

City Council
2024 Nov Council Meeting, Public Hearing and Public Input
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
5:45 PM on Tuesday, November 12, 2024

1. Public Hearing - Tax Abatements

2. Public Input - Energy Grant Update

3. Call to Order

The City Council Meeting begins at 6:30 or following public input on energy grant.

4. Canvas the Vote

5. Citizens' Concerns

6. Agenda Additions and Deletions

7. Approval of Consent Agenda

- A. Council Minutes of the October 8, 2024
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for October 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. 2025 Proposed Budget
- I. Chicken Permit Application
- J. Mayor's Thank you (2023-2024) listing
- k. Committee Reports
 - 1. Park Advisory Board
 - 2. Event Center

8. Tax Rebate

9. Lake Runners Trail Assn Request

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

10. Street Closing - Nov. 30, 2024-Small Town Christmas

11. Committee Reports

- A. EDA/HRA
 - 1. Grant Program Update - Jordan Grossman
- B. Liquor Store/Municipal Building/License Committee
 - 1. Step Up
 - a. Lights
 - b. Hanson's Invoice for furnace
- C. Personnel
- D. Streets/Sidewalks/Yard Waste
- E. Planning Commission
 - 1. Ordinance Updates
- F. Council Workshop Recommendations

12. Staff Reports

- A. Clerk-Treasurer
- B. Liquor Store Manager
- C. Utilities Superintendent

13. Adjournment

Table of Contents

1. Public Hearing - Tax Abatements	4
CITY OF VERGAS	5
OTTER TAIL COUNTY, MINNESOTA	5
NOTICE OF PUBLIC HEARING	5
REGARDING PROPOSED PROPERTY TAX ABATEMENTS	5
3. Call to Order	6
7. Approval of Consent Agenda	7
Nov Meeting	11
Oct	19
2024	21
2024	22
4. Pickleball Committee: Discussed how to utilize the \$1,620. raised for the court from the raffle.	26
A. Courts are closed for the season.	26
B. Exploring options to provide shade for the next season.	26
5. Baseball Committee: Nothing to report other than the lines have been blown and everything is looking good.	26
6. Long Lake Master Plan:	26
A. Continue to brainstorm for major fundraising for the 200K needed for February.	26
2025	30
9. Lake Runners Trail Assn Request	36
11. Committee Reports	41
Vergas EDA/HRA	42
Call to Order	42
Document Signature	42
Motion by Perry, seconded by Sonnenberg to approve Resolution 2024-001 for Ditterich or Albright to sign documents regarding the sale of Parcels 82000990242000, 82000990243000, 92000990244000, 82000990245000, 82000990249000, 82000990250000, 8200099025...	42
Council Recommendations:	42
None.	42
Follow up Actions	42
None.	42
Vergas EDA/HRA	43
Call to Order	43
Agenda Additions and Deletions	43
Status of Recommendations to City Council	43
Albright stated the Council approved ending the tax abatement program as of December 31, 2024. This coincides with Otter Tail County.	43
Minutes	43
Financial Update	43
Daycare	43

Table of Contents

Mayor Julie Bruhn explained that as of March 2025 the City of Vergas will be without a daycare. She has discussed with Otter Tail County and West Central Initiative and is looking into granting funds A daycare group has been established and they will ...	43
Old Business	43
CEDA First Impression Report	43
CEDA Representative Jordan Grossman presented \$15,000 from CEDA, \$5,000 from Vergas Community Club and \$5,000 from Vergas State Bank for the commercial grant. Applications are available and will be advertised at the Vergas Community Club Meeting, Verg...	43
Council Recommendations:	44
None.	44
Follow up Actions	44
Jordon Grossman, CEDA to present grant at Council Meeting on Nov. 12.	44
Jordon Grossman, CEDA to follow up on daycare in Vergas.	44
Lammers to proceed with sign advertising.	44
Lammers to get cost to bring in Dynamic Home.	44
Lammers to speak with Billy's and Hardware Store regarding parking.	44
12. Staff Reports	66

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1. Public Hearing - Tax Abatements

Files Attached

- Public Hearing Notice SF abatement .pdf

CITY OF VERGAS
OTTER TAIL COUNTY, MINNESOTA
NOTICE OF PUBLIC HEARING
REGARDING PROPOSED PROPERTY TAX ABATEMENTS

NOTICE IS HEREBY GIVEN that the Vergas Council, City of Vergas of Otter Tail County, Minnesota (the “City”), will hold a public hearing, at 5:45 p.m., on Tuesday, March 26, 2024, to be held at the Vergas Event Center, 140 W Linden Vergas, Minnesota, to consider a tax abatement requests from the following named applicants pursuant to Minnesota Statute 469.1813 and 116J.993 through 116J.995. The requests are to abate 100% of the increase to the City portion of real estate taxes related to the residential building improvements on the subject properties for a period of up to 5 years.

Applicant	Parcel Number	Estimated amount of taxes to be abated
David & Pam Johnston	82000990263000	\$5,000.00

A person with residence in or the owner of taxable property in the granting jurisdiction may file a written complaint with the City if the City fails to comply with Sections 116J.993 to 116J.995, and no action may be filed against the City for the failure to comply unless a written complaint is filed.

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 and 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 arrangements can be made to address any specific requirements.

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- J. Mayor's Thank you (2023-2024) listing
- k. Committee Reports
 - 1. Park Advisory Board
 - 2. Event Center

Files Attached

- 10.08.24 Council Minutes.pdf
- 11.2024 City Bill Listing.pdf
- 11.2024 City Claims List.pdf
- 2024 Liquor Store Bill Listing.pdf
- past_due_customers (64).pdf
- 11.2024 Investment Schedule & Bond Schedule.pdf
- 2024 General Fund_Special Revenue Money Market Account Report.pdf
- Chicken Application.pdf
- Donation Thank You's.pdf
- 10.24.2024 Park Advisory Board Meeting Minutes DRAFT.pdf
- 10.22.24 Event Center Minutes.pdf
- 10.31.24 Statement of Reciepts, Disbursments and Balances.pdf
- 2025 Proposed Budget.pdf

CITY OF VERGAS
PUBLIC HEARING MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, October 8, 2024

The City Council of Vergas met at 6:00 pm on Tuesday, October 8, 2024, at the Vergas Event Center and on Zoom for a hybrid public hearing of the council with the following members present: Mayor Julie Bruhn; Council Members: Dean Haarstick, Bruce Albright, Paul Pinke and Natalie Fischer. Absent: None. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; and Citizens: Alex Ohman, Harrison Ohman, James Stenger, Rosemary Sandua, Dwight Lundgren, .

Call to Order

Mayor Julie Bruhn opened the public hearing at 6:00 pm.

Bruhn read public hearing notice:

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.

Bruhn closed the public hearing at 6:07 pm.

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, October 8, 2024

The City Council of Vergas met at 6:30 pm, on Tuesday, October 8, 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, Bruce Albright and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Editor Bob Williams of the Frazee-Vergas Forum; Attorney Tom Winters; and Citizens: Cal Miller, James Stenger, Jeanette Lee Carrell, Rosemary Sandua, Dwight Lundgren, Paul Sonnenberg, Jeff Laney, Carol Sharp and Liz Simmon.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Citizens' Concerns

None.

Agenda Additions and Deletions

Motion by Pinke, seconded by Albright to approve the agenda with the deletions: of Park Trail Vehicle Request and Liquor Store Manager Report and the following additions to the consent agenda; Park Advisory Board. Motion passed unanimously.

Approval of Consent Agenda

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

- A. Council Minutes of the September 10, 2024
- B. Bills paid between Council meetings and Council bills totaling \$77,635.53.
- C. Liquor Store bills for September 2024 totaling \$58,466.08.
- 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: Park Advisory Board, Planning Commission and Liquor Store/Municipal Building/License Committee.
- K. 3rd Quarter Fund Reports: General Fund, Sewer Fund and Water Fund

Motion passed unanimously.

Lake Runners Trail Assn Request

The council reviewed both Townline/Scharf route and County Road 4 route. Albright asked Lammers to follow up with the county to see how they feel about snowmobiles riding on the county road. Motion by Albright, seconded by Pinke to table this issue pending review of agreement (contract), County thoughts and if needed we could have a special meeting if urgency does come up. Motion passed unanimously.

Ordinance 91.04 Farm Animals

Motion by Albright, seconded by Pinke to adopt the ordinance with a \$10.00 fee for the permit. Motion passed unanimously.

Committee Reports

Event Center

Fischer reviewed minutes of Event Center Advisory Board held on September 24, 2024 and October 1, 2024 (minutes available at the Vergas City Clerk's Office). Motion by Albright, seconded by Pinke to approve resignation of Jay Norby and to accept Jake Jacoby as a member. Motion passed unanimously. Motion by Albright, seconded by Pinke to approve resolution accepting donation (complete copy of resolution located at the city office) of \$15,000 for T.I.P. Motion passed unanimously. Motion by Albright, seconded by Pinke to purchase equipment (stove top, stand and convection oven) from Culinex and to hire Loren Menz to do the repairs of the dishwasher wall for \$10,223. Motion passed unanimously. Lammers explained the railings which were prior approved are not ADA compliant and ADA compliant railings will cost an extra \$200. Motion by Pinke, seconded by Fischer to approve extra \$200 for railings to be ADA complaint. Motion passed unanimously.

EDA/HRA

Albright reviewed Street/Sidewalk/yard waste meeting minutes of September 17, September 23, October 2 and October 7 2024 (minutes available at the Vergas City Clerk's Office) . Motion by Albright, seconded by Pinke to approve ending the tax abatement rebate program as of December 31, 2024. Motion passed unanimously. Motion by Albright, seconded by Pinke to hold a public hearing on November 12th at 6:15 for the housing tax rebate application of 1015 E Scharf Ave. Motion passed unanimously.

Streets/Sidewalk/Yard Waste

Albright reviewed Street/Sidewalk/yard waste meeting minutes of October 2, 2024 (minutes available at the Vergas City Clerk's Office) . Motion by Albright, seconded by Pinke to approve resolution accepting the extension of Glenn St and Oak Circle (complete copy of resolution located at the city office) with the

following completed: Landowners responsible for road right of way and the silk fence left on City Lot and needs to be removed. Motion passed unanimously. Discussed snow policy needing to match the personnel committee's policy. Motion by Albright, seconded by Pinke to hold a council workshop. Motion passed unanimously.

Staff Reports

Utilities Superintendent

A written report provided by DuFrane. Motion by Albright, seconded by Pinke to approve resolution 2024-010 Winter Maintenance Agreement with Otter Tail County. (complete copy of resolution located at the city office). Motion passed unanimously.

Clerk-Treasurer Report

The written report provided by Lammers. Motion by Pinke, seconded by Fischer to approve PTO plan provided by Lammers. Motion passed unanimously.

Adjournment

The business for which the meeting was called having been completed, the meeting was adjourned at 7:15 pm.

Vergas Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS
Bill Listing for Oct. 10 to Nov. 7, 2024

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
United States Postmaster	All Depts, postage	292.00
Dacotah Paper Company	Event, supplies	74.50
Colonial Life	All Depts, Employee Reimbursed Insurance	58.12
City of Vergas	Payroll	5,737.92
City of Vergas	Water/Sewer	59.58
Vergas State Bank	HAS contributions	495.00
Burkett, Jezmae	Event, supplies	44.00
Loons Nest	Election, supplies	36.00
Internal Revenue Services	Withholding Tax	3,712.97
Lake Region Electric	Sign & Camera, electricity	58.56
Lammers, Julie	Clerk, election mileage	61.64
Mn Dept of Revenue	Withholding Tax	271.37
MN Dept. of Revenue	Sales Tax	126.45
Public Employees Retirement Assoc	Payroll Expense	1,046.40
Total for bills paid between Council Meetings		<u><u>\$12,074.51</u></u>

Date Range : 10/8/2024 To 11/12/2024

<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>
11/12/2024	Arvig	All Depts, security and internet	25055	\$646.95			
					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	\$363.18
11/12/2024	Barefoot Lawns, LLC	PK, Fall Herbicide inv#24018	25056	\$1,179.00			
					100-45210-400-	Parks	\$1,179.00
11/12/2024	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium	25057	\$3,563.68			
					100-41405-131-	Clerk	\$309.52
					601-49440-131-	Water Utilities - Administration and General	\$541.66
					602-49490-131-	Sewer Utilities - Administration and General	\$541.66
					100-43110-131-	Highways, Streets & Roadways	\$232.14
					100-45210-131-	Parks	\$232.14
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,706.56
11/12/2024	Colonial Life	Employee Reimbursed Insurance	25058	\$182.24			
					100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$124.12
11/12/2024	Corporate Technologies, LLC	All Depts, Technology Inv #153509, 153031, 152428	25059	\$416.20			
					100-41010-200-	GENERAL GOVERNMENT	\$82.80
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$39.60
					100-45110-200-	EVENT CENTER	\$42.20
					100-43110-200-	Highways, Streets & Roadways	\$50.00
					100-45210-200-	Parks	\$42.20
					601-49440-200-	Water Utilities - Administration and General	\$42.20
					602-49490-200-	Sewer Utilities - Administration and General	\$42.20

Date Range : 10/8/2024 To 11/12/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-41110-200-	Council/Town Board	\$60.00
					100-41310-200-	Mayor	\$15.00
11/12/2024	Culinex	Event, hotplate and stand	25060	\$1,588.00			
					100-45110-999-	EVENT CENTER	\$1,588.00
11/12/2024	Dacotah Paper Company	Shop, supplies (Inv 82755)	25061	\$88.62			
					100-43010-210-	City Shop	\$88.62
11/12/2024	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	25062	\$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
11/12/2024	Matthew Engebretson	St, Pk, reimbursed cell phone	25063	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
11/12/2024	Scott Ehlke	Parks, blow out water lines	25064	\$400.00			
					100-45210-400-	Parks	\$400.00
11/12/2024	Elan Financial Services	All Depts, supplies	25065	\$276.96			
					100-41010-200-	GENERAL GOVERNMENT	\$86.46
					100-41010-210-	GENERAL GOVERNMENT	\$190.50
11/12/2024	Franklin Fence Company, Inc.	Streets, supplies	25066	\$40.26			
					100-43110-210-	Highways, Streets & Roadways	\$40.26
11/12/2024	Flow Measurement and Control	WW & Water, Certification 1st Draw Down, Lift State and WTP, drawdown	25067	\$827.00			
					602-49490-400-	Sewer Utilities - Administration and General	\$413.50

Date Range : 10/8/2024 To 11/12/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					601-49440-400-	Water Utilities - Administration and General	\$413.50
11/12/2024	Frazee-Vergas Forum	GG, audit report	25068	\$1,102.00			
					100-41010-350-	GENERAL GOVERNMENT	\$1,102.00
11/12/2024	Gopher State One Call	Wtr, Swr, Locates	25069	\$12.15			
					602-49490-210-	Sewer Utilities - Administration and General	\$6.08
					601-49440-210-	Water Utilities - Administration and General	\$6.07
11/12/2024	Great Plains Natural Gas Company	City Shop utility	25070	\$23.81			
					100-43010-380-	City Shop	\$23.81
11/12/2024	Hawkins, Inc	Wtr, chemicals Inv 6845964, 6903704	25071	\$835.58			
					601-49440-218-	Water Utilities - Administration and General	\$835.58
11/12/2024	JH Signs & Designs, Inc	Energy Grant, assistance	25072	\$150.00			
					100-41010-999-	GENERAL GOVERNMENT	\$150.00
11/12/2024	L & M Supply, Inc.	Shop, small tools	25073	\$124.98			
					100-43010-240-	City Shop	\$124.98
11/12/2024	Julie Lammers	Clerk, cell phone reimbursed	25075	\$75.00			
					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
11/12/2024	Lakes Community Cooperative	Street, Parks, operating fuel	25076	\$15.49			
					100-43110-210-	Highways, Streets & Roadways	\$15.49
11/12/2024	Leighton Broadcasting	Event, 2024 advertising	25077	\$180.00			
					100-45110-340-	EVENT CENTER	\$180.00

Date Range : 10/8/2024 To 11/12/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
11/12/2024	Linda Motzko	Event, return deposit	25078	\$75.00	100-45110-999-	EVENT CENTER	\$75.00
11/12/2024	Marco Inc	Copier, contract	25079	\$200.02	100-41010-200- 601-49440-200-	GENERAL GOVERNMENT Water Utilities - Administration and General	\$66.67 \$66.67
					602-49490-200-	Sewer Utilities - Administration and General	\$66.68
11/12/2024	Loren Menz	Event, sink area repairs	25080	\$1,537.38	100-45110-999-	EVENT CENTER	\$1,537.38
11/12/2024	Minnesota Pump Works	WW, service agreement	25081	\$1,200.00	602-49490-400-	Sewer Utilities - Administration and General	\$1,200.00
11/12/2024	Ness Construction	Event, railing	25082	\$775.03	100-45110-530-	EVENT CENTER	\$775.03
11/12/2024	Olson Oil Co.	Parks & St, operating supplies	25083	\$274.90	100-43110-210-	Highways, Streets & Roadways	\$274.90
11/12/2024	OtterTail Lakes Country Tour Assn	GG, Membership & Advertising	25084	\$2,360.00	100-41010-345- 609-49751-340-	GENERAL GOVERNMENT Liquor Store - Manager - Off-Sale	\$2,000.00 \$180.00
					100-45110-340-	EVENT CENTER	\$180.00
11/12/2024	Otter Tail Power Company	All depts, utility	25085	\$1,507.38	602-49490-380-	Sewer Utilities - Administration and General	\$291.66
					100-43160-380-	Street Lighting	\$590.94
					100-45110-380-	EVENT CENTER	\$207.74
					100-45210-380-	Parks	\$191.28
					601-49440-380-	Water Utilities - Administration and General	\$178.27
					100-41010-380-	GENERAL GOVERNMENT	\$47.49

Date Range : 10/8/2024 To 11/12/2024

<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>
11/12/2024	RMB Environmental Laboratories, Inc	WW & Water, Chemicals	25086	\$387.70			
					602-49490-218-	Sewer Utilities - Administration and General	\$330.22
					601-49440-218-	Water Utilities - Administration and General	\$57.48
11/12/2024	Steve's Sanitation, Inc.	Event, Parks, garbage pickup	25087	\$492.56			
					100-45110-384-	EVENT CENTER	\$197.18
					100-45210-384-	Parks	\$295.38
11/12/2024	Swansons Repair Inc	St, truck repairs	25088	\$92.64			
					100-43110-400-	Highways, Streets & Roadways	\$92.64
11/12/2024	Summers Construction	GG, Goverment Services remodel	25089	\$10,016.42			
					440-41010-520-	GENERAL GOVERNMENT	\$10,016.42
11/12/2024	Tammy Kinsella	Yard Waste, 2025 Permits	25090	\$202.78			
					100-43128-200-	YARD WASTE	\$202.78
11/12/2024	TEAM LAB	St, patch	25091	\$165.00			
					100-43110-210-	Highways, Streets & Roadways	\$165.00
11/12/2024	Kyle Theisen	LS, Cell Phone Reimbursement	25092	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
11/12/2024	Vergas Hardware	All Depts, supplies	25093	\$258.34			
					100-43110-210-	Highways, Streets & Roadways	\$163.38
					100-43010-210-	City Shop	\$48.98
					100-45210-210-	Parks	\$29.99
					601-49440-210-	Water Utilities - Administration and General	\$15.99
11/12/2024	Verizon	Gg & Event, internet and cell phone	25094	\$162.79			
					100-45110-321-	EVENT CENTER	\$82.77
					100-41010-321-	GENERAL GOVERNMENT	\$80.02

Date Range : 10/8/2024 To 11/12/2024

<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>
11/12/2024	Vestis	Event, rugs and supplies	25095	\$365.13	100-45110-210-	EVENT CENTER	\$365.13
11/12/2024	Victor Lundeen Company	All Depts, check blanks	25096	\$452.49	100-43110-200-	Highways, Streets & Roadways	\$90.49
					100-45210-200-	Parks	\$90.50
					601-49440-200-	Water Utilities - Administration and General	\$90.50
					602-49490-200-	Sewer Utilities - Administration and General	\$90.50
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$90.50
11/12/2024	Widseth Smith Notlting & Assoc. Inc	Engineering;	25097	\$995.00	100-43110-303-	Highways, Streets & Roadways	\$995.00
11/12/2024	Zitzow Electric, Inc.	Event, electrical work	25098	\$95.00	100-45110-400-	EVENT CENTER	\$95.00
Total For Selected Claims				\$33,468.48			\$33,468.48

Date Range : 10/8/2024 To 11/12/2024

<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>
	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 October 2024

Vendor	Description	Total
Absolute Ice		67.50
Artisan Beer Company		847.65
Arvig	Internet, Security	124.27
Bergseth Bros		18,356.45
Beverage Wholesalers		3,866.60
BlueCross Blue Shield of MN	Employee Insurance	1,706.57
Breakthru Beverages		3,521.43
City of Vergas	Utility	61.02
City of Vergas	Payroll	5,749.41
Colonial Life	Employee Reimbursed Ins	248.24
Corporate Technologies, LLC	Technology	41.60
Dakotah Paper Company	Supplies	103.32
D-S Beverage		7,829.93
Elan Financial Services	Supplies	89.41
Frazee-Vergas Forum	Advertising	45.00
Fricke Consultin Sale	POS service fee	165.00
Great Plains Natural Gas	Utility	24.70
Internal Revenue Service	2024 Withholding Tax	1,611.92
Johnson Brothers Liquor Co		7,583.19
Klockow Brewing Co		63.00
Madison National Life Incl Co. Ins	Employee Insurance	86.92
Merchant Service	Credit Card Fees	1,640.08
Minnesota Life Insurance Company	Employee Life Ins	37.80
Mn Dept. of Public Safety	Buyers Card	20.00
MN Dept. Revenue	2024 Withholding Tax	231.45
MN Dept. Revenue	Sales Tax	7,605.55
Otter Tail County Treasurer	Property Taxes	651.00
Otter Tail Power Company	Utility	332.73
Phillips Wine & Spirits		4,597.28
Public Employees Retirement Assoc.	Payroll	1,009.65
Southern Glazer's of MN		3,599.43
Theisen, Kyle	Cell Phone	25.00
Unwind MN, LLC		76.50
Vergas Liquor Store	Wine Walk gift card	25.00
Vergas State Bank	HAS Contributions	407.00
Viking Coca-Cola		343.95
Vinocopia		818.75
Wine Merchants		713.10
	Total	<u>74,327.40</u>
	October Receipts	<u>73,144.27</u>
October Balance		(\$1,183.13)
	January -September Operating Income (Loss)	\$69,463.22
	Transfer to General Fund	\$0.00
2024 Total Operating Income (Loss)		\$68,280.09

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	7701	Estate, BJ's Real	Active	82000990046000	130 E Elm St	92	30.00	374.84	0.00	08/08/2024	780.49	88917785	WATER	No
2	0	1346	Moe, Clifford	Active	82000990120000	101 E Mill St	94	22.30	708.28	0.00	09/06/2024	275.00	86126237	WATER	No
2	0	1651	Weibye, Ryan	Active	82000500188000	1156 E Frazee Ave	94	67.67	336.63	0.00	03/11/2024	500.00	86271542	WATER	No
2	0	431	Lakes Renovations LLC	Active	82000500023000	500 S Pelican Ave	94	57.90	264.24	0.00	07/22/2024	190.03	88917789	WATER	No
2	0	530	Hoard, Daniel	Active	82000990130000	390 S Pelican Ave	94	56.02	340.35	0.00	08/26/2024	240.00	87476693	WATER	No
2	0	550	Howe, Jeremiah	Active	82000990129000	370 S Pelican Ave	94	60.47	296.51	0.00	07/31/2024	80.00	92089901	WATER	No
Total							Count: 6	294.36	2,320.85						

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/23</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>10/31/24</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	233,531.42	0.00	100,000.00	620.53	134,151.95	0.75%	MMDA
Street Debt Fund	325657	260,975.43	0.00	100,000.00	1,337.83	162,313.26	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	5,247.24	913,341.66		

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 10/31/2024</u>	<u>Amount Paid in 2024</u>
Street Debt Service Fund									
General Obligation Improvement Refunding Bonds,	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	174,173.50	2,782.50	144,173.50	30,000.00
General Obligation Improvement	6/11/2019	\$985,000.00	3.26%	Northland Trust	2/1/40	865,000.00	26,026.26	825,000.00	40,000.00
Water Fund									
General Obligation Water Revenue Note, Series 2022A	2/1/2022	<u>\$132,000.00</u>	3.25%	Vergas State Bank	2/1/32	118,800.00	2,280.00	<u>106,800.00</u>	<u>12,000.00</u>
Total		\$1,416,000.00				1,157,973.50		969,173.50	82,000.00

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

	2023 Balance	Interest	2024 Interest	2024 Purchased	2024 sold	07/31/2024 Balance
Uncommitted Funds	104,412.88	1.12%	22.65	0.00	100,000.00	4,435.53
City Shop	8,078.61	2.05%	41.45	0.00	0.00	8,120.06
Easements	5,224.43	1.32%	26.69	0.00	0.00	5,251.12
Event Center	960.36	0.24%	4.85	0.00	0.00	965.21
Event Center Electronic Sign	10,037.60	2.54%	51.36	0.00	0.00	10,088.96
General	14,536.02	3.69%	74.62	0.00	0.00	14,610.64
Park	20,711.99	5.25%	106.16	0.00	0.00	20,818.15
Sand Seal (Seal Coating)	13,012.13	3.30%	66.73	0.00	0.00	13,078.86
Sidewalk	14,938.79	3.79%	76.64	0.00	0.00	15,015.43
Street Improvements/Equipment	41,554.87	10.54%	213.13	0.00	0.00	41,768.00
2019 Street Project	150,562.67	38.17%	771.84	0.00	100,000.00	51,334.51
2006 Street Project	110,412.76	27.99%	565.99	0.00	0.00	110,978.75
Balance	\$494,443.11	100.00%	\$2,022.10	\$0.00	\$200,000.00	296,465.21 ***

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

Current Committed Total 134,151.96

City of Vergas Application for Chickens per Ordinance 91.04 Farm Animals

Permit # _____ Date of application _____
Name of applicant _____
Address _____
City _____ State _____ ZIP _____
Phone number _____
Email _____
Number of chickens _____

License Fee is \$10.00 per address.

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 lot area of at least five thousand (5,000) square feet.
6. A license is purchased annually at the city office.

License expires December 31, the year of issuance.

City of Vergas Written Thank You Notes

Date	Recipient	Reason
1/26/2023	Dave & Brenda Dellaneva	Donation of guns for raffle benefiting the event center
2/6/2023	Vergas Lions Club	Assistance clearing Event Ctr for new flooring
2/6/2023	Zumba Group	Assistance clearing Event Ctr for new flooring
2/6/2023	Brian & Vanessa Perry	Coordinating the Purse Bingo Event which proceeds benefit the event center
2/10/2023	Vergas Community Club	Donation of 5 picnic tables
3/27/2023	Myles & Bev Flateland	Monetary donation for VEC (\$500 each)
3/27/2023	Brian & Vanessa Perry	Monetary donation for VEC \$500
8/14/2023	Zumba	Cart & trays VEC kitchen
8/14/2023	VSB	Stove top VEC kitchen
8/14/2023	VCC	Stove top VEC kitchen
8/16/2023	District 29/003 MN N, Al-Anon	monetary donation for use of park shelter
12/19/2023	Joshuah David Moltzan	Picnic Table
12/19/2023	Those leaving city committee; Jake Jacoby, Carol Albright, Kevin Zitzow, Lyle Krieg, Mary Ditterich	Service on City Committee
7/18/24	Sybil Rod and Gun Club	\$19,731.21 for park
Aug 2024	Dave and Brenda Dellaneva	Gun donation for park raffle
July 2024	Paul Haarstick	Serving on Event Center Committee
July 2024	Judy Kvam	Serving on Planning Commission
8/14/2024	Dan Doyle	Painting of parking lines/bollards
Aug 2024	District 29-003 Al Alon	\$25 donation to park
Sept 2024	Lions Club	Replacement of sign at Peterson Park

Oct 2024	Bev Flateland	Serving on Event Center Committee
Oct 2024	TIP	\$15,000 for Event Center kitchen

10.24.2024 Minutes **DRAFT** Vergas Parks Advisory Board 3:00 p.m. at the Government Services Center

1. **Members Present:** Sherri Hanson, Tony Sailer, Maggie Puetz
Others Present: Mike DuFrane
Absent: Steph Hogan, Chuck Hanson, Dean Haarstick, Julie Lammers
2. **Additions or Deletions to Agenda:** None
3. **August Minutes** were approved with a motion by S. Hanson/Second by Puetz. Motion passed unanimously.
4. **Pickleball Committee:** Discussed how to utilize the \$1,620. raised for the court from the raffle.
 - A. Courts are closed for the season.
 - B. Exploring options to provide shade for the next season.
5. **Baseball Committee:** Nothing to report other than the lines have been blown and everything is looking good.
6. **Long Lake Master Plan:**
 - A. Continue to brainstorm for major fundraising for the 200K needed for February.
7. **City Staff Update:**
 - A. Hanson spoke with Midwest Boardwalk. They said the parts are in & they just need to be welded together. Said they will be here next week to do it.
 - B. The pier will be moved next week for the winter & they will be attempting the ice rink again this year.
8. **Budget:** Reviewed, nothing to update.
9. **Other Business:** None.
10. Next meeting is November 27th at 3 pm at the Government Services Center.
11. Meeting Adjourned. 3:59 pm. Motion by Puetz, Second by Sailer.

Written and submitted by Maggie Puetz

Vergas Event Center Advisory Board Meeting Minutes

Date: 10/22/2024

Time: 5:30pm

Location: Vergas Event Center smart room

Attendees: Vanessa Perry, Paul Pinke, Deb Jacoby, Jake Jacoby, Jezmae Burkett, Julie Lammers (zoom) **Absent:** James Stenger

1. **Call to Order**-Meeting called to Order at 5:30pm by Pinke.
2. **Additions and deletions**- None
3. **Approval of Minutes** Perry motioned to approve Pinke seconded. Motion carried unanimously.
4. **Status of Recommendations to council**
 - Still waiting on the new railings. (New ones got installed two days after meeting so on the 24th.)
 - Accepted the resolution to receive \$15,000 T.I.P. donation. Towards new Kitchen equipment. Cost \$480 more than calculated due to wheel add on. New stove will arrive Thursday. Oven will not be shipped for 2 weeks.
 - Approved Lauren Menz to fix wall under sink. Estimated 2weeks until completion for all supplies. Wall already looks good for upcoming event.
 - Still have \$3,800 left from the T.I.P. donation.
5. **Income and Expenses**
 - Currently behind for next year's income.
 - Burkett provided a flyer she will post on various bulletin boards in the surrounding area. The board suggested areas to fix before posting. The approximate radius to post these will be Perham, Detroit Lakes, Pelican and Cormorant.
 - Perry suggested if any donation money remains after all kitchen expenses are covered. Use it to advertise on new electronic billboards on HWY 59.
 - J. Jacoby suggested looking into local chamber of commerce membership fees. Sound like that is a great avenue to get the V.E.C. name out there.
 - Lammers informed us we are not members of Vergas Community Club. We discussed possibly asking the liquor store to split the fees to become a member. Burkett mistakenly thought we were because the liquor store is and she works at both.
- b. Discussed Rate increase for 2025 numbers proposed by Lammers**

Perry motioned to accept the proposed rate increases for 2025. Also proposed to drop the large weekend rate to \$1,000 for Vergas residents. Motion seconded by Pinke, carried unanimously.
6. **Rental Ideas** – covered under income and expenses.
 - **Building Review**-Discussed the Bean Bag boards that remain under the stage. A few have been returned to the corresponding business. There are 9 remaining.
7. **Fundraising events**
 - A possible vendor shows where we open the Event center and let people tour.
 - Perry said we could do it when she lets vendors set up at the bar. Event Center is rented on December 7 so this is not possible.
 - If we do any kind of vendor show we should have exact measurements of the area size.
 - Waiting till we have Facebook feedback till we move forward with a table De jour event. Still is a good idea to do this one for an event. Maybe do this in March.
 - Discussed having Bleachers and Spanky's share our name as an option like we share them on our contract.
 - D. Jacoby asked about the V.E.C. Wishlist for lions and the window divider between the kitchen and recreation room. Something soundproof.
8. **Adjournment**
 - D. Jacoby makes a motion to adjourn motion seconded by P. Pinke carried unanimously.
 - The meeting was adjourned at 7:30pm. The next meeting is scheduled for November 26th at 5:30pm

Minutes submitted by:

Jezmae Burkett, Event Center Coordinator

As on 10/31/2024

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)	414,065.37	100,000.00	0.00	369,710.42	1,110.42	5,000.00	90,576.51	135,553.53	226,130.04
Small Cities Development	10,777.87	0.00	0.00	0.00	10,777.87	0.00	0.00	0.00	0.00	0.00
Street Debt Service*	(61,403.62)	10,245.00	0.00	0.00	32,796.85	0.00	0.00	(83,955.47)	0.00	(83,955.47)
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	60,443.36	100,000.00	0.00	66,026.26	699.80	0.00	131,031.30	50,699.80	181,731.10
Street Project 2006*	20,465.13	9,227.88	0.00	0.00	0.00	513.16	0.00	29,179.85	110,513.16	139,693.01
Government Services Office	13,056.27	10,219.67	0.00	0.00	43,858.51	0.00	0.00	(20,582.57)	0.00	(20,582.57)
Water	186,134.71	111,419.57	0.00	0.00	136,911.13	236.47	0.00	160,406.68	15,260.21	175,666.89
Sewage Collection and Disposal	(149,481.14)	88,701.44	0.00	0.00	80,081.28	1,184.28	0.00	(142,045.26)	50,705.76	(91,339.50)
Municipal Liquor Store	98,808.66	886,422.57	0.00	0.00	775,639.86	1,868.13	0.00	207,723.24	150,910.48	358,633.72
Vergas EDA	24,331.42	34,507.16	0.00	5,000.00	45,703.57	0.00	0.00	18,135.01	0.00	18,135.01
Total :	133,221.30	1,625,252.02	200,000.00	5,000.00	1,561,505.75	5,612.26	5,000.00	391,355.31	513,642.94	904,998.25

2025 Budget
Proposed

	2024 Budget	2024 Actual 10/31/2024	2025 Approved Prel Budget	Updated Numbers for final budget	
General Property Taxes (31000)	271,225.00	268,384.43	296,169.00		9.19%
10% Gaming Fee (31311)	4,000.00	8,821.27	4,000.00	6,000.00	
Gravel Permit	9,000.00	9,000.00	9,000.00		
Intoxicating On-Sale Liquor (32110)	6,400.00	400.00	6,400.00		
Set-Up License (32116)	500.00	475.00	500.00		
Cigarette Licenses (32117)	200.00	0.00	200.00		
Conditional Use/Variance Permit (32205)	400.00	1,200.00	400.00		
Construction Permit (32210)	6,000.00	13,742.00	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	18,625.00	17,000.00		
Cat & Dog Licenses (32240)	750.00	726.00	700.00		
Intergovernmental Aid (33404)	131.00	0.00	131.00		
Federal Grants and Aids (33101)	4,000.00	0.00	0.00		
State Aids/Fire Relief (33390)	28,000.00	3,375.06	31,000.00		
Local Government and Aids (33401)	43,751.00	21,875.50	40,321.00		*
County Grants & Aids for Hwys (33610)	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 (36200)	0.00	0.00	0.00		
Interest Earnings (36210)	900.00	345.93	300.00		
Rent/Municipal Building (36217)	7,200.00	5,500.00	7,200.00		
Rent/Event Center (36225)	17,600.00	8,083.60	10,000.00		
Event Center other related charges (36227)	1,000.00	800.00	500.00		
Contributions & Donations (36230)	2,000.00	22,185.23	2,000.00		
Refunds & Reimbursements (36233)	0.00	7,894.28	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	25,000.00	
Total Receipts	\$488,398.00	\$413,261.30	\$481,087.00	481,087.00	1.49%

* fixed number - cannot be changed

2025 Budget
Proposed

	2024 Budget	2024 Actual 10/31/2024	2025 Approved Prel Budget	Updated Numbers for final budget
GENERAL GOVERNMENT				
(41000) Office Supplies (200)	3,000.00	7,490.12	7,000.00	
Operating Supplies (210)	300.00	1,086.41	1,000.00	
Repair & Maint. Supplies (220)	800.00	388.96	500.00	
Professional Services	0.00	821.95	830.00	Website
Auditor (301)	2,125.00	2,125.00	2,125.00	
Postage (322)	600.00	0.00	0.00	combined with office supplies
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	4,242.13	5,000.00	
Insurance (360)	3,200.00	6,210.00	6,500.00	
Repair & Maintenance (400)	300.00	366.06	400.00	
Taxes/Assessments (440)	0.00	763.00	800.00	
Utility Services (380)	5,000.00	1,095.74	1,650.00	
Improvements (530)	1,000.00	0.00	1,000.00	
Office Equip & Furnishing & IT.(570)	5,500.00	0.00	0.00	Need to replace computers
Refund & Reimbursements	0.00	182.70	0.00	
Total General Government	31,125.00	30,890.34	34,805.00	
Legislative (Council/Board)				
Wages and Salaries (100)	5,600.00	5,172.11	5,600.00	
(41100) Employer Cont./Soc.Sec. (122)	2,100.00	967.70	2,100.00	
Office Supplies (200)	650.00	150.00	250.00	
Travel, Mtgs & Schools	2,000.00	1,582.90	2,000.00	
Operating Supplies (210)	200.00	106.00	100.00	
Insurance (360)	300.00	278.00	300.00	
Total Legislative	10,850.00	8,256.71	10,350.00	
Executive (Mayor/Manager)				
Wages and Salaries (100)	1,200.00	777.12	1,200.00	
(41300) Employer Cont./Soc.Sec. (122)	250.00	128.74	200.00	

2025 Budget
Proposed

		2024 Budget	2024 Actual 10/31/2024	2025 Approved Prel Budget	Updated Numbers for final budget
	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	1,702.42	2,530.00	
Total General Government		44,555.00	40,849.47	47,685.00	
Clerk (41400)	Wages and Salaries (100)	17,500.00	15,384.17	18,200.00	
	Employer Cont./Soc.Sec. (122)	8,866.00	6,752.08	9,220.00	
	Health/Life Insurance (131)	3,232.00	3,828.58	4,000.00	
	Telephone	300.00	225.00	300.00	
	Workers Compensation	350.00	0.00	250.00	
	Travel, Mtgs & Schools	2,000.00	1,030.25	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	58.48	0.00	
	Travel, Mtgs. & Schools (211)	400.00	306.19	0.00	
Total Clerk, Legal services and Elections		39,198.00	28,328.47	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	8,783.81	15,200.00	
	Reimbursed Expenses (810)	3,624.00	28,127.00	0.00	
Total for Public Safety, Traffic, Fire		30,605.00	45,858.81	31,700.00	
City Shop (43000)	Operating Supplies (210)	300.00	1,124.44	300.00	
	Repair & Maint. Supplies (220)	100.00	0.00	200.00	
	Small Tools & Minor Equip (240)	1,000.00	0.00	1,000.00	
	Internet (321)	810.00	675.00	810.00	975.00
	Insurance (360)	850.00	980.00	1,157.00	
	Utility Services (380)	6,150.00	1,892.27	5,500.00	

2025 Budget
Proposed

	2024 Budget	2024 Actual 10/31/2024	2025 Approved Prel Budget	Updated Numbers for final budget
Repair & Maintenance Service (400)	300.00	1,700.00	350.00	
City Share/Assessments	120.00	0.00	0.00	
Improvements (530)	500.00	0.00	500.00	
Total For City Shop	10,130.00	6,371.71	9,817.00	
Highways, Streets & Road	25,400.00	21,839.08	26,400.00	
(43100) Employer Cont./Soc.Sec. (122)	14,147.00	11,486.63	14,700.00	
Health Insurance (131)	4,370.00	2,438.88	4,500.00	
Workers Compensation (150)	1,300.00	0.00	1,400.00	
Office Supplies (200)	100.00	633.81	400.00	
Operating Supplies (210)	9,000.00	6,510.92	9,000.00	
Travel, Mtgs, & Schools	20.00	20.00	20.00	
Repair & Maint. Supplies (220)	3,500.00	1,643.40	3,600.00	
Small Tools & Minor Equip (240)	600.00	1,100.00	600.00	
Employee Clothing Allowance (245)	350.00	249.93	350.00	
Engineer (303)	30,000.00	12,802.90	28,000.00	
Telephone	375.00	331.25	375.00	
Insurance (360)	4,725.00	849.00	7,400.00	
Repair & Maintenance Service (400)	5,000.00	24,301.95	7,000.00	
Dust Guard	2,500.00	0.00	2,500.00	
Seal Coating (410)	7,500.00	0.00	7,500.00	
Improvements (530)	42,861.00	33,485.85	32,000.00	
Other Equipment (580)	5,000.00	8,275.00	7,500.00	
Sidewalk	1,500.00	0.00	500.00	
Ice and Snow Removal (4	1,500.00	0.00	1,500.00	
Sand & Salt	1,000.00	0.00	750.00	
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	125,968.60	156,495.00	
Recycling Center (43218)				
Wages and Salaries (100)	8,000.00	7,029.97	8,320.00	
Employer Cont./Soc.Sec. (122)	4,500.00	3,783.87	4,680.00	
Repair & Maintenance (220)	3,000.00	186.70	2,000.00	

2025 Budget
Proposed

		2024 Budget	2024 Actual 10/31/2024	2025 Approved Prel Budget	Updated Numbers for final budget
	Office Supplies (200)	100.00	0.00	400.00	
	Printing & Publishing (350)	400.00	0.00	400.00	
	Street Lighting (380)	300.00	88.69	200.00	
	Repair and Maintenance	0.00	980.00	0.00	
	City Share/Assessments	500.00	832.00	416.00	
	Improvements (530)	1,500.00	0.00	1,000.00	
Total for Recycling Center		18,300.00	12,901.23	17,416.00	
Street Lighting (43160)	Utility Services/Street Poles	15,000.00	6,712.12	9,000.00	
Event Center (45100)	Part-Time Employees (103)	7,830.00	3,488.12	7,830.00	
	Employer Cont./Soc.Sec. (122)	660.00	1,419.07	1,200.00	
	Professional Services	2,500.00	1,513.84	1,500.00	
	Office Supplies (200)	82.00	498.60	100.00	
	Operating Supplies (210)	5,000.00	1,770.38	3,000.00	
	Repair & Maint. Supplies (220)	1,600.00	2,013.80	2,000.00	
	Internet & Telephone	1,824.00	1,249.31	2,094.00	2,110.00
	Security Services (300)	500.00	0.00	1,000.00	
	Advertising	4,000.00	3,756.80	4,000.00	
	Insurance (360)	3,795.00	3,915.00	4,000.00	
	Utility Services (380)	8,000.00	5,193.37	8,200.00	
	Rubbish Service (384)	2,000.00	1,517.22	1,600.00	
	Repair & Maintenance (400)	2,600.00	3,121.74	3,000.00	
	City Share/Assessments (440)	450.00	384.00	400.00	
	Improvements (530)	5,000.00	5,222.31	5,000.00	
	Refunds & Reimbursements	0.00	1,100.00	0.00	
Total for Event Center		45,841.00	36,163.56	44,924.00	
Parks (45200)	Wages and Salaries (100)	25,530.00	20,666.85	26,295.00	
	Employer Cont./Soc.Sec. (122)	12,465.00	8,913.21	12,840.00	
	Health Insurance (131)	6,000.00	2,673.01	4,200.00	
	Workers Compensation	900.00	0.00	2,400.00	
	Engineering	5,000.00	240.00	5,000.00	

transfer money
for loader

2025 Budget
Proposed

		2024 Budget	2024 Actual 10/31/2024	2025 Approved Prel Budget	Updated Numbers for final budget
	Office Supplies (200)	100.00	606.81	350.00	
	Operating Supplies (210)	7,000.00	5,181.34	7,000.00	
	Telephone	375.00	331.25	375.00	
	Travel, Mtgs, & Schools	20.00	20.00	20.00	
	Repair & Maint. Supplies (220)	2,000.00	1,170.44	2,000.00	
	Employee Clothing Allowance(245)	100.00	189.98	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	3,410.94	4,000.00	
	Rubbish Service (384)	2,600.00	2,855.64	3,200.00	
	Repair & Maintenance Service(400)	3,000.00	3,350.89	3,000.00	
	Baseball Field	0.00	2,500.00	1,500.00	
	City Share/Assessments (440)	990.00	701.15	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	63,262.47	91,580.00	
Non-Expenditures	Economic Development (46510)	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	373,012.32	481,087.00	
		0.00	40,248.98	0.00	

2024 Notes

Budget figured 3% salary increase -

Received Tax Abatement number form county
Council

2025 Notes

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

City Council
2024 Nov Council Meeting, Public Hearing and Public Input
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
5:45 PM on Tuesday, November 12, 2024

9. Lake Runners Trail Assn Request

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

Files Attached

- Otter Country Trail Association .pdf
- Landowner Permits New.pdf
- Trail Vergas Detail.pdf
- Trail Vergas.pdf

October 31, 2024

Dear Mayor and Council;

Good afternoon, I had a phone call with the Otter Tail County Engineer Krysten Foster last week, she is supporting the request of the use of the right-of-way for Otter Tail County Road 4 for a possible reroute for Otter Country Trail Association into the city of Vergas, being we lost one crucial landowner which is the reason for the reroute.

We will be going from our existing trail just to the Northeast of Otter Tail County Road 130, then crossing to the South side of Otter Tail County Road 4 right before Lawrence Lake, thence following it all the way into the City of Vergas MN, and stopping the intersection of South First Street and then ending. We will be using both sides of Otter Tail County Road 4 from Otter Tail County Road 35 for safety reasons.

Another option would be to use Otter Tail County Road 4 from our existing trail, then crossing to the South side of Otter Tail County Road 4 to the Northeast to the intersection of Otter Tail County Road 35. Thence using the North right-of-way of said road to the intersection of Otter Tail County Road 36, and again using the North right-of-way to the intersection of South Town Line Road, then heading North on South Town Line Road to the intersection of East Scharf Road, then going west of East Scharf Road to the intersection of East Frazee Street to be able to get to local businesses.

Of the two options listed I would prefer option 2 as a safer route in and out of the City of Vergas, MN, but ultimately this is your decision to make. Please see the two exhibits I have included, I greatly appreciate all your help with this matter.

Mark Jorgenson

Otter Country Trail Association

Trail Coordinator



OTTER COUNTRY TRAIL ASS'N.

PO Box 911 • FERGUS FALLS, MN 56538-0911

LANDOWNER PERMIT

This Permit, is granted on _____, by _____
_____ the Landowner(s) to Otter Tail County, the Sponsor to
establish and/or maintain the **Otter Country Trail Association Snowmobile Trail.**

That _____, the (record owners, contract for
deed purchasers, lessees) in consideration of Goodwill, grants this permit over and upon the following described premises
situated in the County of Otter Tail, State of Minnesota, to wit: *(complete land description)*

Section _____ Township _____ Range _____

Subject to:

1. This permit shall be continuous and will terminate upon sale of the land or upon notification in writing to the Sponsor six (6) months prior to termination by the Landowner(s).
2. The right-of-way shall be open to the general public for snowmobile use.
3. The Sponsor shall at all times have the right to enter upon said right-of-way for any purpose necessary to the performance of lawful powers and duties.
4. The Landowner(s) shall have the right to close said right-of-way during any emergency with the approval of the Sponsor.
5. The permit is for a **16 foot width** over the route to be used.

Date _____

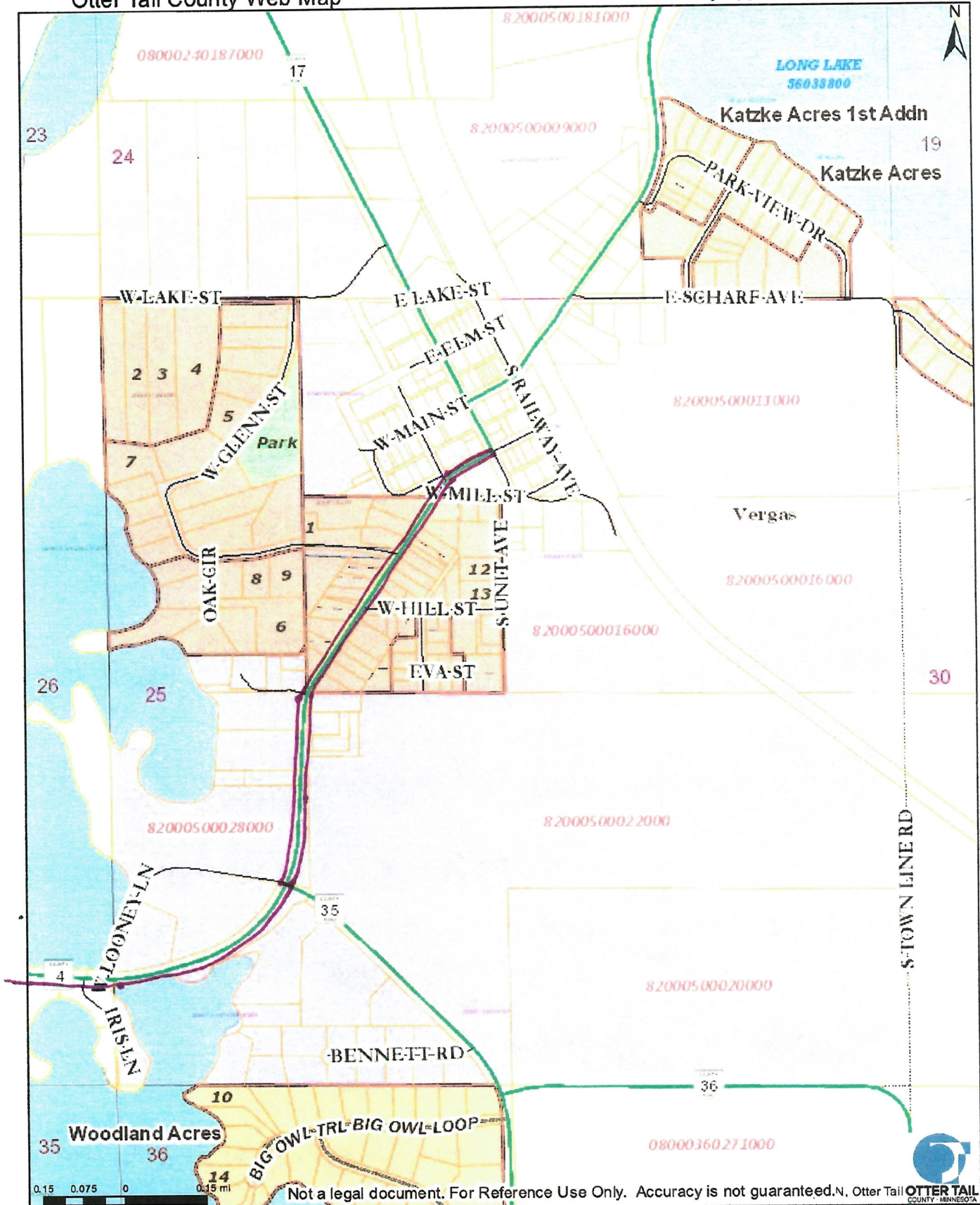
Landowner Signature _____

Address _____

City/State/Zip _____

Phone Number _____





City Council
2024 Nov Council Meeting, Public Hearing and Public Input
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
5:45 PM on Tuesday, November 12, 2024

11. Committee Reports

- A. EDA/HRA
 - 1. Grant Program Update - Jordan Grossman
- B. Liquor Store/Municipal Building/License Committee
 - 1. Step Up
 - a. Lights
 - b. Hanson's Invoice for furnace
- C. Personnel
- D. Streets/Sidewalks/Yard Waste
- E. Planning Commission
 - 1. Ordinance Updates
- F. Council Workshop Recommendations

Files Attached

- 10.24.2024 EDA_HRA Agenda Minutes.pdf
- 11.06.2024 EDA_HRA Agenda Minutes.pdf
- 10-21-2024 Liquor Store Municipal Buildings License Committee meeting.pdf
- Est_916_from_Zitzow_Electric_Inc._22092.pdf
- Hanson's invoice for Step Up.pdf
- Personnel meeting 10 21 24.pdf
- Personnel mtg 11 4 24.pdf
- Proposed Job Description Deputy Clerk.pdf
- Proposed Job Description Event Support.pdf
- 10.29.24 SSYW minutes pdf2.pdf
- 10.28.2024 Planning Commission Meeting Agenda Minutes and Public Hearings.pdf
- Vergas Zoning Map Draft - 9-23-24.pdf
- 11.7.24 Council Workshop Minutes.pdf

**Vergas EDA/HRA
Government Services Center & Zoom
5:30 PM on Thursday, October 24, 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 Thursday, October 24, 2024, at 5:30 pm for a special meeting at the Vergas Government Services building with the following members: DuWayne Ditterich, Paul Sonnenberg, Joy Summers, Vanessa Perry and Bruce Albright. Absent: none. Also Present: City Clerk-Treasurer Julie Lammers.

Call to Order

The meeting was called to order by Chair Ditterich at 5:30 pm.

Document Signature

Motion by Perry, seconded by Sonnenberg to approve Resolution 2024-001 for Ditterich or Albright to sign documents regarding the sale of Parcels 82000990242000, 82000990243000, 92000990244000, 82000990245000, 82000990249000, 82000990250000, 82000990250000, 82000990251000 and 82000990252000 (complete copy of resolution located at the city office). Motion passed unanimously.

Closing Date of Land Purchases

Summers abstained from all discussion and voting regarding the closing date information.

Three of the purchasers of lots have requested their purchase date to be adjusted. Motion by Albright, seconded by Perry to move the closing date of October 31, 2024 to November 1st 2024 and the closing date of October 25th to November 15th.

Motion passed unanimously.

Adjourn

Motion by Sonnenberg, seconded by Summers to adjourn the meeting at 5:35 p.m. Motion passed unanimously.

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Council Recommendations:

None.

Follow up Actions

None.

**Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, November 6,
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: Paul Sonnenberg, Joy Summers, and Bruce Albright. Absent: Vanessa Perry and DuWayne Ditterich. Also Present: City Clerk-Treasurer Julie Lammers; CEDA Representative Jordan Grossman; Julie Bruhn and Editor Bob Williams of the Frazee-Vergas Forum.

Call to Order

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

Agenda Additions and Deletions

Approve agenda with the following additions: fence, handicapped parking and advertising. Motion passed unanimously.

Status of Recommendations to City Council

Albright stated the Council approved ending the tax abatement program as of December 31, 2024. This coincides with Otter Tail County.

Minutes

Motion by Sonnenberg, seconded by Summers to approve the minutes of October 2 and October 24, 2024. Motion passed unanimously.

Financial Update

2024 income and expenses were reviewed by Lammers. Motion by Sonnenberg, seconded by Summers to approve treasurers report as presented.

New Business

Daycare

Mayor Julie Bruhn explained that as of March 2025 the City of Vergas will be without a daycare. She has discussed with Otter Tail County and West Central Initiative and is looking into granting funds. A daycare group has been established and they will be meeting with Jesus Little Lambs on Nov. 11. Grossman stated she could use the hours she has left from the CEDA grant to work on the daycare concern. Grossman will attend the meeting and keep EDA/HRA informed.

Old Business

CEDA First Impression Report

CEDA Representative Jordan Grossman presented \$15,000 from CEDA, \$5,000 from Vergas Community Club and \$5,000 from Vergas State Bank for the commercial grant. Applications are available and will be advertised at the Vergas Community Club Meeting, Vergas Council Meeting, Facebook and on the city web page.

Vergas EDA lots on Eva and Diane

3 lots will be sold on November 15.

EDA Funding Ideas

Discussed marina and looking for a developer to place a marina in Long Lake. Discussed adding a spec house to one of the lots at Sunny Oaks. Lammers was asked to find cost for a Dynamic Home.

Fence

The parking signs advertising the public parking will be put away for the winter, discussed if signs were needed on the new fence put in by the City. The committee recommended leaving the signs on each end of the fence as we do not want to endanger the fence. A sign can be put up after the lot is paved.

Handicapped Parking

The Street/Sidewalk/Yard Waste Committee is reviewing the idea of adding handicapped parking on Main Street. The County has stated they would approve spots along Main Street by Railway Avenue. Albright asked Lammers to speak with the Hardware Store and Billy's to see how they feel about having handicapped parking in front of their business. Summers stated they would like a handicapped parking spot in their parking lot. Albright will bring information to the Street/Sidewalk/Yard Waste Committee meeting.

Advertising

Lammers presented a layout for the sign on Hwy 10 by Wal-Mart the HRA approved putting up for 4 weeks. Summers asked Lammers if she was aware of the Impact Poster Program and Lammers stated she would look into it. Members requested Live, Love Live be removed from sign as well as the Economic Development. Lammers will proceed with sign for 4 weeks beginning November 12, 2024.

Adjourn

Motion by Summers, seconded by Sonnenberg to adjourn meeting at 3:12 p.m. Motion passed unanimously.

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Council Recommendations:

None.

Follow up Actions

Jordon Grossman, CEDA to present grant at Council Meeting on Nov. 12.

Jordon Grossman, CEDA to follow up on daycare in Vergas.

Lammers to proceed with sign advertising.

Lammers to get cost to bring in Dynamic Home.

Lammers to speak with Billy's and Hardware Store regarding parking.

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

The Liquor Store/Municipal Building/License Committee was called to order on Monday, October 21, 2024 at 10:00 am at 111 Main Street at the Liquor Store Manager's Office. Present were Mayor Julie Bruhn, Council Member Dean Haarstick, Liquor Store Manager Kyle Theisen, and Clerk-Treasurer Julie Lammers.

Municipal Building

Liquor Store Financial Review

Budget numbers were not available for discussion. Detroit Lakes is up 3% this year and Frazee has doubled their sales so this may have an impact on our store. We need to find a way to bring customers back to Vergas. Brainstormed ideas for additional profits and to lower expenses.

Liquor Store/City Office Building

Lammers provided the market values of the municipal building \$70,000 and the Government Services Center of \$120,000. The city could sell the municipal building for around \$300,000 and the Government Services Center for \$200,000, with the savings holding \$150,910 we could begin with a budget of \$650,000.00. Discussed renting the municipal building to 2-3 businesses but committee was not in favor of being a landlord. Parking is a huge concern for Vergas and selling the municipal building would cause the city to lose 7 parking spaces. We would also be taking 19 parking spots to build the building. Bruhn stated she was not in favor of losing parking spaces. Haarstick stated the parking spaces are not often used, and we should continue to look into a building. Discussed other areas of town the liquor store could be moved to such as across from the beach on the land the EDA has been looking at developing. No decision was made.

Employee Review

Reviewed changing the liquor store manager position to a combination of Liquor Store Manager/Deputy Clerk/Event Center Coordinator. Personnel is in the process of putting together a job description and has recommended this be a trial position for 6 months. Reviewed the possibility of saving the liquor store around \$21,000 in payroll expenses and having the liquor store transfer the \$20,000 to the city for payroll expenses. Lammers and Theisen will work out a schedule for the position and get approval from the personnel committee to present at the November Council meeting.

Adjournment

The meeting adjourned at 11:30 am.

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 get pricing on new awnings.

Zitzow Electric Inc.
218-342-2871
49605 County Hwy 17
Vergas, MN 56587

Estimate

Date	Estimate #
11/5/2024	916

Name / Address
City Of Vergas

Other
Liquor store up light retro

Description	Qty	Rate	Total
Flat Panel Light	23	132.36	3,044.28
LED tube bulb	4	12.25	49.00
Nuts/bolts/screws/fuel etc...	1	15.00	15.00
Dispose of old bulbs and fixtures	1	200.00	200.00
Materials	1	630.00	630.00
Labor by Jeff	21	80.00	1,680.00
Inspection	1	60.00	60.00
This is for completly replacincing th lights in the drop ceilings with new flat panel fixtures. this is for retrofitting two surface fixtures to LED bulbs. This also includes adding a new light at the bottom of the stairs. This does not include the rebate from OTP		0.00	0.00
		Total	\$5,678.28

Phone #
218-841-8643



Liquor store.

Hanson's Plumbing & Heating
PO Box 99
Vergas, MN 56587
218-342-2422

BILL TO
CITY OF VERGAS
PO BOX 32
VERGAS, MN 56587 USA

INVOICE
46994513

INVOICE DATE
Sep 20, 2024

JOB ADDRESS

Step Up Thrift Boutique
117 East Main Street #upstairs
Vergas, MN 56587 USA

Completed Date: 9/20/2024

Technician: Kasey Ratz

Payment Term: Due Upon Receipt

Due Date: 9/20/2024

DESCRIPTION OF WORK

Found the blower motor wheel was plugged full of shredded plastic bag. Cleaned out the wheel. Started the unit, watched the blower motor start then it failed. Replaced blower motor and run capacitor cleaned blower wheel with brush and vacuum. Started the unit watched unit run for 10 min as it satisfied the thermostat. Told her she needs to keep things clear of return area. System is cooling good.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
HVAC-DIAG-100	HVAC Service charge	1.00	\$89.00	\$89.00
CLE-111	Remove, clean, and reinstall the indoor fan assembly to ensure proper airflow and air quality in the HVAC system.	1.00	\$82.11	\$82.11
MTR-101	Remove the existing fan motor and replace with a new indoor fan motor. Test all operations and adjust fan speed for proper airflow in the home.	1.00	\$487.52	\$487.52

Materials

City of Vergas

OCT 28 2024

Received

MATERIAL	DESCRIPTION	QUANTITY	YOUR PRICE	YOUR TOTAL
P2912004	Totaline Run Capacitor 440V 20.0 MFD	1.00	\$10.25	\$10.25
S89287	Rescue Direct Drive Blower Motor 3/4 - 1/5 HP	1.00	\$275.38	\$275.38

City of Vergas
Personnel Committee Meeting

The Personnel Committee was called to order on October 21, 2024 at 8:30am, at the City Office. Present: Julie Bruhn, Natalie Fischer and Julie Lammers.

1. A Deputy Clerk position was further discussed with more specific data to better evaluate the impact and ROI with changing the receptionist position to one with more advanced skills and broad administrative coverage to fulfill duties in absence of the City Clerk/Treasurer. As discussed at the July meeting, city operations are greatly impacted in absence of the clerk/treasurer. Estimated City Clerk/Treasurer overtime that could have been covered by a Deputy Clerk at 60 Hours. There are also the ongoing challenges with the Clerk/Treasurer ability to take PTO.

In review of Liquor Store staffing, it was noted that with the two full time staff there is 18-20 hours of extra staffing. This has resulted in Liquor Store Manager and fulltime staff employee taking PTO each pay period. However, during 4 months (Memorial day to Labor day); 2 fulltime FTE is needed due to extended open hours and increased work load. Proposed was an approach to look at Liquor Store Manager assuming Deputy Clerk position and duties. Kyle Theisen, Liquor Store Manager, suggested this as an option, if the work hours and schedule can work. Would result in change in labor mapping where there would be salary savings for the Liquor Store. Further discussion is needed between Clerk/Treasurer and Liquor Store Manager to further examine the logistics of whether this would be workable in terms of scheduling, coverage and work load.

2. Based upon input from the current Event Center Coordinator and the Event Center Committee, the current employee and administrative type support needs are not being met. Discussed changing the position to have care and oversight of the physical environment; cleaning & maintenance needs, inventory, providing tours with perspective renters, and set up for events. Could add the administrative duties to Deputy Clerk and change the Event Center Coordinator position to Event Center Support. The position would be not to exceed 230 hours a year, at a cost of \$4,048. Current position is not to exceed 520 hours annually. Only half of those hours were met due to extended leave. Potential annual cost savings of \$5,104. City Clerk Treasurer has meeting set up with Event Center Coordinator to discuss.
3. The LMC has not yet published the annual salary survey data that is used to determine adjustments in the city salary pay table. Typically published end of October. Will follow up and ensure data is available before 2025 budget is finalized.
4. Annual evaluations will be coming up at the end of the year for City Clerk/Treasurer and the Utilities Superintendent. Days when both employees are available are December 16-19 and January 6-9. Personnel Committee will determine date and the City Clerk/Treasurer will send out self-assessment form and input form from council members.

Follow Up:

- Julie Lammers to follow up with Liquor Store Manager and Event Center Coordinator regarding change in positions.

Recorder;
/es/ Julie Bruhn

City of Vergas
Personnel Committee Meeting

The Personnel Committee was called to order on November 4, 2024 at 9am in the City Office. Present were Julie Bruhn, Natalie Fischer, Kyle Theisen, and Julie Lammers.

1. Discussion ensued regarding the follow up that occurred between the City Clerk and Liquor Store Manager to combine the role. After further examining the scheduling, aspects of coverage when trying to be physically present at both sites of work and work load; it would be a challenge and create work gaps. It was concluded it would be better to proceed with a Deputy position, which would be an elevation of the receptionist position. Current receptionist can apply. The Deputy Clerk job description is drafted with one minor edit to include administrative support duties for the event center.

In terms of not needing 2 fulltime staff at the liquor store, it was concluded the fulltime staff position be made part time, with seasonal full time status in the summer, May-September. This has significant cost savings and is a better alignment of staffing needs. Liquor Store Manager would like to discuss with the fulltime clerk and be able to provide specifics as to pay impact before proceeding.

2. Follow up discussion with the Event Center Coordinator; it was deemed better to move the scheduling of the event center and support of the event center committee back to the City Office to avoid the breakdown of communications. Would align with the Deputy Clerk position. The Event Center Support position includes reduction in hours from not to exceed 520 hours to 230 hours; reflecting a potential cost savings of \$5,104.
3. LMC salary data remains pending, which is used to establish the City annual pay table.

Follow Up:

- Julie Lammers follow up with LMC to check on status of the annual salary survey.
- Julie Lammers put together the proposal for Deputy Clerk position for City Council.
- Kyle Theisen to discuss change of part time vs fulltime with clerk.
- Julie Bruhn edit the Event Center job description.

Recommendations for City Council:

- Approval of change in Event Coordinator Position from Coordinator to Support and revised job description.
- Approval of Deputy Clerk position that would replace the receptionist position and revised job description.

/es/ Julie Bruhn
Recorder

City of Vergas Job Description

POSITION TITLE:	Deputy Clerk
DEPARTMENT:	General Government
SUPERVISION RECEIVED:	Clerk/Treasurer
SUPERVISION EXERCISED:	None
FLSA STATUS:	Part Time (24 hours a week) Non-exempt
Date of Latest Revision:	TBD

Position Summary:

The position is a combination of front desk receptionist and assistant to the various city-wide functions and programming in collaboration with the City Clerk Treasurer. Provides administrative/clerical/secretarial support for the council, advisory bodies and city departments. In absence of the City Clerk/Treasurer assumes his/her duties to maintain municipal business and operations.

Essential Functions of the Position

1. Administrative Duties:

Assist with multi-department functions and forwards information to appropriate recipients and tracks paperwork and work deadlines.
Support record management to ensure city documents are up to date and maintained.
Prepare the Event Center rental contracts; managing the scheduling and providing tours to patrons. Schedules posts for electronic sign.
Post and publish notices, ordinances, and resolutions as required.
Prepare meeting agendas and preparation of working documents needed for meeting proceedings. Transcribes and distributes meeting minutes as directed by the City Clerk Treasurer.
Gather information for the preparation of the monthly city newsletter and manages newsletter distribution.

2. Accounting/Billing:

Collect and monitor utility billing, payment of late bills, shut off notices, and establishment of payment plans.
Prepare and deliver the daily bank deposits.
Assist the City Clerk Treasurer in the preparation of financial reports.

3. Receptionist/Front Desk:

Answer the City phones and provide information and assistance to the public, council, and board members.
Prepare and issue licenses and permits as outlined in the City Fee Schedule.
Pick up and deliver city mail and distribute the mail to the appropriate council and department mailboxes.
Address calls and walk-in requests and processes response to inquiries and complaints.
Represent the City of Vergas in a courteous and professional manner whether in person, phone, or correspondence.

4. Computer Applications:

Performs office automations and document processing; assisting the Clerk/Treasurer and elected officials.

Updates utility and accounting programs as directed and posts daily utility payments and other receipts and associated review reports.
Maintains the city web site ensuring timely and accurate information and communications.

5. Miscellaneous Duties:

Maintain the physical environment of the City Office, which includes dusting desks. and other surfaces, cleaning windows, vacuuming, and removal of trash.
Maintain city communications posted on the community bulletin board, electronic sign, and city newsletter.
Supports the development of event marketing materials.

Performance Criteria

- Demonstrates effective communication skills and interpersonal interactions with positive rapport with the council, city employees and public.
- Proficiency in recording meetings both in person and by recording.
- Proficiency in performing mathematical calculations specific to job duties.
- Ability to comprehend instructions and execute the preparation of correspondence and reports.
- Demonstrates organizational skills and ability to prioritize and address multiple work needs and results in a timely manner.
- Working knowledge of general office equipment and computers; and the associated applications.
- Independent in completing assigned work in a timely manner; managing time and meeting deadlines.
- Flexibility to adjust work hours as needed to meet City work needs and to open and close municipal facilities.

Minimum Qualifications

- High school diploma or equivalent
- Two years experience in a general office position
- Proficiency with computer applications and use of Microsoft Office Suite
- Knowledge of office procedures, filing systems, record keeping, and accounting procedures
- Proficiency in reading, interpreting, and communicating procedures and policies.
- Demonstrated ability in customer service and employee relations.

Desirable Qualifications

- Vocational or business school training
- Two years of accounting or bookkeeping experience
- Proficiency with computer applications and use of Microsoft Office Suite; word, excel, and power point.
- Experience in utility operations and billing
- Experience in coordinating and managing the financing of varied municipal functions.

Special Working Conditions

Work is light to moderate, requiring sitting for extended periods, and variably frequent rising, walking, standing, and bending. This position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is usually low to moderate.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.

City of Vergas

Job Description

POSITION TITLE:	Event Center Support
DEPARTMENT:	General Government
SUPERVISION RECEIVED:	Clerk/Treasurer
SUPERVISION EXERCISED:	None
FLSA STATUS:	Part Time not to exceed 230 hours a year/ Non-exempt
Date of Latest Revision:	TBD

Position Summary:

Oversee the physical environment and maintenance of the Event Center, to include cleanliness, repair needs, event set up, and inventory management to ensure a positive environment and atmosphere.

Essential Functions of the Position

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversee all maintenance and cleaning of the event center and recommend improvements as needed, ensuring excellent levels of safety and sanitation.

Complete the inventory of items before and after events; ensuring all items rented are accounted for including china, silverware, glassware, furnishings and equipment.

Opening and closing the Event Center and serve as a point of contact during an event.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

Performance Criteria

- Independent in completing assigned work in a timely manner; managing time and meeting deadlines.
- Flexibility to work extra hours as needed and to support rental needs.

Minimum Qualifications

- High school diploma or equivalent.
- Proficiency in reading, interpreting, and communicating procedures and policies.

Desirable Qualifications

- Vocational or business school training.
- Experience in facility oversight.

Special Working Conditions

Work is light to moderate with variably frequent rising, walking, standing and bending. This position requires you to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to review policy and procedures. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is typically low to moderate.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Government Services Center
October 29, 2024

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Tuesday, October 29, 2024 at 2:00 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 Krysten Foster, Engineer, Otter Tail County Highway Department. The meeting started with a tour of the Main Street (ST) sidewalks. After the tour, Albright, called the meeting to order at 2:35 PM.

2.) Agenda Additions/Deletions. Lammers wanted to add Sunny Oaks street lighting, utility permits, and Council Workshop. Albright wanted to add East (E) Lake ST right-of-way (R/W), Glenn ST culvert, and handicap parking. DuFrane wanted to add snow removal on City property and speed limit signs for Scharf Avenue (AVE) and Glenn ST. **Motion** by Pinke to approve the revised agenda, **seconded** by Albright, **approved**.

3.) Minutes for the 10/02/24 SSYW Committee meeting were presented. **Motion** by Pinke to approve, **seconded** by Albright, **approved**.

4.) Sidewalk Review. Two accidents were reported this summer with people tripping on sidewalk cracks. Foster said Americans with Disabilities Act (ADA) requirements are for less than a 1/4" deviation in height, or no cracks greater than 1/2" wide. When these standards are exceeded, the County may still not be liable, as the law pertains to the time when the sidewalks were built. DuFrane had photographs of the worst sidewalk areas, which included the area in front of the Liquor Store and Post Office. Albright questioned if these areas were damaged when a heavy tractor was used for snow removal in this area? Foster said the County is looking at a mill and overlay project for Main Street in 2026. It was also noted that the R/W line does not extend all the way to the buildings. The County project scope and magnitude could be changed, but mostly likely this would delay the project. DuFrane referred to League of Minnesota Cities (LMC) rules regarding sidewalks. Pinke said the City has used mud jacking to level sidewalks before.

Foster said other area projects include: resurfacing County Road (CR) Number (No.) 4 in 2028, resurfacing CR No. 60 in 2027. Both projects could be delayed. The County is starting a pavement management strategy. Those roads beyond repair will no longer be seal coated. The newer pavement projects will be seal coated to improve their longevity. DuFrane questioned the projected lifespan of water and sewer lines. Our services were installed in 1993. Both were expected to have 50 year life spans. There was discussions about "hot soils", and Albright didn't feel that Vergas had that problem. It's usually associated with alkaline soils in wetter areas.

5.) Trains. There has been several webinar meetings with the Otter Tail County Highway Department regarding TRAINFO. Vergas has been selected by the County as a starting point for use of this application. The County would be our fiscal agent. Foster said there is a new way to report blocked crossings. The website is far.dot.gov. This is where a blocked crossing needs to be documented. There are a number of signage options for TRAINFO. Foster noted one problem is the fact that in Vergas, we don't know how long the train may be blocking the intersection? For example, Burlington Northern is on more of a schedule, so they know exact times the train will be blocking an intersection. Signs noting train blockages could other be hardwired or bluetooth. The County continues to explore these options. Pinke questioned when the track is blocked on Main AVE, north to town there is Old Detroit RD, and he

wondered if that crossing was also blocked? We know the crossing on Town Line Road is blocked. Lammers said next month's city newsletter will have the up to date train information.

6.) Handicap Parking. Foster said the County would use the U.S. Access Board Public R/W Accessibility Guidelines. The City should discuss where they would want such a spot. Thoughts were on Main ST, either in front of the Post Office, Loon's Nest, or the Bank. The County would review and have to approve the spot. The spot would have a R7-8m handicap sign and would have the curb painted blue. Foster will send Lammers the information.

7.) County RD Speed Limits. Albright questioned where we were at in getting another electronic sign for CR No. 4 for the south side of town. Citizens have requested a sign for this location. Foster thought we were years away, unless the City wanted to buy the sign (\$5,500). The Minnesota Department of Transportation (MnDOT) did a study several years ago on the north end of town by the Park for CR Nos. 4/60. Their conclusion was that even if the speed limit was reduced from 40 miles per hour per hour (mph), people would still basically drive as fast as conditions allow. Albright can attest that the electric sign by his place works to slow things down. There has been a number of accidents at the 4/60 intersection. Primarily, because CR No. 4 does not meet CR No. 60 at a 90 degree angle. Albright thought years ago, the County was looking at changing this intersection, or maybe when it was State Highway (HWY) No. 228 operated by MnDOT. Foster said the County has received some funding for a "Safe Streets" program, and maybe next year at one of our festivals, they can have a booth, asking people about their highway and traffic concerns in the Vergas area.

8.) Trails. Albright said the City is planning for improvements for Long Lake Park. Because we have limited space, especially in the beach area, primarily due to the location of CR No. 60, he questioned if the County might ever consider the installation of a pedestrian walkway under CR No. 60 to connect to property on the north side? There is a 26 acre parcel on the north side, that someday might be available for development. If the beach parking could be moved to that side of the road, it would greatly improve safety in the beach area,.

Regarding the Heart of Lakes Trail, Foster said the County plans to improve CR No. 35 between Dent and Vergas in 2025, to include a wider shoulder for the trail on the edge of the road. The funding for the road widening will come from a trail grant. Lammers questioned if the City needs to do anything to be included in the trail funding? Foster thought we should contact Kevin Fellbaum, Otter Tail County Parks and Trails Director.

The last issue was routing for a snowmobile trail to Vergas. Lammers said the snowmobile club will need the routing by 11/15/24, so they can get their maps printed for the 2024/2025 season. Foster said a representative from the Club will attend the 11/05/24 Commissioners' meeting to further discuss this subject. The two options being discussed are coming into town on CR No. 4 or using CR No. 36 to Townline RD. Albright felt depending on the winter, snowmobiles can be a big economic boost to area downtown businesses. He felt we also have to consider safety for road traffic and the snowmobilers. DuFrane said the County has a clear policy for winter roads, therefore they might not be much snow along CR No. 4 in town. For snowmobiles, this makes it difficult to steer, provides no lubrication for the suspension, and doesn't properly cool the machines. Landowners along the Townline route have expressed concerns about trespassing. Albright felt if that happens, it is a separate issue to deal with. From a "safety" perspective, most felt the Townline option was better. **Motion** by Pinke to recommend to the 11/12/24 Council meeting a Townline route. **Seconded** by Albright, **approved**.

9.) Snow Removal. DuFrane said we have a number of businesses that pile and deposit snow on the City property behind the Liquor Store. He also said Paul Bruhn has no where to go with

his snow. DuFrane understands that Bruhn does not want anything heavy on his concrete apron. However, DuFrane would be willing to remove the snow between Bruhn/s building and the Government Services/Post Office building. Usually, Bruhn has a tailer parked on his property in this area. Melting snow in this area can also cause drainage and water problems for the Hardware Store. Albright said he would be willing to visit with Bruhn on this subject, and to report back at the next SSYW meeting.

Foster and DuFrane left the meeting at approximately 3:30 PM to field review a hole in the asphalt by the laundromat.

10.) Alley/Parking Lot Drainage/Paving. Blaine Green, Widseth, reported at the last meeting, that when their field crews return to the office with the winter weather, they will prepare the projects plans and specifications. He felt we were still on track for a February, 2025 bid opening.

11.) Budgets - Goal Setting. The SSYW Committee has furnished the Budget Committee with our numbers for 2025, and the next four years thereafter. Perhaps the City will end up with a surplus in the overall budget for 2024, that way, designated funds in certain accounts can carryover, with Council approval.

12.) Sunny Oaks Lighting. Lammers felt with four lots sold, now was the time to order the required street lighting from OtterTail Power. It probably won't be installed to next year.

Motion by Albright to recommend to Council that they order the required street lighting for this subdivision. **Seconded** by Pinke, **approved**.

13.) Council Workshop. Lammers would like a possible date/time for scheduling this meeting. Starting on July 1, 2024, the Personnel Committee required that DuFrane and Engebretson clock in and out for a 1/2 hour noon break, without pay, from Monday to Thursday. Staff have indicated that technically, they are no longer on call. Albright said we have a snow removal policy that says on weekends, if it snows a certain amount, staff will be available to clean it up. Right now, if staff was available for weekend work in excess of 40 hours, they would be paid time and a half for their efforts.

DuFrane returned to the meeting at 4:00 PM.

DuFrane felt both he and Engebretson would agree to being available as needed, if their "mandatory" lunch break was removed. Albright suggested a Workshop for Thursday, November 7, 2024 at 4:00 PM. Lammers will check with others regarding their availability.

14.) E Lake ST R/W. It has been a while since we've heard from the City Attorney, regarding his review of the R/W documents. Lammers said she also has him working on an assessment question for Scharf AVE. She will contact him regarding the status of both matters. Albright felt we needed a deadline from Tom Winters. Albright said we have other R/W projects around town, and it would be nice to get this one finished first. **Motion** by Albright to have the Council ask for a deadline from the attorney regarding the E Lake ST project. **Seconded** by Pinke, **approved**.

15.) Speed Limit Signs. MnDOT requires the speed limit for city streets to be 30 mph. DuFrane said the traffic by the City Shop on Glenn ST is going considerably faster than that. Scharf AVE should also probably properly signed. Lammers will contact Foster for the suggested signage guidelines and County policy in this regard. Once we determine the requirements, **motion** by Pinke to have the Council post the signs on both Glenn ST and Scharf AVE. **Seconded** by Albright, **approved**.

16.) Utility Permits. Currently, the City has a R/W permit for any work done in a City Street, the cost for said permit is \$350. Recently, Lammers said the City received notice from Arvig Communications that in 2025, they will be installing new fiber optic cable along Scharf AVE. DuFrane said we have a deal with Great Plains Natural Gas, that if they do work in town, and it is not satisfactory, we can correct the situation and bill them for our costs. Albright said when he used to work for the Watershed District, we put a disclaimer on our utility permits that if said utility was ever found to be in the way of one of our construction projects, said utility company would relocate their utility at their expense. Albright felt utility companies need to let the City know when they are working in town, the extent of their work, and that they will be responsible for all cleanup, and possibly providing record drawings of where their utilities were installed. DuFrane said when the sewer and water lines were installed in Vergas in 1993, Larsen-Peterson didn't do that good of a job documenting actually where things were placed. Albright questioned if DuFrane was documenting where things were located whenever there was an excavation project in town? DuFrane said he tries to put it in his notes. DuFrane also said that a number of neighboring cities require that whenever gas lines are installed, that all sewers in vicinity of the work be checked with a camera to make sure that they were not hit. Albright questioned how many R/W permits the City has issued? Lammers questioned a fee for a utility permit? New fees will be set to go into effect as of 01/01/25. **Motion** by Pinke to recommend that the City enact a utility permit, with the fee to be researched as to what other neighboring cities are requiring. **Seconded** by Albright, **approved**.

17.) Glenn ST Culvert. The subdivision developer had his contractor install a culvert for a driveway on Loren Menz's property in September, 2024. The estimated cost was \$1,800. When the project's plans were developed in February, 2023, Menz did not have a driveway at this location. In the fall of 2023, he built a garage that he needed access to from Glenn ST. No permits were applied for from the City for his driveway. This summer, with all the rain early on, there was erosion problem at this location, and Menz was not happy with the access left by the subdivision contractor. During the review for the project's cleanup list, it was recommended that a culvert was needed for the Menz approach. The culvert was installed, but Menz feels that it is too narrow. At the time, there was talk that maybe the culvert and installation expense be shared three ways, the City, Menz, and the developer. Lammers and DuFrane said that typically, the City doesn't pay for driveway culverts. If we cost share on this one, what are the future ramifications? For example, there are 28 lots in Lawrence Lake Acres. Each lot may require a driveway culvert, and what do we tell others when they ask for cost sharing? The SSWW Committee felt this issues was between the two landowners.

18.) 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.

19.) 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.

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

21.) Adjournment. Albright adjourned the meeting at 4:35 PM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- recommended route for 2024/2025 snowmobile use for Townline RD.
- lighting be ordered from OtterTail Power for Sunny Oaks Subdivision.
- obtain a date from the City Attorney for completion of the R/W documents for E Lake ST.
- speed limit signs be installed on Scharf AVE and Glenn ST In accordance with County guidelines.
- that the City enact an utility permit and associated permit permit fee (perhaps the R/W and utility application can somehow be combined?)

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, maybe coordinate with County road project(s).
- 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 OF VERGAS PLANNING COMMISSION PUBLIC HEARING
MINUTES

Monday October 28, 2024
5:45 pm
Vergas Event Center and Zoom

The City of Vergas Planning Commission meeting held a public hearing on Monday, October 28, 2024, in a hybrid meeting at the Vergas Event Center with the following members present: Bruce Albright, Jim Courneya, Shane Hasse and Alex Ohman. Absent: Rebecca Hasse, Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizens Tami Rust, Elisha Franklin, Marcia Huddleston and Brenda Young.

Chairman Bruce Albright called the public hearing to order at 5:45 pm. and had members introduce themselves.

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

Tami Rust, property owner requesting variance for a height of 26 feet for house reviewed the plans for her home and explained her construction permit was applied for a 27-foot building and approved for a 25-foot structure. With some compromise she has settled for a 26-foot height building with 4-foot windows to have a panoramic view.

Motion by Courneya, seconded by Ohman to close the public hearing at 5:55 pm. Motion passed unanimously.

CITY OF VERGAS PLANNING COMMISSION PUBLIC HEARING
MINUTES

Monday October 28, 2024
6:00 pm
Vergas Event Center and Zoom

The City of Vergas Planning Commission held a public hearing on Monday, October 28, 2024, in a hybrid meeting at the Vergas Event Center with the following members present: Bruce Albright, Jim Courneya, Shane Hasse and Alex Ohman. Absent: Rebecca Hasse, Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizens Tami Rust, Elisha Franklin, Marcia Huddleston, Brenda Young, Julie Bruhn, Rosemary Sandua and Dwight Lundgren.

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

Reviewed current zoning map vs proposed zoning map.

Summary of Proposed Changes to City of Vergas Zoning Map 2024
Additional Zoning Codes

Several new codes have been added to reflect the likely adoption of updated ordinances. Additional codes are R-2 Residential (multi-unit / apartments) and F Rural Residential and Agriculture.

Changed from Residential (R-1) to Commercial (C-1)

J&K Marine, Baseball Fields and Pickle Ball Courts, Jesus Little Lambs, Hanson's Lot next to the apartments, and the lots on the corners of S Pelican Ave and E Looney Lane are all being changed from R-1 to C-1.

Changed from Commercial (C-1) to Residential (R-1)

Homes to the west of the Event Center and playground, Homes to the South of Hanson's Plumbing and Heating, three homes east of Skal and the Laundromat are all being changed from C-1 to R-1.

Changed from R-1 Residential to R-2 Residential

The apartment complexes on E Frazee Ave and the multi-unit town home on E Scharf Avenue are being changed from R-1 to the new R-2 designation.

Rural Parcels

Many parcels that are used for agriculture or are "rural in nature" are being changed from either Open Zone or R-1 Residential to F Rural Residential and Agriculture.

New Industrial Zones

City Workshops and recycling need to be zoned Industrial; parts of the gravel pit are being changed from R-1 and Open Zone to industrial.

Lammers stated she has received one comment from a resident regarding the parcels in Sunny Oaks Development. The EDA/HRA has been working with Otter Tail County HRA on building a triplex but in the new zoning map the area is zoned R-1. Should this not be zoned R-2 now instead of having them file a conditional use permit to build.

DuFrane questioned duplexes along Park View Drive which are zoned R-1.

Page 60 of 71

§ 151.21 R-1 LOW DENSITY RESIDENTIAL DISTRICT

(A) *Purpose.* The purpose of the R-1 Low Density Residential District is to provide for moderate density one and two-family

dwelling units and directly related, complementary uses.

(B) *Permitted uses and structures.*

(1) One and two-family dwelling units.

151.22 R-2 HIGH DENSITY FAMILY RESIDENTIAL DISTRICT.

(A) *Purpose.* The purpose of the R-2 High Density Residential District is to provide for medium density housing in multiple family structures and directly related complementary uses.

(B) *Permitted uses and structures.*

(1) Any permitted use in a R-1 Low Density Residential District.

(2) Multiple-family dwelling.

Park View is zoned correctly.

Marcia Huddleston questioned commercial area along County Road 4 and 35. Albright explained a conditional use permit for the area and the request from EDA to expand our commercial area.

Rosemary Sandua questioned Mark Sand and Gravel property and the enlarging of the gravel permit area. Albright explained the permitting process for a gravel pit and how they will need to reclaim an area for them to enlarge the area.

Motion by Ohman, seconded by S. Hasse to close the public hearing at 6:11 pm. Motion passed unanimously.

CITY OF VERGAS PLANNING COMMISSION SPECIAL MEETING

MINUTES

Monday, October 28, 2024

6:12 pm

Vergas Event Center and Zoom

A City of Vergas Planning Commission meeting held the planning commission meeting on Monday, October 28, 2024, in a hybrid meeting at the Vergas Event Center with the following members present: The City of Vergas Planning Commission meeting held a public hearing on Monday, October 28, 2024, in a hybrid meeting at the Vergas Event Center with the following members present: Bruce Albright, Jim Courneya, Shane Hasse and Alex Ohman. Absent: Rebecca Hasse. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizens Tami Rust, Marcia Huddleston, Rosemary Sandua and Dwight Lundgren

Call to Order

Chairman Albright called the special meeting to order at 6:12 pm.

Agenda Additions and Deletions

No additional or deletions made to the agenda.

Minutes

Motion by Ohman, seconded by Courneya to approve minutes for October 28, 2024. Motion passed unanimously.

Status of Council Recommendations

Albright informed members the Farm Animal Ordinance was approved.

Construction Permits

Lammers has approved the following permits:

Construction Permits

1. 315 E Frazee Ave, shingle apartment building
2. 311 Parkview, shingle house
3. 96 Parkview Ave, move dirt per LGU guidelines
4. 98 Parkview Ave, move dirt per LGU guidelines
5. 100 Parkview Ave, move dirt per LGU guidelines

Grade and Fill:

1. 96 Parkview Ave, move dirt per LGU guidelines
2. 98 Parkview Ave, move dirt per LGU guidelines
3. 100 Parkview Ave, move dirt per LGU guidelines

Albright and Courneya have updated the 2024 construction permit listing and closed many of the permits.

Variance for Building Height

Motion by Courneya, seconded by Hasse to allow variance request of 26 feet in height; an increase of 1 foot over ordinance. Motion passed unanimously.

Ohman questioned the view of neighbors and is concerned of setting presence of height requirements as this is the second we are granting. Albright stated it is nice that they met us half ways and took the height down from 27 to 26 feet.

Zoning Map Update

Motion by Ohman, seconded by Courneya to recommend to Council to update zoning map as presented with the change of taking the

Sunny Oaks Development from R-1 to R-2. Motion passed unanimously. Albright thanked Ohman for all the work he had done on the permit.

Nuisance Properties within Vergas

Lammers reviewed the current nuisance report. One property has received a letter for chickens.

Motion by Ohman, seconded by Hasse, to remove chicken nuisance when it is confirmed they have removed the rooster. Motion passed unanimously.

350 S Pelican Ave has not done anything with its garage door. This is a notice that was extended until October 18, 2024 but it has not been repaired. Members asked Lammers to invite the owner to the next meeting.

Motion by Ohman, seconded by Courneya to send letter to 130 E Elm St to pick up garbage around their yard. Motion passed unanimously.

Motion by Ohman, seconded by Hasse to send letter to 606 E Frazee Ave in regards of inoperable vehicle. Motion passed unanimously.

Motion by Hasse, seconded by Courneya to send 339 E Frazee Ave a certified letter to clean up his yard. Motion passed unanimously.

2024-2025 Planning Commission Budget

Lammers reviewed the budget with the only change being in engineering.

Attached Accessory Structures

Ohman explained that in the Vergas Ordinance there is nothing for attached structures. Looked at other cities and we are going to need to look at what percentage of the building should be accessory. Park Rapids is 3,000 square feet or 75% of the building. Ohman stated this seems excessive for within the city limits. Requested Lammers look at past permits and what percentage the garage is to the house.

DuFrane stated past Councils did not want shouse homes in Vergas and were not happy when we began building them. Discussed buildings and members will research information regarding attached accessory structures.

Albright called a recess until after the public hearing.

Public Hearing

Chairman Bruce Albright called the public hearing to order at 7:00 pm

Discussed Boardwalk requirements of being 6 feet. Property owners were unable to attend but stated they need boardwalk (dock over area) to be 8 feet for handicapped ability.

Motion by Ohman, seconded by Courneya to close public hearing.

Albright reopened meeting at 7:03

Variance for Boardwalk width

Motion by Ohman, seconded by Hasse to approve variance for boardwalk width. Motion passed unanimously

Adjournment

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

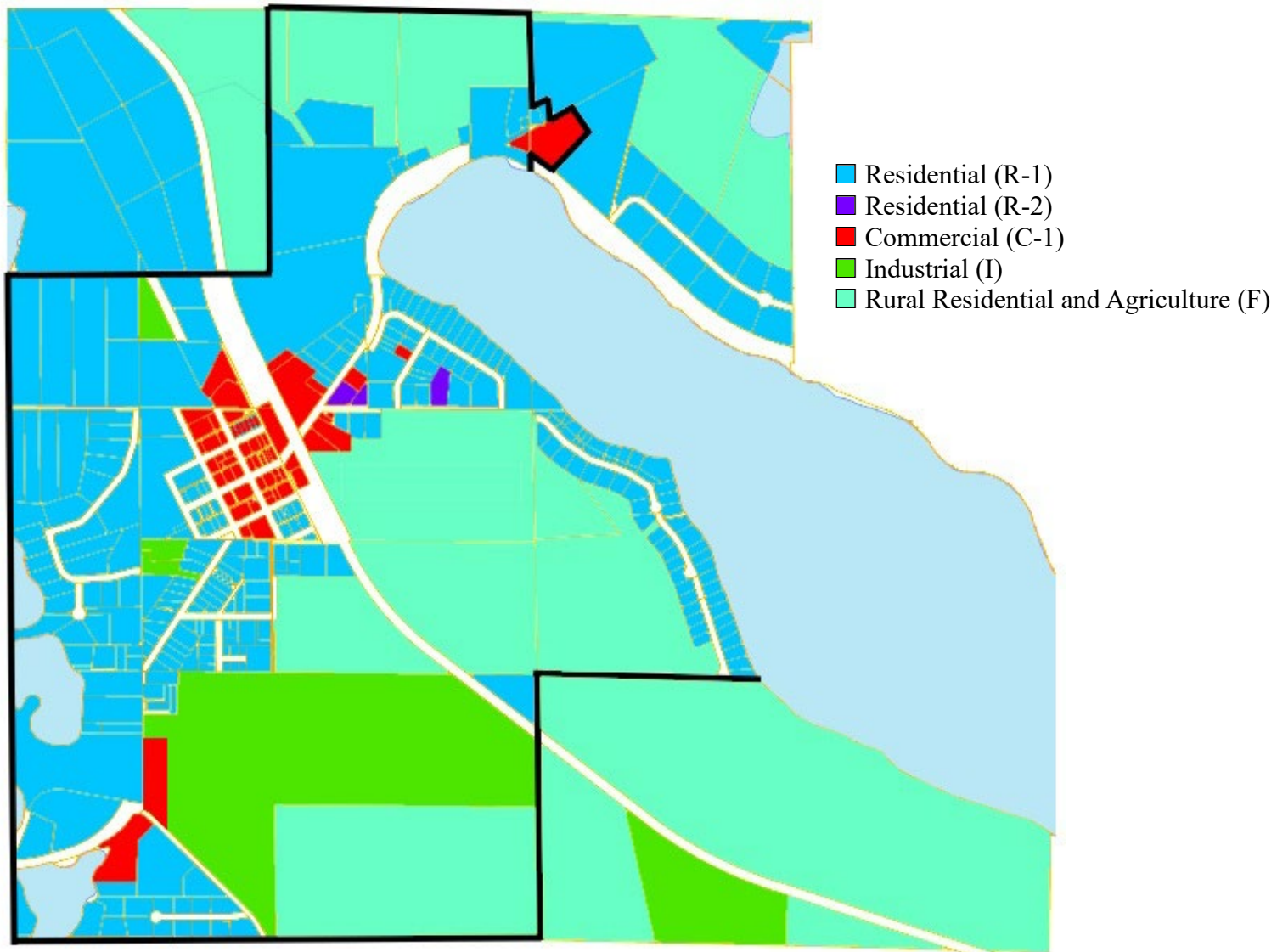
Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Council recommendations:

Approve updated zoning map.

Draft Update to City of Vergas Zoning (9/23/24)



CITY OF VERGAS
COUNCIL WORKSHOP MINUTES
VERGAS GOVERNMENT SERVICES CENTER
Thursday, November 7, 2024

The City Council of Vergas met at 4:00 pm, on Thursday, November 7, 2024, at the Vergas Government Services Center for a council workshop with the following members present: Mayor Julie Bruhn; Council Members: Bruce Albright, Natalie Fischer, Dean Haarstick, and Paul Pinke. Absent: none. Also present: Clerk/ Treasure Julie Lammers; and Citizen Dwight Lundgren.

Call to Order:

Mayor Bruhn called the meeting to order.

Review of Utilities Superintendent Concerns: The group reviewed the concern list provided by the Utilities Superintendent.

1. Supervisor. (Am I a supervisor)?

The Personnel Committee noted that there was discussion about moving the position to Supervisor but, in the past month's observation, it is recommended that he not be in the supervisor role. He has not demonstrated the skills required for a supervisor position (budgeting, communication, performance reviews, etc.) The current procedures state that the Utilities Superintendent provides the work direction to the Maintenance Operator. The main problem has been in communications between the two positions. Communication is key for the position to succeed. The Personnel Committee did not want to set up the position to fail.

2. Work hours (allowing schedule to change from 7:00 to 4:00 pm to 7:30 to 4:00 pm all year):

The Personnel Committee explained that the Utilities department has always set their own schedule. They are currently allowed flexibility in scheduling. The only requirement has been that their work hours match what is required to do the work. Example: if water needs to be turned on Friday at 2 pm one of them needs to work Friday afternoon.

3. Flexibility:

Again, the position allows flexibility and scheduling of their own work. The only requirement is to match the hours to the work that needs to be performed.

4. Lunch break:

The issue noted by the Utilities Superintendent was regarding the time the Maintenance Operator takes lunch and wanting a set time for lunch breaks. The Personnel Committee stated that communication is key and again that flexibility is allowed to get the work done.

5. On call pay:

Lots of research has been done regarding on-call pay. Other cities in the area do not offer this. Lammers read statements from a law firm. "No, most plow driers do not need to pay for the time they are on call. If workers are allowed to use their time for their own purpose, you don't need to pay time until they are called in. If your company imposed too many restrictions on call workers, however, you may be required to pay them for that time."

The Utilities Superintendents request for lunch break pay (to offset on call pay) was discussed. The law is that employees take lunch breaks, and it is in the current policy. State law states employees get two 15-minute paid breaks and one unpaid ½ hour break when working 8 or more hours. There are employee rights and employer rights, and they need to be followed. Currently if work requires that utilities workers need to work through lunch break for specific reason, they make the Personnel committee aware of the situation. A main reason for the requirement is for 'safety.'

6. Salary:

No discussion from the group as the statement from the Utilities Superintendent was that he was in favor of hourly, which is currently being provided.

Snowplow Policy: Albright read the snowplow policy and asked if any changes were needed. After a group discussion everyone agreed the current policy has worked well. There was also discussion regarding having a contract with an independent snowplow service to use when needed (contract from the past has expired).

Council Recommendations: No policy changes were recommended.

Adjournment: Albright thanked Bruhn and Fischer for their work on the Personnel Committee. The meeting was adjourned at 5:15 pm.

Vergas Clerk-Treasurer
Julie Lammers, CMC

City Council
2024 Nov Council Meeting, Public Hearing and Public Input
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
5:45 PM on Tuesday, November 12, 2024

12. Staff Reports

A. Clerk-Treasurer
B. Liquor Store Manager
C. Utilities Superintendent

Files Attached

- 11 Clerk-Treasurer Report.pdf
- Liquor Store Manager Report.pdf
- 24 Q3 Sales.pdf
- 24 Q3 Value.pdf

Education and Trainings:

Attended:

ESMC Meeting , October 10 at 10 am, Oct 29 at 8 am, and Nov. 5 at 10 am

Ottertail Power Energy Audit Oct. 10, 2 pm

TrainsFo: October 15 at 10 a.m.

Sidewalk

Streets/Sidewalk/Yard waste committee met with Otter Tail County regarding sidewalk and handicapped parking. The sidewalk is in the County road-right-of-way. EDA/HRA discussed handicapped parking, and I was asked to contact Billy's and Hardware Store to get their opinion regarding having in front of their business. On Friday, Nov. 8 I spoke with both Brad and Vanessa. Brad stated the Hardware store is okay with having handicapped parking on Main Street in front of their business. Vanessa stated they a handicapped spot is needed on Main Street but would prefer it to be located in front of Hardware Store because when they have events and bands they unload thru the front door, and this would cause them to have to block traffic when unloading.

Elections

General Nov. 5-voted the Vergas Assisted Living the week before the elections.

Data Request

Marcia Huddleston requested job descriptions for City Clerk-Treasurer and Liquor Store Manager on October 22 by email and descriptions were provided to her on October 22, 2024.

Liquor Store Manager Report

Financials:

The following has been transferred to the general fund:

2020	2021	2022	2023	2024
\$30,000	\$30,000	\$25,000	\$15,000	\$0

Employees:

Currently at 2 full-time employees and 2 part-time employees.

- Kyle – Nov 2021
- Tammy – Aug 2015
- Jezmae – June 2020
- Paul – Oct 2020

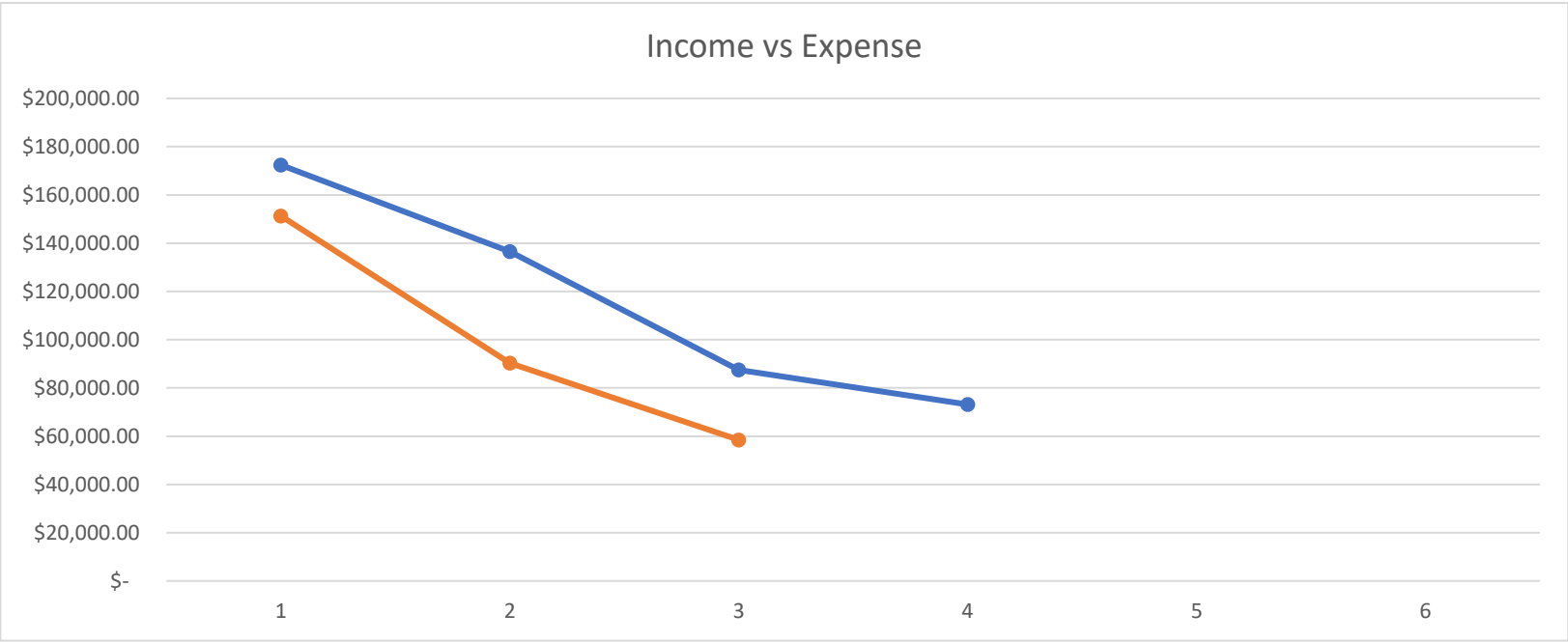
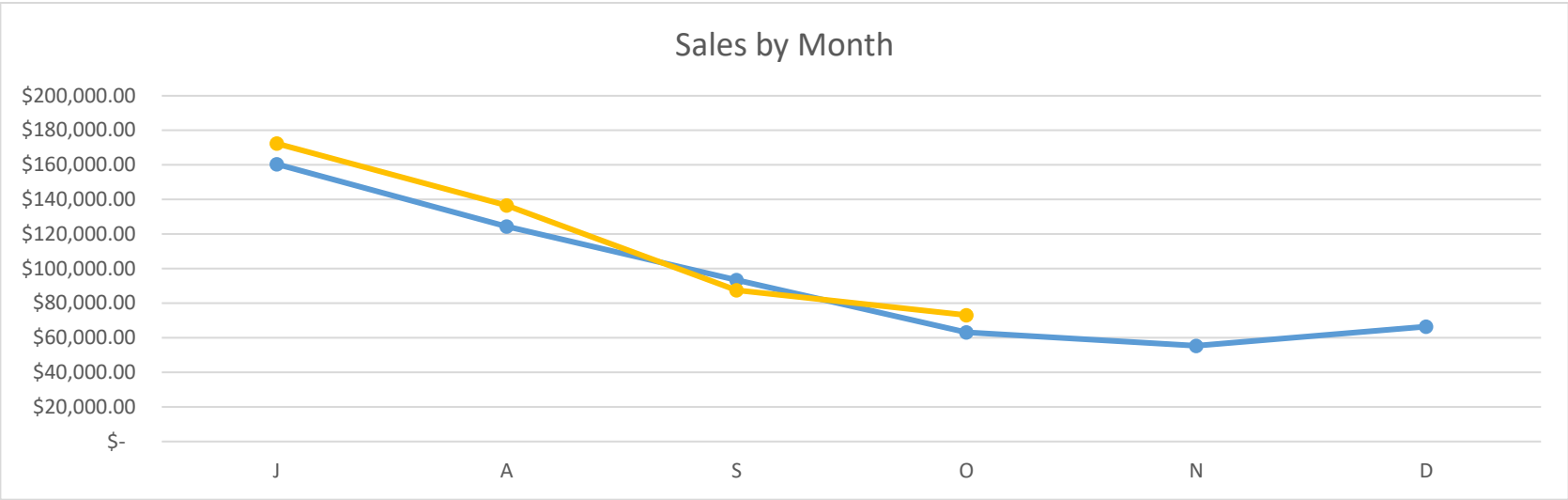
Misc:

- **Connie quit effective Oct 26. Her reason was low wages.**
- **YTD sales percentages:**
 - **Beer: 52.8%**
 - **Liquor: 30.5%**
 - **Wine: 8.8%**
 - **THC: 3.6%**
- **Nationwide alcohol trends are high on my radar, and what to do to prevent in the future if trends continue doing what they're doing.**
 - **Nationwide \$\$\$ trends:**
 - **Spirits: down 3%**
 - **Beer: down 3-4%**
 - **Wine: down 4%**
 - **Our trends:**
 - **Spirits: \$\$\$ up 3%. # of transactions up 12%**
 - **Beer: \$\$\$ down 1%. # of transactions down 4%**
 - **Wine: \$\$\$ down 2%. # of transactions down 3.8%**
- **July and August had some of our busiest weekends yet.**
 - **Brainstorming, along with Muni Building Committee, how to be more efficient during our busiest times.**
 - **Example – July 4th week we averaged over \$13,000/day but required 3-4 employees to be present.**
- **Wine Walk was the busiest yet. Approximately double the participants came through the Liquor Store.**
- **Recommend that the Liquor Store transfers \$25,000 into the general fund.**

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Difference</u>
Q1	#REF!	#REF!	\$144,004	#REF!
Q2	#REF!	#REF!	\$273,230.00	#REF!
Q3	\$ 335,375.00	\$ 378,169.00	\$396,437.00	104.8%
Q4	\$ 181,443.00	\$ 185,125.00		0.0%
Total	\$ 856,828.00	\$ 953,526.34		0.0%

Expense	<u>J</u>	<u>A</u>	<u>S</u>	<u>O</u>	<u>N</u>	<u>D</u>	<u>Total</u>
2023	\$96,857	\$109,670	\$96,446	\$71,263	\$54,556	\$66,185	\$494,977.00
2024	\$151,262	\$90,241	\$58,466				\$299,969.00

Sales	<u>J</u>	<u>A</u>	<u>S</u>	<u>O</u>	<u>N</u>	<u>D</u>
2022	\$ 140,385.00	\$ 110,926.00	\$ 84,064.00	\$ 67,464.00	\$ 51,655.00	\$ 62,324.00
2023	\$ 160,449.00	\$ 124,341.00	\$ 93,379.00	\$ 63,204.00	\$ 55,414.00	\$ 66,507.00
2024	\$ 172,385.00	\$ 136,552.00	\$ 87,500.00	\$ 73,144.00		



2023

Q1	Cost	Retail Value
Liquor	\$148,303.00	\$217,312.00
Beer	\$31,611.00	\$42,604.00
Wine	\$35,487.00	\$56,190.00
Everything	\$222,100.00	\$324,199.00

Q2	Cost	Retail Value
Liquor	\$131,475.00	\$195,240.00
Beer	\$46,820.00	\$63,103.00
Wine	\$35,257.00	\$51,372.00
Everything	\$219,813.00	\$318,728.00

Q3	Cost	Retail Value
Liquor	\$111,647.00	\$164,735.00
Beer	\$32,840.00	\$43,309.00
Wine	\$33,058.00	\$50,905.00
Everything	\$181,440.00	\$265,023.00

Q4	Cost	Retail Value
Liquor	\$116,155.70	\$171,114.70
Beer	\$31,292.72	\$40,799.37
Wine	\$32,728.89	\$51,344.38
Everything	\$183,787.18	\$268,539.92

2024

Q1	Cost	Retail Value
Liquor	\$133,844.00	\$195,213.00
Beer	\$30,327.00	\$39,864.00
Wine	\$34,285.00	\$54,420.00
Everything	\$206,108.00	\$302,857.00

Q2	Cost	Retail Value
Liquor	\$135,626.00	\$197,143.00
Beer	\$48,089.00	\$64,413.00
Wine	\$35,494.00	\$55,893.00
Everything	\$227,608.00	\$330,529.00

Q3	Cost	Retail Value
Liquor	\$112,853.00	\$163,721.00
Beer	\$35,840.00	\$47,796.00
Wine	\$28,819.00	\$45,916.00
Everything	\$184,327.00	\$267,668.00

Product Cost

	Q1	Q2	Q3	Q4
2018	\$154,391	\$168,148	\$181,370	\$171,230
2019	\$175,352	\$203,013	\$207,617	\$212,844
2020	\$236,937	\$249,378	\$239,382	\$235,576
2021	\$245,710	\$253,106	\$230,930	\$221,536
2022	\$219,817	\$220,182	\$214,990	\$203,765
2023	\$222,100	\$219,813	\$181,440	\$183,787
2024	\$206,108	\$227,608	\$184,327	

Product Retail

	Q1	Q2	Q3	Q4
2018	\$227,657	\$252,276	\$267,408	\$253,600
2019	\$255,930	\$294,667	\$300,920	\$314,531
2020	\$548,755	\$362,236	\$351,689	\$351,376
2021	\$367,773	\$373,261	\$336,659	\$327,818
2022	\$322,928	\$321,025	\$310,109	\$302,596
2023	\$324,199	\$318,728	\$265,023	\$268,540
2024	\$302,857	\$330,529	\$267,668	