

City Council
2024 October Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, October 8, 2024

1. Public Hearing - Ordinance 91.04 Farm Animals

2. Call to Order

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

3. Citizens' Concerns

4. Agenda Additions and Deletions

5. Approval of Consent Agenda

- A. Council Minutes of the September 10, 2024
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for September 2024
- D. Late water/sewer bills
- E. 2024 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2024 Statement of Receipts, Disbursements and Balances
- H. TIP-Ottertail Chapter - LG230 Application to Conduct Off-site Gambling
- I. Vergas Energy Grant Update
- J. Committee Reports
 - 1. Planning Commission
 - 2. Liquor Store/Municipal Building/License Committee
- K. 3rd Quarter Fund Reports
 - 1. General Fund
 - 2. Sewer Fund
 - 3. Water Fund

6. Lake Runners Trail Assn Request

Consideration of Trail to run Scharf/Townline Road or Pelican Avenue.

7. Ordinance 91.04 Farm Animals

8. Park Trail Vehicle Access - 1156 Frazee Avenue

9. Committee Reports

- A. Event Center
 - 1. New Member
 - 2. Resolution accepting donation
 - 3. Purchase of Stove (convection oven), stove top and repair wall
- B. EDA/HRA
 - 1. Big Build
- C. Streets
 - 1. Extension of Glenn St and Oak Circle
 - 2. Council Workshop

10. Staff Reports

- A. Utilities Superintendent
 - 1. Resolution 2024-010 Winter Maintenance Agreement
- B. Clerk-Treasurer
- C. Liquor Store Manager

11. Adjournment

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| 4. Agenda Additions and Deletions | 8 |
| 4. Memorial: Rex Kingsbury would like to place a copper planter by the loon at Long Lake Park as a memorial to his mother. He will cover the cost. | 9 |
| 5. Pickleball Committee: | 9 |
| A. The options for a security camera will be further discussed before presenting to the Council. | 9 |
| B. Bathrooms now closed for the season. | 9 |
| C. Raffle brought in \$1,620 for the pickleball courts. | 9 |
| 6. Baseball Committee: C. Hanson will be putting up fencing around the field for Hairyman Festival. | 9 |
| A. Reseeding of the infield may be done this fall but not a pressing matter. | 9 |
| 7. Long Lake Master Plan: | 9 |
| A. Raffle sales raised \$3,600. | 9 |
| B. Fundraising: S. Hanson to speak with Community Fund for fundraising suggestions. | 9 |
| C. \$200,000. is needed to be raised by February 2025 to apply for 50/50 grant. | 9 |
| 5. Approval of Consent Agenda | 10 |
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| Sept | 19 |
| 2024 | 21 |
| 2024 | 22 |
| 2025 | 38 |
| 6. Lake Runners Trail Assn Request | 53 |
| 9. Committee Reports | 54 |
| Vergas EDA/HRA | 65 |
| Call to Order | 65 |
| Status of Recommendations to City Council | 65 |
| Lammers stated the Council approved the grant application for EDA grant program to Otter Tail County. Discussed having EDA put in boat slips for rental to raise funds. Lammers will check if this is legal. Discussed GAP financing for housing being buil... | 65 |
| New Business | 65 |
| Sale of Lot | 65 |
| Summers needing to abstain due to being the HRA Realtor there was not a quorum present to discuss the sale of a lot. | 65 |
| Closing Company | 65 |
| Summers needing to abstain due to being the HRA Realtor there was not a quorum present to discuss hiring a closing company. | 65 |
| Council Recommendations: | 65 |
| None. | 65 |
| Follow up Actions | 65 |

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| Lammers to look into a grant for building a house in Sunny Oaks. | 65 |
| Vergas EDA/HRA | 66 |
| Call to Order | 66 |
| Agenda Additions and Deletions | 66 |
| Status of Recommendations to City Council | 66 |
| Lammers stated the Community grant application was approved by the City Council and has been submitted to Otter Tail County. | 66 |
| New Business | 66 |
| Sale Of Lot | 66 |
| Summers abstained from all discussion and voting regarding the sale of the lot and the closing company decision. | 66 |
| Motion by Sonnenberg, seconded by Perry to accept proposed bid for 210 Eva St.. Motion passed unanimously. | 66 |
| Closing Company | 66 |
| Motion by Sonnenberg, seconded by Perry to use MN Title for closing company on all HRA properties. Motion passed unanimously. | 66 |
| EDA Funding Idea - boat slip | 66 |
| Discussed having a marina by the park. We would need parking, campground and walkway under road if we had land on the other side of County Road 4. To increase the budget we could rent out boat slips. Discussion will follow in future meetings. | 66 |
| Building Ideas-HRA Housing | 66 |
| Council Recommendations: | 66 |
| None. | 66 |
| Follow up Actions | 66 |
| Lammers to look into a grant for building a house in Sunney Oaks. | 66 |
| Lammers check with Detroit Lakes about pricing of dock slips. | 66 |
| Lammers check on permitting for marina. | 66 |
| Vergas EDA/HRA | 67 |
| Call to Order | 67 |
| Agenda Additions and Deletions | 67 |
| Status of Recommendations to City Council | 67 |
| None. | 67 |
| Minutes | 67 |
| Financial Update | 67 |
| Comprehensive Plan Review | 67 |
| Committee updated the comprehensive plan areas they worked on in 2024. | 67 |
| Old Business | 67 |
| CEDA First Impression Report | 67 |
| CEDA Representative Jordan Grossman presented information regarding workshop to be held on October 17th from 3-4 pm. This will include digital marketing for small businesses. Encouraged all members to sign up and attend. Grossman has applied for Commu... | 67 |
| Council Recommendations: | 67 |
| Council to end Bid Build in Vergas as of December 31, 2024. | 67 |

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| Follow up Actions | 67 |
| None. | 67 |
| Vergas EDA/HRA | 68 |
| Call to Order | 68 |
| Agenda Additions and Deletions | 68 |
| Sale Of Lot | 68 |
| Summers abstained from all discussion and voting regarding the sale of the lot. | 68 |
| Motion by Sonnenberg, seconded by Perry to accept proposed bid for 411 Diane Avenue. Motion passed unanimously. | 68 |
| Council Recommendations: | 68 |
| None. | 68 |
| Follow up Actions | 68 |
| Lammers to look into a grant for building a house in Sunney Oaks. | 68 |
| Lammers check with Detroit Lakes about pricing of dock slips. | 68 |
| Lammers check on permitting for marina. | 68 |
| 11. Staff Reports | 78 |

City Council
2024 October Council Meeting & Public Hearing
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6:00 PM on Tuesday, October 8, 2024

1. Public Hearing - Ordinance 91.04 Farm Animals

Files Attached

- 10-8-24 PUBLIC HEARING NOTICE-91.04 Farm Animals.pdf

**VERGAS CITY COUNCIL
PUBLIC HEARING NOTICE**

Notice is hereby given that the City Council of Vergas, MN will meet at the Vergas Event Center 140 W Linden Vergas MN 56587 at 6:00 p.m. on October 8, 2024, to consider: Updating the Vergas Chicken Ordinance 91.04:

Current Ordinance:

91.04 FARM ANIMALS.

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

Proposed Ordinance:

91.04 FARM ANIMALS.

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

An exception shall be made for chickens when the following requirements shall be met:

1. No more than four (4) chickens shall be kept on the premises (parcel);
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.
6. A license is purchased at the city office.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments or questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 302-5996 prior to the hearing so that arrangements can be made to address any special requirements.

Julie Lammers
City Clerk-Treasurer

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4. Agenda Additions and Deletions

Files Attached

- 9 26 2024 Park Advisory Board Meeting Minutes DRAFT.pdf

9.26.2024 Minutes **DRAFT** Vergas Parks Advisory Board 3:00 p.m. at the Government Services Center

1. **Members Present:** Maggie Puetz, Steph Hogan, Sherri Hanson, Chuck Hanson, Dean Haarstick
Others Present: Julie Lammers, Mike DuFrane, Rex Kingsbury, Shannon Charpentier
Absent: Tony Sailer
2. **Additions or Deletions to Agenda:** None
3. **August Minutes** were approved with a motion by S. Hanson/Second by C. Hanson. Motion passed unanimously.
4. **Memorial:** Rex Kingsbury would like to place a copper planter by the loon at Long Lake Park as a memorial to his mother. He will cover the cost.
5. **Pickleball Committee:**
 - A. The options for a security camera will be further discussed before presenting to the Council.
 - B. Bathrooms now closed for the season.
 - C. Raffle brought in \$1,620 for the pickleball courts.
6. **Baseball Committee:** C. Hanson will be putting up fencing around the field for Hairyman Festival.
 - A. Reseeding of the infield may be done this fall but not a pressing matter.
7. **Long Lake Master Plan:**
 - A. Raffle sales raised \$3,600.
 - B. Fundraising: S. Hanson to speak with Community Fund for fundraising suggestions.
 - C. \$200,000. is needed to be raised by February 2025 to apply for 50/50 grant.
8. **City Staff Update:**
 - A. MN Boardwalk needs to evaluate the damage & the repairs needed. It is still under warranty. Lammers will contact the company. Committee requested DuFrane to shut down Boardwalk until it could be repaired.
 - B. Puetz and Hogan will be tending the EDT Native Planting site this spring and summer.
9. **Budget:** Reviewed, nothing to update.
10. **Comprehensive Plan:** Reviewed.
11. Next meeting is October 24th at 3 pm at the Government Services Center.
12. Adjournment 3:59 pm. Motion by S. Hanson, Second by Hogan.

Written and submitted by Maggie Puetz

Follow-Up Actions:

1. S. Hanson will contact Community Fund regarding fundraising.
2. Lammers to contact MN Boardwalk.

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- D. Late water/sewer bills
- E. 2024 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2024 Statement of Receipts, Disbursements and Balances
- H. TIP-Ottertail Chapter - LG230 Application to Conduct Off-site Gambling
- I. Vergas Energy Grant Update
- J. Committee Reports
 - 1. Planning Commission
 - 2. Liquor Store/Municipal Building/License Committee
- K. 3rd Quarter Fund Reports
 - 1. General Fund
 - 2. Sewer Fund
 - 3. Water Fund

Files Attached

- 2024 City Bill Listing.pdf
- 10.2024 Claims List for approval.pdf
- 2024 Liquor Store Bill Listing.pdf
- 10.03.2024 Utility past_due_customers (56).pdf
- 2024 Investment Schedule & Bond Schedule.pdf
- 2024 General Fund_Special Revenue Money Market Account Report.pdf
- 10 Statement of Receipts, Disbursements and Balances.pdf
- TIP-Ottertail Chapter LG230 Application to Conduct Off-Site Gambling.pdf
- Vergas Energy Grant Update.pdf
- 09.13.2024 Planning Commission Meeting Agenda Minutes and Public Hearing.pdf
- 09-23-2024 Planning Commission Meeting Agenda Minutes.pdf
- 09-16-2024 Liquor Store, Municipal Buildings, License Committee meeting.pdf
- 10 General Interim Financial Report - Monthly Analysis.pdf
- 2024 General Fund Budget update with 2025 Preliminary Budget.pdf
- 10 Sewer Interim Financial Report - Monthly Analysis.pdf
- 10 Water Interim Financial Report - Monthly Analysis.pdf
- 09.10.24 Council Minutes.pdf

CITY OF VERGAS

Bill Listing for Sept 12 to Oct. 7, 2024

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>TOTAL</u> |
|---|--------------------------------|---------------------|
| Cash | Reimbursed Cash Drawer | 72.54 |
| City of Vergas | Payroll | 5,186.05 |
| City of Vergas | Water/Sewer | 57.90 |
| Internal Revenue Services | 2024 Withholding Tax | 4,675.80 |
| Lake Region Electric | Sign, electricity | 58.85 |
| Lammers, Julie | Meeting, Mileage | 99.16 |
| MN Dept. of Revenue | Sales Tax | 17.70 |
| MN Dept. Revenue | 2024 Withholding Tax | 374.47 |
| Public Employees Retirement Assoc. | Payroll | 1,524.11 |
| Robin Garza | Event Center, deposit refunded | 75.00 |
| United States Postmaster | GG, WTR, SWR, stamps | 146.00 |
| Vergas State Bank | HAS contributions | 495.00 |
| West Central Initiative | Park, raffle | 5,220.00 |
| Total for bills paid between Council Meetings | | <hr/> \$18,002.58 |

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

| <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> |
|-------------|--------------------------------|---|----------------|--------------|------------------|---|---------------|
| 10/08/2024 | Bruce Albright | Council, West Central Inititive Meeting Mileage (76 miles) | 24973 | \$50.92 | | | |
| | | | | | 100-41110-331- | Council/Town Board | \$50.92 |
| 10/08/2024 | Colonial Life | Employee Reimbursed Insurance | 24974 | \$182.24 | | | |
| | | | | | 100-41405-999- | Clerk | \$58.12 |
| | | | | | 609-49751-999- | Liquor Store - Manager - Off-Sale | \$124.12 |
| 10/08/2024 | Core & Main LP | Water & Sewer, Yellow Bingham VB lid | 24975 | \$62.14 | | | |
| | | | | | 601-49440-210- | Water Utilities - Administration and General | \$31.07 |
| | | | | | 602-49490-210- | Sewer Utilities - Administration and General | \$31.07 |
| 10/08/2024 | Arvig | All Depts, phone, security and internet | 24976 | \$629.95 | | | |
| | | | | | 609-49751-321- | Liquor Store - Manager - Off-Sale | \$124.27 |
| | | | | | 100-43010-321- | City Shop | \$67.50 |
| | | | | | 100-45110-321- | EVENT CENTER | \$92.00 |
| | | | | | 100-41010-321- | GENERAL GOVERNMENT | \$346.18 |
| 10/08/2024 | CDH-Vergas Fire Department | Fire and Rescue, 2024 3rd Quarter | 24977 | \$3,620.03 | | | |
| | | | | | 100-42010-405- | PUBLIC SAFETY | \$3,620.03 |
| 10/08/2024 | Corporate Technologies, LLC | All Depts, Technology Inv #149037, 150108, 149295, 146331,145580, | 24978 | \$609.20 | | | |
| | | | | | 100-41010-200- | GENERAL GOVERNMENT | \$199.60 |
| | | | | | 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 |

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|-------------|-------------------------|---|----------------|--------------|------------------|--|---------------|
| | | | | | 100-41110-200- | Council/Town Board | \$8.00 |
| | | | | | 100-41310-200- | Mayor | \$2.00 |
| 10/08/2024 | Crestline Software, LLC | Utility Billing Program Service | 24979 | \$845.00 | | | |
| | | | | | 601-49440-200- | Water Utilities - Administration and General | \$422.50 |
| | | | | | 602-49490-200- | Sewer Utilities - Administration and General | \$422.50 |
| 10/08/2024 | Dacotah Paper Company | Parks, bathroom supplies (Inv 79084) | 24980 | \$163.12 | | | |
| | | | | | 100-45210-210- | Parks | \$163.12 |
| 10/08/2024 | Michael DuFrane | St, Park, Sewer, Water, cell phone reimbursment | 24981 | \$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- | Highways, Streets & Roadways | \$18.75 |
| | | | | | 100-45210-321- | Parks | \$18.75 |
| 10/08/2024 | Elan Financial Services | All Depts, programs, training, supplies | 24982 | \$673.71 | | | |
| | | | | | 100-41010-200- | GENERAL GOVERNMENT | \$57.43 |
| | | | | | 601-49440-331- | Water Utilities - Administration and General | \$84.15 |
| | | | | | 601-49440-331- | Water Utilities - Administration and General | \$97.23 |
| | | | | | 602-49490-331- | Sewer Utilities - Administration and General | \$97.23 |
| | | | | | 100-41405-331- | Clerk | \$87.23 |
| | | | | | 100-41405-200- | Clerk | \$58.48 |
| | | | | | 601-49440-200- | Water Utilities - Administration and General | \$58.48 |
| | | | | | 602-49490-200- | Sewer Utilities - Administration and General | \$58.48 |
| | | | | | 609-49751-200- | Liquor Store - Manager - Off-Sale | \$75.00 |
| 10/08/2024 | Matthew Engebretson | St, Pk, reimbursed cell phone | 24983 | \$25.00 | | | |

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| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|-------------|-------------------------------------|---|----------------|--------------|------------------|---|---------------|
| | | | | | 100-43110-321- | Highways, Streets & Roadways | \$12.50 |
| | | | | | 100-45210-321- | Parks | \$12.50 |
| 10/08/2024 | Feldt Plumbing, LLP | Water, repair curb stops Streets, slope repair from 2019 Street Project | 24984 | \$19,803.00 | | | |
| | | | | | 601-49440-400- | Water Utilities - Administration and General | \$1,500.00 |
| | | | | | 100-43110-400- | Highways, Streets & Roadways | \$18,303.00 |
| 10/08/2024 | Gopher State One Call | Wtr, Swr, Locates | 24985 | \$18.90 | | | |
| | | | | | 602-49490-210- | Sewer Utilities - Administration and General | \$9.45 |
| | | | | | 601-49440-210- | Water Utilities - Administration and General | \$9.45 |
| 10/08/2024 | Hach Corporation | Wtr, chemicals Invoice#14192911 | 24986 | \$362.75 | | | |
| | | | | | 601-49440-218- | Water Utilities - Administration and General | \$362.75 |
| 10/08/2024 | Hansons Plumbing & Heating, Inc. | Park & Event, supplies | 24987 | \$282.15 | | | |
| | | | | | 100-45210-400- | Parks | \$28.15 |
| | | | | | 100-45110-400- | EVENT CENTER | \$254.00 |
| 10/08/2024 | Hawkins, Inc | Wtr, chemicals Inv 6866008 | 24988 | \$636.48 | | | |
| | | | | | 601-49440-218- | Water Utilities - Administration and General | \$636.48 |
| 10/08/2024 | Lakes Community Cooperative | Street, Parks, operating fuel | 24989 | \$178.01 | | | |
| | | | | | 100-43110-210- | Highways, Streets & Roadways | \$160.33 |
| | | | | | 100-45210-210- | Parks | \$17.68 |
| 10/08/2024 | Leighton Broadcasting | Event, 2024 advertising | 24990 | \$180.00 | | | |
| | | | | | 100-45110-340- | EVENT CENTER | \$180.00 |
| 10/08/2024 | HBI Radio Wadena | Event, ads | 24991 | \$112.80 | | | |
| | | | | | 100-45110-340- | EVENT CENTER | \$112.80 |

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|-------------|-----------------------------------|---|----------------|--------------|------------------|--|---------------|
| 10/08/2024 | Julie Lammers | Clerk, Clerks Meeting, meeting mileage | 24992 | \$137.98 | | | |
| | | | | | 100-41405-331- | Clerk | \$62.98 |
| | | | | | 100-41405-321- | Clerk | \$25.00 |
| | | | | | 601-49440-321- | Water Utilities - Administration and General | \$25.00 |
| | | | | | 602-49490-321- | Sewer Utilities - Administration and General | \$25.00 |
| 10/08/2024 | League of Minnesota Cities | LMC, 2024 Dues | 24993 | \$198.00 | | | |
| | | | | | 100-41010-345- | GENERAL GOVERNMENT | \$198.00 |
| 10/08/2024 | Locators & Supplies | Street & Parks, bomber jackets and sweatshirts Event, First Aid Kit | 24994 | \$456.81 | | | |
| | | | | | 100-43110-245- | Highways, Streets & Roadways | \$189.98 |
| | | | | | 100-45210-245- | Parks | \$189.98 |
| | | | | | 100-45110-210- | EVENT CENTER | \$76.85 |
| 10/08/2024 | NAPA CENTRAL | Street, oil for both 2014 Ford and 2023 Ford | 24995 | \$289.45 | | | |
| | | | | | 100-43110-210- | Highways, Streets & Roadways | \$289.45 |
| 10/08/2024 | Madison National Life Ins Co, Inc | Employee short term Insurance (Oct-Dec 2024) | 24996 | \$211.83 | | | |
| | | | | | 100-45210-130- | Parks | \$26.90 |
| | | | | | 601-49440-130- | Water Utilities - Administration and General | \$26.91 |
| | | | | | 602-49490-130- | Sewer Utilities - Administration and General | \$26.91 |
| | | | | | 100-41405-130- | Clerk | \$17.28 |
| | | | | | 609-49751-130- | Liquor Store - Manager - Off-Sale | \$86.92 |
| | | | | | 100-43110-130- | Highways, Streets & Roadways | \$26.91 |
| 10/08/2024 | Minnesota Life Insurance Company | Employee Life Ins, EmployeeeLife Ins. | 24997 | \$60.10 | | | |
| | | | | | 100-41405-131- | Clerk | \$3.00 |
| | | | | | 100-43110-131- | Highways, Streets & Roadways | \$3.00 |
| | | | | | 100-43110-999- | Highways, Streets & Roadways | \$13.30 |

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|-------------|-------------------------------------|-------------------------------------|----------------|--------------|------------------|--|---------------|
| | | | | | 609-49751-999- | Liquor Store - Manager - Off-Sale | \$31.80 |
| | | | | | 609-49751-131- | Liquor Store - Manager - Off-Sale | \$6.00 |
| | | | | | 100-45210-131- | Parks | \$3.00 |
| 10/08/2024 | Olson Oil Co. | Parks & St, operating supplies | 24998 | \$355.49 | | | |
| | | | | | 100-43110-210- | Highways, Streets & Roadways | \$339.98 |
| | | | | | 100-45210-210- | Parks | \$15.51 |
| 10/08/2024 | Otter Tail Power Company | All depts, utility | 24999 | \$1,703.55 | | | |
| | | | | | 100-43010-380- | City Shop | \$79.31 |
| | | | | | 602-49490-380- | Sewer Utilities - Administration and General | \$232.58 |
| | | | | | 100-43160-380- | Street Lighting | \$673.41 |
| | | | | | 100-45110-380- | EVENT CENTER | \$291.20 |
| | | | | | 100-45210-380- | Parks | \$194.72 |
| | | | | | 601-49440-380- | Water Utilities - Administration and General | \$188.41 |
| | | | | | 100-41010-380- | GENERAL GOVERNMENT | \$43.92 |
| 10/08/2024 | Otter Tail County Auditor-Treasurer | 2024, 2nd half of taxes | 25000 | \$9,978.37 | | | |
| | | | | | 100-41010-440- | GENERAL GOVERNMENT | \$763.00 |
| | | | | | 100-45210-440- | Parks | \$350.57 |
| | | | | | 602-49490-440- | Sewer Utilities - Administration and General | \$136.50 |
| | | | | | 100-45110-440- | EVENT CENTER | \$192.00 |
| | | | | | 609-49751-999- | Liquor Store - Manager - Off-Sale | \$651.00 |
| | | | | | 290-41010-440- | GENERAL GOVERNMENT | \$7,469.30 |
| | | | | | 100-43128-440- | YARD WASTE | \$416.00 |
| 10/08/2024 | Otter Tail County Housing & Redelop | Redevelopment Grant | 25001 | \$10,777.87 | | | |
| | | | | | 210-41010-320- | GENERAL GOVERNMENT | \$10,777.87 |
| 10/08/2024 | Productive Alternatives, Inc. | Event Center, Cleaning Inv#INV 2055 | 25002 | \$124.78 | | | |
| | | | | | 100-45110-300- | EVENT CENTER | \$124.78 |

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

| <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> |
|-------------|-------------------------------------|--|----------------|--------------|--|--|--|
| 10/08/2024 | Perham Printing | GG, Letterhead | 25003 | \$111.19 | 100-41010-200- | GENERAL GOVERNMENT | \$111.19 |
| 10/08/2024 | RMB Environmental Laboratories, Inc | WW & Water, Chemicals | 25004 | \$585.21 | 602-49490-218- | Sewer Utilities - Administration and General | \$383.52 |
| | | | | | 601-49440-218- | Water Utilities - Administration and General | \$201.69 |
| 10/08/2024 | Steve's Sanitation, Inc. | Event, Parks, garbage pickup | 25005 | \$492.56 | 100-45110-384- 100-45210-384- | EVENT CENTER Parks | \$197.18 \$295.38 |
| 10/08/2024 | TEAM LAB | Sewer, super bugs | 25006 | \$1,650.00 | 602-49490-210- | Sewer Utilities - Administration and General | \$1,650.00 |
| 10/08/2024 | Kyle Theisen | LS, Cell Phone Reimbursement | 25007 | \$25.00 | 609-49751-321- | Liquor Store - Manager - Off-Sale | \$25.00 |
| 10/08/2024 | ULINE | Gen., supplies | 25008 | \$129.12 | 100-41010-210- | GENERAL GOVERNMENT | \$129.12 |
| 10/08/2024 | Vergas Auto Repair | St, Parks, trailer repaired (tires and brakes) | 25009 | \$1,555.23 | 100-43110-220- 100-45210-220- | Highways, Streets & Roadways Parks | \$777.61 \$777.62 |
| 10/08/2024 | Vergas Hardware | All Depts, supplies | 25010 | \$327.73 | 100-43110-210- 100-43010-210- 100-45210-210- 100-45110-210- | Highways, Streets & Roadways City Shop Parks EVENT CENTER | \$71.96 \$31.46 \$219.72 \$4.59 |
| 10/08/2024 | Verizon | Event, cell phone | 25011 | \$136.36 | 100-45110-321- 100-41010-321- | EVENT CENTER GENERAL GOVERNMENT | \$68.18 \$68.18 |

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

| <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> |
|---------------------------|-------------------------------------|--------------------------|----------------|--------------|------------------|------------------------------|---------------|
| 10/08/2024 | Vestis | Event, rugs and supplies | 25012 | \$243.42 | 100-45110-210- | EVENT CENTER | \$243.42 |
| 10/08/2024 | Widseth Smith Notlting & Assoc. Inc | Engineering; | 25013 | \$1,572.50 | 100-43110-303- | Highways, Streets & Roadways | \$1,572.50 |
| Total For Selected Claims | | | | \$59,632.95 | | | \$59,632.95 |

| | | |
|-------------------|--------------------------------|------|
| Bruce E Albright | City Council/Town Board | Date |
| Dean Haarstick | City Council/Town Board | Date |
| Julie A Bruhn | City Council/Town Board, Mayor | Date |
| Natalie K Fischer | City Council/Town Board | Date |
| Paul Pinke | City Council/Town Board | Date |

City of Vergas Liquor Store Checks Paid in September 2024

| Vendor | Description | Total |
|---|-------------------------------|--------------------|
| Absolute Ice | | \$161.20 |
| Aramark | Rugs & towels | \$33.50 |
| Artisan Beer Company | | \$163.65 |
| Bergseth Bros. Co Inc | | \$7,814.35 |
| Beverage Wholesalers | | 3,797.12 |
| Blue Cross Blue Shield of MN | Employee Health Insurance | 1,706.56 |
| Breakthru Beverage MN Wine and Spirits | | 2,460.50 |
| Bucks Mills Brewing | | 494.40 |
| City of Vergas | Payroll | 5,416.62 |
| City of Vergas | Utility - water and sewer | 61.43 |
| Colonial Life | Reimbursed employee insurance | 124.12 |
| Corporate Technologies, LLC | Technology, phone | 41.60 |
| D-S Beverage | | 11,671.60 |
| Fricke Consultin Sale | POS System | 165.00 |
| Great Plains Natural Gas | Utility | 24.70 |
| Hanson's Plumbing and Heating | Sewer Line Repairs | 672.07 |
| Internal Revenue Service | 2024 Withholding Tax | 1,575.96 |
| Johnson Brothers Liquor Co | | 8,095.43 |
| Klockow Brewing Co | | 207.00 |
| Leighton Broadcasting | Advertising | 322.50 |
| Merchant Services | Credit Card Fees | 1,919.82 |
| MN Dept. of Revenue | Sales Tax | 116.20 |
| MN Dept. Revenue | 2024 Withholding Tax | \$114.11 |
| MN Life Ins Company | Employee, Life Ins | 113.40 |
| Nutrition Excellence | | 990.00 |
| Otter Tail Power Company | Utility | 397.91 |
| Phillips Wine & Spirits | | 5,026.82 |
| Public Employees Retirement Assoc. | Payroll | 1,008.55 |
| Southern Glazer's of MN | | 2,966.97 |
| Theisen, Kyle | Cell Phone | 25.00 |
| Vergas Community Club | Wine Walk | 50.00 |
| Vergas State Bank | HAS Contributions | 407.00 |
| Vestis | Rugs | 78.24 |
| Viking Coca-Cola Bottling Co | | 242.75 |
| | Total | <u>\$58,466.08</u> |
| | September Receipts | <u>\$87,500.90</u> |
| September Balance | | <u>\$29,034.82</u> |
| Jan- August Operating Income (Loss) | | \$40,428.40 |
| | Transfer to General Fund | 0 |
| 2024 Total Operating Income (Loss) | | \$69,463.22 |

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 | 230 | Weldon, Ben & Nicole | Active | 82-000-50-0015-000 | 125 N 3rd Ave | 93 | 80.42 | 484.69 | 0.00 | 07/22/2024 | 150.00 | 88805354 | WATER | Yes |
| 2 | 0 | 361 | Ueke, Rhonda | Active | 82000990141000 | 371 S Pelican Ave | 93 | 81.52 | 391.26 | 0.00 | 06/27/2024 | 101.57 | 88707173 | WATER | No |
| 2 | 0 | 570 | Licence, Tony | Active | 82000990127000 | 350 S Pelican Ave | 93 | 59.80 | 305.10 | 0.00 | 07/23/2024 | 280.00 | 86271557 | WATER | No |
| 2 | 0 | 621 | Woods, Cassandra | Active | 82000990123000 | 304 S Pelican Ave | 93 | 23.53 | 403.39 | 0.00 | 09/04/2024 | 100.00 | 87137796 | WATER | No |
| Total | | | | | | | Count: 4 | 245.27 | 1,584.44 | | | | | | |

City of Vergas Investments

| | <u>Account Number</u> | <u>12/31/23</u> | <u>Purchase</u> | <u>Sold</u> | <u>Interest Earned</u> | <u>09/30/24</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>Beg. 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 09/30/2024</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% | 20.53 | 0.00 | 100,000.00 | 4,433.41 |
| City Shop | 8,078.61 | 2.05% | 37.58 | 0.00 | 0.00 | 8,116.19 |
| Easements | 5,224.43 | 1.32% | 24.20 | 0.00 | 0.00 | 5,248.63 |
| Event Center | 960.36 | 0.24% | 4.40 | 0.00 | 0.00 | 964.76 |
| Event Center Electronic Sign | 10,037.60 | 2.54% | 46.57 | 0.00 | 0.00 | 10,084.17 |
| General | 14,536.02 | 3.69% | 67.65 | 0.00 | 0.00 | 14,603.67 |
| Park | 20,711.99 | 5.25% | 96.25 | 0.00 | 0.00 | 20,808.24 |
| Sand Seal (Seal Coating) | 13,012.13 | 3.30% | 60.50 | 0.00 | 0.00 | 13,072.63 |
| Sidewalk | 14,938.79 | 3.79% | 69.49 | 0.00 | 0.00 | 15,008.28 |
| Street Improvements/Equipment | 41,554.87 | 10.54% | 193.24 | 0.00 | 0.00 | 41,748.11 |
| 2019 Street Project | 150,562.67 | 38.17% | 699.80 | 0.00 | 100,000.00 | 51,262.47 |
| 2006 Street Project | 110,412.76 | 27.99% | 513.16 | 0.00 | 0.00 | 110,925.92 |
| Balance | \$494,443.11 | 100.00% | \$1,833.38 | \$0.00 | \$200,000.00 | 296,276.49 *** |

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

Current Committed Total 129,654.68

As on 9/30/2024

| Fund | Beginning Balance | Receipts | Sale of Investments | Transfers In | Disbursements | Purchase of Investments | Transfers Out | Ending Balance | Investment Balance | Total Balance |
|--------------------------------|-------------------|--------------|---------------------|--------------|---------------|-------------------------|---------------|----------------|--------------------|---------------|
| General Fund | (47,668.02) | 273,163.19 | 100,000.00 | 0.00 | 322,965.42 | 1,110.42 | 5,000.00 | (3,580.67) | 135,553.53 | 131,972.86 |
| Small Cities Development | 10,777.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,777.87 | 0.00 | 10,777.87 |
| Street Debt Service* | (61,403.62) | 5,889.03 | 0.00 | 0.00 | 32,796.85 | 0.00 | 0.00 | (88,311.44) | 0.00 | (88,311.44) |
| SEWER AND WATER DEBT SERVICE | 886.02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 886.02 | 0.00 | 886.02 |
| 2019 Street Project | 37,314.00 | 33,590.53 | 100,000.00 | 0.00 | 66,026.26 | 699.80 | 0.00 | 104,178.47 | 50,699.80 | 154,878.27 |
| Street Project 2006* | 20,465.13 | 6,367.89 | 0.00 | 0.00 | 0.00 | 513.16 | 0.00 | 26,319.86 | 110,513.16 | 136,833.02 |
| Government Services Office | 13,056.27 | 6,791.42 | 0.00 | 0.00 | 50,486.45 | 0.00 | 0.00 | (30,638.76) | 0.00 | (30,638.76) |
| Water | 186,134.71 | 100,078.88 | 0.00 | 0.00 | 127,234.17 | 236.47 | 0.00 | 158,742.95 | 15,260.21 | 174,003.16 |
| Sewage Collection and Disposal | (149,481.14) | 78,794.21 | 0.00 | 0.00 | 71,962.54 | 1,184.28 | 0.00 | (143,833.75) | 50,705.76 | (93,127.99) |
| Municipal Liquor Store | 98,808.66 | 813,278.30 | 0.00 | 0.00 | 735,362.54 | 1,868.13 | 0.00 | 174,856.29 | 150,910.48 | 325,766.77 |
| Vergas EDA | 24,331.42 | 30,325.25 | 0.00 | 5,000.00 | 38,234.27 | 0.00 | 0.00 | 21,422.40 | 0.00 | 21,422.40 |
| Total : | 133,221.30 | 1,348,278.70 | 200,000.00 | 5,000.00 | 1,445,068.50 | 5,612.26 | 5,000.00 | 230,819.24 | 513,642.94 | 744,462.18 |

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**

Organization Name: TIP- Otter tail Chapter License Number: 05574
 Address: P.O. Box 11673 City: Detroit Lakes, MN Zip: 56502
 Chief Executive Officer (CEO) Name: Tony Peterson Daytime Phone: 952-200-4780
 Gambling Manager Name: Rebecca Brandt Daytime Phone: 218-841-1019

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 10/26/24 to 10/27/24

Check the type of games that will be conducted:



Raffle



Pull-Tabs



Bingo



Tipboards



Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Vergas Event Center

Street address and

City (or township): 140 West Linden Street, Vergas Zip: 56587 County: Otter tail

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?



Yes If yes, a lease is not required.



No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

LG230 Application to Conduct Off-Site Gambling

6/15 Page 2 of 2

Acknowledgment by Local Unit of Government: Approval by Resolution

| CITY APPROVAL for a gambling premises located within city limits | COUNTY APPROVAL for a gambling premises located in a township |
|---|---|
| City Name: <u>City of Vergas</u> Date Approved by City Council: <u>10/08/2024</u> Resolution Number: _____ (If none, attach meeting minutes.) Signature of City Personnel: <u>Julie Lammes</u> Title: <u>Clerk - Treasurer</u> Date Signed: <u>09/26/24</u> | County Name: _____ Date Approved by County Board: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of County Personnel: _____ Title: _____ Date Signed: _____ |
| <div style="border: 1px solid black; padding: 10px; text-align: center;"> Local unit of government must sign. </div> | TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____ |

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

Signature of CEO (must be CEO's signature; designee may not sign)

9/25/24
Date

Mail or fax to:

Minnesota Gambling Control Board
 Suite 300 South
 1711 West County Road B
 Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff, those whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulators.

Vergas Energy Grant Update

Grant: Rural Community Action: Achieving Municipal Building Energy Efficiencies and Renewable Energy Integration.

Grant funded by EMSC (Empowering Small Minnesota Communities) & CRSDP (Central Region Sustainable Development Partnership)

Status

- August 20th on site municipal building audit & on site energy audit conducted.
- Energy use data analysis in process.
- Municipal building computer models being developed to examine potential energy savings calculations.
- October 29th on site thermal imaging of municipal building roofs.
- October 29th present grant status to the ESMC board of directors.
- Public meeting prior to November City Council meeting regarding to data findings and recommendations.
- Continue participation with West Central Initiative (WCI) Municipal Building Solar Cohort.
- New Lakes and Prairies Solar Co-op information provided to community via newsletter, website & bulletin boards. Information to make going solar at home, farm, or small business easier and more affordable. www.solarunitedneighbors.org/lakesandprairies

April 2025

Final report

Public meeting to present final report findings



Want to go solar on your home, farm, or small business but don't know where to start?

Good news! The new Lakes and Prairies Solar Co-op is now open for new members. This opportunity is brought to you by West Central Initiative, the Clean Energy Research Teams (CERTs), and Solar United Neighbors (SUN).

The solar co-op is free to join, making going solar easier and more affordable than ever.

www.solarunitedneighbors.org/lakesandprairies

What is a solar co-op?

Solar co-ops are neighbors joining together to use group buying power to get the best price on solar. It also allows co-op members to tap into the expertise of SUN and other community members who have gone solar to help you with your solar transition.

Why a solar co-op?

- Get a great price and service when going solar.
- Tap into and understand financial incentives for going solar.
- Get support throughout the process of going solar.
- Join for free with no obligation to go solar.

Now is a great time to go solar:

- With the Inflation Reduction Act of 2023, the Federal Solar Investment Tax Credit is now at 30% of the cost of going solar.
- Through Minnesota's "net metering" policy your electric utility compensates you for the solar power you produce but don't use.
- Solar panels start generating income the moment they are turned on and can pay for themselves over the life of the system.

Attend a Solar 101 event in your community or online to learn more!

- Morris: November 12, 2024, at 6:30 p.m. at the West Central Research and Outreach Center
- Fergus Falls: December 4, 2024, at 6:30 p.m. at the Fergus Falls Public Library
- Moorhead: January 23, 2024, at 6:30 p.m. at the Moorhead Library
- Virtual Solar 101: February 11, 2025, at noon.
- Virtual Solar 101: March 25, 2025, at 7 p.m.

Learn more & sign up for the Lakes and Prairies Solar Co-op:

For more information contact

John Anderson at Solar United Neighbors at

MNTeam@solarunitedneighbors.org or 612-446-5577.

Scan to join the co-op, register for a Solar 101 event, or learn more!



www.solarunitedneighbors.org/lakesandprairies



Morris Model



CITY OF VERGAS PLANNING COMMISSION PUBLIC HEARING
MINUTES
Thursday, September 13, 2024
6:00 pm
Vergas Event Center and Zoom

The City of Vergas Planning Commission meeting held a public hearing on Thursday, September 13, 2024, in a hybrid meeting at the Vergas Event Center with the following members present: Rebecca Hasse, Shane Hasse and Alex Ohman. Absent: Bruce Albright and Jim Courneya, Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizen Ryan Weibye.

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

Reviewed Current Ordinance: Height of Structures. All structures in residential districts, except churches and nonresidential agricultural structures, must not exceed 25 feet in height.

Weibye requested Variance for a height of 27.9 feet for his shop/game room building.

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.

Motion by R. Hasse, seconded by S.Hasse to close the public hearing at 6:02 pm. Motion passed unanimously.

CITY OF VERGAS PLANNING COMMISSION SPECIAL MEETING
MINUTES
Thursday, \September 23, 2024
6:00 pm
Vergas Event Center and Zoom

A City of Vergas Planning Commission meeting held a special planning commission meeting on Thursday, September 12, 2024, in a hybrid meeting at the Vergas Event Center with the following members present: Shane Hasse, Rebecca Hasse and Alex Ohman. Absent: Bruce Albright and Jim Courneya. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizen: Ryan Weibye.

Call to Order

Vice Chairman Alex Ohman called the special meeting to order at 6:05 pm.

Agenda Additions and Deletions

Motion by S. Hasse, seconded by R. Hasse to approve agenda with following addition: nuisance property. Motion passed unanimously.

Public Hearing Recommendations

Variance for Game Room/Shop to be a height of 27.9 feet

Reviewed the request for variance of the game room/shop. Motion by R. Hasse, seconded by Ohman to approve the variance request for the game room/shop. Motion passed unanimously.

Construction Permits

Permits needing approval.

1156 E Frazee Ave

Motion by Ohman, seconded by R. Hasse to approve permit to build a game room/shop at 1156 E Frazee Ave. Motion passed unanimously.

Nuisance Property

Discussed property at 350 S Pelican Ave who is having difficulty repairing his garage door. S. Hasse explained getting building materials is difficult currently Motion by R. Hasse, seconded by Ohman to allow 350 S Pelican until October 18, 2024 to repair his garage door. Motion passed unanimously.

Adjournment

Motion by Ohman, seconded by R. Hasse to adjourn at 7:05 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Council recommendations:
None.

CITY OF VERGAS PLANNING COMMISSION MINUTES

Monday, September 23, 2024

6:00 pm

Vergas Government Services Building and Zoom

A City of Vergas Planning Commission meeting was held on Monday, September 23, 2024, in a hybrid meeting at the Government Services Center with the following members present: Bruce Albright, Jim Courneya, Rebecca Hasse, Shane Hasse and Alex Ohman. Absent: none. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; citizen Rex Kingsbury, Mark Anderson and Mary Anderson.

Call to Order

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

Agenda Additions and Deletions

Motion by Courneya, seconded by Ohman to approve agenda with following addition: memorial. Motion passed unanimously.

Minutes

Motion by Ohman, seconded by R. Hasse to approve minutes for August 26 2024. Motion passed unanimously.

Status of Council Recommendations

Council will hold a public hearing on Oct. 8, 2024 regarding the farm ordinance. 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.

Construction Permits

Approved by Clerk-Treasurer

Sign at 301 Glenn Street.

Permits needing approval.

1015 E Scharf Ave, new house

Motion by Courneya, seconded by S. Hasse to approve permit for house to be built on 1015 E Scharf Ave. Motion passed unanimously.

620 Glenn St

Motion by Ohman, seconded by R. Hasse to approve permit for house to be built on 620 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.

Grade and Fill Permit

Motion by Ohman, seconded by Courneya to approve grade and fill permit for 620 Glen St. Motion passed unanimously.

New Business

Memorial.

Rex Kingsbury stated he has been coming to Vergas since 1963 and his parents always loved Vergas. His dad passed away in 2010 and his mom passed away in February of 2024. Impressed with the planters in front of the Municipal Building he would like to put a memorial in the park by the loon. All members agreed it was a great idea and asked him to speak with the park board.

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

320 E Frazee Ave stated he does not allow cates in his garage any longer, removed nuisance as of 9/23/2024. Those properties with chickens are on hold until ordinance public hearing is held. A permit was approved regarding the sign.

Discussed properties along Townline Road with abandoned buildings. Lammers will get addresses from DuFrane and contact owners about their plans for thee buildings.

Vergas Zoning Map

Ohman has updated. Motion by Ohman, seconded by S. Hasse to hold a public hearing on October 28 at 6 pm at the event center regarding the updated zoning map. Motion passed unanimously.

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 S. Hasse, seconded by Courneya to adjourn at 7:05 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

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

The Liquor Store/Municipal Building/License Committee was called to order on Monday, September 16, 2024 at 1:00 pm at 111 Main Street at the Liquor Store Managers Office. Present were Mayor Julie Bruhn, Council Member Dean Haarstick, Liquor Store Manager Kyle Theisen, and Clerk-Treasurer Julie Lammers.

Municipal Building

Step Up

Theisen is the point of contact for the Municipal Building rental property currently rented by A Step Up. The following items need to be discussed with them: furnace area needs to be kept clear for 3-5 feet around it for fire code and for fan to work properly; lobby area needs to be locked when they leave when the liquor store is not open; and we are getting a quote for LED lighting and will add a light at the bottom of the stairs.

JoAnn Knuttila, Step Up owner, stated at the September Council meeting she would be requesting work to be done in her rental area, no list of work was provided to either Lammers or Theisen.

Liquor Store

Brainstormed ideas for additional profits and to lower expenses. Discussed changes to the building and costs of building new. Lammers was asked to find estimated value of Municipal Buildings and Thiesen will look into size of building needed to replace the liquor store. Discussed changing one of the full-time employees to parttime; changing both full-time positions to .8-time employees, changing the liquor store manager position to a combination of Liquor Store Manager/Deputy Clerk/Event Center Coordinator. Lammers and Theisen will work together to get financial information for next month's meeting.

Budget Planning

Reviewed budget numbers being lower than last year. Lammers had just attended a Clerk's meeting and learned Detroit Lakes is up 3% this year and Frazee has doubled their sales.

Adjournment

Scheduled meeting for Monday, October 21, 2024.

The meeting adjourned at 2:40 pm.

Recorded by,
Julie Lammers CMC
City Clerk-Treasurer

Council Recommendations:

None.

Follow Up Actions:

Lammers to get quote from Zitzow Electric regarding changing 2nd floor municipal building lights to LED and adding a light fixture to the bottom of the stairs.

Theisen to speak with JoAnn Knuttila regarding the Step-Up items.

Lammers and Theisen to work on financial numbers for employees and building.

As on 9/30/2024

General Fund

| <u>Account Name</u> | <u>Acct No</u> | <u>Budget</u> | <u>Year to Date</u> | <u>Balance</u> | <u>% of Budget</u> | <u>January/ July</u> | <u>February/ August</u> | <u>March/ September</u> | <u>April/ October</u> | <u>May/ November</u> | <u>June/ December</u> |
|--|----------------|-------------------|---------------------|--------------------|--------------------|----------------------------|-----------------------------|------------------------------|---------------------------|----------------------------|---------------------------|
| Receipts: | | | | | | | | | | | |
| General Property Taxes (31001 through 31299) | 31001 | 203,418.75 | 154,728.06 | 48,690.69 | 76.1 | 3,317.86 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 151,410.20 0.00 | 0.00 0.00 |
| Total Acct 310 | | 203,418.75 | 154,728.06 | 48,690.69 | 76.1 | 3,317.86 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 151,410.20 0.00 | 0.00 0.00 |
| Sales Tax | 31305 | 0.00 | 378.99 | (378.99) | 0.0 | 48.57 64.16 | 54.58 8.85 | 11.80 17.70 | 30.99 0.00 | 44.99 0.00 | 97.35 0.00 |
| 10% Gambling Tax | 31311 | 3,000.00 | 8,821.27 | (5,821.27) | 294.0 | 0.00 0.00 | 0.00 0.00 | 0.00 8,821.27 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Acct 313 | | 3,000.00 | 9,200.26 | (6,200.26) | 306.7 | 48.57 64.16 | 54.58 8.85 | 11.80 8,838.97 | 30.99 0.00 | 44.99 0.00 | 97.35 0.00 |
| LICENSES AND PERMITS | 32105 | 6,750.00 | 400.00 | 6,350.00 | 5.9 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 400.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Alcoholic Beverages | 32110 | 4,800.00 | 0.00 | 4,800.00 | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Non-Intoxicating Malt Liquor | 32115 | 375.00 | 750.00 | (375.00) | 200.0 | 0.00 375.00 | 0.00 250.00 | 0.00 125.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Set-Up License | 32116 | 150.00 | 125.00 | 25.00 | 83.3 | 0.00 0.00 | 0.00 0.00 | 0.00 125.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Cigarette Licenses | 32117 | 300.00 | 0.00 | 300.00 | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Acct 321 | | 12,375.00 | 1,275.00 | 11,100.00 | 10.3 | 0.00 375.00 | 0.00 250.00 | 0.00 250.00 | 400.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Conditional Use/Variance | 32205 | 0.00 | 1,200.00 | (1,200.00) | 0.0 | 0.00 400.00 | 0.00 400.00 | 0.00 400.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Building Permits (Excludes surcharge) | 32210 | 4,781.25 | 13,527.00 | (8,745.75) | 282.9 | 180.00 180.00 | 30.00 1,485.00 | 1,890.00 8,502.00 | 210.00 0.00 | 870.00 0.00 | 180.00 0.00 |
| Grade and Fill Permit | 32211 | 0.00 | 665.00 | (665.00) | 0.0 | 0.00 0.00 | 75.00 65.00 | 75.00 75.00 | 75.00 0.00 | 225.00 0.00 | 75.00 0.00 |
| GOLF CART PERMIT | 32213 | 105.00 | 160.00 | (55.00) | 152.4 | 0.00 0.00 | 0.00 20.00 | 60.00 20.00 | 20.00 0.00 | 40.00 0.00 | 0.00 0.00 |
| YARD WASTE PERMIT | 32215 | 12,258.75 | 18,235.00 | (5,976.25) | 148.8 | 390.00 1,975.00 | 390.00 1,040.00 | 1,040.00 520.00 | 4,485.00 0.00 | 5,850.00 0.00 | 2,545.00 0.00 |
| Animal Licenses | 32240 | 562.50 | 666.00 | (103.50) | 118.4 | 38.00 16.00 | 72.00 0.00 | 52.00 0.00 | 298.00 0.00 | 182.00 0.00 | 8.00 0.00 |
| Total Acct 322 | | 17,707.50 | 34,453.00 | (16,745.50) | 194.6 | 608.00 2,571.00 | 567.00 3,010.00 | 3,117.00 9,517.00 | 5,088.00 0.00 | 7,167.00 0.00 | 2,808.00 0.00 |
| Federal Grants and Aids | 33101 | 3,000.00 | 0.00 | 3,000.00 | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Acct 331 | | 3,000.00 | 0.00 | 3,000.00 | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

As on 9/30/2024

General Fund

| <u>Account Name</u> | <u>Acct No</u> | <u>Budget</u> | <u>Year to Date</u> | <u>Balance</u> | <u>% of Budget</u> | <u>January/ July</u> | <u>February/ August</u> | <u>March/ September</u> | <u>April/ October</u> | <u>May/ November</u> | <u>June/ December</u> |
|-------------------------------------|----------------|---------------|---------------------|----------------|--------------------|--------------------------|-----------------------------|-----------------------------|---------------------------|--------------------------|---------------------------|
| Receipts: | | | | | | | | | | | |
| INTERGOVERNMENTAL REVENUES | 33200 | 98.25 | 0.00 | 98.25 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 332 | | 98.25 | 0.00 | 98.25 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| State Aids/Fire Relief | 33390 | 21,000.00 | 3,000.00 | 18,000.00 | 14.3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 333 | | 21,000.00 | 3,000.00 | 18,000.00 | 14.3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Local Government Aid | 33401 | 32,813.25 | 21,875.50 | 10,937.75 | 66.7 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 21,875.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Small Cities Assistance | 33422 | 13,395.75 | 11,270.50 | 2,125.25 | 84.1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 11,270.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 334 | | 46,209.00 | 33,146.00 | 13,063.00 | 71.7 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 33,146.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| County Grants and Aids for Highways | 33610 | 2,250.00 | 0.00 | 2,250.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 336 | | 2,250.00 | 0.00 | 2,250.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CHARGES FOR SERVICES | 34005 | 1,500.00 | 882.50 | 617.50 | 58.8 | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 4.00 | 798.50 | 30.00 | 0.00 | 0.00 | 0.00 |
| Letter Delivery Charge | 34010 | 0.00 | 180.00 | (180.00) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 90.00 | 30.00 |
| | | | | | | 60.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 340 | | 1,500.00 | 1,062.50 | 437.50 | 70.8 | 50.00 | 0.00 | 0.00 | 0.00 | 90.00 | 30.00 |
| | | | | | | 64.00 | 798.50 | 30.00 | 0.00 | 0.00 | 0.00 |
| PUBLIC SAFETY | 34210 | 12,000.00 | 8,670.00 | 3,330.00 | 72.3 | 1,950.00 | 0.00 | 800.00 | 0.00 | 0.00 | 5,920.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 342 | | 12,000.00 | 8,670.00 | 3,330.00 | 72.3 | 1,950.00 | 0.00 | 800.00 | 0.00 | 0.00 | 5,920.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

As on 9/30/2024

General Fund

| <u>Account Name</u> | <u>Acct No</u> | <u>Budget</u> | <u>Year to Date</u> | <u>Balance</u> | <u>% of Budget</u> | <u>January/ July</u> | <u>February/ August</u> | <u>March/ September</u> | <u>April/ October</u> | <u>May/ November</u> | <u>June/ December</u> |
|---|----------------|------------------|---------------------|---------------------|--------------------|--------------------------|-----------------------------|-----------------------------|---------------------------|--------------------------|---------------------------|
| Receipts: | | | | | | | | | | | |
| MISCELLANEOUS REVENUES | 36200 | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Interest Earning | 36210 | 675.00 | 297.21 | 377.79 | 44.0 | 24.73 | 18.93 | 26.68 | 22.39 | 15.27 | 46.99 |
| | | | | | | 52.27 | 48.18 | 41.77 | 0.00 | 0.00 | 0.00 |
| Rent/Municipal Building | 36217 | 5,400.00 | 4,950.00 | 450.00 | 91.7 | 550.00 | 550.00 | 550.00 | 550.00 | 550.00 | 550.00 |
| | | | | | | 550.00 | 550.00 | 550.00 | 0.00 | 0.00 | 0.00 |
| RENT/EVENT CENTER | 36225 | 13,200.00 | 7,583.60 | 5,616.40 | 57.5 | 580.00 | 1,640.00 | 400.00 | 860.00 | 993.60 | 1,720.00 |
| | | | | | | 1,070.00 | 200.00 | 120.00 | 0.00 | 0.00 | 0.00 |
| Event Center/Keg Deposit/Lions | 36226 | 0.00 | 725.00 | (725.00) | 0.0 | 75.00 | 150.00 | 150.00 | 50.00 | 75.00 | 75.00 |
| | | | | | | 75.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 |
| EVENT CENTER/SECURITY AND OTHER RELATED CHARGES | 36227 | 750.00 | 195.00 | 555.00 | 26.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 195.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Contributions and Donations from Private Sources | 36230 | 1,500.00 | 0.00 | 1,500.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Contributions and Donations to Event Center | 36231 | 0.00 | 124.05 | (124.05) | 0.0 | 0.00 | 124.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.05 | 0.00 | 0.00 | 0.00 |
| Contributions and Donations to Parks | 36232 | 0.00 | 6,720.00 | (6,720.00) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 5,220.00 | 0.00 | 0.00 | 0.00 |
| Refunds and Reimbursements | 36233 | 0.00 | 6,097.85 | (6,097.85) | 0.0 | 982.78 | 0.00 | 0.00 | 2,060.00 | 209.77 | 0.00 |
| | | | | | | 1,225.30 | 1,620.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LEAGUE OF MN CITIES DIVIDEND | 36235 | 3,465.00 | 0.00 | 3,465.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 362 | | 24,990.00 | 26,692.71 | (1,702.71) | 106.8 | 2,212.51 | 2,482.93 | 1,126.68 | 3,542.39 | 3,343.64 | 2,586.99 |
| | | | | | | 2,972.57 | 2,418.18 | 6,006.82 | 0.00 | 0.00 | 0.00 |
| Miscellaneous Revenue | 37190 | 0.00 | 83.63 | (83.63) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 83.63 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 371 | | 0.00 | 83.63 | (83.63) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 83.63 | 0.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous Revenueue | 37290 | 0.00 | 852.03 | (852.03) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 852.03 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 372 | | 0.00 | 852.03 | (852.03) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 852.03 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Transfer From General Fund | 39201 | 18,750.00 | 0.00 | 18,750.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 392 | | 18,750.00 | 0.00 | 18,750.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sale of Investment | 39990 | 0.00 | 100,000.00 | (100,000.00) | 0.0 | 100,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 399 | | 0.00 | 100,000.00 | (100,000.00) | 0.0 | 100,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

As on 9/30/2024

General Fund

| <u>Account Name</u> | <u>Acct No</u> | <u>Budget</u> | <u>Year to Date</u> | <u>Balance</u> | <u>% of Budget</u> | <u>January/ July</u> | <u>February/ August</u> | <u>March/ September</u> | <u>April/ October</u> | <u>May/ November</u> | <u>June/ December</u> |
|---------------------|----------------|---------------|---------------------|----------------|--------------------|--------------------------|-----------------------------|-----------------------------|---------------------------|--------------------------|---------------------------|
| Total Receipts | | 366,298.50 | 373,163.19 | (6,864.69) | 101.9 | 108,186.94 42,192.73 | 3,104.51 6,569.16 | 5,055.48 24,642.79 | 9,061.38 0.00 | 162,055.83 0.00 | 12,294.37 0.00 |

As on 9/30/2024

General Fund

| <u>Account Name</u> | <u>Acct No</u> | <u>Budget</u> | <u>Year to Date</u> | <u>Balance</u> | <u>% of Budget</u> | <u>January/ July</u> | <u>February/ August</u> | <u>March/ September</u> | <u>April/ October</u> | <u>May/ November</u> | <u>June/ December</u> |
|-----------------------|----------------|------------------|---------------------|--------------------|--------------------|--------------------------|-----------------------------|-----------------------------|---------------------------|--------------------------|---------------------------|
| Disbursements: | | | | | | | | | | | |
| GENERAL GOVERNMENT | 41010 | 39,904.50 | 26,930.54 | 12,973.96 | 67.5 | 1,552.35 | 2,213.46 | 1,989.82 | 2,931.48 | 1,902.35 | 2,216.79 |
| | | | | | | 4,622.54 | 8,673.39 | 828.36 | 0.00 | 0.00 | 0.00 |
| Total Acct 410 | | 39,904.50 | 26,930.54 | 12,973.96 | 67.5 | 1,552.35 | 2,213.46 | 1,989.82 | 2,931.48 | 1,902.35 | 2,216.79 |
| | | | | | | 4,622.54 | 8,673.39 | 828.36 | 0.00 | 0.00 | 0.00 |
| Council/Town Board | 41110 | 8,137.50 | 6,129.61 | 2,007.89 | 75.3 | 1,567.84 | 24.40 | 24.40 | 1,370.05 | 299.40 | 2.00 |
| | | | | | | 2,823.52 | 10.00 | 8.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 411 | | 8,137.50 | 6,129.61 | 2,007.89 | 75.3 | 1,567.84 | 24.40 | 24.40 | 1,370.05 | 299.40 | 2.00 |
| | | | | | | 2,823.52 | 10.00 | 8.00 | 0.00 | 0.00 | 0.00 |
| Mayor | 41310 | 1,935.00 | 1,552.17 | 382.83 | 80.2 | 279.79 | 0.00 | 0.00 | 222.03 | 275.00 | 2.00 |
| | | | | | | 761.35 | 10.00 | 2.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 413 | | 1,935.00 | 1,552.17 | 382.83 | 80.2 | 279.79 | 0.00 | 0.00 | 222.03 | 275.00 | 2.00 |
| | | | | | | 761.35 | 10.00 | 2.00 | 0.00 | 0.00 | 0.00 |
| Clerk | 41405 | 24,186.00 | 25,487.34 | (1,301.34) | 105.4 | 3,238.89 | 2,653.28 | 2,195.40 | 2,524.93 | 3,250.86 | 2,666.35 |
| | | | | | | 3,008.41 | 3,190.25 | 2,758.97 | 0.00 | 0.00 | 0.00 |
| Elections | 41410 | 1,462.50 | 1,117.47 | 345.03 | 76.4 | 0.00 | 0.00 | 874.99 | 0.00 | 0.00 | 0.00 |
| | | | | | | 25.46 | 166.10 | 50.92 | 0.00 | 0.00 | 0.00 |
| Total Acct 414 | | 25,648.50 | 26,604.81 | (956.31) | 103.7 | 3,238.89 | 2,653.28 | 3,070.39 | 2,524.93 | 3,250.86 | 2,666.35 |
| | | | | | | 3,033.87 | 3,356.35 | 2,809.89 | 0.00 | 0.00 | 0.00 |
| City/Town Attorney | 41610 | 3,750.00 | 0.00 | 3,750.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 416 | | 3,750.00 | 0.00 | 3,750.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Planning and Zoning | 41910 | 750.00 | 1,595.88 | (845.88) | 212.8 | 560.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 1,035.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 419 | | 750.00 | 1,595.88 | (845.88) | 212.8 | 560.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 1,035.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PUBLIC SAFETY | 42010 | 0.00 | 16,264.64 | (16,264.64) | 0.0 | 550.00 | 0.00 | 38.86 | 486.75 | 5,163.78 | 0.00 |
| | | | | | | 66.25 | 0.00 | 9,959.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 420 | | 0.00 | 16,264.64 | (16,264.64) | 0.0 | 550.00 | 0.00 | 38.86 | 486.75 | 5,163.78 | 0.00 |
| | | | | | | 66.25 | 0.00 | 9,959.00 | 0.00 | 0.00 | 0.00 |
| Fire Administration | 42210 | 22,953.75 | 24,858.06 | (1,904.31) | 108.3 | 3,620.03 | 0.00 | 1,950.00 | 800.00 | 3,620.03 | 5,920.00 |
| | | | | | | 0.00 | 8,948.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 422 | | 22,953.75 | 24,858.06 | (1,904.31) | 108.3 | 3,620.03 | 0.00 | 1,950.00 | 800.00 | 3,620.03 | 5,920.00 |
| | | | | | | 0.00 | 8,948.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| City Shop | 43010 | 7,597.50 | 6,193.44 | 1,404.06 | 81.5 | 528.69 | 309.52 | 878.51 | 1,744.94 | 338.99 | 347.11 |
| | | | | | | 234.36 | 1,717.62 | 93.70 | 0.00 | 0.00 | 0.00 |
| Total Acct 430 | | 7,597.50 | 6,193.44 | 1,404.06 | 81.5 | 528.69 | 309.52 | 878.51 | 1,744.94 | 338.99 | 347.11 |
| | | | | | | 234.36 | 1,717.62 | 93.70 | 0.00 | 0.00 | 0.00 |

As on 9/30/2024

General Fund

| <u>Account Name</u> | <u>Acct No</u> | <u>Budget</u> | <u>Year to Date</u> | <u>Balance</u> | <u>% of Budget</u> | <u>January/ July</u> | <u>February/ August</u> | <u>March/ September</u> | <u>April/ October</u> | <u>May/ November</u> | <u>June/ December</u> |
|-------------------------------------|----------------|-------------------|---------------------|-------------------|--------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------|---------------------------|---------------------------|
| Disbursements: | | | | | | | | | | | |
| Highways, Streets & Roadways | 43110 | 117,561.00 | 100,720.17 | 16,840.83 | 85.7 | 11,847.22 13,829.53 | 36,451.59 14,835.69 | 3,333.09 6,574.41 | 4,354.80 0.00 | 6,715.22 0.00 | 2,778.62 0.00 |
| Sidewalk | 43115 | 1,125.00 | 0.00 | 1,125.00 | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Ice and Snow Removal | 43125 | 2,625.00 | 0.00 | 2,625.00 | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| YARD WASTE | 43128 | 13,725.00 | 11,705.47 | 2,019.53 | 85.3 | 1,463.07 1,620.39 | 885.60 869.80 | 949.86 899.92 | 1,131.67 0.00 | 1,847.77 0.00 | 2,037.39 0.00 |
| Street Lighting | 43160 | 11,250.00 | 6,038.71 | 5,211.29 | 53.7 | 610.69 645.99 | 779.86 702.74 | 1,303.02 629.49 | 0.00 0.00 | 720.62 0.00 | 646.30 0.00 |
| Total Acct 431 | | 146,286.00 | 118,464.35 | 27,821.65 | 81.0 | 13,920.98 16,095.91 | 38,117.05 16,408.23 | 5,585.97 8,103.82 | 5,486.47 0.00 | 9,283.61 0.00 | 5,462.31 0.00 |
| EVENT CENTER | 45110 | 34,380.75 | 33,724.00 | 656.75 | 98.1 | 2,981.89 4,124.57 | 2,029.69 11,331.40 | 2,608.07 2,362.63 | 1,737.60 0.00 | 2,594.05 0.00 | 3,954.10 0.00 |
| Total Acct 451 | | 34,380.75 | 33,724.00 | 656.75 | 98.1 | 2,981.89 4,124.57 | 2,029.69 11,331.40 | 2,608.07 2,362.63 | 1,737.60 0.00 | 2,594.05 0.00 | 3,954.10 0.00 |
| Parks | 45210 | 71,205.00 | 58,147.92 | 13,057.08 | 81.7 | 1,946.01 11,962.33 | 2,794.44 10,477.20 | 3,716.39 9,734.64 | 2,528.25 0.00 | 9,360.42 0.00 | 5,628.24 0.00 |
| Total Acct 452 | | 71,205.00 | 58,147.92 | 13,057.08 | 81.7 | 1,946.01 11,962.33 | 2,794.44 10,477.20 | 3,716.39 9,734.64 | 2,528.25 0.00 | 9,360.42 0.00 | 5,628.24 0.00 |
| Economic Development and Assistance | 46510 | 3,750.00 | 0.00 | 3,750.00 | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Acct 465 | | 3,750.00 | 0.00 | 3,750.00 | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| MISCELLANEOUS | 49001 | 0.00 | 2,500.00 | (2,500.00) | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 2,500.00 0.00 |
| Total Acct 490 | | 0.00 | 2,500.00 | (2,500.00) | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 2,500.00 0.00 |
| Purchase of Investments | 49350 | 0.00 | 1,110.42 | (1,110.42) | 0.0 | 298.51 0.00 | 235.22 0.00 | 187.90 134.01 | 254.78 0.00 | 0.00 0.00 | 0.00 0.00 |
| Transfer To Governmental Fund | 49360 | 0.00 | 5,000.00 | (5,000.00) | 0.0 | 5,000.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Acct 493 | | 0.00 | 6,110.42 | (6,110.42) | 0.0 | 5,298.51 0.00 | 235.22 0.00 | 187.90 134.01 | 254.78 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Disbursements | | 366,298.50 | 329,075.84 | 37,222.66 | 89.8 | 36,045.86 44,759.70 | 48,377.06 60,932.19 | 20,050.31 34,036.05 | 20,087.28 0.00 | 36,088.49 0.00 | 28,698.90 0.00 |

| | 2025 Budget Proposed | | | |
|--------------------------------|-------------------------|---------------------------|---------------------------------|-------------------------------------|
| | 2024 Budget | 2024 Actual 08/31/2024 | 2025 Approved Prel Budget | Updated Numbers for final budget |
| General Property Taxes (3100) | 271,225.00 | 154,728.06 | 296,169.00 | 9.19% |
| 10% Gaming Fee (31311) | 4,000.00 | 8,821.27 | 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 | 875.00 | 500.00 | |
| Cigarette Licenses (32117) | 200.00 | 0.00 | 200.00 | |
| Conditional Use/Variance Per | 400.00 | 1,200.00 | 400.00 | |
| Construction Permit (32210) | 6,000.00 | 13,527.00 | 2,000.00 | |
| Grade and Fill Permit (32211) | 375.00 | 665.00 | 300.00 | |
| Golf Cart Permit (32213) | 140.00 | 160.00 | 140.00 | |
| Recycling Center (32215) | 16,345.00 | 18,235.00 | 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 | 1,062.50 | 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 | 297.21 | 300.00 | |
| Rent/Municipal Building (362 | 7,200.00 | 4,950.00 | 7,200.00 | |
| Rent/Event Center (36225) | 17,600.00 | 7,583.60 | 10,000.00 | |
| Event Center other related cha | 1,000.00 | 725.00 | 500.00 | |
| Contributions & Donations (36 | 2,000.00 | 12,942.35 | 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 | \$278,603.87 | \$481,087.00 | 1.49% |

* fixed number - cannot be changed

| | | 2025 Budget Proposed | | | |
|--|------------------|-------------------------|------------------|---------------------|-------------|
| | | 2024 Actual | 2025 Approved | Updated Numbers for | |
| | | 08/31/2024 | Prel Budget | final budget | |
| 2024 Budget | | | | | |
| GENERAL GOVERNMENT | | | | | |
| (41000) Office Supplies (200) | 3,000.00 | 6,975.90 | 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 | 841.95 | 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 | 6,559.00 | 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 | 1,211.94 | 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 | 30,532.19 | 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 | 196.00 | 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 | 5,756.33 | 10,350.00 | | |
| Executive (Mayor/Manager) Wages and Salaries (100) | 1,200.00 | 601.89 | 1,200.00 | | |

| | | 2025 Budget Proposed | | | Updated Numbers for final budget |
|--|--------------------------------|-------------------------|---------------------------|---------------------------------|-------------------------------------|
| | | 2024 Budget | 2024 Actual 08/31/2024 | 2025 Approved Prel 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 | 37,786.69 | 47,685.00 | |
| Clerk (41400) | Wages and Salaries (100) | 17,500.00 | 13,620.15 | 18,200.00 | |
| | Employer Cont./Soc.Sec. (122) | 8,866.00 | 6,149.11 | 9,220.00 | |
| | Health/Life Insurance (131) | 3,232.00 | 3,492.05 | 4,000.00 | |
| | Telephone | 300.00 | 200.00 | 300.00 | |
| | Workers Compensation | 350.00 | 0.00 | 250.00 | |
| | Travel, Mtgs & Schools | 2,000.00 | 880.04 | 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 | 25,367.90 | 36,470.00 | |
| Planning & Zoning (41910) | | 1,000.00 | 1,595.88 | 3,000.00 | |
| | Gravel Pit Survey | | 7,299.00 | 9,000.00 | |
| 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 | 17,618.00 | 0.00 | |
| Total for Public Safety, Traffic, Fire | | 30,605.00 | 33,806.06 | 31,700.00 | |
| City Shop (43000) | Operating Supplies (210) | 300.00 | 1,038.05 | 300.00 | |
| | Repair & Maint. Supplies (220) | 100.00 | 1,092.98 | 200.00 | |
| | Small Tools & Minor Equip (2 | 1,000.00 | 0.00 | 1,000.00 | |
| | Internet (321) | 810.00 | 607.50 | 810.00 | 975.00 |
| | Insurance (360) | 850.00 | 980.00 | 1,157.00 | |

| | | 2025 Budget Proposed | | |
|--|-------------------|-------------------------|-------------------|---------------------|
| | | 2024 Actual | 2025 Approved | Updated Numbers for |
| | | 08/31/2024 | Prel Budget | final budget |
| | 2024 Budget | | | |
| Utility Services (380) | 6,150.00 | 1,812.96 | 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 | 7,231.49 | 9,817.00 | |
| Highways, Streets & Roac | | | | |
| Wages and Salaries (100) | 25,400.00 | 19,259.69 | 26,400.00 | |
| (43100) Employer Cont./Soc.Sec. (122 | 14,147.00 | 9,968.01 | 14,700.00 | |
| Health Insurance (131) | 4,370.00 | 2,422.02 | 4,500.00 | |
| Workers Compensation (150) | 1,300.00 | 0.00 | 1,400.00 | |
| Office Supplies (200) | 100.00 | 574.61 | 400.00 | |
| Operating Supplies (210) | 9,000.00 | 5,649.20 | 9,000.00 | |
| Travel, Mtgs, & Schools | 20.00 | 20.00 | 20.00 | |
| Repair & Maint. Supplies (220 | 3,500.00 | 865.79 | 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 | 11,230.40 | 28,000.00 | |
| Telephone | 375.00 | 300.00 | 375.00 | |
| Insurance (360) | 4,725.00 | 849.00 | 7,400.00 | |
| Repair & Maintenance Service | 5,000.00 | 5,998.95 | 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 | 41,747.55 | 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 | 107,320.17 | 156,495.00 | |
| Recycling Center (43218) | | | | |
| Wages and Salaries (100) | 8,000.00 | 6,462.97 | 8,320.00 | |
| Employer Cont./Soc.Sec. (122 | 4,500.00 | 3,480.77 | 4,680.00 | |

| | | 2025 Budget Proposed | | | Updated Numbers for final budget |
|-----------------------------------|-------------------------------|-------------------------|---------------------------|---------------------------------|-------------------------------------|
| | | 2024 Budget | 2024 Actual 08/31/2024 | 2025 Approved Prel Budget | |
| | Repair & Maintenance (220) | 3,000.00 | 980.00 | 2,000.00 | |
| | Office Supplies (200) | 100.00 | 186.70 | 400.00 | |
| | Printing & Publishing (350) | 400.00 | 0.00 | 400.00 | |
| | Street Lighting (380) | 300.00 | 114.03 | 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 | 11,640.47 | 17,416.00 | |
| Street Lighting (43160) | Utility Services/Street Poles | 15,000.00 | 6,038.71 | 9,000.00 | |
| Event Center (45100) | Part-Time Employees (103) | 7,830.00 | 2,888.22 | 7,830.00 | |
| | Employer Cont./Soc.Sec. (122 | 660.00 | 1,190.08 | 1,200.00 | |
| | Professional Services | 2,500.00 | 1,389.06 | 1,500.00 | |
| | Office Supplies (200) | 82.00 | 466.40 | 100.00 | |
| | Operating Supplies (210) | 5,000.00 | 1,707.05 | 3,000.00 | |
| | Repair & Maint. Supplies (220 | 1,600.00 | 2,013.80 | 2,000.00 | |
| | Internet & Telephone | 1,824.00 | 1,089.13 | 2,094.00 | 2,110.00 |
| | Security Services (300) | 500.00 | 0.00 | 1,000.00 | |
| | Advertising | 4,000.00 | 3,464.00 | 4,000.00 | |
| | Insurance (360) | 3,795.00 | 3,915.00 | 4,000.00 | |
| | Utility Services (380) | 8,000.00 | 4,902.17 | 8,200.00 | |
| | Rubbish Service (384) | 2,000.00 | 1,320.04 | 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 | 5,219.31 | 5,000.00 | |
| | Refunds & Reimbursements | 0.00 | 1,100.00 | 0.00 | |
| Total for Event Center | | 45,841.00 | 33,724.00 | 44,924.00 | |
| Parks (45200) | Wages and Salaries (100) | 25,530.00 | 18,869.37 | 26,295.00 | |
| | Employer Cont./Soc.Sec. (122 | 12,465.00 | 8,455.14 | 12,840.00 | |
| | Health Insurance (131) | 6,000.00 | 2,202.80 | 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 Approved Prel Budget | Updated Numbers for final budget |
| | 2024 Budget | 2024 Actual 08/31/2024 | |
| Office Supplies (200) | 100.00 | 547.61 | 350.00 |
| Operating Supplies (210) | 7,000.00 | 4,765.31 | 7,000.00 |
| Telephone | 375.00 | 300.00 | 375.00 |
| Travel, Mtgs, & Schools | 20.00 | 20.00 | 20.00 |
| Repair & Maint. Supplies (220) | 2,000.00 | 392.82 | 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 | 3,170.33 | 4,000.00 |
| Rubbish Service (384) | 2,600.00 | 2,560.26 | 3,200.00 |
| Repair & Maintenance Service | 3,000.00 | 3,322.74 | 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 | 7,696.96 | 240.00 |
| Total for Parks | 94,940.00 | 58,147.92 | 91,580.00 |
| Non-Expenditures | | | |
| Economic Development (4651) | 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 | 327,659.29 | 481,087.00 |
| | 0.00 | -49,055.42 | 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

| | 2024 Actual | 2025 | Updated Numbers for |
|-------------|-------------|-------------------------|---------------------|
| 2024 Budget | 08/31/2024 | Approved Prel Budget | final 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

As on 9/30/2024

Sewage Collection and Disposal

| <u>Account Name</u> | <u>Acct No</u> | <u>Budget</u> | <u>Year to Date</u> | <u>Balance</u> | <u>% of Budget</u> | <u>January/ July</u> | <u>February/ August</u> | <u>March/ September</u> | <u>April/ October</u> | <u>May/ November</u> | <u>June/ December</u> |
|-----------------------------------|----------------|------------------|---------------------|--------------------|--------------------|--------------------------|-----------------------------|-----------------------------|---------------------------|--------------------------|---------------------------|
| Receipts: | | | | | | | | | | | |
| SPECIAL ASSESSMENTS | 36100 | 0.00 | 122.70 | (122.70) | 0.0 | 36.95 | 0.00 | 0.00 | 0.00 | 85.75 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 361 | | 0.00 | 122.70 | (122.70) | 0.0 | 36.95 | 0.00 | 0.00 | 0.00 | 85.75 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MISCELLANEOUS REVENUES | 36200 | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Refunds and Reimbursements | 36233 | 0.00 | 184.69 | (184.69) | 0.0 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 |
| | | | | | | 84.69 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 362 | | 0.00 | 184.69 | (184.69) | 0.0 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 |
| | | | | | | 84.69 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Connection/Reconnection Fees | 37150 | 225.00 | 750.00 | (525.00) | 333.3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 750.00 | 0.00 | 0.00 | 0.00 |
| Penalties and Forfeited Discounts | 37160 | 0.00 | 11,411.52 | (11,411.52) | 0.0 | 227.10 | 68.60 | 88.49 | 274.53 | 310.09 | 390.49 |
| | | | | | | 9,480.07 | 305.15 | 267.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous Revenue | 37190 | 0.00 | 34.75 | (34.75) | 0.0 | 0.00 | 34.75 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 371 | | 225.00 | 12,196.27 | (11,971.27) | 5,420.6 | 227.10 | 103.35 | 88.49 | 274.53 | 310.09 | 390.49 |
| | | | | | | 9,480.07 | 305.15 | 1,017.00 | 0.00 | 0.00 | 0.00 |
| Rate Class I | 37210 | 63,225.00 | 65,540.55 | (2,315.55) | 103.7 | 8,911.87 | 7,656.86 | 7,137.95 | 7,850.65 | 8,024.51 | 7,969.94 |
| | | | | | | 342.06 | 9,392.96 | 8,253.75 | 0.00 | 0.00 | 0.00 |
| Connection/Reconnection Fees | 37250 | 0.00 | 750.00 | (750.00) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 750.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 372 | | 63,225.00 | 66,290.55 | (3,065.55) | 104.9 | 8,911.87 | 7,656.86 | 7,137.95 | 7,850.65 | 8,024.51 | 7,969.94 |
| | | | | | | 1,092.06 | 9,392.96 | 8,253.75 | 0.00 | 0.00 | 0.00 |
| | | | | | | | | | | | |
| Total Receipts | | 63,450.00 | 78,794.21 | (15,344.21) | 124.2 | 9,175.92 | 7,760.21 | 7,226.44 | 8,225.18 | 8,420.35 | 8,360.43 |
| | | | | | | 10,656.82 | 9,698.11 | 9,270.75 | 0.00 | 0.00 | 0.00 |

As on 9/30/2024

Sewage Collection and Disposal

| <u>Account Name</u> | <u>Acct No</u> | <u>Budget</u> | <u>Year to Date</u> | <u>Balance</u> | <u>% of Budget</u> | <u>January/ July</u> | <u>February/ August</u> | <u>March/ September</u> | <u>April/ October</u> | <u>May/ November</u> | <u>June/ December</u> |
|---|----------------|------------------|---------------------|--------------------|--------------------|--------------------------|-----------------------------|-----------------------------|---------------------------|--------------------------|---------------------------|
| Disbursements: | | | | | | | | | | | |
| Council/Town Board | 41110 | 2,175.00 | 2,575.15 | (400.15) | 118.4 | 802.04 | 0.00 | 0.00 | 859.01 | 0.00 | 0.00 |
| | | | | | | 914.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 411 | | 2,175.00 | 2,575.15 | (400.15) | 118.4 | 802.04 | 0.00 | 0.00 | 859.01 | 0.00 | 0.00 |
| | | | | | | 914.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Mayor | 41310 | 945.00 | 852.22 | 92.78 | 90.2 | 376.40 | 0.00 | 0.00 | 228.76 | 0.00 | 0.00 |
| | | | | | | 247.06 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 413 | | 945.00 | 852.22 | 92.78 | 90.2 | 376.40 | 0.00 | 0.00 | 228.76 | 0.00 | 0.00 |
| | | | | | | 247.06 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Clerk | 41405 | 0.00 | 17,444.16 | (17,444.16) | 0.0 | 2,703.10 | 1,852.37 | 1,788.62 | 1,701.99 | 1,701.99 | 1,701.99 |
| | | | | | | 2,440.06 | 1,896.56 | 1,657.48 | 0.00 | 0.00 | 0.00 |
| Total Acct 414 | | 0.00 | 17,444.16 | (17,444.16) | 0.0 | 2,703.10 | 1,852.37 | 1,788.62 | 1,701.99 | 1,701.99 | 1,701.99 |
| | | | | | | 2,440.06 | 1,896.56 | 1,657.48 | 0.00 | 0.00 | 0.00 |
| Purchase of Investments | 49350 | 0.00 | 1,184.28 | (1,184.28) | 0.0 | 236.47 | 0.00 | 0.00 | 0.00 | 0.00 | 474.12 |
| | | | | | | 473.69 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 493 | | 0.00 | 1,184.28 | (1,184.28) | 0.0 | 236.47 | 0.00 | 0.00 | 0.00 | 0.00 | 474.12 |
| | | | | | | 473.69 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Water Utilities - Administration and General | 49440 | 0.00 | 42.50 | (42.50) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 42.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sewer Utilities - Sanitary Sewer Maintenance | 49450 | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sewer Utilities - Administration and General | 49490 | 60,330.00 | 51,048.51 | 9,281.49 | 84.6 | 4,347.41 | 9,202.05 | 3,065.14 | 2,601.04 | 3,898.89 | 3,332.13 |
| | | | | | | 8,977.52 | 7,580.69 | 8,043.64 | 0.00 | 0.00 | 0.00 |
| Total Acct 494 | | 60,330.00 | 51,091.01 | 9,238.99 | 84.7 | 4,347.41 | 9,202.05 | 3,065.14 | 2,601.04 | 3,898.89 | 3,332.13 |
| | | | | | | 8,977.52 | 7,623.19 | 8,043.64 | 0.00 | 0.00 | 0.00 |
| Total Disbursements | | 63,450.00 | 73,146.82 | (9,696.82) | 115.3 | 8,465.42 | 11,054.42 | 4,853.76 | 5,390.80 | 5,600.88 | 5,508.24 |
| | | | | | | 13,052.43 | 9,519.75 | 9,701.12 | 0.00 | 0.00 | 0.00 |

As on 9/30/2024

Water

| <u>Account Name</u> | <u>Acct No</u> | <u>Budget</u> | <u>Year to Date</u> | <u>Balance</u> | <u>% of Budget</u> | <u>January/ July</u> | <u>February/ August</u> | <u>March/ September</u> | <u>April/ October</u> | <u>May/ November</u> | <u>June/ December</u> |
|-----------------------------------|----------------|---------------|---------------------|----------------|--------------------|--------------------------|-----------------------------|-----------------------------|---------------------------|--------------------------|---------------------------|
| Receipts: | | | | | | | | | | | |
| Sales Tax | 31305 | 0.00 | 20.65 | (20.65) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 5.90 | 2.95 | 11.80 | 0.00 | 0.00 | 0.00 |
| Total Acct 313 | | 0.00 | 20.65 | (20.65) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 5.90 | 2.95 | 11.80 | 0.00 | 0.00 | 0.00 |
| State Aids/Fire Relief | 33390 | 0.00 | 10,000.00 | (10,000.00) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 333 | | 0.00 | 10,000.00 | (10,000.00) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 |
| Letter Delivery Charge | 34010 | 0.00 | 510.00 | (510.00) | 0.0 | 30.00 | 0.00 | 90.00 | 60.00 | 120.00 | 30.00 |
| | | | | | | 90.00 | 60.00 | 30.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 340 | | 0.00 | 510.00 | (510.00) | 0.0 | 30.00 | 0.00 | 90.00 | 60.00 | 120.00 | 30.00 |
| | | | | | | 90.00 | 60.00 | 30.00 | 0.00 | 0.00 | 0.00 |
| SPECIAL ASSESSMENTS | 36100 | 0.00 | 122.69 | (122.69) | 0.0 | 36.94 | 0.00 | 0.00 | 0.00 | 85.75 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 361 | | 0.00 | 122.69 | (122.69) | 0.0 | 36.94 | 0.00 | 0.00 | 0.00 | 85.75 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Refunds and Reimbursements | 36233 | 0.00 | 137.44 | (137.44) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 137.44 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 362 | | 0.00 | 137.44 | (137.44) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 137.44 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Rate Class I | 37110 | 72,209.25 | 82,787.71 | (10,578.46) | 114.6 | 9,732.47 | 8,048.69 | 7,860.32 | 8,634.11 | 9,239.19 | 9,168.96 |
| | | | | | | 10,004.68 | 10,931.51 | 9,167.78 | 0.00 | 0.00 | 0.00 |
| Connection/Reconnection Fees | 37150 | 927.00 | 1,898.08 | (971.08) | 204.8 | 72.94 | 199.55 | 117.54 | 129.08 | 197.26 | 133.80 |
| | | | | | | 117.72 | 94.54 | 835.65 | 0.00 | 0.00 | 0.00 |
| Penalties and Forfeited Discounts | 37160 | 0.00 | 2,693.58 | (2,693.58) | 0.0 | 329.39 | 81.78 | 149.60 | 353.97 | 310.10 | 404.00 |
| | | | | | | 417.26 | 358.23 | 289.25 | 0.00 | 0.00 | 0.00 |
| Water Tax Collected | 37170 | 645.00 | 803.98 | (158.98) | 124.6 | 49.81 | 94.40 | 71.51 | 108.96 | 98.89 | 34.28 |
| | | | | | | 110.79 | 126.40 | 108.94 | 0.00 | 0.00 | 0.00 |
| Sale of Water | 37180 | 225.00 | 320.00 | (95.00) | 142.2 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 80.00 | 80.00 | 160.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous Revenue | 37190 | 0.00 | 34.75 | (34.75) | 0.0 | 0.00 | 34.75 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 371 | | 74,006.25 | 88,538.10 | (14,531.85) | 119.6 | 10,184.61 | 8,459.17 | 8,198.97 | 9,226.12 | 9,845.44 | 9,741.04 |
| | | | | | | 10,730.45 | 11,590.68 | 10,561.62 | 0.00 | 0.00 | 0.00 |
| Connection/Reconnection Fees | 37250 | 0.00 | 750.00 | (750.00) | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 750.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Penalties and Forfeited Discounts | 37260 | 750.00 | 0.00 | 750.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Acct 372 | | 750.00 | 750.00 | 0.00 | 100.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | 750.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

As on 9/30/2024

Water

| <u>Account Name</u> | <u>Acct No</u> | <u>Budget</u> | <u>Year to Date</u> | <u>Balance</u> | <u>% of Budget</u> | <u>January/ July</u> | <u>February/ August</u> | <u>March/ September</u> | <u>April/ October</u> | <u>May/ November</u> | <u>June/ December</u> |
|--|----------------|---------------|---------------------|----------------|--------------------|--------------------------|-----------------------------|-----------------------------|---------------------------|--------------------------|---------------------------|
| Total Receipts | | 74,756.25 | 100,078.88 | (25,322.63) | 133.9 | 10,251.55 11,713.79 | 8,459.17 11,653.63 | 8,288.97 20,603.42 | 9,286.12 0.00 | 10,051.19 0.00 | 9,771.04 0.00 |
| Disbursements: | | | | | | | | | | | |
| Council/Town Board | 41110 | 1,800.00 | 2,704.49 | (904.49) | 150.2 | 931.38 914.10 | 0.00 0.00 | 0.00 0.00 | 859.01 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Acct 411 | | 1,800.00 | 2,704.49 | (904.49) | 150.3 | 931.38 914.10 | 0.00 0.00 | 0.00 0.00 | 859.01 0.00 | 0.00 0.00 | 0.00 0.00 |
| Mayor | 41310 | 750.00 | 701.61 | 48.39 | 93.5 | 239.79 239.79 | 0.00 0.00 | 0.00 0.00 | 222.03 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Acct 413 | | 750.00 | 701.61 | 48.39 | 93.6 | 239.79 239.79 | 0.00 0.00 | 0.00 0.00 | 222.03 0.00 | 0.00 0.00 | 0.00 0.00 |
| Clerk | 41405 | 14,250.00 | 17,443.59 | (3,193.59) | 122.4 | 2,702.61 2,440.08 | 1,852.37 1,896.55 | 1,788.62 1,657.50 | 1,701.88 0.00 | 1,701.99 0.00 | 1,701.99 0.00 |
| Total Acct 414 | | 14,250.00 | 17,443.59 | (3,193.59) | 122.4 | 2,702.61 2,440.08 | 1,852.37 1,896.55 | 1,788.62 1,657.50 | 1,701.88 0.00 | 1,701.99 0.00 | 1,701.99 0.00 |
| Other General Government - CARES | 41990 | 0.00 | 11,000.00 | (11,000.00) | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 11,000.00 0.00 |
| Total Acct 419 | | 0.00 | 11,000.00 | (11,000.00) | 0.0 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 11,000.00 0.00 |
| DEBT SERVICE | 47010 | 7,500.00 | 13,200.00 | (5,700.00) | 176.0 | 13,200.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Acct 470 | | 7,500.00 | 13,200.00 | (5,700.00) | 176.0 | 13,200.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Interest - Bonds | 47210 | 0.00 | 1,080.00 | (1,080.00) | 0.0 | 0.00 1,080.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Acct 472 | | 0.00 | 1,080.00 | (1,080.00) | 0.0 | 0.00 1,080.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Purchase of Investments | 49350 | 0.00 | 236.47 | (236.47) | 0.0 | 236.47 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Total Acct 493 | | 0.00 | 236.47 | (236.47) | 0.0 | 236.47 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Water Utilities - Source of Supply | 49400 | 0.00 | 200.63 | (200.63) | 0.0 | 200.63 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 |
| Water Utilities - Administration and General | 49440 | 50,456.25 | 80,903.85 | (30,447.60) | 160.3 | 6,418.76 6,963.94 | 7,819.46 6,839.18 | 6,845.85 22,301.68 | 3,862.75 0.00 | 5,172.01 0.00 | 14,680.22 0.00 |
| Total Acct 494 | | 50,456.25 | 81,104.48 | (30,648.23) | 160.7 | 6,619.39 6,963.94 | 7,819.46 6,839.18 | 6,845.85 22,301.68 | 3,862.75 0.00 | 5,172.01 0.00 | 14,680.22 0.00 |
| Total Disbursements | | 74,756.25 | 127,470.64 | (52,714.39) | 170.5 | 23,929.64 11,637.91 | 9,671.83 8,735.73 | 8,634.47 23,959.18 | 6,645.67 0.00 | 6,874.00 0.00 | 27,382.21 0.00 |

CITY OF VERGAS
PUBLIC HEARING MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, September 10, 2024

The City Council of Vergas met at 6:00 pm on Tuesday, September 10, 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: Dean Haarstick, Paul Pinke and Natalie Fischer. Absent: Bruce Albright. 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: Kelly Posch, Cal Miller, James Stenger, Rosemary Sandua, Marcia Huddleston, Danny Colosky, Ross Jenson, Jerry Johnson, Neil Strawhorn, Mark Jorgenson, Bruce Nereson, Janice Nereson, Dwight Lundgren, John Sieling, Mike Strege, JoAnne Knuttila and Carol Sharp.

Call to Order

Mayor Julie Bruhn opened public input meeting.

Ross Jenson, President Lake Runners Trail Association presented plan to have trail come into town on County Road 4, turn onto County Road 35, turn onto County Road 36, turn onto Townline Road and continue onto Scharf and meeting up with Frazee Avenue. The snowmobiles will stay off the south side of Scharf and use the north side only. This is the best trail they could come up with to come into Vergas and use the businesses.

Danny Colosky, Vice President Lake Runners Trail Association reviewed the trail area and stated the snowmobiles would stay on the gravel pit side of the road. They are open to whatever works the best for the citizens of Vergas. This trail would join up with the existing Ultra Detroit Lakes Trail.

Rosemary Sandua explained she lives along Townline Road, and they would want snowmobiles to stay out of their yard and field. Colosky asked if they would stay in the road right of way how would she feel. Colosky explained they would groom the trail in the ditch, and they can put up no trespassing signs to have people stay out of yard. Jenson stated they want riders to stay on the trail.

DuFrane explained he does maintenance for the city and was concerned with where the groomed snow would go. DuFrane has concerns with the groomer making ice on the road as he has had issues with the Ultra Club by the lagoons. Ross stated the groomer could skip the area of the trail. Colosky stated they can make sure the area is not groomed.

Discussed where snowmobiles are currently riding.

Carol Sharp questioned how the snowmobiles get off Long Lake. Colosky stated the trail never goes onto a lake. Overall concern that Scharf is narrow road difficult for 2-way traffic and speed has picked up on Scharf.

Mark Jorgenson stated he has worked with the trails for over 25 years and worked for the City of Fergus Falls and it is easier to tell snowmobilers where they should go. Jerry Jacobson questioned why the snowmobilers could come straight down County Road (Pelican Avenue). The ditch along Scharf is steep and it will not be possible to ride in the ditch. Colosky stated where they cannot run in the ditch they will run on the road.

The Perham Club meets up with the Lake Runners trail by Maplewood State Park, so it is a lot of riders coming to Vergas. The City of Fergus Falls manages it by if there is curb and gutter stay on the road if it is rural road they drive in the ditch. Otter Country Trails which maintain the Lake Runners Trail has 364 miles of trail.

Neil Strawhorn stated currently the snowmobiles come down the ditch and across Lawrence Lake. He is concerned that if the trail is on south side there are 5 accesses, and he would prefer it to stay on the north side.

Jenson stated they are open to change the trail to where the city would like it.

Colosky asked the citizens in attendance would they like to see the path come down County Road 4 (Pelican Avenue). Dwight Lundgren stated that soon there will be a bike path along Pelican Avenue. Jorgenson stated that the county has given them permission to use bike paths for snowmobiles. Trails are not groomed until there is 15 inches of snow. Season is December 1 to March 31.

Cal Miller who lives on Scharf by the laundromat questioned, if there is a lot of traffic the snowmobiles will be forced into his yard. Who is responsible for damage? Colosky stated the snowmobile club would collaborate with owners regarding

damage. How many club members are there, how many snowmobiles are we talking? This is difficult to answer as it depends on the amount of snow in a year and what specials Billy's is having. On a good snow day there could be 35-50 snowmobiles.

John Sieling stated he has been to a lot of these meetings and recommended having someone in the city designated to represent the city with the club and make sure the signs are correctly distributed.

Discussed options of Pelican Avenue.

Bruhn closed the public comment meeting and thanked everyone for coming. There will not be a vote on this tonight to give Council time to consider and for Pelican Avenue residents know what is being discussed.

**CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, September 10, 2024**

The City Council of Vergas met at 6:45 pm, on Tuesday, September 10, 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: Dean Haarstick, Paul Pinke and Natalie Fischer. Absent: Bruce Albright. 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: Kelly Posch, Cal Miller, James Stenger, Marcia Huddleston, Jordan Grossman, JoAnne Knuttila and Alex Ohman.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Citizens' Concerns

None.

Agenda Additions and Deletions

Motion by Pinke, seconded by Haarstick to approve the agenda with the deletion of Park Trail Vehicle Request and the following additions to the consent agenda; Personnel/Budget Meeting and certified utility letter to Count. New addition Lights at the Municipal Building. Motion passed unanimously.

Approval of Consent Agenda

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

Council Minutes of August 14, 2024

Bills paid between Council meetings and Council bills totaling \$69,263.89.

Liquor Store bills for July 2024 totaling \$90,241.74.

Late water/sewer bills

Certification of utility bill to taxes.

2024 Investment Schedule/Bond Schedule

General Fund Special Revenue Money Market Account

2024 Statement of Receipts, Disbursements and Balances

Committee Report: Personnel/Budget committee

Motion passed unanimously.

Lake Runners Trail Assn Request

Council stated they would like Lammers to have notices given to Pelican Avenue and Sunset Strip addresses stating they may have the trail along County Road 4.

Municipal Building Lights

JoAnne Knuttila, A Step Up Thrift Boutique stated the stairs area where the door was moved needs a light as the area is very dark. The main area is also not very bright and would like this addressed as there are auditing building. Bruhn stated they would discuss this Monday at the municipal building committee meeting. We do not have the energy audit results back yet, but we are looking at LED lighting and adding a light at the bottom of the stairs. Knuttila stated there are items left on the list they would still like to complete and does she need to get approval to do them. Approval is needed before any work can be completed in the rental space. Knuttila provide a list of items she is planning by 1 pm on Monday, September 16, 2024 the committee will discuss.

Committee Reports

Streets/Sidewalk/Yard Waste

Pinke reviewed Street/Sidewalk/yard waste meeting minutes of August 28, 2024 (minutes available at the Vergas City Clerk's Office). Request for Widseth Engineering to provide plans and specifications repaving and grading project downtown alley and parking lot. Greene stated the plans and specifications can be completed this winter. Green stated he would like to bid in March and have construction start early May. Motion by Pinke, seconded by Fischer to proceed with Widseth to prepare plans and specifications for paving project around 140 E Linden and 111 Main Street. Motion passed unanimously.

Park

Minutes from August 22, 2024 (minutes available at the Vergas City Clerk's Office) stated they would like to replace the camera we have in the ballfield with one that covers the pickleball court. DuFrane stated they are not ready to move forward with the camera at this time.

Event Center

Pinke reviewed minutes of Event Center Advisory Board held on July 23, 2024 (minutes available at the Vergas City Clerk's Office). Motion by Pinke, seconded by Haarstick to approve resignation of Bev Flateland. Motion passed unanimously. Motion by Pinke, seconded by Fischer to purchase handrails from Ness for the front of the Event Center. Motion passed unanimously.

Discussed reduced rate form provided to the City Office on July 24, 2024. Board was emailed form, but majority of board did not comment on email. Vergas Loonies applied for a reduced rate at the Event Center to only pay for the event center during the event and be allowed to set up the day before at no cost. Pinke stated this may cause other groups to request this like the Lion's and Community Club. Fischer questioned Pinke regarding what the committee was doing to increase rental at the event center. Event Center costs are rising, and the City has put in a number of improvements to the building; but the rental of the building is declining. Motion by Pinke, seconded by Haarstick to allow reduced rate on the building for the Vergas Loonies Fashion Show event but will need to further review in the future. Motion passed unanimously.

Planning Commission

Lammers reviewed the Planning Commission meeting held August 26, 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.

Motion by Fisher, seconded by Pinke to hold a public hearing regarding chickens in the Ordinance 91.04 Farm Animals on Tuesday, October 8, 2024 at 6 pm. Motion passed unanimously.

Motion by Pinke, seconded by Fischer to approve Lakeshore Management Ordinance 2024-002 (complete copy of ordinance located at the city office) to approve the ordinance as presented. Motion passed unanimously.

EDA/HRA

Jordan Grossman, CEDA representative for the City of Vergas requested permission from the Council to apply for the Community Development Grant from Otter Tail County for \$25,000 for grants EDA would give out to local businesses as the Vergas EDA has decided. This is a matching grant, and the match will come from Vergas Committee Club (\$5,000), and the CEDA grant for \$15,000. We are still looking for another donation of \$5,000. Motion by Pinke, seconded by Haarstick to approve resolution authorizing the City of Vergas EDA to apply for the Otter Tail County Community Development Grant. (complete copy of resolution located at the city office). Motion passed unanimously.

2025 General Fund Budget

Lammers reviewed proposed fee schedule that is not ready to be approved as committees still need to review.

Bruhn reviewed the proposed budget, committees provided requested budgets and if all committees received their request the budget would raise by 46%. The budget committee reviewed all areas of the budget, taking a look at priorities with the comprehensive plan and with cuts to all departments they are proposing at this time a 9.19% increase in the budget. Motion by Pinke, seconded by Fischer to approve resolution regarding preliminary budget (complete copy of resolution located at the city office) for \$296,169.00. Motion passed unanimously.

Staff Reports

Utilities Superintendent

DuFrane stated the Scharf and Diane Avenues slopes are being corrected this week. DuFrane thanked Council for sending him and Matt to the training with MN Rural Water it was hands on training which is the best kind of training.

Clerk-Treasurer Report

The written report provided by Lammers. Lammers provided the copy of the draft ordinance for cannabis. The City will need to make a decision if they want to adopt the County Ordinance and allow them to oversee it or does the city want to have its own Cannabis ordinance. Planning Commission has recommended any cannabis store be in the commercial district of Vergas.

Information & Announcements

Trainings:

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

Events:

1. Hairy Man, Sept. 28, 2024

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

City Council
2024 October Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, October 8, 2024

6. Lake Runners Trail Assn Request

Consideration of Trail to run Scharf/Townline Road or Pelican Avenue.

City Council
2024 October Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, October 8, 2024

9. Committee Reports

- A. Event Center
 - 1. New Member
 - 2. Resolution accepting donation
 - 3. Purchase of Stove (convection oven), stove top and repair wall
- B. EDA/HRA
 - 1. Big Build
- C. Streets
 - 1. Extension of Glenn St and Oak Circle
 - 2. Council Workshop

Files Attached

- Event Center Advisory Board 9.24.2024.pdf
- 9.24.24 Meeting Minutes Supporting Documents.pdf
- Event Center Advisory Board 10.1.24.pdf
- Resolution 2024-011 Vergas DONATION Event Center.pdf
- 09.17.2024 EDA_HRA Agenda Minutes.pdf
- 09.23.2024 EDA_HRA Agenda Minutes.pdf
- 10.2.2024 EDA_HRA Agenda Minutes.pdf
- 10.07.2024 EDA_HRA Agenda Minutes.pdf
- Housing Tax Rebate.pdf
- Press release-Rebate program deadline.pdf
- 10.02.24 SSYW meeting minutes.pdf

Event Center Advisory Board

DATE September 24, 2024

TIME 5:36pm

MEETING CALLED TO ORDER BY Julie Lammers

IN ATTENDANCE

Board Members: Deb Jacoby, Vanessa Perry, James Stenger

Event Center Coordinator: Jezmea Burkett

Others: Jake Jacoby, Julie Lammers (City Clerk-Treasurer), Natalie Fischer (City Council Representative)

Absent: Jay Norby, Paul Pinke

APPROVAL OF MINUTES

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

STATUS OF RECOMMENDATIONS TO CITY COUNCIL

- A. Reduced Rent Application – Was Approved
- B. Resignation – The Council accepted the resignation of Bev Flatland
- C. Railings – Council accepted the committee's recommendation for the railings. They have been ordered and delivered. Will be installed this Friday.

COMPREHENSIVE PLAN REVIEW

The committee looked at the comprehensive plan and made notes of progress made in 2024.

2024 Progress includes: Updates to the kitchen, adding safety railings to the front of the building and the Lions also wanted it to be noted that they as an organization logged 170 hours volunteer hours in improvements to the building.

We discussed that we, as a committee need to figure out why the number of rentals has declined in recent years. Deb Jacoby motioned that Perry writes up a post for Facebook asking people why they would/wouldn't choose the VEC for their upcoming events. This would be posted to the Billy's Facebook page so it would reach a larger audience. Stenger Second. Motion Carried.

INCOME AND EXPENSE

2024 Income and Expenses were discussed. Lammers presented where the VEC. Is currently with bookings for 2025 (See Attached). Lammers also provided proposed rates for 2025. Perry suggested waiting to adjust the rates until we know more from the Facebook Post. Was suggested that "Large Event (One Day)" be changed to include "Weekend" on the rate list, along with specifying that Friday – Sunday is 11am Friday to 5pm on Sunday.

Lions' rental of the closet was discussed. It was also discussed that the Community Club is utilizing space under the stage without renting it.

Perry Motioned that the Lions continue to utilize the current closet, and for the Community Club to continue using the space under the stage. Seconded by Deb Jacoby.

Burkett was tasked to make a list of the current cornhole boards that are stored under the stage so that the businesses can be contacted with what to do with the old boards.

The 2025 budget was presented by Lammers. The Committee discussed different advertisement ideas. Lammers and Perry discussed looking into our Leighton Broadcasting package and making changes to our ads to reach a larger audience. Burkett discussed options to advertise in local school yearbooks and at football games. Stenger expressed that he didn't believe that advertising in yearbooks would reach the audience that we are trying to gain. Yearbooks are often dispersed at the end of the year being too late for grad party bookings and parents are often not looking at their student's yearbook. Burkett will look into advertising opportunities at local sporting events.

The committee discussed adding the rental rates to the digital board outside the VEC so that people could see our rated.

The committee discussed that we need to broaden our rental audience and think outside the box as to different style events that could potentially bring in rental revenue.

BUILDING REVIEW

We received 3 surveys back (see attached). Still would like to talk to Spankys and Bleachers about their needs when it comes to catering in the VEC kitchen.

Fundraising options were discussed to help raise funds for the kitchen equipment.

Perry suggested that Stenger take pictures of the upcoming events for future advertising.

Burkett stated that the VEC can accommodate 20 round tables comfortably. The VEC currently owns 10.

Meeting adjourned at 7:05pm by Stenger. Deb Jacoby Seconded. Motion carried.
Minutes Recorded, typed, and submitted by James Stenger.

COUNCIL RECOMMENDATIONS

The board recommends accepting the resignation of Jay Norby. The also recommend that vacant spot (left by Bev Flateland) be filled by Jake Jacoby.

FOLLOW UP ACTIONS

Perry will write up a Facebook Post asking people why they would/wouldn't book their future event at the VEC, she will send out to the committee for review before its posted to the Billy's Facebook Page.

Stenger will take photos at the upcoming events for future advertisement.

Burkett will make a list of the current cornhole boards that are stored under the stage so that the businesses can be contacted with what to do with the old boards.

| | 2023 \$ | 2023 number of Meetings |
|------------------------------------|--------------------|-------------------------------|
| Large Event/Liquor and Security | \$ - | 0 |
| Large Event/no Liquor and Security | \$ - | 0 |
| Large Event Day Rate | \$ 4,000.00 | 9 |
| Small Event | \$ 1,390.00 | 28 |
| Smart Room/Council Chambers | \$ 120.00 | 4 |
| Exercise Rental | \$ 1,460.00 | 146 |
| Lions Club Meetings Annual Fee | \$ 900.00 | 1 |
| Calvary Lutheran Church | \$ 560.00 | 14 |
| | <u>\$ 8,430.00</u> | <u>202</u> |

| | 2024 \$ | 2024 number of Meetings |
|------------------------------------|--------------------|-------------------------------|
| Large Event/Liquor and Security | \$ 1,000.00 | 1 |
| Large Event/no Liquor and Security | \$ 750.00 | 1 |
| Large Event Day Rate | \$ 2,033.60 | 6 |
| Small Event | \$ 2,520.00 | 0 |
| Smart Room/Council Chambers | \$ 60.00 | 2 |
| Exercise Rental | \$ 960.00 | 96 |
| Lions Club Meetings Annual Fee | \$ 900.00 | 1 |
| Calvary Lutheran Church | \$ 600.00 | 15 |
| | <u>\$ 8,823.60</u> | <u>122</u> |

| | 2025 \$ | 2025 number of Meetings |
|------------------------------------|-------------|-------------------------------|
| Large Event/Liquor and Security | \$ - | 0 |
| Large Event/no Liquor and Security | \$ - | 0 |
| Large Event Day Rate | \$ - | 0 |
| Small Event | \$ 600.00 | 6 |
| Smart Room/Council Chambers | \$ - | 0 |
| Exercise Rental | \$ - | 0 |
| Lions Club Meetings Annual Fee | \$ 900.00 | 1 |
| Calvary Lutheran Church | \$ 600.00 | 15 |
| | <u>2100</u> | <u>22</u> |

Event Center Oven/Stove Questionnaire

Business/Name Dittrich Mercantile
If you cater at the Vergas Event Center, do you use the stove/oven?
Y/N Yes

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? Yes

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

Yes

Was the oven big enough? Y/N N

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

Yes

Is there anything you think would be better?

An oven that is multi layered

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!

Event Center Oven/Stove Questionnaire

Business/Name Loon's Nest

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?

Yes

Was the oven big enough? Y/N

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

Yes

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!

Event Center Oven/Stove Questionnaire

Business/Name: **Vergas Lions**

If you cater at the Vergas Event Center, do you use the stove/oven? Y/N YES/ BOTH OF THEM

Do you use both stove and oven? Stove/ Both/ Oven BOTH

How likely are you to need use of either Stove or Oven in the future? Unlikely/ Likely/ Uncertain
LIKELY BOTH

Would you miss one or the other? YES

The old stove had 6 burners, is that a good number of burners? We only used 4 burners on the Electric Stove

Was the oven big enough? Y/N NO- The Electric stove had 2 racks on the bottom and the Gas stove had 2 racks on the bottom, which the Lions used all the time. But they are to low to the floor-which is very hard to work with as you can not see what you are doing & lifting them all the way out the Hot Pans.

Do you think having a stove/oven in the V.E.C. is a necessity? YES If you want to continue hosting/renting functions and events at the VEC.

Is there anything you think would work better? NO

Additional comments and opinions?

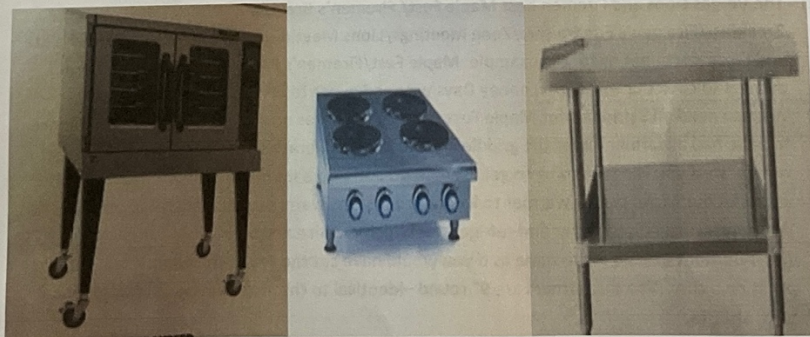
- 1) The Vergas Lions and Firemen host Maple Fest/ Firemen's Breakfast/Loonney Days Breakfast/Firemen's Fundraisers/Zone Meetings/Lions Meeting, etc. We need a 4 burner plate and 5 compartment oven. For example: Maple Fest/Firemen's Pancake Breakfast we need burners to cook our sausages. Looney Days we need ovens to cook our sausages.
- 2) We also need all 3 griddles for Maple Fest to make pancakes on. It sure would have been nice to have had a warmer under the griddle instead of a refrigerated unit under the griddle. The refrigerated unit is never going to get used as we don't do a lot of stir fry on the griddle but we sure could have used a warmer to keep our sausages warm and pancakes and other foods. We have a really nice freezer and refrigerator which are nice and big.
- 3) The 4 Burner Cooktop is the same as if you would have cut the top of the electric stove and put it on a cart. Also the burners are 9" round -identical to the stove we had. It has identical SPEC SHEETS.
- 4) The oven is 5 racks and is on a stand.
- 5) The Otter Tail County Inspector has approved the 4 or 6 Commercial Burner on a cart and this does not need to be under the hood. Checked with the Inspector on the Spec Sheets .
- 6) The Otter Tail County Inspector stated that the 5 compartment oven needs to be under the hood.

- 7) The sink area needs to be fixed –not just put a curtain around it to cover it up.

Note: This picture was sent to Julie Lammers on February 6, 2023 and also went down and talked to her about this sink area needing to be fixed before the equipment got put back and the stuff to fix the way was given to the City to be fixed. As of today 9/24/24 it still is not fixed and it is falling down more. The curtain keeps falling down and after the VEC spent all this money on new cupboard and counters to make it look nice we have a plastic shower curtain to hide the rotten wall.



Oven and Burner/with cart



Mary Ditterich for the Vergas Lions filled this out if you have questions on this you may call her.

320-226-1074

Event Center Advisory Board

DATE October 1, 2024

TIME 5:03pm

MEETING CALLED TO ORDER BY Julie Lammers

IN ATTENDANCE

Board Members: Deb Jacoby, Vanessa Perry, James Stenger

Event Center Coordinator: Jezmea Burkett

Others: Jake Jacoby, Julie Lammers (City Clerk-Treasurer), Natalie Fischer (City Council Representative) Rebecca Brandt (TIP Gaming)

Absent: Paul Pinke

BUILDING REVIEW

- A. Donation – Perry asked for a donation from TIP Gaming for the VEC Kitchen. TIP Gaming donated \$15,000.
- B. Stove/Oven – Committee looked at different options of equipment that the Lions suggested. Lammers presented different price points from Webstraunts and Culinex. The committee agreed that we need to have Perry look into getting a quote for both items from Culinex and seeing if they would honor Webstraunts price. It would be nice to purchase as local as possible and the potential for shipping errors to be less with a local company vs. an online retailer.

Perry made a motion to accept the quotes from Webstraunt and Culinex and suggest them to council. Deb Jacoby Seconded. After further discussion, motion failed.

Stenger made a motion for Perry to get a quote for both pieces to be purchased from Culinex but if the quote didn't come in under the Culinex/Webstraunt quote to suggest that to council accept the current Culinex/Webstraunt quote. Deb Jacoby Seconded. Motion Passed.

It was noted that we speak with Zitzow electric about what power is needed along with what phase (1 or 3) was needed for the oven.

- C. Sink Area – Loren Menz was contacted for a quote to fix the wall around the dishwasher at the VEC. He quoted under \$3000 for the whole project and that we would have it completed as soon as possible. He would hope to have it completed by the next event on October 28th, but if he didn't, he would have it looking the same if not better for the event. He would make sure that it was acceptable for the event.

Jake Jacoby mentioned that there is a sheet of stainless steel at the VEC that could be used for the dishwasher wall, and should be mentioned to Loren Menz.

Meeting adjourned at 5:45pm by Lammers. Stenger Seconded. Motion carried.

Minutes Recorded, typed, and submitted by James Stenger.

COUNCIL RECOMMENDATIONS

The board recommends that the quote obtained from Perry for the equipment to be purchased from Culinex be considered if the quoted price is under the quote from Webstraunt/Culinex. Otherwise uses the current quotes from Webstraunt/Culinex.

The board recommends hiring Loren Menz to do the repair of the dishwasher wall in the VEC kitchen. With an approved budget of up to \$3000.

Purchase of the equipment and the repair of the wall fall under the donated amount of \$15,000.

RESOLUTION 2024-007
RESOLUTION ACCEPTING DONATION RECEIVED

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

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

\$15,000 from T.I.P. for the Vergas Event Center kitchen

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

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

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

Passed and Adopted by the Council on this 8th day of October 2024

CITY OF VERGAS

By: Julie Bruhn
Its Mayor

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

**Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Tuesday, September 17, 2024**

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

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, September 17, 2024, at 1:00 pm for a special meeting at the Vergas Government Services building with the following members: Vanessa Perry, Paul Sonnenberg and Joy Summers. Absent: DuWayne Ditterich and Bruce Albright. Also Present: City Clerk-Treasurer Julie Lammers.

Call to Order

The meeting was called to order by City Clerk Julie Lammers at 1:00 pm. due to the chair and vice chair being absent.

Status of Recommendations to City Council

Lammers stated the Council approved the grant application for EDA grant program to Otter Tail County. Discussed having EDA put in boat slips for rental to raise funds. Lammers will check if this is legal. Discussed GAP financing for housing being built in Vergas.

New Business

Sale of Lot

Summers needing to abstain due to being the HRA Realtor there was not a quorum present to discuss the sale of a lot.

Closing Company

Summers needing to abstain due to being the HRA Realtor there was not a quorum present to discuss hiring a closing company.

Adjourn

Adjourn the meeting at 1:35 p.m.

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Council Recommendations:

None.

Follow up Actions

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

**Vergas EDA/HRA
Government Services Center & Zoom
1:00 PM on Monday, September 23, 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 Monday, September 23, 2024, at 1:00 pm for a special hybrid meeting at the Vergas Government Services building and on zoom with the following members: Paul Sonnenberg, Joy Summers, Vanessa Perry and Bruce Albright. Absent: DuWayne Ditterich. Also Present: City Clerk-Treasurer Julie Lammers.

Call to Order

The meeting was called to order by Acting Chair Albright at 1:00 pm.

Agenda Additions and Deletions

Motion by Summers, seconded by Albright to approve agenda with the deletion of minutes. Motion passed unanimously.

Status of Recommendations to City Council

Lammers stated the Community grant application was approved by the City Council and has been submitted to Otter Tail County.

New Business

Sale Of Lot

Summers abstained from all discussion and voting regarding the sale of the lot and the closing company decision.

Motion by Sonnenberg, seconded by Perry to accept proposed bid for 210 Eva St.. Motion passed unanimously.

Closing Company

Motion by Sonnenberg, seconded by Perry to use MN Title for closing company on all HRA properties. Motion passed unanimously.

EDA Funding Idea – boat slip

Discussed having a marina by the park. We would need parking, campground and walkway under road if we had land on the other side of County Road 4. To increase the budget we could rent out boat slips. Discussion will follow in future meetings.

Building Ideas-HRA Housing

Look into this idea in December after we know how many lots sell this year.

Adjourn

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

Julie Lammers, CMC

City Clerk-Treasurer

City of Vergas

Council Recommendations:

None.

Follow up Actions

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

Lammers check with Detroit Lakes about pricing of dock slips.

Lammers check on permitting for marina.

**Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, October 2, 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, October 2, 2024, at 2:00 pm in a hybrid meeting at the Vergas Government Services building and on zoom with the following members: DuWayne Ditterich, Paul Sonnenberg, Joy Summers, and Bruce Albright. Absent: Vanessa Perry. Also Present: City Clerk-Treasurer Julie Lammers; CEDA Representative Jordan Grossman; and Editor Bob Williams of the Frazee-Vergas Forum.

Call to Order

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

Agenda Additions and Deletions

Approve agenda with the following deletion: Spec House. Motion passed unanimously.

Status of Recommendations to City Council

None.

Minutes

Motion by Sonnenberg, seconded by Summers to approve the minutes of August 7, September 17 and September 23, 2024. Motion passed unanimously.

Financial Update

2024 income and expenses were reviewed. Lammers updated committee on the 2025 budget.

New Business

Comprehensive Plan Review

Committee updated the comprehensive plan areas they worked on in 2024.

Old Business

CEDA First Impression Report

CEDA Representative Jordan Grossman presented information regarding workshop to be held on October 17th from 3-4 pm. This will include digital marketing for small businesses. Encouraged all members to sign up and attend. Grossman has applied for Community Grant form Otter Tail County and the CDA board meets on Oct. 15, 2024. If approved Grossman with apply for CEDA funds to be distributed to Vergas.

Vergas EDA lots on Eva and Diane

Discussed water accessibility charge and sewer accessibility charge on lots and most members fell this is a standard charge in all cities. Our listing is expiring soon. Motion by Sonnenberg, seconded by Albright to extend listing with Summers for 1 year. Voting yes: Sonnenberg, Albright, Ditterich. Voting no: none. Abstain: Summers. Motion carried.

Discussed advertising the lots for sale. Committee asked Lammers to check with Sherri Hanson regarding pricing of electronic sign by Walmart as presented at the past Vergas Community Club meeting.

Ottertail Conty is ending the Big Build program as of December 31, 2024 and the City will need to take over the program or end in Vergas. We currently have one application needing a public hearing for approval. Motion by Sonnenberg, seconded by Summers to recommend to Council to end current program. Motion passed unanimously.

EDA Funding Ideas

Marina tabled until next month's meeting.

Adjourn

Adjourned meeting at 3:20 p.m.

Julie Lammers, CMC

City Clerk-Treasurer
City of Vergas

Council Recommendations:

Council to end Bid Build in Vergas as of December 31, 2024.

Follow up Actions

None.

**Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Monday, October 7, 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 Monday, October 7, 2024, at 2:00 pm for a special meeting at the Vergas Government Services building with the following members: Paul Sonnenberg, Joy Summers, Vanessa Perry and Bruce Albright. Absent: DuWayne Ditterich. Also Present: City Clerk-Treasurer Julie Lammers.

Call to Order

The meeting was called to order by Acting Chair Albright at 2:00 pm.

Agenda Additions and Deletions

Motion by Perry, seconded by Sonnenberg to approve agenda as presented. Motion passed unanimously.

Sale Of Lot

Summers abstained from all discussion and voting regarding the sale of the lot.

Motion by Sonnenberg, seconded by Perry to accept proposed bid for 411 Diane Avenue. Motion passed unanimously.

Advertising

Discussed advertising the 4 lots we have left in the Sunny Oaks Development. Sherri Hanson, Vergas Community Club President provided information on electronic sign by Walmart in Detroit Lakes. Members asked Lammers to advertise lots on the Event Center sign. Motion by Perry, seconded by Sonnenberg to run an add for lots for 4 weeks for the HRA lots for a cost of \$175 a week. Motion passed unanimously.

Adjourn

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

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Council Recommendations:

None.

Follow up Actions

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

Lammers check with Detroit Lakes about pricing of dock slips.

Lammers check on permitting for marina.

OTTER TAIL COUNTY - MINNESOTA HOUSING TAX REBATE APPLICATION

(Application Period 1/1/2020 through 12/31/2024)

Property Owner / Applicant: David + Pam Johnston
Current Address: 1427 8th Ave SW Hutchinson MN 55350
Telephone: 320-583-0528 E-Mail: djohnston1983@outlook.com
Are property taxes current? ☒ Yes ☐ No Anticipated Construction Start Date (as defined below): ASAP
Proposed Project: ☒ New Construction ☐ Replacement of housing unit
Project Type: ☒ Single Family ☐ Two Family
Project Address (if available): 1015 E Scharf Ave Uergus MN
Parcel Number: R82000990263000 Estimated Project Valuation: \$ 500,000

Applicant Statement:

(Please provide a statement as to why you are requesting an abatement of property taxes.)

To Barld in Otter Tail County, as we are permanently moving from McLeod County.

Attach site plan with location of house, parcel information and parcel number. (Include letter of consent from property owner if subject to purchase agreement.)

I / We as applicant(s) for the Housing Tax Rebate certify that no construction has begun or will begin prior to the taxing authority's decision on my/our application. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

I / We as applicant(s) for the Housing Tax Rebate submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes, and the abatement is awarded following full payment of real estate taxes due annually and only in the years in which the owner is a permanent resident of Otter Tail County.

David Johnston

Construction & Provisions Certification Signature

9-26-24

Date

☒ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

Otter Tail County _____ Date: _____

☐ City or ☐ Township of _____

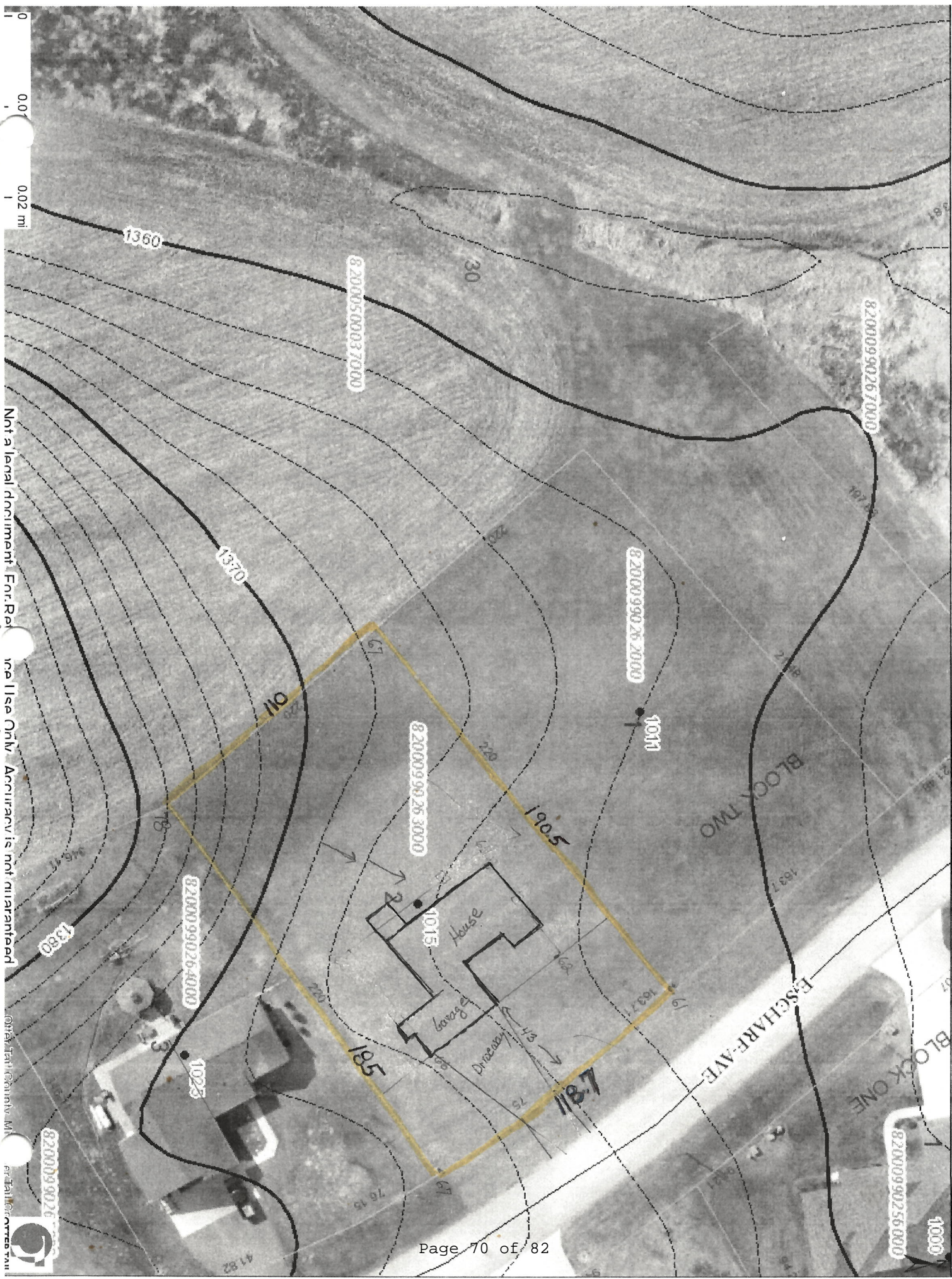
Date: _____

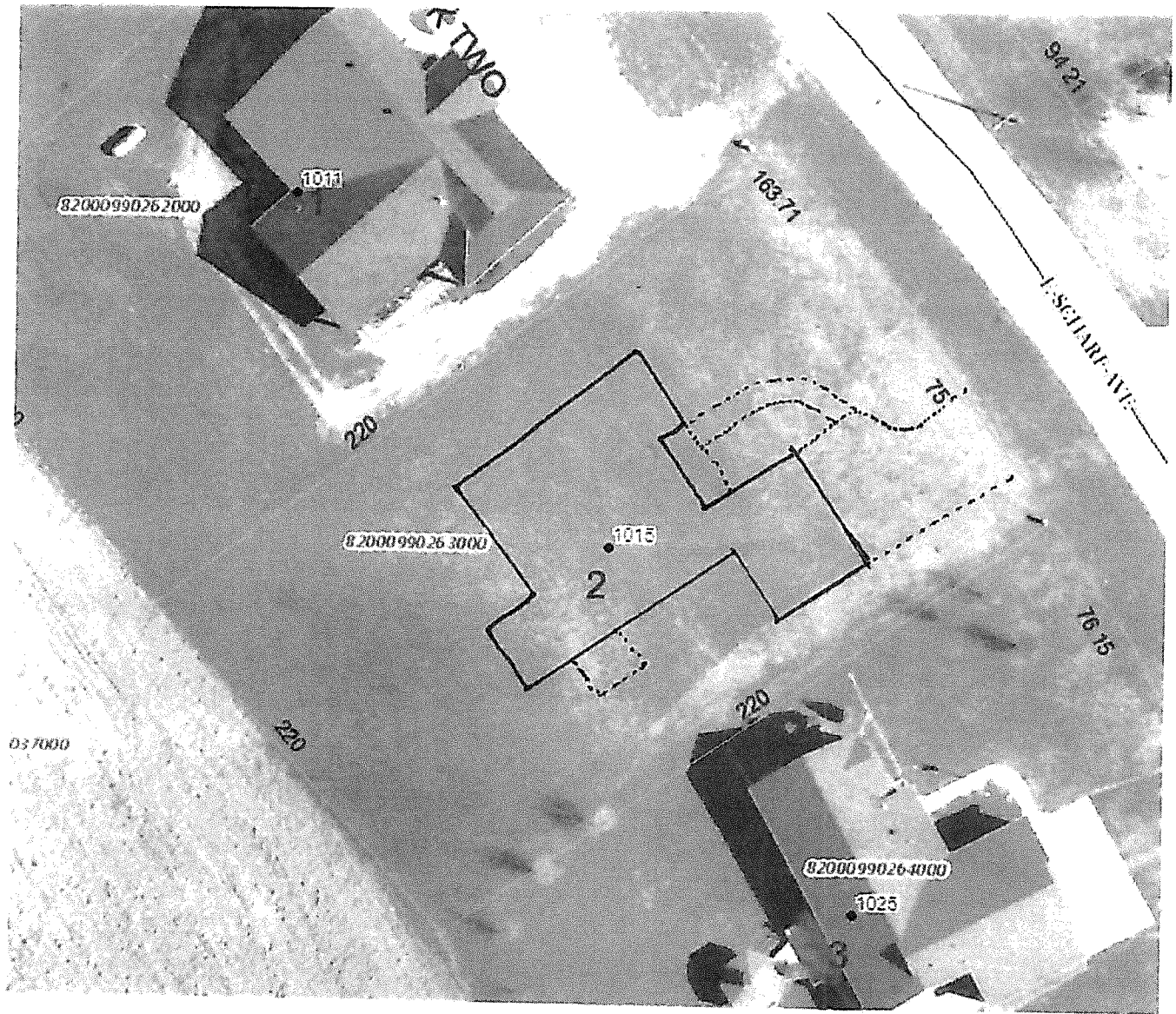
Disclaimer: Each taxing entity makes its own decision on approval or denial of application for tax rebate. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax rebate offer will be automatically terminated. Building cannot start until such time as all taxing entities have approved and written authorization is provided.

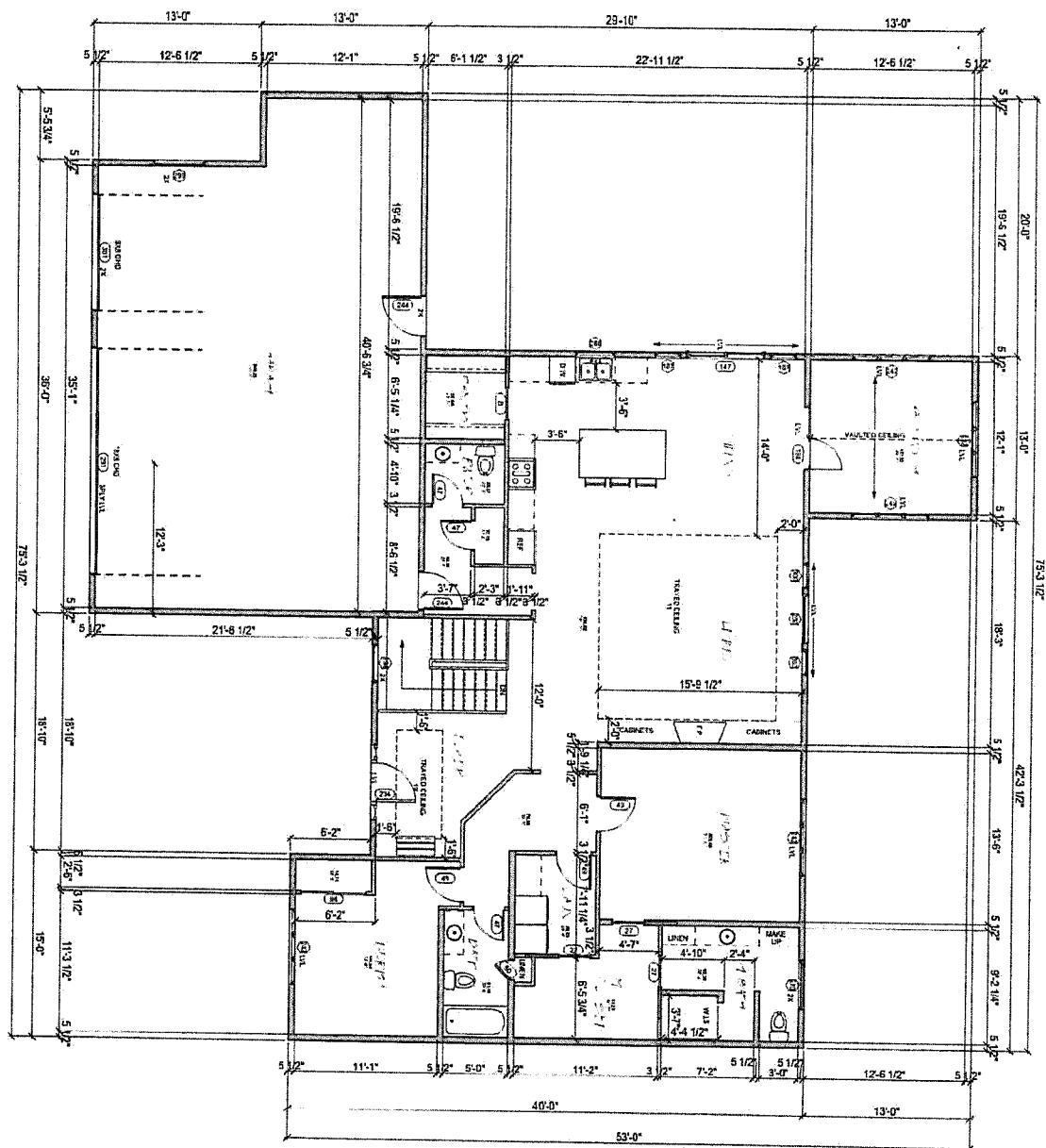
**Please submit completed application
with attachments to:**

Otter Tail County Community Development
520 West Fir Ave, Fergus Falls, MN 56537
or: cda@ottertailcounty.gov









\$1,650.00

No. 2024-037

Owner: Dave & Pam Johnston
Applicant: Dave & Pam Johnston
General Contractor: Summers Construction

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Dave & Pam Johnston, Applicants, who are building a house at the following address 1015 E. Scharf Ave, Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Dave & Pam Johnston, as owners to Build new single residence as described in construction permit application with following zoning rules: Plat or addition 82000990263000 (E) Lot requirements and setbacks. The following minimum requirements shall be observed in an R 1 District, subject to additional requirements, exceptions and modifications set forth in this chapter:

(3) Setbacks.

- (a) Front yards. Not less than 25 feet;
- (b) Side yards. 10 feet. The common wall of a one family attached dwelling is exempt from this requirement.
- (c) Side yards, corner lots. 25 feet on side adjacent to street, but in no case less than the setback of an adjacent lot which has its front yard on the same street. All corner lots are subject to the requirements of § 156.46.
- (d) Rear yards. 75 feet from ordinary high-water level
- (4) Detached accessory building setback requirements. Not less than 5 feet from rear yard line and not less than 4 feet from the side yard lines in the rear yard. On corner lots not less than 25 feet from the adjacent street, but in no case less than the setback of an adjacent lot which has its front yard on the same street. All corner lots are subject to the requirements of § 156.46.
- (5) Access. All lots shall front on and have ingress and egress by means of a public right-of-way.
- (6) Coverage. The total area of all impervious surfaces located in the district shall not exceed 25% of the lot area.
- (F) *Building requirements; height.* No structure shall exceed 2 stories or 25 feet, whichever is less.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following: -not applicable for which special permits must be secured. (Electrical work, plumbing, heating, plastering, ect. if such there be)

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 23rd day of September 2024.

Attest:


Clerk

Permit Expires in one year

Acting Mayor



FOR IMMEDIATE RELEASE

Application deadline approaching for Otter Tail County Property Tax Rebate Program

October 3, 2024 – Otter Tail County, MN – The deadline for homebuilders to apply to the Otter Tail County Property Tax Rebate Program is December 31, 2024. Approved applicants would have until the end of 2025 – one year after approval – to begin construction on their new home. The Property Tax Rebate Program provides financial support for the construction of a new home in Otter Tail County in the form of rebated, or refunded, property taxes.

The December 31, 2024 application submission deadline will not impact homeowners and builders previously approved for the program. Following application approval, homeowners or builders receive rebates up to \$10,000 of the County's portion and \$5,000 of the City's portion of future property taxes. The rebated property taxes are paid to homeowners after the home is built for up to five years.

The Property Tax Rebate Program was launched in late 2019 as a limited-term program and is one component of the County's Big Build Initiative for housing growth and investment. The program was created specifically to encourage new investment and construction of single and two-family homes.

With more than 350 applications from across the County, the Property Tax Rebate Program has seen great success. Otter Tail County Board Chair Kurt Mortenson shared, "We are thrilled with the success of the Property Tax Rebate Program and the resulting housing growth throughout the County. The efforts for housing growth and investment have only grown since 2019, and I look forward to the continued work of the CDA and HRA to meet housing needs of existing and new residents."

While this program is coming to an end, housing growth continues to be a countywide priority to address workforce needs and existing residents' needs. Since the launch of the Big Build Initiative in 2019, there has been a significant expansion of housing resources and project capacity available through the County via the Community Development Agency (CDA) and Housing and Redevelopment Authority (HRA). The CDA and HRA have developed additional housing programs to support multi-family housing growth, rehabilitation, and affordable housing development.

Applications to the Property Tax Rebate Program must be submitted before construction starts. Applicants have one year from the approval date to begin construction. To be approved, the new home must become the applicant's primary residence when construction is complete.

More information about how to apply for the tax rebate before the December 31, 2024, deadline can be found at bigbuildotc.com. Additionally, information about the Big Build Initiative and County housing programs can also be found at bigbuildotc.com.

###

LIVE YOUR *best life* HERE

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

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Wednesday, October 2, 2024 at 9:00 AM 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 9:08 AM.

2.) Agenda Additions/Deletions. DuFrane wanted to add snowplowing. Albright noted the agenda should have the 08/28/24 meeting minutes, rather than the 07/10/24 minutes. He also wanted to add TRAINFO and yard waste. **Motion** by Pinke to approve the revised agenda. **Seconded** by Albright, **approved**.

3.) Minutes for the 08/28/24 SSYW Committee meeting was presented. **Motion** by Pinke to approve, **seconded** by Albright, **approved**.

4.) Glenn Street (ST) Extension. A field review of the project was held on 09/06/24. Attending was the developer, DuFrane, Albright, the contractor, and Green. Each site on the punch or cleanup list was reviewed. The City has been informed that the work has now been completed, and the developer would like the City to accept the road. The acceptance should also include Oak Circle. It was noted the Contractor/developer, has not removed the silt fence from the City's Lot 1/park. Also, acceptance of the roads should include language that the lot owners are responsible for mowing of the road right-of-way (R/W). Hanson would like the road accepted, so the City can assume winter maintenance.

Discussion took place regarding the status of the road extension by Bunkowske for Scharf Avenue (AVE). Based on a very preliminary review of the project, Green said he has some issues that need addressing before the City could accept the road. The Committee doubted that the developer will need winter maintenance. Green said the stormwater pond seems to be about 1/2 as big as it should be. Green called Bunkowske a couple of months ago, but Bunkowske never returned the call. Albright and Green also reviewed the project earlier this summer, and both agree the cul-de-sac at the end of Phase 2 of Bunkowske's development should be removed, now that he has a cul-de-sac at the end of Phase 3. Lammers also said we are dealing with an assessment issue with one of the landowners on Phase 2. They were assessed too much for the paving project based on an incorrect lineage footage determined by the former City engineer. The matter has been turned over to the City Attorney, Tom Winters, for review. Lammers has not heard from him.

DuFrane said there are houses currently being constructed in both subdivisions that do not have the required silt fences in the shoreline areas. Lammers will contact them. Lammers said she was in the field last week with the team from the Wetland Conservation Act (WCA). The ordinary high-water elevation (OHW) was staked along Lawrence Lake. Bunkowske has had the City's right to enter the property for inspections, including City staff and personnel.

Motion by Pinke to recommend to the 10/08/24 Council meeting that the City accept the Lawrence Lake Acres roads with the caveats noted. **Seconded** by Albright, **approved**.

5.) Parking Lot/Alley Paving. The project preliminary hearing was held by the Council on 08/14/24. The next step is preparation of the plans and specifications. Green said that Widseth is finishing up the construction field season on a number of projects, and as soon as

construction stops due to the weather, he'll have staff available to finish the plans and specifications. He felt we were still on schedule for a January-February, 2025 bid letting. Lammers said both Bruhn and Hanson's Plumbing and Heating would like to see bids for including their properties. Lammers questioned if the area behind the Government Services building could be concrete rather than paving?, as she felt it would better help delineate the property line with Bruhn. He doesn't like it when people park on his property. Green thought others options might include a fence or a painted line. He can look into the costs. Lindberg also questioned if the alley will be designed for 10-ton traffic? Lammers estimated that there are probably 5 semi-tractor/trailer rigs that use the alley daily. Right now, the project is designed for 7-ton traffic, which is about 3.5" - 4" of asphalt. It wouldn't take that much to bump up the alley itself to a 9-ton section.

6.) Budgets - Goal Setting. At the last meeting, the Committee talked about the possible need for a tracked skid steer loader. DuFrane has State contract prices for a Bobcat machine. The State prices are about 33% lower than retail. The first quote was for \$66,659, which included attachments, a sweeper, grapple, and brush cutter. For a slightly smaller machine, the quote was \$55,251. Both machines could be purchased for \$1.00 and a 60-month lease. Albright said we should define the functions that a loader could provide. The City's tractor and loader are getting older. DuFrane said a skid steer loader would be nice for leveling the sand at the beach. Albright thought another option would be hire a local contractor to do this work. DuFrane said the problem is that he always has to wait for contractors. DuFrane noted that Feldt has done the slope work on Scharf and Dianne AVE's. The current drought conditions are probably not good for growing grass. The City's Budget Committee reduced pretty much everyone's financial requests, to keep the 2025 proposed budget to a manageable number. Lammers said because of the abnormal 2024 winter, we should have some leftover carry-over funds to transfer to 2025. Lindberg said the City of Perham has really good equipment, but they also own their own gas utilities, and have those profits to work with.

7.) 2024-2025 Snow Plowing. DuFrane said the Personnel Committee has done away with paid "on-call" time. DuFrane doesn't want this to become an issue, just something that should be addressed before winter. For example, if it snowed on a Friday night/Saturday morning, and DuFrane and Engebretson were both out of town, who would take care of the snow removal? We have a local contractor, who several years ago agreed to handle the City's snow removal if both staff were unavailable. However, Lammers said this individual only put in a bid for one year, that hasn't been renewed since, nor has she had any contact with him. Under the current policy, City Staff is paid 1.5 times their per hour pay for any overtime over 40 hours. They also receive a 15% increase in their hourly rate for work done between midnight and 6:00 AM. Lindberg said we also have to follow Department of Labor laws. He said in Perham, staff get two 15 minute breaks (one in the morning and one the afternoon), plus a 1/2 hour lunch break. He also said winter road maintenance staff get 4 hours of paid "on-call" time per week during the winter months. Albright questioned if the "on-call" policy could pertain to a set time frame, such as November 1 to March 31? DuFrane and Lammers felt it was important that City staff need to know the City's expectations for performance of their duties. Right now, the "on-call" time does not match with the City's snow removal policy. The SSW Committee agreed to ask the Council for a "Workshop" with the Personnel Committee to further discuss this issue.

8.) TRAINFO. The first meeting with the Otter Tail County Engineer on this topic was held on 09/26/24. The next meeting is scheduled for 10/15/24 at 10:00 AM. Lammers attended the first meeting conference call. Initially, the County was looking at Perham and Vergas for use of this tool. Now, it's just the City of Vergas. The equipment provides notifications to travelers' that a train is blocking Main ST in Vergas, with an estimated wait time. The equipment could include signs, FaceBook notifications, or text messages sent to cellphones. The County is researching the costs of the equipment. Longer trains have increased wait times. Lammers now has the contact information for a Soo Line official, to e-mail them, if a train has blocked

the intersection for an abnormally long time. They've also agreed to open the tracks between train switchings to minimize down time. Albright said these are all positive developments. Initially, the spur line was installed for Paul's insulation, but is no longer used for that purpose.

9.) Yard Waste. DuFrane asked if Albright has had time to investigate a possible cellular camera at the site to catch violators? He said he had not. Monthly plans start as low as \$5.00 per month. DuFrane said probably the biggest issue is where to locate the camera? Albright will take a look.

10.) 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.

11.) 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 10:35 AM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- accept the roads in the Lawrence Lake Development with the noted conditions.
- schedule a Workshop between the Personal and SSWY Committees to discuss snow removal policies and procedures for staff compensation.

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 acquisitions. 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.
- TRAINFO

Future Meeting Agenda Items:

- Alley/parking lot paving/drainage.

City Council
2024 October Council Meeting & Public Hearing
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Tuesday, October 8, 2024

11. Staff Reports

- A. Utilities Superintendent
 - 1. Resolution 2024-010 Winter Maintenance Agreement
- B. Clerk-Treasurer
- C. Liquor Store Manager

Files Attached

- 10 Utilities Superintendent Report.pdf
- Resolution 2024-010 Winter Maintenance Agreement.pdf
- 10 Clerk-Treasurer Report.pdf

October 4, 2024. Report to Council.

Parks

1. Water lines at the park and ballfield are winterized.

WATER

1. Hydrants are flushed and winter ready.

RESOLUTION 2024-010

WINTER MAINTENANCE AGREEMENT

BE IT RESOLVED, that the following request is approved by the City or Township and Otter Tail County is hereby authorized to provide the materials and or services as requested below.

BE IT RESOLVED, that the work will be included in our regular maintenance or after our regular maintenance work is completed.

BE IT RESOLVED, that there is a 5 Ton minimum with no returns or dump backs.

CITY/TOWNSHIP Vergas

| | | APPROX. QTY. |
|--------------------|--|-----------------------|
| WINTER SAND COST | <u>\$44.40 Per Cubic Yard or \$31.70 Per Ton</u> | <u>25 Cubic Yards</u> |
| STRAIGHT SALT COST | <u>\$141.13 Per Cubic Yard or \$128.30 Per Ton</u> | <u>Ø</u> |
| STRAIGHT SAND COST | <u>\$17.37 Per Cubic Yard or \$12.41 Per Ton</u> | <u>Ø</u> |

SALT/SAND TO BE HAULED BY Vergas
City/Township/Contractor

SALT/SAND TO BE LOADED BY COUNTY PERSONNEL ONLY

BE IT FURTHER RESOLVED, that the City or Township will be responsible for all cost of materials and services provided.

Adopted this 8th day of October, 2024.

City or Township Official

Comments:

Education and Trainings:

Attending

ESMC Meeting , October 10 am

Ottertail Power Energy Audit Oct. 10, 2 pm

TrainsFo: October 15 at 10 a.m.

Attended:

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

“Good Mental Health in the Workplace”

1 in 5 adults live with a mental illness; Anxiety is on the rise; 4% of violent crimes are from people with mental illness.

City Employees are dealing with difficult interactions as 70 of adults reported they do not think people in government care about them.

When dealing with angry citizens: listen-people want to be heard. Do not interrupt-Do not raise your voice. Focus on Facts-do not stand to close or point.

Remember you are human. It is easier to forgive others than yourself-give yourself a break. Remember government employees are humans even when citizens do not treat you like one.

The mental health system is not broken – it was never built.

Human Resources needs to let employees know the cities expectations of off the clock. Do employees need to respond when they are not working. Human Resources (City Council) needs to treat mental illness like any medical illness. Resources available: The Village Program-Fargo. 988 hotline.

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

Ethics:

What you do when no one is watching.

City employees need to focus on facts not opinions but also remember 91% of spreadsheets have an error in them.

I will be updating the Council Code of Conduct statement.

Leadership:

Listen more than you talk. Have clear goals. Try to catch people doing things right. End each day with “What did I do well and what do I need to change” A performance review is like a final exam. When reviewing employees: Essential functions of the job, visit goals and if they were attained. If goals were not attained, how can I help employees reach them.

When no one is telling you what you are doing wrong – they do not care about you anymore – Randy Pausch

Public Speaking:

Tell your audience what you are going to tell them.

Tell them.

Tell them what you told them.

How to make good slides: no more than 8 lines per slide, no more than 8 words per line. Titles need to be 32 point. All other text 20 point. Be consistent: sentences or phases.

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

Clerks from 11 states attended and we discussed the book “Death of the Public Servant by Daniel Rosemond

Extremely helpful to see how government employees are being treated in today’s world. It is getting more difficult to find government employees.

Crosswalk

Otter Tail County was able to work it out with the contractor that temporary paint crosswalks were installed until the county’s next project through Vergas, which is expected within the next five years. The County will install the Linden St. crosswalk and better crosswalks with more longevity with the upcoming project, and it would be city responsibility to maintain the markings after that time. Latex paint was the only option to install this time of year.

Elections

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

Government Services Building

Front door was replaced. Latching system is not working properly and hopefully will be repaired soon.

PTO

I currently have 212 hours of PTO. I will be taking PTO from Oct 6-18 and Oct 22-25.

I will not be available on Oct 23 for phone calls, text messages or emails.

Vergas Small Cities Development Grant

Vergas was awarded the Small Cities Development Grant in 2012 for \$817,800 for Residential and Commercial repairs for 'slum and blight' conditions in Vergas and Dent. The final funds have been distributed as of Oct. 8, 2024. I will be submitting the final reporting form for the Small Cities Development Program closing the program.

Vergas Community Fund/Park Fundraiser

Phase 1 on the Long Lake Park Masterplan Fundraising from June 8 to September 28 with goal of \$200,000. Received \$30,277.51. Park Advisory Board has not made any decisions on how they plan to proceed. Vergas Community Fund will be meeting to discuss raising funds.