.92 \$69.92 \$69.93
09/10/2024	Minnesota Life Insurance Company	Employee Life Ins, EmployeeLife Ins.	24923	\$180.30	100-41405-131- 100-43110-131- 100-43110-999-	Clerk Highways, Streets & Roadways Highways, Streets & Roadways	\$9.00 \$9.00 \$39.90

Date Range : 8/10/2024 To 9/10/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/10/2024	MN Rural Water Association	Water & Sewer, DuFrane and Engebretson training	24924	\$300.00	609-49751-999-	Liquor Store - Manager - Off-Sale	\$95.40
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$18.00
					100-45210-131-	Parks	\$9.00
					601-49440-331-	Water Utilities - Administration and General	\$150.00
					601-49440-331-	Water Utilities - Administration and General	\$150.00
09/10/2024	MN DEPT OF HEALTH/DRINKING WATER	Wtr, 3rd Quarter connection fee	24925	\$410.00	601-49440-438-	Water Utilities - Administration and General	\$410.00
09/10/2024	Newling Asphalt Services	St, striping 1st Ave S, Liquor Store, Event Center	24926	\$775.00	100-43110-220-	Highways, Streets & Roadways	\$775.00
09/10/2024	Olson Oil Co.	Parks & St, operating supplies	24927	\$274.30	100-43110-210-	Highways, Streets & Roadways	\$262.98
					100-45210-210-	Parks	\$11.32
09/10/2024	Otter Tail Power Company	All depts, utility	24928	\$1,877.29	100-43010-380-	City Shop	\$93.70
					602-49490-380-	Sewer Utilities - Administration and General	\$280.20
					100-43160-380-	Street Lighting	\$629.49
					100-45110-380-	EVENT CENTER	\$362.35
					100-45210-380-	Parks	\$230.21
					601-49440-380-	Water Utilities - Administration and General	\$223.04
					100-41010-380-	GENERAL GOVERNMENT	\$58.30
09/10/2024	Pelican Rapids Press	GG, office supply	24929	\$57.46	100-41010-200-	GENERAL GOVERNMENT	\$57.46

Date Range : 8/10/2024 To 9/10/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/10/2024	Productive Alternatives, Inc.	Event Center, Cleaning Inv#INV 1774, 1684	24930	\$220.69	100-45110-300-	EVENT CENTER	\$220.69
09/10/2024	RMB Environmental Laboratories, Inc	WW & Water, Chemicals	24931	\$195.42	602-49490-218-	Sewer Utilities - Administration and General	\$195.42
09/10/2024	Sharon Sauer	Event, refund Deposit	24932	\$75.00	100-45110-999-	EVENT CENTER	\$75.00
09/10/2024	Sonnenberg Excavating	Street, road grading	24933	\$675.00	100-43110-300-	Highways, Streets & Roadways	\$675.00
09/10/2024	Steve's Sanitation, Inc.	Event, Parks, garbage pickup	24934	\$492.56	100-45110-384- 100-45210-384-	EVENT CENTER Parks	\$197.18 \$295.38
09/10/2024	Sweeney Controls Company	Water, Sewer, contol system to read meters	24935	\$21,525.00	601-49440-530- 602-49490-530-	Water Utilities - Administration and General Sewer Utilities - Administration and General	\$17,000.00 \$4,525.00
09/10/2024	Kyle Theisen	LS, Cell Phone Reimbursement	24936	\$25.00	609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
09/10/2024	United States Postmaster	GG, box rent	24937	\$72.00	100-41010-200-	GENERAL GOVERNMENT	\$72.00
09/10/2024	Vestis	Event, rugs and supplies	24938	\$243.42	609-49751-220-	Liquor Store - Manager - Off-Sale	\$243.42
09/10/2024	Verizon	Event, cell phone	24939	\$54.97	100-45110-321-	EVENT CENTER	\$54.97

Date Range : 8/10/2024 To 9/10/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
09/10/2024	Widseth Smith Notlting & Assoc. Inc	Engineering;	24940	\$832.50			
					100-43110-303-	Highways, Streets & Roadways	\$832.50
Total For Selected Claims				\$46,713.15			\$46,713.15

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 Council
2024 September Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, September 10, 2024

6. Lake Runners Trail Assn Request

This item will not be voted on until the Oct. Meeting. No discussion will take place during the regularly scheduled meeting.

Files Attached

- Lake Runners Trail Request.pdf
- 2023-002 Snow Mobile Ord.pdf

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

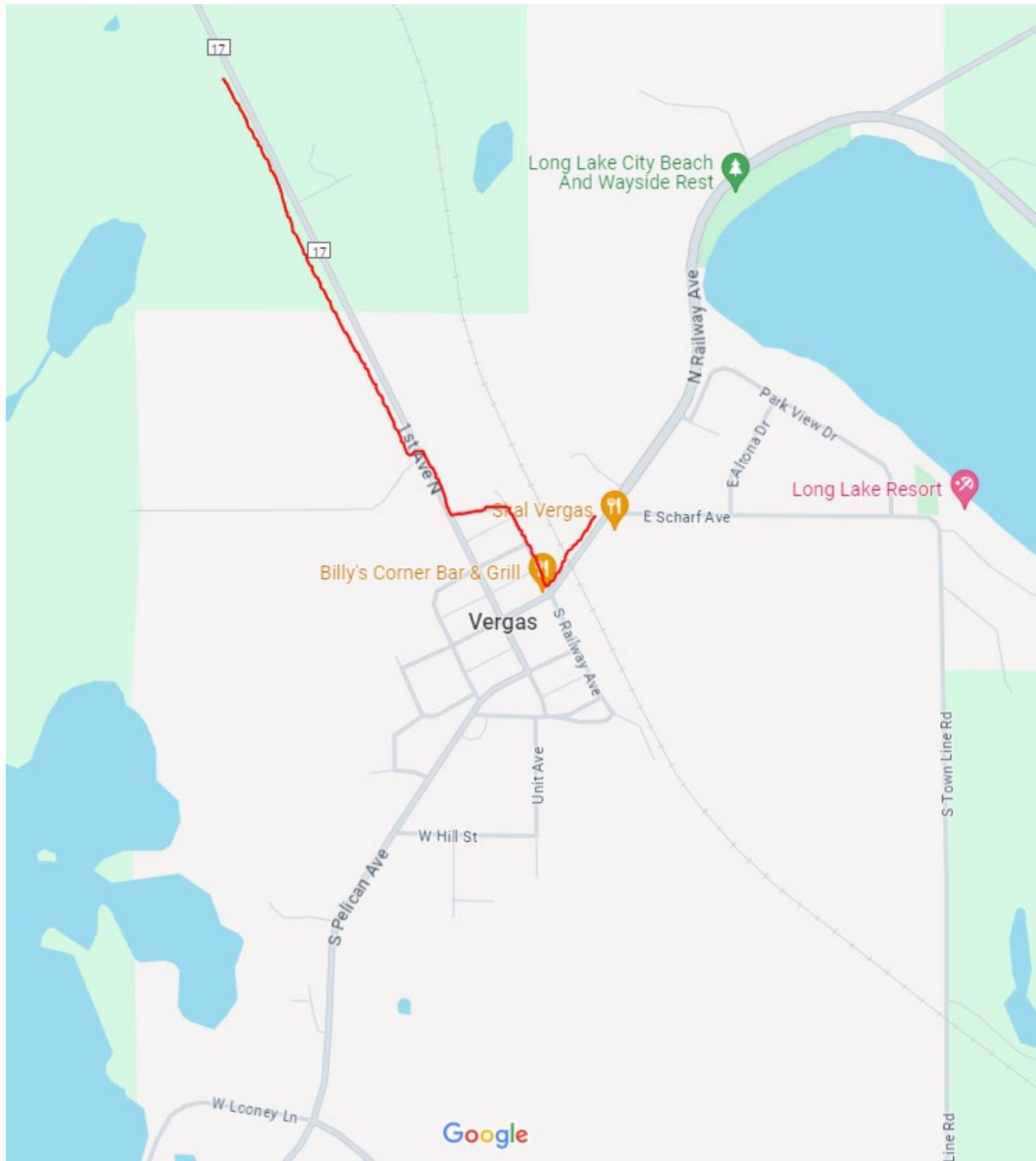
We had to close the trail last fall on the north side of Lawrence lake because a landowner pulled their permit. With no snow last year, re-routing the trail it wasn't an issue. We did not find a solution to by pass that landowner.

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 OF VERGAS
MINNESOTA
ORDINANCE NO. 2023-002**

AN ORDINANCE OF THE CITY OF VERGAS, MINNESOTA, AMENDING CHAPTER 72.03-72.07 OF THE VERGAS CITY CODE SNOWMOBILES.

Section 1: Purpose:

The City Council of the City of Vergas, Minnesota finds that it needs to update the declaration snowmobiles.

Section 2: Adoption

NOW BE IT ORDANINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF VERGAS that the follow subsections of 72.03-72.07 of the Vergas City Code are hereby amended to read:

- A. Designed routes. Travel by snowmobile shall be permitted on designated trails along the following routes.
 - 1. From County State Aid Highway (CSAH) 17 on the west side of right-of-way to the business district on 1st street and or East Lake Street to Railway Avenue to CSAH 60.
 - 2. From CSAH 4 to Linden Avenue to Railway Avenue to CSAH 60.
 - 3. From Old Detroit Rd to CSAH 60.
- B. Direct access and use. All snowmobiles operating within city limits shall use as direct route to access the designated routes. Designated routes are intended to be means of ingress, egress and movement of snowmobiles to and from adjoining snowmobile trail systems and not as a primary trail for other snowmobile riding.
- C. License requirement. All snowmobiles operating within city limits shall be properly licensed and authorized for use in accordance with Minnesota Statues.
- D. Qualifications of operators. All persons operating a snowmobile within city limits shall be properly licensed and authorized in accordance with state statue.
- E. Easement required. Snowmobile clubs shall obtain proper easements for all designated routes which travel upon or cross private property.


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 10th day of January 2023.


Julie Bruhn, Mayor

ATTEST:

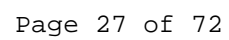

Julie Lammers, City Clerk-Treasurer

City Council
2024 September Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, September 10, 2024

8. Park Trail Vehicle Access - 1156 Frazee Avenue

Files Attached

- 2024.07.29 Vehicular Access Exhibit.pdf



City Council
2024 September Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, September 10, 2024

9. Committee Reports

- A. Streets/Sidewalks/Yard Waste
 - 1. Alley/Parking Lot/Drainage
- B. Park
 - 1. Pickleball Camera
- C. Event Center
 - 1. Resignation
 - 2. Handrails
 - 3. Reduced Rate Application
- D. Planning Commission
 - 1. Chicken Ordinance
 - 2. Shoreline Management Ordinance
- E. EDA/HRA
 - 1. Community Development Grant

Files Attached

- 08.28.24 SSYW meeting minutes.pdf
- 8.23.24 Event Center Advisory Board Meeting Minutes.pdf
- 8.23.24 Event Center Minute Attachments.pdf
- Fashion Show reduced rent request.pdf
- 08-26-2024 Planning Commission Meeting Agenda Minutes and Public Hearing.pdf
- 09.04.2024 EDA_HRA Agenda Minutes.pdf
- Proposed 2024-008 Vergas Resolution_Commercial_Rehab (1).pdf
- 8 22 2024 Park Advisory Board Meeting Minutes DRAFT.pdf

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Government Services Center
August 28, 2024

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Wednesday, August 28, 2024 at 2:00 PM at the Vergas Government Services Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Julie Lammers, City Clerk; Mike DuFrane, Utility Superintendent; and Dwight Lindberg, Citizen. Attending via Zoom was Blaine Green, Widseth. Albright called the meeting to order at 2:07 PM.

2.) Agenda Additions/Deletions. Albright wanted to add Glenn Street (ST), West (W) Lake ST, **Approved.**

3.) Minutes for the 07/10/24 SSYW Committee meeting was presented. **Motion** by Pinke to approve, **seconded** by Albright, **approved.**

4.) Parking Lot Paving. The project preliminary hearing was held by the Council on 08/14/24. The next step would be to order preparation of the plans and specifications. It was suggested that maybe the Storm drain should be extended to Hanson's parking lot. Lammers will follow up with Hanson's and Paul Bruhn regarding their interest in the grading/paving project. There will be a final assessment hearing, after bids are opened. **Motion** by Pinke to recommend to the Council that they direct Widseth to prepare the plans and specifications. **Seconded** by Albright, **approved.**

5.) Yard Waste. We've had problems recently with fires at the wood disposal site. The Committee talked about adding cameras, and they felt until violators are fined, the infractions problem won't stop. Lindberg said the City of Perham hired retired people to man their site during limited open hours. The reason the current camera doesn't work is the fact that we have no wifi service at the site. Lammers said we've issued over 270 permits this year. Albright and DuFrane will investigate the deer camera idea. The Fire Department will charge us \$250 to put out the fire. The complainant plans to attend a future Council meeting to further discuss this subject.

6.) Ordinance Updates. Albright still needs to review Section 7. Lammers said she's been busy, and there are still some ordinances that need to be reviewed by the Council.

7.) Budgets. The SSYW Committee spent considerable time at their 07/10/24 meeting, going over this agenda item. We'll see what the Budget Committee does with our recommendations. DuFrane will get numbers about leasing or purchasing a skid steer loader. He felt it would have a number of applicable uses, including leveling of the sand down at the beach, The Committee recommended that he get numbers for our review.

8.) Glenn ST. The approach for Loren Menz has been installed, but the work has not been finished (black dirt/seeding). The quote for the work was about \$1,800. DuFrane and Green toured the site, and did a cleanup list, before the City can accept the road. Another site inspection is scheduled for Friday, September 6, 2024, at 9:00 AM. The contractor has started work on the cleanup list. DuFrane said "dust guard" was applied that portion of the ST currently in city limits. Albright thanked him. Lammers has checked on Township policies regarding the use of dust guard, and who pays for the application. The Townships all vary. We need to change our road policies, if we want the affected landowners to pay a portion of the costs.

9.) W Lake ST. Albright has chatted with Brad Syltie, Chair, Candor Township (TWP) about the “joint” use road. Syltie questioned how the TWP is involved? They have three (3) residents who live on the end of the road that are not within the city limits of Vergas. It’s unsure what the future development along Little Long Lake might be? Another option might be to annex the homeowners into the City of Vergas. Lammers will talk with City Attorney,, Tom Winters, about the process.

DuFrane said there is a “sink hole” forming on W Lake ST that will need to be fixed.

9.) Next Meeting. A date for the next SSYW Committee meeting was not scheduled at this time. Committee members should check their schedules and get back to Lammers with possible meeting dates.

10.) Adjournment. Albright adjourned the meeting at 3:31 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- authorize Widseth to prepared plans and specifications for all repaving and grading project.

Follow up Actions:

- Continue to work on budgets, and future road funding needs.
- Continue to work on City parking, Work on handicap parking spots.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns.
- Continue to work with the Community Club on possible lighting changes for Main ST.
- Research options for W Lake ST funding. R/W acquisition. Meet w/Candor Twp.
- Status of E Lake ST and N Railway AVE R/W acquisitions. Finish process.
- Meet with Garrett Dahlgren/Heath Courynea regarding W Sunset Strip R/W.
- Finish slope work on Scharf AVE and Dianne AVE.

Future Meeting Agenda Items:

- Alley/parking lot paving/drainage.

Event Center Advisory Board

DATE	Tuesday, July 23 rd
------	--------------------------------

TIME	5:35pm
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MEETING CALLED TO ORDER BY	Paul Pinke
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IN ATTENDANCE

Paul Pinke, Deb Jacoby, Bev Flateland, Jezmea Burkett, Vanessa Perry, James Stenger, Jake Jacoby

Absent: Jay Norby

APPROVAL OF MINUTES

Pinke motioned to approve, Seconded by Deb Jacoby. Motion Carried.

STATUS OF RECOMMENDATIONS TO CITY COUNCIL

Nothing to report

INCOME AND EXPENSE

No further discussion of the budget was needed as it was approved at the last meeting.

Burkett discussed the "Vergas Energy Grant Timeline" from Julie Lammers email (See Attached).

BUILDING REVIEW

Stove: Deb and Jake Jacoby presented ideas from the Lions as to what they would like to see for a new stove/oven in the kitchen (See Attached). Perry discussed that the current proposal may be out of budget and may not be what everyone needs. Deb Jacoby and Burkett will contact various organizations and caters that use the kitchen about their needs. Burkett presented a questionnaire for needs of kitchen equipment that will be given out (See Attached). It was discussed that many of our upcoming events may not know that there currently is not a full kitchen at the Event Center and that they need to be notified. We need to check and see if natural gas is still an option or if we need to look into electric options for a stove and oven. Jake Jacoby also expressed concern over one of the electric flat tops that's currently in the kitchen having knobs that are not working properly, unsure as to who purchased said flattop and who will repair it. Perry recommended that the Event Center pay for the repair because it is housed and used by everyone in the Event Center. We would just like clarification as to who purchased them to get approval to repair.

Front Door Outside Step: Burkett presented 2 quotes for the handrails (See Attached). After discussion the committee Flatland motioned to accept the Ness estimate and recommend it to City Council. Seconded by Deb Jacoby, motion carried

Sink backsplash/wall repair: No Current progress. Perry was assigned with info on the expense of the repair.

Expanding Wall Room Divider: Perry suggested that this item be tabled until we have the funds for the project, as getting quotes right now may not reflect the actual cost of the project when we get to it down the line. Perry will discuss this project with Stenger to bring him up to speed on what has been discussed.

FUNDRAISING EVENTS

No update on the comedian as Norby was absent.

Myron Gunderson was the main contact for the “Las Vegas” event, Deb Jacoby will get more information as to how that event ran.

Perry discussed how the last purse bingo event was such a success. The purses were donated, and the food was done at cost. If we were to do this event again, we would have to look into similar options as that would be a major expense. Perry discussed the idea of a table decorating event with live music as a potential fundraiser. We want to find out from Lammers how many round tables would comfortably fit in the Event Center for this event to get a better idea of budget. Then we could look into rental of the remaining round tables that would be needed.

Meeting adjourned at 6:45pm by Deb Jacoby. Flatland Seconded. Motion carried.

Minutes Recorded, typed, and submitted by James Stenger.

COUNCIL RECOMMENDATIONS

The Advisory Board recommends the estimate for Ness Construction for the handrails to the entrance of the Event Center.

FOLLOW UP ACTIONS

Get Norby’s information on comedian, and costs of wall repair.

Contact future rentals about the current state of kitchen equipment.

Deb Jacoby and Burkett, contact various organizations and caterers that use the kitchen about their needs.

Burkett will find out from Lammers how many round tables the Event Center will hold comfortably.

EMAIL MEETING

An email meeting was held from August 28 to September 3, 2024.

The following members responded to the email: James Stenger and Vanessa Perry. Bev Flatland abstained from meeting due to conflict of interest.

Topic: rent reduction for Relay for Life Fundraiser

Due to not having a quorum respond to the email, no decision has been made regarding the application for a reduction in rent. Lammers will provide information to the Council on September 10 with no recommendation from Event Center Committee.

Event Coordinator

From: Julie Lammers
Sent: Tuesday, August 27, 2024 11:52 AM
To: Event Coordinator
Subject: Energy Grant

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 audit August 20..

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

Julie Lammers
City Clerk-Treasurer
City of Vergas
131 Main St
PO Box 32
Vergas MN 56587-0032

Phone 218-302-5996 EXT. 1
Direct Line: 218-409-8275

Event Center Oven/Stove Questionnaire

Business/Name _____

If you cater at the Vergas Event Center, do you use the stove/oven?

Y/N _____

How Often?

Rarely / Sometimes / Frequently

Do you use both stove and oven?

Stove / Both / Oven

How likely are you to need use of either Stove or Oven in future?

Unlikely / Likely / Uncertain

Would you miss one or the other? _____

The old stove had 6 burners, is that a good number of burners?

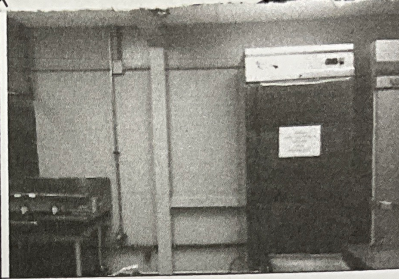
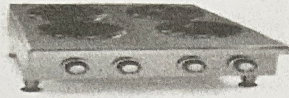
Was the oven big enough? Y / N _____

Do you think having a stove/oven in the V.E.C. kitchen is a necessity?

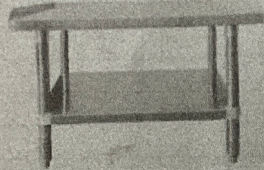
Is there anything you think would be better? _____

Additional comments and opinions?

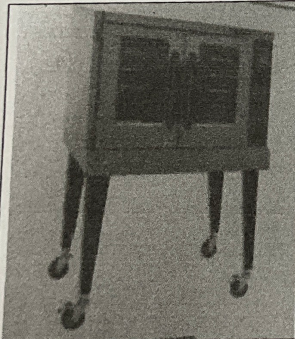
You have been asked to fill this out as a community business/organization that has frequently used the Event center kitchen. Currently there is no oven/stove in the kitchen. We had to remove the old obsolete model that became a safety hazard. Your answers and opinions will help us assess the urgency and influence what type of model. Thank You!



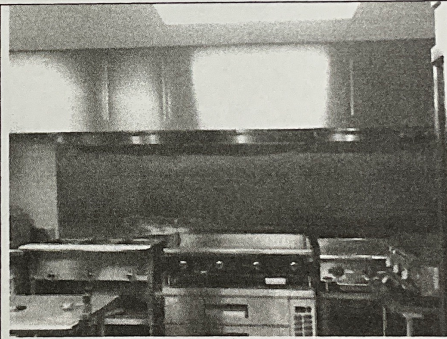
ATSE-3036



The empty space by the Freezer there is room for a 4 Burner Hot Plate measures 24 " and below the Burners a 36" Cart with wheels and Shelf. Hot Plate is \$4,100 and the Cart is \$422.
Total cost= \$4,522.00



Vulcan 5 Rack Oven as Pictured



This Convection Oven will fit under the hood where the steam table is now or by the new grill that the VEC has on the Left hand side.
Price of oven is \$7,065.00

Information on all equipment and spec sheets are available if anyone would like to see them.

Summers Design Center
100 S Railway Ave/ PO Box 155
Vergas, MN 56587
joyd@summersconstructiondesign.com

Estimate

ADDRESS
City of Vergas

ESTIMATE # 1164
DATE 07/31/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Materials	Black Pipe Rail, returns, backer plates, screws	2	152.94	305.88
	Labor Estimate	Estimate on labor for installing rails	4	65.00	260.00

Note: This is an estimate.

SUBTOTAL

565.88



Vergas Event Center

140 W Linden St

Vergas, MN 56587

Handrail Estimate

Install

2 - Single Post Handrails

\$300.00

Materials

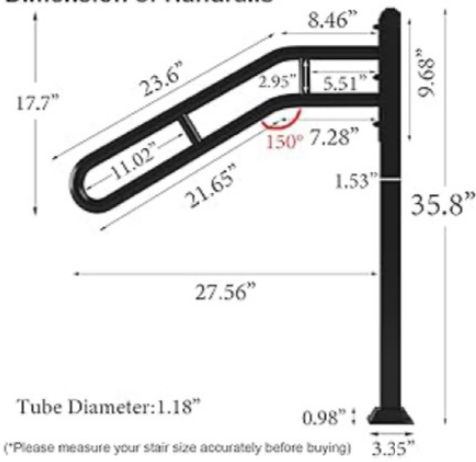
2 - Handrails

\$150.00

Total

\$450.00

Dimension of Handrails



<https://a.co/d/5hicOaZ>



Attachment: Free Use or Reduced Policy
Vergas Event Center
Free Use or Reduced Rent Request
Form

Event Name: RFL Fashion Show
Requested Event Date(s): 9/13 & 14 Event Time(s): 4:00 & 9:30
Sponsoring Organization: Vegas Homeys
Requestor's Contact Information: 214/534-6492
Requesting: ☐ Free Use of Event Center ☒ Reduced Rent ☐ Other: _____

Please Describe the Event:

Fashion show

Does something like this event already occur or exist in Vergas? Explain.

NO

Is there a cost to attendees? ☒ Yes ☐ No

If there is a cost, is there a process for a reduced admission? Explain.

NO

Does your event target an underserved population? Explain.

~~NO~~ Yes - Cancer survivors

Has this event already happened at the Event Center? Explain.

Yes - Previous years

During this calendar year, is this a single event, multiple events, or will it have an indefinite end date?

Will this event be serving food? ☒ Yes ☐ No Explain.

Will this event be serving alcohol? ☒ Yes ☐ No Explain.

Approved by Vergas City Council 11/10/2022

Will the purpose of this event be raising money?

yes

Does this event happen from Sunday through Thursday or Friday through Saturday?

Will your organization provide any additional cleaning or setup work?

yes

Will your event need any of these facilities:

<input type="checkbox"/> Smart Room	<input checked="" type="checkbox"/> Kitchen	<input checked="" type="checkbox"/> Main Room
<input checked="" type="checkbox"/> Sound System	<input type="checkbox"/> Projector	<input type="checkbox"/> Bar
<input type="checkbox"/> Oven	<input type="checkbox"/> Stage	<input checked="" type="checkbox"/> Electronic Sign

Does your organization have insurance for this event? Can you provide proof to the City Office?

NO

Would you be able to attend the VEC Advisory Board Meeting to present your request?

yes

Please write any additional comments below:

City Office Use Only

Scores Community Value: 10 City Cost: 10

Date Received: 8/28/24 VEC Agenda Date: email meeting 8/28/24

Recommend to Council? ☐ Yes ☐ No Council Approved? ☐ Yes ☐ No

Check List:

☐ Notify Requestor
☐ Attach to Rental Agreement
☐ Damage Deposit
☐ Evaluation/Comment Form
☐ File

Approved by Vergas City Council 11/10/2022

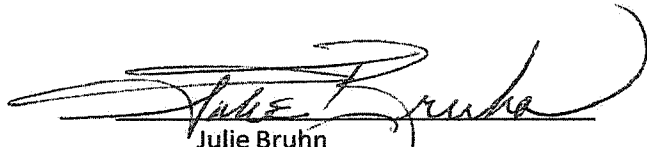
**City of Vergas Event Center
Free Use or Reduced Rent Policy**

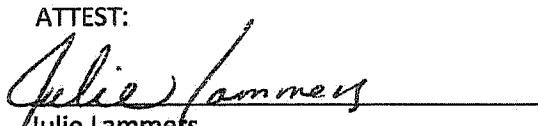
Introduction: To create a decision framework for the City to handle requests for free use or reduced rent of the Vergas Event Center.

Policy:

1. All requests will be evaluated on a case-by-case basis.
2. Requests must be made in writing using the approved form (as attached).
3. Requests must be made before the date of the event(s).
4. Requests will be scored by City Staff, reviewed by the Vergas Event Center Advisory Board, and if recommended, sent to the City Council for approval.
5. Advisory Board decisions may be appealed to the City Council.
6. Requests are scored along two criteria: value to the community and cost to the City.
 - a. Value to the Community: recognizes events that do not duplicate an existing service, are free or low-cost to the community, are targeted to an underserved population, and have an established expectation in the community.
 - b. Cost to the City: recognizes that there are both opportunity costs and marginal costs to the City for allowing free or reduced rent for an event. Events that minimize both of those costs are in the best financial interest of the City.
7. Fundraising events will not be recommended to the City Council unless the fundraising sponsor is a group who has donated to the event center.
8. Free use of the Event Center will require a damage deposit consistent with existing Event Center Policy.
9. City boards, committees, and departments will not need to request free use of the Event Center.
10. Approved requests will still require a completed rental agreement to be submitted to the City Office.
11. Approved requests must complete a post-event evaluation form.
12. Requestor must ensure that any additional cleaning or setup labor is provided by the organization.

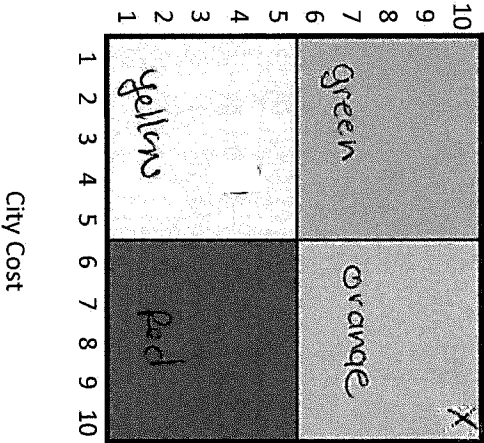
Adopted this 10th day of November, 2022 by the City Council of the City of Vergas.


Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

Adopted: September 13, 2022
Revised: November 10, 2022

Community Value



Community Value	10
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- 1 1) Service is not already provided in town (Yes=1, No=3)
- 1 2) Cost to attendees (Free: 3, Low: 2, Market Price: 1)
- 1 3) Serves an underserved population (Yes=3, No=1)
- 1 4) Community Expectation (4= multiple years, 3= once before, 1= never)

City Cost	10
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- 3 1) One time event, multiple events, ongoing (Scores: 1,2,3)
- 0 2) Serves food (Yes = 2)
- 0 3) Serves alcohol (Yes = 7)
- 1 4) Weekday vs Weekend (Non-Peak: 1, Peak: 3)

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CITY OF VERGAS PLANNING COMMISSION PUBLIC HEARING
MINUTES
Monday, August 26, 2024
5:30 pm
Vergas Event Center and Zoom

The City of Vergas Planning Commission meeting held a public hearing on Monday, August 26, 2024, in a hybrid meeting at the Vergas Event Center with the following members present: Bruce Albright, Jim Courneya, Rebecca Hasse and Alex Ohman. Absent: Shane Hasse. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizen Dwight Lundgren and Shelley Bunkowske; Otter Tail County Employee Kyle Westergard.

Chairman Bruce Albright called the public hearing to order at 5:30 pm.

Albright reviewed the property at 110 Park View Drive. The Planning Commission approved a permit for a shed to be built 10 feet from the property line and the shed was built 1.5 feet from the property line. Lundgren questioned reasons shed was not placed where construction permit stated it would be. Reasons given for the building moved from construction permit plans: power and water lines in the space, placement of dock and lift access would be blocked, this allowed shed to be farther from lake, shed is in line of other sheds along the lake, having shed in planned location would not allow docks and lifts to be removed from lake.

Albright reviewed the League of MN recommendation for a variance to be approved.

Granting variance:

The following 3 factors must be satisfied: Use of property in a reasonable manner, use maintains circumstances unique to the property and maintain essential character. Is variance consistent with the comprehensive plan.

DuFrane stated that it seems there is a habit of letting people put their stuff wherever they want, and the water line is his not the city water line. Courneya stated he would have preferred the variance was applied for before the shed was built.

Motion by Courneya, seconded by Hasse to close the public hearing at 5:41 pm. Motion passed unanimously.

CITY OF VERGAS PLANNING COMMISSION PUBLIC HEARING
MINUTES
Monday, August 26, 2024
6:00 pm
Vergas Event Center and Zoom

A City of Vergas Planning Commission meeting held a public hearing on Monday, August 26, 2024, in a hybrid meeting at the Vergas Event Center with the following members present: Bruce Albright, Jim Courneya, Rebecca Hasse and Alex Ohman. Absent: Shane Hasse. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; Otter Tail County employees Kyle Westergard and Chris LeClair; and citizens Dwight Lundgren, Tami Rust, Matthew Lachowitz, Tom Wollin, Cindy Hurt, Bruce Hurt, Jeff Laney, Bob Hager, Steve Tharaldson, Paul Pinke, Shelley Bunkowske and Jeanette Lee Carrell.

Call to Order

Chairman Bruce Albright called the public hearing to order at 6:00 pm. Planning Commission Members introduced themselves.

Albright reviewed the need for the Vergas Lakeshore Management Ordinance to be updated from the current ordinance which is the ordinance Otter Tail County had approved on March 5 of 1992. The state of MN gives the city guidelines of what the City can do. Otter Tail County has updated their ordinance several times and the Planning Commission is recommending the current Otter Tail County ordinance with 2 appendixes for lake classifications and state laws affecting the City differently than the County. The city may not be less restrictive than the County and the County cannot be less restrictive than the State. If the city adopts the proposed Lake Shore Management Ordinance, they will begin discussion with the County to take over our permitting process of property within 1,000 feet of lakeshore for a trial period of two years.

Tom Wollin questioned Vergas being one of the first communities entering into an agreement with the County. Anytime the city relinquishes its authority to another entity the citizens cannot change things or vote the decision makers out.

Bob Hager questioned ordinances being different for city residents and county residents on the same lake.

Dwight Lundgren asked if the city would retain any voice or decisions? Otter Tail County Land and Resource Management Director Chris LeClair stated the County memorandum of agreement states they would be doing the day-to-day construction, but the variances and conditional use permits (administrative) would still be under the city's jurisdiction.

Motion by Ohman, seconded by Courneya to close the public hearing at 6:28 pm. Albright thanked everyone for attending.

Monday, August 26, 2024
6:30 pm
Vergas Government Services Building and Zoom

A City of Vergas Planning Commission meeting was held on Monday, August 26, 2024, in a hybrid meeting at the Government Services Center with the following members present: Bruce Albright, Jim Courneya, Rebecca Hasse and Alex Ohman. Absent: Shane Hasse. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; Otter Tail County employees Kyle Westergard and Chris LeClair; and citizens Dwight Lundgren, Tami Rust, Matthew Lachowitzer, Tom Wollin, Cindy Hurt, Bruce Hurt, Jeff Laney, Bob Hager, Steve Tharaldson, Paul Pinke, Shelley Bunkowske and Shawn Day.

Call to Order

Chairman Bruce Albright called the meeting to order at 6:30 pm.

Agenda Additions and Deletions

Motion by Courneya, seconded by R. Hasse to approve agenda with following addition: 2 construction permits. Motion passed unanimously.

Minutes

Motion by Ohman, seconded by R. Hasse to approve minutes for July 22 2024. Motion passed unanimously.

Status of Council Recommendations

Albright updated planning commission members on the council discussion regarding the chicken ordinance. Commission members recommended the Council adopt the ordinance as submitted. 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.

Public Hearing Recommendations

Variance for Shed to be 1.5 feet from property line

Reviewed the request for variance of the shed. Property owner Matthew Lachowitzer received a letter from his neighbor stating they have no concerns with the placement of the shed. Albright stated there was no opposition of the shed being placed 1.5 feet from the property line. Courneya stated we would like to see variances come before buildings are built but he did like that they saved a maple tree. Motion by Courneya, seconded by R. Hasse to approve the variance request for the shed. Motion passed unanimously.

Shoreline Management Ordinance

Motion by Ohman, seconded by R. Hasse to recommend to Council to approve the adoption of the Lake Shore Management Ordinance. Motion passed unanimously.

Construction Permits

Approved by Clerk-Treasurer

Shingling at 540 S Pelican Ave and wood siding on the back side of 137 E Main St.

Permits needing approval.

480 Glenn St

Motion by R. Hasse, seconded by Ohman to approve permit for house to be built on 480 Glenn St with the approval of the Otter Tail County Land and Resource Management for a sewer permit. Motion passed unanimously.

251 1st Ave N

Motion by R. Hasse, seconded by Courneya to approve permit for lean-to to be built at 251 1st Ave N with the approval of the Otter Tail County Land and Resource Management for a sewer permit. Motion passed unanimously.

490 Glenn St

Motion by R. Hasse, seconded by Ohman to approve permit for house to be built on 490 Glenn St with the approval of the Otter Tail County Land and Resource Management for a sewer permit and home being built no higher than 25 feet. Motion passed unanimously.

460 Oak Circle

Motion by R. Hasse, seconded by Ohman to approve permit for house to be built on 460 Oak Circle with the approval of the Otter Tail

County Land and Resource Management for a sewer permit. Motion passed unanimously.

1156 E Frazee Ave

Motion by R. Hasse, seconded by Ohman to deny permit to build a shop at 1156 E Frazee Ave due to the building being over 25 feet in height. Motion passed unanimously.

Active Construction Permits

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

Proposed Construction Permit Form

Motion by Ohman, seconded by Courneya to approve the proposed permit application. Motion passed unanimously.

New Business

None.

Old Business:

Ordinances

There are a few committees that have not finished their updates. Lammers will focus on Vergas Basic Code once the Lake Shore Management Ordinance is complete.

Nuisance Properties within Vergas

Lammers received a complaint regarding property at 320 E Frazee Ave as they are harboring cats causing cats to multiply and residents are wondering why they can only have 3 cats, but this property has over 14 cats. Motion by Ohman, seconded by Courneya to send letter to property owner stating they cannot harbor cats, and they need to license their 3 cats and remove the rest from their property. Motion passed unanimously.

Discussed properties with chickens that are not currently in compliance with city ordinance. Motion by Ohman, seconded by Courneya to send letters to those with chickens informing them they are not following the current ordinance, and the city will be discussing the ordinance at their meeting on Tuesday, September 10, 2024. Motion passed unanimously.

Discussed complaint regarding a camper being lived in at 101 E Mill St. There is no proof they are living in the camper, commissioners decided to wait until it can be proven they are staying in the camper.

Vergas Zoning Map

Ohman is updating and will provide information for Lammers to provide to the EDA.

2024 Planning Commission Budget

Lammers updated the commissioners that no decision has been made regarding the 2025 budget yet.

Attached Accessory Structures

Ohman recommended discussing this at next month's meeting after all board members have time to review the information.

Adjournment

Motion by Courneya, seconded by R. Hasse to adjourn at 8:05 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow Up Actions:

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

Council recommendations:

Update Chicken ordinance.

Approve Lake Shore Management Ordinance

Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, September 4, 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, September 4, 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, Vanessa Perry and Bruce Albright. Absent: none. Also Present: City Clerk-Treasurer Julie Lammers; SBCA MN Regional Director Ian Carlstrom; CEDA Representative Jordan Grossman; Citizen Carol Albright 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

Approve agenda with the following additions: Vergas Arts Club. Motion passed unanimously.

Status of Recommendations to City Council

The council approved EDA/HRA bylaws as requested by the Authority. Approved the request to have Bookmobile park in the parking lot located on Linden. They have parked there twice, and it seems to be working.

Minutes

Motion by Sonnenberg, seconded by Summers to approve the minutes of August 7, 2024. Motion passed unanimously.

Financial Update

2024 income and expenses were reviewed. Motion by Perry, seconded by Albright to approve treasurers report as presented. Motion passed unanimously.

New Business

SBDC

Regional Director, Ian Carlstrom, West Central MN SBDC presented information on workshops and training for business owners. They are a tool in our communities toolbelt. This is a free confidential service to start a business. Local support is needed to hold workshops in communities.

Vergas Arts Club

Carol Albright, Member of the Vergas Arts Club, requested EDA be the fiscal agent for the Vergas Arts Club application for Lake Region Arts Council and West Central Initiative Artists on Main St grant. This is a \$10,000.00 grant with the criteria of \$2,500 in cash or in-kind donation. Vanessa agreed to be the EDA Representative and Carol Albright will write and submit the grant. Motion by Perry, seconded by Summers for Vergas EDA be the fiscal agent for the Vergas Arts Club and to apply for the Artists on Main Street Grant. Motion passed unanimously.

Old Business

CEDA First Impression Report

CEDA Representative Jordan Grossman presented information regarding applying for an Otter Tail County Community Growth Partnership Grant to provide Vergas Businesses with the ability to apply for grants up to \$5,000.00. The grant is for a matching grant of \$25,000.00. The matching money could come from the \$15,000 grant from CEDA, and \$10,000 from Community Club or city funds. Motion by Summers, seconded by Sonnenberg to recommend to Council to apply for grant for up to \$25,000.00 and to have a Vergas Grant for up to \$5,000 for improvements to the outside of buildings and interior improvements with the approval of the EDA. Motion passed unanimously. Members will find the \$10,000 needed to complete the grant match from the City, Liquor Store, EDA or Community Club.

Vergas Zoning Map

Alex Ohman, Planning Commission member supplied a proposed zoning map planning commission will recommend for Council to approve. Discussed the F zone located by the railroad. Members felt this is a wetland and it would be illegal to build. Motion by Albright, seconded by Sonnenberg to recommend to planning commission to change map to commercial from Couty Road 35 to the first residential lot along Pelican Avenue. Motion passed unanimously.

Motion by Perry, seconded by Sonnenberg to close the EDA/HRA meeting to discuss the sale of lots in Sunny Oaks Division. Motion passed unanimously.

All non-board members left the meeting.

Meeting minutes of the EDA/HRA closed meeting are locked in the Clerk-Treasurers office and can be opened by court order.

Chair DuWayne Ditterich opened the meeting at 3:30 pm.

Motion by Sonnenberg, seconded by Perry to accept the 2 offers as present. Motion passed unanimously.

Vergas EDA lots on Eva and Diane

Summers looked into tiny homes, but the price would still be over \$100,000. Decided to wait until spring to review if we still have lots available.

Adjourn

Adjourned meeting at 3:50 p.m.

Julie Lammers, CMC

City Clerk-Treasurer

City of Vergas

Council Recommendations:

Approve Community Grant Resolution allowing the EDA to apply for grant.

Follow up Actions

None.

RESOLUTION 2024-008

RESOLUTION Approving the Community Growth Partnership Application – Vergas EDA

WHEREAS, the City/Township of Vergas, MN has identified and reviewed a proposed project within the City/Township that meets the Otter Tail County Community Development Agency (CDA) Community Growth Partnership Grant program's purposes and criteria; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Community Growth Partnership Grant program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

NOW THEREFORE BE IT RESOLVED that the City/Township of Vergas approves the application for funding from the Otter Tail County CDA Community Growth Partnership Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Otter Tail County CDA, the City Clerk-Treasurer Julie Lammers, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted by the council on this 10th day of September, 2024.

CITY OF VERGAS

By: Julie Bruhn
Its Mayor

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

8.22.2024 Minutes **DRAFT** Vergas Parks Advisory Board 3:00 p.m. at the Government Services Center

1. **Members Present:** Maggie Puetz, Chuck Hanson, Sherri Hanson, Tony Sailer
Others Present: Dwight Lundgren, Ray Sailer, Mike DuFrane, Ann Richards
Absent: Dean Haarstick, Julie Lammers, Steph Hogan
2. **Additions or Deletions to Agenda:** None
3. **July Minutes** were approved with a motion by S. Hanson/Second by Puetz. Motion passed unanimously.
4. **Pickleball Committee:** Looney Days was a success.
 - A. New Indoor/Outdoor carpet and shoe cleaners at court.
 - B. Estimate for security cameras for Ballfield and Pickleball Court done by S & S Security Systems for \$1,379.95. Submit bid to City Council. Motion by C. Hanson, Second by S. Hanson. Motion passed unanimously.
5. **Baseball Committee:** Needs to be more diligent at protecting the field during events.
 - A. Plan for field – to continue to be utilized as is.
 - B. Try to get a little league team going.
 - C. Hairy Man – mark sprinkler heads.
 - D. Section off infield.
6. **Looney Days:** Raffle Sales still going until Sept. 5th.
7. **Trail repair:**
 - A. Puetz spoke with Haarstick. He checked the boardwalk. It does need some attention. Haarstick will contact whoever needs to be informed on his findings.
 - B. Soil and water issues to be addressed by Puetz.
8. **Budget:** Discussed, nothing to update.
9. **Long Lake Park Master Plan:** 50/50 ticket sales were great. About \$2,400. Was raised from sales.
10. Next meeting is September 26th at 3 pm at the Government Services Center.
11. Adjournment 4:04 pm. Motion by S. Hanson, Second by Sailer.

Written and submitted by Maggie Puetz
Typed by Ronola Richards

Council Recommendations:

1. Submit \$1,379.95 bid for security cameras for Ballfield & Pickleball Court to Council.

Follow-Up Actions:

2. Haarstick to contact someone for boardwalk repair.
3. Puetz will research water & soil issue.
4. Mark Ballfield sprinkler heads and section off infield for Hairy Man Festival.

City Council
2024 September Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, September 10, 2024

10. 2025 General Fund Budget

Files Attached

- Proposed 2025 Fee Schedule.pdf
- 2025 Proposed Budget.pdf

CITY OF VERGAS

ALL FUNDS

Any invoice not paid within 60 days will be have invoice delivered (in City Limits by employees -outside of City limits by certified mail)

2024**Proposed 2025**

2024	Proposed 2025
\$30.00 Administrative Fee	\$35.00
Load of Water	\$45.00
Basic Rate	\$30.00
Per Gallon Rate	\$5.00
Connection Fee	\$0.55
Reconnection Fee	\$30.00
Water Accessibility Charge	\$750.00
Frost Plate	\$55.00
Monthly Late Fee	10% of bill
Lawn Sprinkler Meter -1"	\$293.78
Lawn Sprinkler Meter -R2"	\$182.59
Basic Rate	\$30.00
Per Gallon Rate	\$2.75 per 1,000 gallons
Sewer Accessibility Charge	\$750.00
Monthly Late Fee	10% of bill
Plowed with Loader	125/per hour 1 Hour minimum 150/per hour
Plowed with Truck	125/per hour 1 Hour minimum 150/per hour
Sand Parking Lots	125/per hour 1 Hour minimum 150/per hour
Construction Permit	\$30/10,000 \$30/10,000
Construction Permit (work started before permit issued)	\$60/10,000 \$60/10,000
Grade and Fill Permit	\$75.00 \$75.00
Variance Permit	\$400.00 \$400.00
Intermit Use Permit Fee	\$400.00 \$400.00
Gravel Pit Permit Fee (Survey)	\$9000.00 \$9000.00
Conditional Use Permit	\$400.00 \$400.00
On-Sale Liquor License	\$3,000.00 \$3,000.00
Sunday Liquor License	\$200.00 \$200.00
Wine License	\$300.00 \$300.00
Caterer's Permit (1-4 day permit)	\$125.00 \$125.00
Cigarette License	\$100.00 \$100.00
Recreational Vehicle Parking	\$0.00 \$50.00
Yard Waste Permit	\$65.00 \$65.00
Golf Cart Permit	\$20.00 \$20.00
Cat and Dog Licenses	\$10.00 \$8 if neutered \$10.00
Animal Pick up fee	\$75.00 first offense \$75.00
Fee doubles after each offense	\$150.00 2nd Offense \$150.00
Mowing	\$250/per hour 1 Hour minimum \$250/per hour
Copy	\$0.25 per page \$0.30
Data Request Labor Charge	\$35.00 per hour \$40.00
Sign (at Event Center or Liquor Store)	\$15.00 per day \$15.00
Large Event w Liquor & Security for 4 hours (Fri-Sun)	\$1,200.00 3 day \$1,500.00
Large Event no Liquor & Security (Fri-Sun)	\$750.00 3 day \$800.00
Large Event (1 day)	\$350.00 1 day \$350.00
Small Event - hourly	\$40.00 an hour \$50.00
Smart Room/Council Chambers	\$20.00 an hour \$25.00
Exercise Rental	\$10.00 per use \$15.00
Lions Club Unlimited Meeting Annual Fee	\$900.00 annual \$900.00
Office Space Rental	\$300.00 annual \$300.00

WATER RATE**SEWER RATE****GENERAL FUND**

			2025 Budget Proposed	
	2024 Budget	2024 Actual 08/31/2024	2025 Proposed Budget	
General Property Taxes (3100)	271,225.00	154,728.06	296,169.00	9.19%
10% Gaming Fee (31311)	4,000.00	0.00	4,000.00	
Gravel Permit	9,000.00	0.00	9,000.00	
Intoxicating On-Sale Liquor (3	6,400.00	400.00	6,400.00	
Set-Up License (32116)	500.00	625.00	500.00	
Cigarette Licenses (32117)	200.00	0.00	200.00	
Conditional Use/Variance Per	400.00	800.00	400.00	
Construction Permit (32210)	6,000.00	4,995.00	2,000.00	
Grade and Fill Permit (32211)	375.00	590.00	300.00	
Golf Cart Permit (32213)	140.00	140.00	140.00	
Recycling Center (32215)	16,345.00	16,770.00	17,000.00	
Cat & Dog Licenses (32240)	750.00	666.00	700.00	
Intergovernmental Aid (33404	131.00	0.00	131.00	
Federal Grants and Aids (3310	4,000.00	0.00	0.00	
State Aids/Fire Relief (33390)	28,000.00	3,000.00	31,000.00	
Local Government and Aids (3	43,751.00	21,875.50	40,321.00 *	
County Grants & Aids for Hwy	3,000.00	0.00	3,000.00	
Small Cities Assistance	17,861.00	11,270.50	11,270.00	
Charges of Services (34005)	2,000.00	1,032.50	1,200.00	
Fire, Reimbursed (34210)	16,000.00	8,670.00	16,000.00	
Miscellaneous Revenues (3620	0.00	0.00	0.00	
Interest Earnings (36210)	900.00	207.26	300.00	
Rent/Municipal Building (362	7,200.00	4,400.00	7,200.00	
Rent/Event Center (36225)	17,600.00	7,263.60	10,000.00	
Event Center other related cha	1,000.00	525.00	500.00	
Contributions & Donations (36	2,000.00	1,819.00	2,000.00	
Refunds & Reimbursements (3	0.00	6,949.88	0.00	
LMCit/Dividends (36235)	4,620.00	0.00	1,356.00	
Liquor Store Transfer (39201)	25,000.00	0.00	20,000.00	
Total Receipts	\$488,398.00	\$246,727.30	\$481,087.00	1.49%

* fixed number - cannot be changed

		2025 Budget Proposed		
		2024 Actual 08/31/2024	2025 Proposed Budget	
GENERAL GOVERNMENT		2024 Budget		
(41000) Office Supplies (200)	3,000.00	6,356.26	7,000.00	
Operating Supplies (210)	300.00	957.29	1,000.00	
Repair & Maint. Supplies (220)	800.00	388.96	500.00	
Professional Services	0.00	821.95	830.00	Website
Auditor (301)	2,125.00	2,125.00	2,125.00	
				combined with office supplies
Postage (322)	600.00	0.00	0.00	
Telephone	3,500.00	3,827.77	5,700.00	
Dues (345)	1,800.00	2,290.50	2,300.00	
Printing & Publishing (350)	4,000.00	4,114.66	5,000.00	
Insurance (360)	3,200.00	6,210.00	6,500.00	
Repair & Maintenance (400)	300.00	366.06	400.00	
Taxes/Assessments (440)	0.00	763.00	800.00	
Utility Services (380)	5,000.00	1,095.74	1,650.00	
Improvements (530)	1,000.00	0.00	1,000.00	
				Need to replace computers
Office Equip & Furnishing & I	5,500.00	0.00	0.00	
Refund & Reimbursements	0.00	110.16	0.00	
Total General Government	31,125.00	29,427.35	34,805.00	
Legislative (Council/Board)				
Wages and Salaries (100)	5,600.00	2,745.74	5,600.00	
(41100) Employer Cont./Soc.Sec. (122)	2,100.00	992.61	2,100.00	
Office Supplies (200)	650.00	174.00	250.00	
Travel, Mtgs & Schools	2,000.00	1,531.98	2,000.00	
Operating Supplies (210)	200.00	12.00	100.00	
Insurance (360)	300.00	278.00	300.00	
Total Legislative	10,850.00	5,734.33	10,350.00	
Executive (Mayor/Manager) Wages and Salaries (100)	1,200.00	601.89	1,200.00	

		2025 Budget Proposed	
		2024 Actual 08/31/2024	2025 Proposed Budget
	2024 Budget		
(41300) Employer Cont./Soc.Sec. (122)	250.00	99.72	200.00
Workers Compensation	0.00	0.00	0.00
Volunteer Appreciation	100.00	0.00	100.00
Dues (345)	30.00	0.00	30.00
Travel, Mtgs & Schools	1,000.00	796.56	1,000.00
Total Executive	2,580.00	1,498.17	2,530.00
Total General Government	44,555.00	36,659.85	47,685.00
Clerk (41400)			
Wages and Salaries (100)	17,500.00	10,175.77	18,200.00
Employer Cont./Soc.Sec. (122)	8,866.00	7,539.04	9,220.00
Health/Life Insurance (131)	3,232.00	3,166.80	4,000.00
Telephone	300.00	175.00	300.00
Workers Compensation	350.00	0.00	250.00
Travel, Mtgs & Schools	2,000.00	233.33	1,500.00
Legal Services (41600)			
Attorney (304)	5,000.00	0.00	3,000.00
Elections (41410)			
Wages and Salaries (100)	1,500.00	743.72	0.00
Office Supplies (200)	50.00	27.56	0.00
Travel, Mtgs. & Schools (211)	400.00	255.27	0.00
Total Clerk, Legal services and Elections	39,198.00	22,316.49	36,470.00
Planning & Zoning (41910)	1,000.00	1,595.88	3,000.00
		7,299.00	9,000.00
Gravel Pit Survey			
Fire (42200)			
Pensions-Relief Assoc. (120)	0.00	0.00	0.00
Workers Compensation	7,000.00	0.00	7,500.00
Insurance (360)	5,500.00	8,948.00	9,000.00
V-CDH Budgeted amount	14,481.00	7,240.06	15,200.00
Reimbursed Expenses (810)	3,624.00	10,377.94	0.00
Total for Public Safety, Traffic, Fire	30,605.00	26,566.00	31,700.00
City Shop (43000)			
Operating Supplies (210)	300.00	1,092.98	300.00
Repair & Maint. Supplies (220)	100.00	0.00	200.00
Small Tools & Minor Equip (230)	1,000.00	0.00	1,000.00
Internet (321)	810.00	607.50	810.00
Insurance (360)	850.00	980.00	1,157.00

		2025 Budget Proposed	
		2025 Proposed	
	2024 Budget	2024 Actual 08/31/2024	Budget
Utility Services (380)	6,150.00	1,719.26	5,500.00
Repair & Maintenance Service	300.00	1,700.00	350.00
City Share/Assessments	120.00	0.00	0.00
Improvements (530)	500.00	0.00	500.00
Total For City Shop	10,130.00	6,099.74	9,817.00
Highways, Streets & Road			
Wages and Salaries (100)	25,400.00	17,164.20	26,400.00
(43100) Employer Cont./Soc.Sec. (122	14,147.00	9,831.33	14,700.00
Health Insurance (131)	4,370.00	1,972.72	4,500.00
Workers Compensation (150)	1,300.00	0.00	1,400.00
Office Supplies (200)	100.00	515.41	400.00
Operating Supplies (210)	9,000.00	5,370.89	9,000.00
Travel, Mtgs, & Schools	20.00	20.00	20.00
Repair & Maint. Supplies (220)	3,500.00	90.79	3,600.00
Small Tools & Minor Equip (2	600.00	1,100.00	600.00
Employee Clothing Allowance	350.00	59.95	350.00
Engineer (303)	30,000.00	10,397.90	28,000.00
Telephone	375.00	268.75	375.00
Insurance (360)	4,725.00	849.00	7,400.00
Repair & Maintenance Service	5,000.00	4,648.95	7,000.00
Dust Guard	2,500.00	0.00	2,500.00
Seal Coating (410)	7,500.00	0.00	7,500.00
Improvements (530)	42,861.00	33,432.65	32,000.00
Other Equipment (580)	5,000.00	7,275.00	7,500.00
Sidewalk			
Repair & Maintenance (400)	1,500.00	0.00	500.00
Ice and Snow Removal (4			
Sand & Salt	1,500.00	0.00	1,500.00
Snow Removal (415)	1,000.00	0.00	750.00
Capital Outlay	1,000.00	0.00	500.00
Total for Streets, Sidewalks, Ice Control	161,748.00	92,997.54	156,495.00
Recycling Center (43218)			
Wages and Salaries (100)	8,000.00	5,895.11	8,320.00
Employer Cont./Soc.Sec. (122	4,500.00	3,161.38	4,680.00

		2025 Budget Proposed		
		2025		
		2024 Actual	Proposed	
		08/31/2024	Budget	
		2024 Budget		
Repair & Maintenance (220)		3,000.00	186.70	2,000.00
Office Supplies (200)		100.00	0.00	400.00
Printing & Publishing (350)		400.00	0.00	400.00
Street Lighting (380)		300.00	88.69	200.00
City Share/Assessments		500.00	416.00	416.00
Improvements (530)		1,500.00	0.00	1,000.00
				transfer money for loader
Total for Recycling Center		18,300.00	9,747.88	17,416.00
Street Lighting (43160)	Utility Services/Street Poles	15,000.00	5,409.22	9,000.00
Event Center (45100)	Part-Time Employees (103)	7,830.00	2,390.94	7,830.00
	Employer Cont./Soc.Sec. (122	660.00	1,007.34	1,200.00
	Professional Services	2,500.00	424.20	1,500.00
	Office Supplies (200)	82.00	1,707.50	100.00
	Operating Supplies (210)	5,000.00	1,770.38	3,000.00
	Repair & Maint. Supplies (220	1,600.00	1,169.07	2,000.00
	Internet & Telephone	1,824.00	1,034.16	2,094.00
	Security Services (300)	500.00	0.00	1,000.00
	Advertising	4,000.00	3,041.50	4,000.00
	Insurance (360)	3,795.00	3,915.00	4,000.00
	Utility Services (380)	8,000.00	4,539.82	8,200.00
	Rubbish Service (384)	2,000.00	1,122.86	1,600.00
	Repair & Maintenance (400)	2,600.00	2,867.74	3,000.00
	City Share/Assessments (440)	450.00	192.00	400.00
	Improvements (530)	5,000.00	4,427.80	5,000.00
	Refunds & Reimbursements	0.00	950.00	0.00
Total for Event Center		45,841.00	30,560.31	44,924.00
Parks (45200)	Wages and Salaries (100)	25,530.00	16,696.91	26,295.00
	Employer Cont./Soc.Sec. (122	12,465.00	7,372.31	12,840.00
	Health Insurance (131)	6,000.00	2,179.95	4,200.00
	Workers Compensation	900.00	0.00	2,400.00
	Engineering	5,000.00	240.00	5,000.00

		2025 Budget Proposed	
		2025 Proposed	2025 Budget
	2024 Budget	2024 Actual 08/31/2024	Budget
Office Supplies (200)	100.00	488.41	350.00
Operating Supplies (210)	7,000.00	4,547.10	7,000.00
Telephone	375.00	392.82	375.00
Travel, Mtgs, & Schools	20.00	20.00	20.00
Repair & Maint. Supplies (220)	2,000.00	240.00	2,000.00
Employee Clothing Allowance	100.00	0.00	100.00
Printing & Publishing (350)	0.00	0.00	0.00
Licenses/Permits	360.00	35.00	360.00
Insurance (360)	5,000.00	2,719.00	3,000.00
Utility Services (380)	3,500.00	2,847.45	4,000.00
Rubbish Service (384)	2,600.00	2,264.88	3,200.00
Repair & Maintenance Service	3,000.00	3,031.67	3,000.00
Baseball Field	0.00	2,500.00	1,500.00
City Share/Assessments (440)	990.00	350.58	700.00
Improvements (530)	20,000.00	0.00	15,000.00
Refunds & Reimbursements	0.00	4,976.96	240.00
Total for Parks	94,940.00	50,903.04	91,580.00
Non-Expenditures			
Economic Development (465)	5,000.00	5,000.00	5,000.00
Misc.	0.00	0.00	0.00
Tax Abatement	22,081.00	0.00	28,000.00
Total Disbursements	\$488,398.00	287,855.95	481,087.00
	0.00	-41,128.65	0.00

2023 Notes

Adding planning and zoning GIS license

Est. Market Value for Taxes Payable in 2023

Council approved 2% salary increase in November and budget updated.

2024 Notes

Budget figured 3% salary increase -

Received Tax Abatement number form county

Council

2025 Budget
Proposed
2025
Proposed
Budget

2024 Actual
08/31/2024

2024 Budget

2025 Notes

Get tax abatement number from Wayne Stein
Baseball Field Committee would like line item in budget.
Figured 4% increase in step scale

City Council
2024 September Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, September 10, 2024

11. Staff Reports

A. Utilities Superintendent
B. Clerk-Treasurer

Files Attached

- 09 Clerk-Treasurer Report.pdf
- Proposed Ordinance to Regulate Cannabis Businesses-Draft Otter Tail County.pdf

Clerk-Treasurer Council Report
August 2024

Construction Permits

Lakeshore Management Ordinance Public Hearing is scheduled for Aug. 26th. The Planning Commission recommends approval. Variance for a height of building will be held on Sept 12 at 6:00 pm.

Education and Trainings:

Attending

Clerks Meeting, Friday, Sept 13 in Detroit Lakes from 9-3.

Clerk's Advanced Academy, Sept 19-20, Staples

Safety Training, October 3, 9-11 am Fergus Falls

Clerks Meeting Friday, October 4, 2024 8 am – 4pm zoom

Attended:

Otter Tail County work session regarding Opioid settlement funds and Otter Tail County Cannabis Ordinance, copied of proposed ordinance attached.

Safety Training, Aug 29 9-11 am Fergus Falls- both Event Center Coordinator and I were trained in CPR.

Elections

General Nov. 5- will be voting the Vergas Assisted Living the week before the elections.

Forms:

Reviewing form capabilities with both Metro Sales and Online.

Government Services Building

A new front door was installed but they drilled a hole in the incorrect place, so a new door is scheduled to be installed Sept. 13.

Vergas Community Fund/Park Fundraiser

Fundraising has begun for the park bathhouse. Phase 1 on the Long Lake Park Masterplan. The goal is to raise funds from June 8 to September 28. A goal of \$200,000.



OTTER TAIL COUNTY – MINNESOTA

ORDINANCE TO REGULATE CANNABIS BUSINESSES

DRAFT

Adopted:

Revisions:

Original Effective:

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Objective	To safeguard public health, safety, and community well-being through responsible regulation of the sale and use of cannabis and cannabinoid-derived products within Otter Tail County.
Policy Statement	This Ordinance is adopted by Board of Commissioners for the purpose of supporting the legal cannabis market while prioritizing the protection of public health, safety, and community well-being through the regulation of the sale and use of cannabis and cannabinoid derived products within Otter Tail County. This ordinance aims to ensure that regulations governing cannabis mitigate potential health risks, prevent youth access, enhance public safety, and encourage responsible retailing practices.
Scope	Applies to all individuals, businesses, and entities involved in the sale, distribution, cultivation, possession, and consumption of cannabis and cannabinoid-derived products within Otter Tail County, excluding cities or townships that have enacted their own ordinances governing these activities.
Statutory References	Minnesota Chapter 342 Cannabis Minn. Stat. §151.72 Sale of Certain Cannabinoid Products

The Board of Commissioners of Otter Tail County, Minnesota, hereby ordains:

SECTION 100: GENERAL PROVISIONS

100.10 PURPOSE, INTENT AND STATUTORY AUTHORITY

The purpose of this ordinance is to regulate the sale and use of cannabis and cannabis derived products within Otter Tail County by implementing the provisions of Minnesota Statutes, Chapter 342 to protect the public health, safety, welfare of Otter Tail County residents by regulating cannabis businesses within the legal boundaries of Otter Tail County.

Otter Tail County has the authority to adopt this ordinance pursuant to:

- 1) Minn. Stat. §342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses;
- 2) Minn. Stat. §342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses; and
- 3) Minn. Stat. §152.0263, Subd. 5, regarding the use of cannabis in public places.

100.15 SEVERABILITY AND SAVINGS CLAUSE

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

100.20 ENFORCEMENT

The Otter Tail County Administrator and designated staff are responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

SECTION 150: DEFINITIONS

Unless otherwise noticed in this section, words and phrases contained in Minn. Stat. §342.01 and the rules promulgated pursuant to any of these acts shall have the same meanings in this ordinance.

1. **Cannabis Cultivation:** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
2. **Cannabis Retail Businesses:** A retail location and the retail location(s) of a mezzobusiness with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
3. **Cannabis Retailer:** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
4. **Edible Cannabis Product:** Any product that is intended to be eaten or consumed as a beverage by humans; contains a cannabinoid other than artificially derived cannabinoid in combination with food ingredients; is not a drug; and is a type of product approved for sale by OCM, or is substantially similar to a product approved by the office including but not limited to products that resemble nonalcohol beverages, candy, and baked goods. Edible cannabis product does not include lower-potency hemp edibles.
5. **Daycare:** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. **Lower-Potency Hemp Edible:**
 - A. A product that:
 - 1) Is intended to be eaten or consumed as a beverage by humans;
 - 2) Contains hemp concentrate or an artificially derived cannabinoid, in combination with food ingredients;
 - 3) Is not a drug;
 - 4) Does not contain a cannabinoid derived from cannabis plants or cannabis flower;
 - 5) Is a type of product approved for sale by OCM or is substantially similar to a product approved by OCM, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods; and

6) Meets either of the requirements as set forth below in paragraph b.

B. A lower-potency hemp edible includes:

1) A product that:

- a) Consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol; no more than 25 milligrams of cannabidiol, cannabigerol, cannabinol, or cannabichromene; any other cannabinoid authorized by OCM; or any combination of those cannabinoids that does not exceed the identified amounts;
- b) Does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving; and
- c) Does not contain artificially derived cannabinoid other than delta-9 tetrahydrocannabinol, except that a product may include artificially derived cannabinoids created during the process of creating the delta-9 tetrahydrocannabinol and the ratio of delta-1 tetrahydrocannabinol to all other artificially derived cannabinoids is no less than 20 to one; or

2) A product that:

- a) Contains hemp concentrate processed or refined without increasing the percentage of targeted cannabinoids or altering the ratio of cannabinoids in the extracts or resins of a hemp plant or hemp plant parts beyond the variability generally recognized for the method used for processing or refining or by an amount needed to reduce the total THC in the hemp concentrate; and
- b) Consists of servings that contain no more than five milligrams of total THC.

7. **Office of Cannabis Management:** Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

8. **Place of Public Accommodation:** A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

9. **Preliminary License Approval:** OCM pre-approval for a cannabis license for applicants who qualify under Minn. Stat. §342.17.

10. **Public Place:** A public park, trail, public street, or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings; and other places of public accommodation.

11. **Public Accommodation:** A business, refreshment, entertainment, recreation, or transportation facility of any kind, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.

12. **Residential Treatment Facility:** As defined pursuant to Minn. Stat. §245.462, Subd. 23.

13. **Retail Registration:** An approved registration issued by Otter Tail County to a state-licensed cannabis retail business.
14. **School:** A public school as defined under Minn. Stat. §120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. §120A.04.
15. **State License:** An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

SECTION 200: RETAIL REGISTRATION OF CANNABIS BUSINESSES

200.10 REGISTERING OF CANNABIS BUSINESSES

- A. No individual or entity may operate a state-licensed cannabis retail business within Otter Tail County without first registering with Otter Tail County.
- B. Otter Tail County only accepts an application for an individual or entity from the OCM for retail registration.
- C. An individual or entity that has a retail registration in Otter Tail County must be in compliance with all applicable provisions of Chapter 342.
- D. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.

200.15 COMPLIANCE CHECKS PRIOR TO RETAIL REGISTRATION

- A. Prior to issuance of a cannabis retail registration, Otter Tail County (*Department*) may conduct a preliminary compliance check to ensure compliance with local ordinances.
- B. Pursuant to Minn. Stat. §342.13, within 30 days of receiving a copy of a state license application from OCM, Otter Tail County Administration or its designee shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

200.20 REGISTRATION AND APPLICATION PROCEDURES

An applicant will submit an application to the OCM and after it has received preliminary approval, the application will be forwarded to Otter Tail County for to meet the retail registration requirements.

A. Fees

1. Otter Tail County shall not charge an application fee.
2. A registration fee, as established in Otter Tail County's Fee Schedule, shall be charged to applicants depending on the type of retail business license applied for.
3. An initial registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. §342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
4. Any renewal retail registration fee imposed by Otter Tail County shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal registration will occur

simultaneously with the state renewal through OCM.

5. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. §342.11, whichever is less.
6. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail businesses.

B. Application Submittal

Otter Tail County shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. §342.22.

1. An applicant for a retail registration shall fill out an application form, as provided by the Otter Tail County Administration or its designee. The form may include:
 - a. Full name of the property owner and applicant;
 - b. Address, email address, and telephone number of the applicant;
 - c. The address and parcel ID number for the property which the retail registration is sought; and
 - d. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. §342.13.
2. The applicant shall include with the form:
 - a. The application fee as required in Section 200.20(A)
 - b. A copy of a valid state license or written notice of OCM license preapproval; and
 - c.
3. Once an application is considered complete, the Otter Tail County Administration or its designee shall inform the applicant as such, process the application fees, and present the application to the Board of Commissioners for approval or denial.
4. The application fee shall be non-refundable once processed.

C. Application Approval

1. A state-licensed cannabis retail business application may not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 200, H.
2. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
3. A state-licensed cannabis retail business application that meets the requirements of this

ordinance shall be approved so long as approving does not exceed the maximum number of allowable cannabis retail businesses.

D. Location Change

A state-licensed cannabis retail business shall be required to submit a new application for registration under this section if it seeks to move to a new location still within the legal boundaries of Otter Tail County.

E. Renewal of Registration

1. Otter Tail County shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.
2. A state-licensed cannabis retail business shall apply to renew registration on a form established by Otter Tail County.
3. A cannabis retail registration issued under this ordinance shall not be transferred.
4. A renewal of registration shall comply with this ordinance.

F. Suspension of Registration

1. Otter Tail County may suspend a cannabis retail business's registration if it violates the ordinance of Otter Tail County or poses an immediate threat to the health or safety of the public. The Otter Tail County shall immediately notify the cannabis retail business in writing the grounds for suspension.
2. If a cannabis retail business registration is suspended, Otter Tail County shall immediately notify the OCM in writing of the grounds for the suspension. OCM will provide Otter Tail County and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
3. The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.
4. Otter Tail County may reinstate a registration if it determines that the violations have been resolved.
5. Otter Tail County shall reinstate a registration if OCM determines that the violations have been resolved.

G. Civil Penalties

Subject to Minn. Stat. §342.22, Subd. 5(e), Otter Tail County may impose a civil penalty as specified in the county's Fee Schedule, for registration violations, not to exceed \$2,000.

H. Limiting Registrations

If Otter Tail County has one active cannabis retail businesses registration for every 12,500

residents, Otter Tail County shall not be required to register additional state-licensed cannabis retail businesses.

SECTION 300: REQUIREMENTS FOR CANNABIS BUSINESS

300.05 AGE

- A. A cannabis business may not permit an individual under 21 years of age to enter the business premises other than entry by a person enrolled in the registry program.
- B. A cannabis business may not sell or give cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to an individual under 21 years of age unless the individual is enrolled in the registry program and the cannabis business holds a medical cannabis retail endorsement.

✕ 300.10 MINIMUM BUFFER REQUIREMENTS

- A. Otter Tail County prohibits the operation of a cannabis business within 1,000 feet of any educational institution or public or private elementary, middle junior high, high school or college.
- B. Otter Tail County prohibits the operation of a cannabis business within 500 feet of a daycare.
- C. Otter Tail County prohibits the operation of a cannabis business within 500 feet of a residential treatment facility, group home for developmentally disabled, halfway house or correctional facility.
- D. Otter Tail County prohibits the operation of a cannabis business within 500 feet of an attraction within a public state, county or city park or trail that is regularly used by minors, including a playground, lake public access, or athletic field.
- E. Otter Tail County prohibits the operation of a cannabis retail business within 500 feet of another cannabis business.

300.15 GENERAL STANDARDS

A cannabis business licensed to cultivate, manufacture, wholesale, and retail sale are subject to the general requirements of Minn. Stat. §§342.23 – 342.27, including but not limited to the following:

- A. Maintain ventilation and filtration systems to meet the requirements for odor control in accordance with Minn. Stat. §342.24, Subd. 4.
- B. Maintain and follow a security plan in accordance with Minn. Stat. §342.24, Subd. 6.
- C. Solid Waste: A plan to destroy all cannabis plant material and cannabis byproduct to render it unusable. Waste material must be stored in a secure location.

300.20 HOURS OF OPERATION – RETAIL SALE

Cannabis businesses are limited to retail sale of cannabis, flower products, lower-potency hemp edibles or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m., seven days a week.

300.25 ADVERTISING

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business.

300.30 EMPLOYEES

- A. The employees of cannabis businesses must comply with Minn. Stat. §342.151 including undergoing a criminal history check.
- B. A cannabis business may not employ an individual under 21 years of age and may not contract with an individual under 21 years of age if the individual's scope of work involves the handling of cannabis plants, cannabis flower, artificially derived cannabinoids, or cannabinoid products.

SECTION 400: ANNUAL COMPLIANCE CHECKS

- A. Otter Tail County shall complete at a minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements as required under Minn. Stat. §§342.22, Subd. 4(b) and 342.24.
- B. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement or an employee of the local unit of government.
- C. Any failures to comply with this section must be reported to the OCM.

SECTION 500: TEMPORARY CANNABIS EVENTS

500.10 REGISTRATION REQUIRED FOR TEMPORARY CANNABIS EVENTS

- A. Registration Required: A registration is required to be issued and approved by Otter Tail County prior to holding a Temporary Cannabis Event.
- B. Registration and Application Procedure: A registration fee, as established in Otter Tail County's Fee Schedule, shall be charged to applicants for Temporary Cannabis Events.
- C. The cannabis event must meet the minimum buffering requirements in Section 300.10.
- D. The cannabis event cannot be held on public property and can only be held within the hours of 10:00 am and 9:00 pm on each day.

500.15 APPLICATION SUBMITTAL AND REVIEW

- A. An applicant for a retail registration shall fill out an application form, as provided by (Department). The form shall include:
 - 1. Full name of the property owner and applicant;
 - 2. Address, email address, and telephone number of the applicant;
 - 3. Identified retail area as designated within the premises diagram; and
 - 4. Dates (not to exceed four days) and hours (not to be outside of 10:00 am – 9:00 pm on each day) of the event.
- B. The applicant shall include with the form:

1. The registration fee as required in Section 200.
 2. A copy of the OCM cannabis event license application, submitted pursuant to Minn. Stat. §342.39, Subd. 2.
 3. The application shall be submitted to Otter Tail Count Administration, or other designee for review. If the county determines that a submitted application is incomplete, they shall return the application to the applicant with notice of deficiencies.
- C. Once the application is considered complete, the designee shall inform the applicant as such, process the application fees, and present the application to Board of Commissioners for approval or denial.
- D. The application fee shall be non-refundable once processed.
- E. The application for a permit for a Temporary Cannabis Event shall meet standards as set forth in Section 300.

SECTION 600: LOWER-POTENCY HEMP EDIBLES

500.10 SALE OF LOWER-POTENCY HEMP EDIBLES

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

500.30 ADDITIONAL STANDARDS

- A. Sales within a Municipal Liquor Store: The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.
- B. Age Requirements:
1. A cannabis business may not permit an individual under 21 years of age to enter the business premises other than entry by a person enrolled in the registry program.
 2. A cannabis business may not sell or give cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to an individual under 21 years of age unless the individual is enrolled in the registry program and the cannabis business holds a medical cannabis retail endorsement.
- B. The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age and older.
- C. Beverages: The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this section.
- D. Storage of Product: Low-Potency Edibles shall be sold behind a counter and stored in a locked case.

SECTION 700: USE IN PUBLIC PLACES

SECTION 710: PROHIBITED ACTS

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place, or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

SECTION 720: EXCEPTIONS TO PUBLIC PLACE OR PLACE OF PUBLIC ACCOMMODATION

A public place or place of public accommodation does not include the following:

- A. A private residence, including the individual's curtilage or yard;
- B. A private property, not generally accessible by the public, unless the individual is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
- C. On the premises of an establishment or event licensed to permit on-site consumption.

SECTION 800: ADOPTION/EFFECTIVE DATE

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

ADOPTED by the Otter Tail County Board of Commissioners on ** with an effective date of **.

(Resolution)

City Council
2024 September Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, September 10, 2024

12. Information & Announcements

Trainings:

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

Events:

A. Hairy Man, Sept. 28