

**City Council**  
**2024 December Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:30 PM on Tuesday, December 10, 2024**

**1. Thank you celebration Mayor Julie Bruhn and Council Member Natalie Fischer**

Please join us in thanking Julie Bruhn and Natalie Fischer for their service on the Vergas City Council from 6 - 6:25 pm.

**2. Call to Order**

Council Meeting begins at 6:30 pm

**3. Citizens' Concerns**

**4. Agenda Additions and Deletions**

**5. Approval of Consent Agenda**

- A. Council Minutes of the November 12, 2024 meeting
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for November 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 Licenses

- 1. Cigarette
  - a. Lakes Community Co-op
  - b. Olson Oil
- 2. Liquor on-sale
  - a. Billy's Corner Bar
  - b. Skal

I. Tax Abatement Hearings for parcels: 82000990249000 and 82000990244000 on January 14, 2025 at 6:15 pm.

**J. Employee Training**

- 1. MN Rural Water Conference – March 4-6, 2025 in St Cloud (Utilities Superintendent )
- 2. MN Clerks and Finance Officers – March 17 -21, 2025 in Brooklyn Center (Clerk-Treasurer)
- 3. Clerks Advanced Academy- (Clerk-Treasurer)
- 4. LMC, Loss Control Workshop March 26, 2025 in Alexandria (Utilities Superintendent, Maintenance Operator, Clerk-Treasurer)
- 5. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Council & Clerk-Treasurer)
- 6. Municipal Beverage Association (MMBA) April 20 - 23, 2205 Alexandria (Liquor Store Manager)
- 7. 16th Annual Operator Expo, (MN Rural Water) August 20, 2025 (Utilities Superintendent and Maintenance Operator)
- 8. Minnesota Clerks and Finance Officers Region 1 Meetings, various dates, (Clerk-Treasurer)
- K. 2025 Elections
  - 1. Resolution 2024-015 Polling Place Designation
- L. Energy Grant
  - 1. Update
  - 2. Resolution
- M. Committee Reports - requiring no Council Action
  - 1. EDA/HRA
- N. Comp Plan Progress 2024
- O. Certify Mowing Invoice to Taxes - Parcel 82000990130000

**6. 2019 Street Project Asphalt on Scharf Ave**

**7. Otter Tail Lakes County Assn.**

**8. Committee Reports**

- A. CDH-Vergas Fire Board

- B. Water/Sewer Committee
  - 1. Rates
  - 2. Budgets
    - a. Water
    - b. Sewer
- C. Park Board
  - 1. Sales Tax
  - 2. Transfer to MM Account
- D. Event Center
  - 1. Stove Top
  - 2. Member
- E. Streets/Sidewalks/Yard Waste
  - 1. Street Lighting Suny Oaks
  - 2. Right-a-Way Update- E Lake Street
  - 3. Extension of Scharf Avenue

**9. 2025 General Fund Budget**

- A. 2025 Fee Schedule
- B. 2025 Employee Payscale
- C. 2025 General Fund Budget

**10. Staff Reports**

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

**11. 2024 Mayor State of Address**

**12. Information & Announcements**

Events:

Local Board of Review, April 9, 2025 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)

**13. Adjournment**

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**Files Attached**

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- 12.2024 City Bill Listing.pdf
- 11.2024 Liquor Store Bill Listing.pdf
- 12.2024 past\_due\_customers (70).pdf
- 2024 General Fund\_Special Revenue Money Market Account Report.pdf
- 2024 Investment Schedule & Bond Schedule.pdf
- Resolution 2024-015 Designating Polling Place.pdf
- Vergas Energy Dec 10 Council Grant Update.pdf
- Resolution 2024-016 MPCA Grant.pdf

- 11.14.2024 HRA Agenda Minutes.pdf
- 12.4.2024 EDA HRA Agenda Minutes.pdf
- Comp Plan Progress 2024 11 05 02024.pdf
- Assessment Letter Parcel 82000990130000.pdf
- 12.2024 City Claims List.pdf
- 11.12.24 Council Minutes.pdf



## CITY OF VERGAS

Bill Listing for Nov. 14, 2024 to Dec. 5, 2024

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Caitlin Norby	Event Center, deposit refund	75.00
Cash	Reimbursed change drawer- postage	48.40
City of Vergas	Water and Sewer	63.96
City of Vergas	Payroll	7,264.58
Diane Menz	Election Mileage	70.35
Elaine Palmer	Election Mileage	34.84
Internal Revenue Services	2024 Withholding Tax	3,128.78
Jezmae Burkett	Event, Supplies and mileage	50.75
Kari Dahlgren	Election Mileage	34.84
Lake Region Electric	Sign, electricity	58.56
Lammers, Julie	Clerk , training mileage	60.30
LMC Insurance Trust	All Depts, Workers Comp Coverage	17,080.00
MN Dept. Revenue	2024 Withholding Tax	272.43
Patricia Strand	Election Mileage	34.84
Public Employees Retirement Assoc.	Payroll	2,162.13
S & Z Properties	Big Build Tax Relief Program	7,218.94
Summers Holding, LLC	Big Build Tax Relief Program	1,906.81
Verga Fire Relief Association	Fire State Aid	32,555.88
Total for bills paid between Council Meetings		<u><u>\$72,121.39</u></u>

City of Vergas Liquor Store Checks Paid in November 2024

Vendor	Description	Total
Absolute Ice		\$151.20
Arvig Communication	Security System	\$124.27
Bergseth Bros		8,639.45
Beverage Wholesalers		3,462.60
BlueCross Blue Shield of MN	Employee Insurance	1,706.56
Breakthru Beverage MN Wine and Spirits		2,122.30
City of Vergas	Utility	61.02
City of Vergas	Payroll	5,103.36
Colonial Life	Employee Reimbursed Ins	124.12
Corporate Technologies, LLC	Technology	39.60
Dacotah Paper Company	Supplies	90.30
D-S Beverage		6,246.73
Fricke Consultin Sale	POS service fee	165.00
Great Plains Natural Gas	Utility	29.62
Hanson's Plumbing & Heating	Step Up Furnace Repairs	944.26
Internal Revenue Service	2024 Withholding Tax	1,489.37
Johnson Brothers Liquor Co		2,059.48
League of MN Cities	Workers Comp	3,644.00
Merchant Services	Credit Card Fees	1,253.46
MN Dept. of Revenue	Sales Tax	6,522.00
MN Dept. Revenue	2024 Withholding Tax	211.58
Otter Tail Lakes Assn	Advertising	180.00
Otter Tail Power Company	Utility	327.64
Paustis Wine Company		367.00
Phillips Wine & Spirits		3,451.52
Public Employees Retirement Assoc.	Payroll	\$936.92
Southern Wine & Spirits of MN		5,978.99
Theisen, Kyle	Cell Phone and Mileage	\$25.00
Unwind MN, LLC		\$289.00
Vergas State Bank	HAS Contributions	\$407.00
Victor Lundeen's	Checks	90.50
Viking Coca-Cola		445.87
	Total	<u>56,689.72</u>
	November Receipts	<u>63,439.20</u>
<b>November Balance</b>		<u>\$6,749.48</u>
	January - October Operating Income (Loss)	\$68,280.09
	Transfer to General Fund	\$25,000.00
<b>2024 Total Operating Income (Loss)</b>		\$75,029.57
Amount in Account		\$50,029.57

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	1600	Coleman, Twila & Casey	Active	82000990160000	506 E Frazee Ave	95	59.93	269.26	0.00	08/15/2024	214.39	92089905	WATER	No
2	0	211	Lemon, Brandon	Active	82000990110000	213 W Main St	95	80.03	380.56	0.00	09/24/2024	160.00	88707196	WATER	No
2	0	570	Licence, Tony	Active	82000990127000	350 S Pelican Ave	95	13.06	326.85	0.00	10/15/2024	200.00	86271557	WATER	No
2	0	910	Lankow, Benjamin	Active	82000990170000	339 E Frazee Ave	95	57.90	270.22	0.00	08/26/2024	112.28	89621694	WATER	No
Total							Count: 4	210.92	1,246.89						



### City of Vergas Investments

	<u>Account Number</u>	<u>12/31/23</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>11/30/24</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund/Street Funds	325657	233,531.42	0.00	100,000.00	834.10	134,365.52	0.75%	MMDA
Street Debt Fund	325657	260,975.43	150,000.00	100,000.00	1,337.83	312,313.26	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	150,000.00	200,000.00	5,460.81	1,063,555.23		

### 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 11/30/2024</u>	<u>Amount Paid in 2024</u>
<b>Street Debt Service Fund</b>									
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
<b>Water Fund</b>									
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				<b>1,157,973.50</b>		969,173.50	82,000.00

CITY OF VERGAS  
COUNTY OF OTTER TAIL  
STATE OF MINNESOTA  
RESOLUTION 2024-015

RESOLUTION DESIGNATING THE POLLING PLACE FOR THE CITY OF VERGAS

WHEREAS, The City Council of the City of Vergas has discussed the designation of the polling place for the City of Vergas;

WHEREAS, The City Council of the City of Vergas designates the Vergas Event Center, 140 W Linden St in said city, as the polling place for the elections;

WHEREAS, The City Council of the City of Vergas agrees that the polling place is:

- Fully accessible
- Large enough to accommodate the election activities
- Free of other non-election activities
- Smoke free
- Liquor free; and
- Located within the precinct.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Vergas is designating the Vergas Event Center, 140 W Linden St, Vergas MN as the polling place for the 2025 elections.

Adopted this 10th day of December 2024 by the City Council of the City of Vergas.

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Julie Bruhn, Mayor

ATTEST:

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Julie Lammers, City Clerk/Treasurer

## **Vergas Energy Grant Update**

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

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

### **Status**

On October 29<sup>th</sup>, Julie Bruhn gave presentation to the state RSDP Board regarding Vergas Energy grant and status.

RSDP Energy Grant presentation given at November Vergas City Council meeting sharing preliminary findings from energy audit and building audits.

Vergas will have a RSDP Graduate Research Assistant, January-May, to compile a report with full findings and recommended actions.

Julie Lammers will participate in RSDP calls and coordinate completion of energy grant.

WCIF Municipal Solar Cohort has 10-13 communities interested in next steps with solar, however WCIF will be looking at only 5-6 projects for this first summer. Funding will be tailored more toward low or no interest loans.

Continued engagement in the WCIF Municipal Solar Cohort requires participation by the community mayor in calls and training.

WCIF RFP being drafted to get community names included in Municipal Building Solar Cohort. Communities must have an energy analysis (WCIF) and building energy audits (OTPC) completed to be included. WCIF would come to the council to get approval of the RFP for communities that are ready during Jan-Mar. WCIF putting out installer bids in May.

MPCA grants now open until January 9<sup>th</sup>. Vergas should look at doing a grant proposal to fund further energy planning or implementation. Vergas is the only rural community involved with energy, so could have good chance to receive.

CITY OF VERGAS  
COUNTY OF OTTER TAIL  
STATE OF MINNESOTA  
RESOLUTION 2024-016

RESOLUTION TO APPLY FOR MINNESOTA POLLUTION CONTROL AGENCY (MCPA) LOCAL  
CLIMATE ACTION IMPLEMENTATION PLAN GRANT

THE CITY COUNCIL OF VERGAS, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:

BE IT RESOLVED the City of Vergas, County of Otter Tail, Minnesota submit by the 9<sup>th</sup> day of January 2025 and that Julie Lammers, City Clerk-Treasurer, is hereby authorized to apply to the MCPA for funding of this project on behalf of the City of Vergas.

BE IT FURTHER RESOLVED that the City of Vergas has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and insure adequate construction, operation, maintenance, and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Vergas has not incurred any development costs and has not entered into a written purchase agreement with contractors for these projects.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, City of Vergas may enter into an agreement with the State for the above-referenced project, and that the City of Vergas certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including uses consistent with Climate Action Plan and the fund grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that Julie Lammers, City Clerk-Treasurer is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

Adopted this 10<sup>th</sup> day of December 2024 by the City Council of Vergas.

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Julie Bruhn, Mayor

ATTEST:

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Julie Lammers, City Clerk/Treasurer



**Vergas HRA  
Government Services Center & Zoom  
5:30 PM on Thursday, November 14, 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 Housing Redevelopment Authority (HRA) met on Thursday, November 14, 2024, at 1:00 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 1:00 pm.

**Purchase Agreement Termination**

Summers abstained from all discussion and voting regarding the purchase agreement termination.

Madison Waller requested to be released from her purchase agreement and have \$500 earnest money returned to her. When purchasing lot she believed she had a home to move onto the lot and was not able to secure home. The lender stated financial reasons for pulling out of the agreement. Motion by Albright, seconded by Perry to refund earnest money and terminate agreement. Motion passed unanimously.

**Adjourn**

Motion by Sonnenberg, seconded by Albright to adjourn the meeting at 1:10 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, December 4, 2024**

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

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, December 4, 2024, at 2:00 pm in a hybrid meeting at the Vergas Government Services building and on zoom with the following members: DuWayne Ditterich, Paul Sonnenberg, Joy Summers, and Vanessa Perry. Absent: Bruce Albright. Also Present: City Clerk-Treasurer Julie Lammers; CEDA Representative Jordan Grossman; Brad Sinclair and Editor Bob Williams of the Frazee-Vergas Forum.

**Call to Order**

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

**Agenda Additions and Deletions**

Approve agenda as presented. Motion passed unanimously.

**Status of Recommendations to City Council**

None.

**Minutes**

Motion by Summers, seconded by Sonnenberg to approve the minutes of November 6 and November 14, 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**

Opportunities

Brad Sinclair questioned if EDA/HRA would begin a legacy fund. Discussed plans to provide scholarships to Vergas students or those needing medical help. Lammers stated she would look for programs and get back to him regarding available programs.

January Meeting

The committee decided to skip the January meeting unless something urgent comes up.

**Old Business**

CEDA Update – Jordan Grossman

A. Grant Requests

Received 2 grant applications, one needed more information and granted the other application for \$785.00 of reimbursable expenses.

B. Daycare

Grossman updated us on daycare opportunities and is waiting for Churches and proposed daycare provider to get back to her with more information.

Vergas EDA lots on Eva and Diane

Discussed advertising and decided to quit advertising after this round of billboard ads is complete in December and pick up again in March or April depending on the weather.

**Adjourn**

Motion by Summers, seconded by Sonnenberg to adjourn the meeting at 2:56 p.m. Motion passed unanimously.

Julie Lammers, CMC

City Clerk-Treasurer

City of Vergas

**Council Recommendations:**

None.

**Follow up Actions**

None.

## Vergas Comprehensive Plan 2024 Progress Review

### Land Use & Built Form

**Goal:** Capitalize on in-fill opportunities and direct growth to new areas where infrastructure is planned to be cost-effective and sustainable

**Strategies:**

- When considering expansion options, prioritize expansion that follows a set of guidance developed through a growth and management plan.
- Investigate annexing shorelines across bodies of water when landowners are favorable to the request

Action Item	2023 Progress	2024 Progress
Develop tiered system for expansion based on Vergas water & sewer capacity, EMS services and other public services & facilities.	Water/Sewer Committee is developing a tiered system for expansion based on capacity.	
Identify possible annexation areas and contact owners.	Planning Commission looking at W. Lake Street	<b>Zoning map identified potential expansion.</b>
Pay close attention to and abide by shoreline regulations governed by the state.	Planning Commission changed permit process and updating shoreline management ordinance	<b>Updated Shoreline Management ordinance. Discussing Shoreline Management inspection services with Otter Tail County.</b>
Participate in preserving the health of lakes and surrounding wildlife.	Storm water runoff being discussed	<b>Widseth Engineering evaluated water drainage issues in downtown main street alley ways. Vergas was the recipient of the Dave Neiman Source Water Protection Award. Updated Local Government Unit Wetland Conservation Act information. Working with East Otter Tail Soil &amp; Water Conservation and State of MN (BWSR).</b>

**Goal:** Land use and build form decisions support and celebrate the existing character of the town

**Strategies:**

- Encourage land uses that strengthen Vergas' reputation as a family-friendly, safe place with a small-town charm.
  - Limit land uses that allow for big box stores, chains, large processing plants or other developments that have short-term gains and long-term losses of community character and environmental protection.
  - Ensure that any land use involving light industrial development has a plan for maintenance and accessibility.
- Encourage or offer tax incentives for parking for new construction.

Action Item	2023 Progress	2024 Progress
EDA/HRA develop incentives to encourage uses identified above.		
Planning and Zoning develop policies regarding use identified above	Planning Commission updating zoning map with review and modification of city ordinances.	<b>Zoning map updated and approved. In the process of conducting codification of all ordinances.</b>
EDA identify areas appropriate for light industrial development.		

Explore above and underground parking.	Parking lot identified and planned for OTC building site.	Plan to pave parking lot and alley ways. Informational meeting was held with those affected. Call for bids to go out in spring.
<b>Housing</b>		
Goal: Identify affordable housing lots that can be developed with the next 5 years		
Strategies:		
<ul style="list-style-type: none"> <li>Develop partnerships with Otter Tail Co. to share county-level resources with local developers and future residents via existing incentives and initiatives.</li> </ul>		
Conduct and inventory and promote lots available.		
<b>Action Item</b>	<b>2023 Progress</b>	<b>2024 Progress</b>
EDA develop a fact sheet regarding available assistance programs		Pamphlet for Sunny Oaks Properties with County/City incentives.
Utilize city website by adding housing resources comparable to neighboring cities		
<b>Transportation</b>		
Goal: Make Vergas accessible for all modes of transportation and for people of all abilities		
Strategies:		
<ul style="list-style-type: none"> <li>Identify key places across the city that can improve handicap accessibility.</li> <li>Communicate and market existing transportation services.</li> <li>Identify additional locations for downtown parking.</li> <li>Construct handicapped parking spots and sidewalks along Co Rd 4.</li> <li>Explore advantages and disadvantages of rerouting Co Rd 4 through downtown to reduce thorough traffic on Main Street.</li> <li>Explore options for reducing stopped trains and subsequent stopped traffic.</li> </ul>		
Promote programs for ridesharing networks and services		
<b>Action Item</b>	<b>2023 Progress</b>	<b>2024 Progress</b>
Conduct an ADA audit or other type of evaluation to identify key areas for improvement across the city.		Cross walks placed at intersections on Main Street.
Create short reference guide for residents and visitors describing local and regional transportation options.		
Work with Planning Commission to determine if vacant or undeveloped property could serve as space for new parking lots, and potential diagonal parking.	Parking lot planned for OTC building property that was acquired by the city.	Parking lot area available with plan to asphalt in spring.
Contact Canada Pacific to explore moving the exchange.		Working with County, State and CP Railroad on notification process to identify and track delays and issues. Communications with CP broadly advertised. Ultimate goal is to move track switch.
Streets, sidewalks and yard waste committee review possibilities of collaboration with OTC Highway Department.		Working with OTC Highway Dept. on identifying handicap parking locations and signage for downtown. Working with OTC Highway Department on main street sidewalks with future Hwy 4 road work.
Goal: Increase connectivity between Vergas and regional trails		
Strategies:		

Consult entities, like MN DOT, DNR, WCI and Partnership 4 Health, about pursuing grants for planning and infrastructure for a trail connection.		
Action Item	2023 Progress	2024 Progress
Work with OTC to pursue grant funding to connect the Heartland Trail along Co.Rd 4.	Feasibility study conducted for Heartland and Heart of Lake trails. Approved by Council and plan for Heart of Lakes trail connected with Co. Hwy 35 project	<b>Plan to connect with future Hwy 35 road work</b>
Add multi-use path to the update of the 2019 Capital Improvement Plan to ensure that it is included in future city budget.		
<b>Business &amp; Economic Development</b>		
Goal: Maintain the small business atmosphere		
Strategies:		
<ul style="list-style-type: none"> <li>Advertise local businesses regionally</li> </ul>		
Review and update city laws and ordinances that support small business owners		
Action Item	2023 Progress	2024 Progress
Work with neighboring Chambers of Commerce to advertise and access resources	OTC Lakes Country Magazine	
Collaborate with the Community Club to identify opportunities and resources to market regionally.	Facebook on ongoing bases features a Vergas business, and hosts events to promote businesses, i.e new event Shops n' Hops. Vergas advertising and featured highlights in OTC Lakes Country Magazine. Established a full Vergas/lakes billboard that features map of area and Vergas hosted Events. Also have a brochure with Vergas events that was distributed and in stores for ongoing access and have full size posters in the businesses that shows 2023 events. Weekly TV3 Vergas show that highlights Vergas	<b>Ongoing. Vergas Community Club is active in regional marketing. Has Facebook site with high volume access.</b>
Submit stories, ads, and updates to surrounding local papers.	Frazee Forum has featured a number of Vergas stories, i.e. Maple Syrup Fest, Art Camp, Vergas Art Program. Ads in Frazee forum on an ongoing basis.	<b>Ongoing. Vergas events routinely featured in Frazee Forum and DL paper.</b>
Invest in enhancing the City website		
Preserve existing protections within city laws and ordinances		
Explore state and federal incentives for small businesses, especially those making positive impact in nearby communities.		<b>EDA Grant program with OTC Community Fund and CEDA money. Business Facade Improvement Program being offered.</b>
Goal: Invest in Human Capital		
Strategies:		
<ul style="list-style-type: none"> <li>Invest in local childcare options</li> <li>Create opportunities for socializing, connecting, creative placemaking year-round.</li> </ul>		

Provide opportunities for retirees to utilize their knowledge and experience and increase social connection.		
Action Item	2023 Progress	2024 Progress
Connect with OTC Early Childhood Coordinator to identify needs and resources.		Meetings and discussions are being held with OTC and WCIF regarding childcare needs in Vergas.
Improve marketing of existing community activities, from small socializing to large events.	As above, Facebook, OTC Lakes Country magazine, event brochure and billboard	Ongoing.
Identify gaps in existing community programming and recruit volunteers to host one and/or recurring events.		
Explore development of spaces for families to recreate and your specific activities.	Detroit Lakes water ski club practicing Long Lake city park and offering ski shows	Improvements made to Vergas Event Center and future improvement plan for Long Lake Park. Community events are family oriented and hosted at various sites throughout the community as event center, long lake park, ballpark and main street
Identify and invite volunteers to join planning and implementation projects.	Ongoing. Is part of event planning to reach out for volunteers.	Ongoing process with city events.
Goal: Prioritize business development that provides daytime and evening activities for residents		
Strategies: <ul style="list-style-type: none"> <li>Create more opportunities to recruit local businesses, especially where gaps in existing services</li> </ul> Increase awareness of state and regional resources for small business owners and entrepreneurs.		
Action Item	2023 Progress	2024 Progress
Work in partnership with Vergas EDA to integrate public feedback into business development and expansion strategies		EDA is working with CEDA for a business retention and expansion plan. First impressions report and survey with businesses regarding their needs. Local Business Facade Improvement Grant established.
Host a business and entrepreneurship fair in partnership with OTC with targeted outreach based on survey results and public input.		Digital Marketing workshop held for businesses.
Leverage partnerships with existing programs; i.e WCI, MN DEED, SCORE business mentors, Vergas Community Club, West Central Small Business Development Center, Women's Ventures, OTC Small Business Coaching.		Established partnerships related to receiving energy grant. Partnerships with CERTS, ESMC, RSDP, University of Minnesota Architecture program, Green Cities, and WCIF in pursuing Municipal Building energy efficiencies and integration of clean energy. Working with OTC Lake Shore Management on lake shore inspection services. Work with CEDA Rural Capacity Program.
Goal: Develop and expand job opportunities		
Strategies: Maintain and increase number of visitors Pursue opportunities for light manufacturing Support digital entrepreneurs and remote workers		

Action item	2023 Progress	2024 Progress
Advertise business and recreational opportunities and events regionally.	As noted previously; Facebook, OTC Lakes Country magazine, TV3 Vergas show.	Ongoing. Continue to utilize a number of resources in advertising.
Pursue and invest in trail development.	Feasibility study conducted to examine Vergas connection to Heartland and Heart of Lake Trails	City Council approved feasibility study. Heart of Lakes Trail to align with OTC Hwy 35 project.
Cultivate more year-round attractions and events.	Year round event calendar, 9 of 12 months community event. This does not include events by other businesses and groups.	Vergas Community Club has an established calendar of events throughout the year. Other organizations also host events. I.e. Lions club and churches and local businesses.
Identify land available for development and purchase.	City purchase of 8 lots from OTC foreclosed land (Eva/Diane street)-Sunny Oaks. OTC to build 4 Senior living housing units in the development.	Three new housing developments and EDA are active in the sale of Sunny Oaks lots.
Offer the Event Center as coworking space by appointment.	Event Center improvements and updates being made to make the space more visibly appealing and marketable. Hired part time Event Center Coordinator to promote event center space.	Updating kitchen at VEC. Lions 170 hours of volunteer hours at the Event Center. Vergas Community Club provided over \$20,000 in donations.
Maintain and develop broadband capabilities.		Maintain internet access inside and outside VEC for community use.
Connect with neighboring communities to participate in county-wide networking opportunities. (host pre-existing groups for a meeting).	Regional Mayor meetings , Regional City Clerk meetings	Continue active participation with the Region 4 Mayors Network, Regional City Clerk meetings and Otter Tail Lakes Country Association. League of Minnesota Cities hosted a regional meeting in Vergas and OTC Commissioners hosted an open house in Vergas.

### Public Services and Facilities

**Goal:** Maintain adequate public facilities and services to meet the health, safety, education, and leisure needs of all Vergas residents.

**Strategies:**

- Prioritize infrastructure investment based on existing facilities with deficiencies first, and retrofitting of facilities second, and future facility needs third.
  - Engage in strategic partnerships to ensure that Vergas is identified as a community for investment in fiber optic cable to increase broadband access.
- Conduct a needs assessment to understand more about the barriers and opportunities to improve resident access to medical facilities. (transportation, awareness).

Action Item	2023 Progress	2024 Progress
Encourage various committees to complete prioritization exercise.	Water Sewer Committee is working on prioritizing needs by making a project list.	Revised community zoning map approved.
Explore expanded services, particularly MN DEED Border-to-Border Broadband opportunity.		
Collaborate with EDA/HRA to oversee a needs assessment.		EDA business survey conducted regarding their needs.

**Goal:** Ensure highest quality standards and services for public safety given Vergas' existing resources and staff capacity.

**Strategies:**

- Ensure safety of navigation throughout city streets and sidewalks.
- Make Long Lake Park a desirable location for recreation year-round.

Action Item	2023 Progress	2024 Progress
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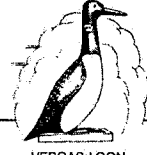
<ul style="list-style-type: none"> <li>Review, update, and publicize the city's planning and zoning maps to accurately indicate which city sidewalks are to be maintained by the city vs residents.</li> </ul>	Planning Commission updating zoning maps	<b>Revised community zoning map approved. Clarification provided on sidewalks.</b>
<ul style="list-style-type: none"> <li>Conduct a parking study.</li> </ul>		
<ul style="list-style-type: none"> <li>Explore the possibility of a MNDOT Complete Streets project for Vergas.</li> </ul>		
<ul style="list-style-type: none"> <li>Renovate and upgrade public restroom facilities at Long Lake park.</li> </ul>	Park improvement proposal developed, park board working with NDSU, which includes improved facilities. Painting and lighting improvements to restroom. Loon Art for the park fundraising event to support park improvements. Community feedback on plan at the Loon Art for the Park event.	<b>Long Lake Park improvement plan devised and reviewed with the community. Includes new bathhouse. Funding raising in process.</b>
<ul style="list-style-type: none"> <li>Explore opportunities to work with rental company for non-motorized watercraft.</li> </ul>		
<ul style="list-style-type: none"> <li>Consider snowshoe rental companies.</li> </ul>		
<b>Goal:</b> Ensure that services and facilities allow residents and visitors of 55 years or older to age in place.		
<b>Strategies:</b> <ul style="list-style-type: none"> <li>Ensure safety of navigation through city streets and sidewalks.</li> </ul> Work to develop a full spectrum of transitions in senior housing needs, from accessibility options to access of services and skilled nursing.		
<b>Action Item</b>	<b>2023 Progress</b>	<b>2024 Progress</b>
Develop handicap parking spots		<b>Streets Committee is working with OTC to identify handicap parking locations and signage.</b>
Work with ED/HRS to conduct a needs assessment and feasibility study for expanded senior housing options.	Have 2021 Comprehensive plan, 2019 EDA/HRA Housing study and working with OTC Housing & Redevelopment	
<b>Parks &amp; Open Spaces</b>		
<b>Goal:</b> Support Community Art and arts programming		
<b>Strategies:</b> <ul style="list-style-type: none"> <li>Increase the number of displays of interactive art around town, in parks, and open spaces.</li> </ul> Increase community education arts programming.		
<b>Action Items</b>	<b>2023 Progress</b>	<b>2024 Progress</b>
<ul style="list-style-type: none"> <li>Create a directory of local artists.</li> </ul>	Studio Crawl is planned for Sept 23, 2023 and this is step in the direction to create a directory. VCC has local artist creating loon pieces placed around Vergas.	<b>Active Vergas Arts Club and has the annual Studio Crawl which identifies local artists. Club has been applying for grants and received funding for Pert Near Sandstone band at Shops and Hops event.</b>



<ul style="list-style-type: none"> <li>Continue to offering summer youth art camp.</li> </ul>	Continues to grow. In 2023 had 126 youth art Youth pottery classes available	Continue to have youth art camp each year in June. Have held since 2020. Youth play production and Viking Library production offering.
<ul style="list-style-type: none"> <li>Provide a listing of events on city website.</li> </ul>	On City website, VCC Facebook, and posters Established a Vergas Arts Program, aligned with VCC. Hosted 3 performing arts (Chmielewski band, Tony DeBlois, and Siama Story Teller).	A VCC website was established that city website has links to. City website continues to provide a listing of community events.
<b>Goal:</b> Update public facilities at Long Lake Park		
<b>Strategies:</b> <ul style="list-style-type: none"> <li>Continue working with NDSU to develop concept designs for Long Lake park.</li> </ul> Communicate with county and regional stakeholders in parks and recreation the desire to pursue state and federal funding.		
<b>Action Item</b>	<b>2023 Progress</b>	<b>2024 Progress</b>
Follow guidelines and budget in Capital Improvement plan for restroom facilities specifications and budget.		Park improvement plan priority is a new bathhouse at the beach.
Park Board present ideas to Planning and Zoning Commission and the City Council for implementation.	Park Board presented park improvement plan	Long Lake Park improvement plan broken down master plan into phases. Fundraising in process.
<b>Goal:</b> Leverage existing amenities to create a culture that celebrates physical activity and community-based sports that are complementary to school sports schedules.		
<b>Strategies:</b> <ul style="list-style-type: none"> <li>Create opportunities for sports and physical education.</li> <li>Begin offering adult leagues for baseball, softball etc..</li> </ul> Explore opportunities for additional recreational space development.		
<b>Action Item</b>	<b>2023 Progress</b>	<b>2024 Progress</b>
Example; Offer lessons for pickleball, classes for local fitness trainers, dance classes.	Lakes Fit offers classes and pickleball has classes for beginners	Pickle ball Association has offered lessons and has held events as women's night & during Looney Days.
Coordinate community education for implementation.	Continue to collaborate with Frazee community education for Vergas swimming lessons	Continue to collaborate with Frazee community education for Vergas swimming lessons and summer youth play.
Conduct a feasibility study for soccer fields and/or frisbee golf.		
Planning and Zoning identify sustainable areas.		

# City of Vergas

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Minnesota's State Bird

December 11, 2025

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

Dear Mr. Stein,

Vergas City Council approved the following unpaid mowing bill to be put on property taxes at their December 10, 2024 Council meeting. Please add the following assessment to the property listed below, for assessments payable 2025. Let me know if there is anything else you need.

Jerimiah Howe  
370 S Pelican Ave  
PO Box 263  
Vergas MN 56587  
Parcel #R82000990130000  
In the Amount of **\$260.00**

Sincerely,

Julie Lammers  
City Clerk-Treasurer  
City of Vergas

131 East Main Street • P.O. Box 32 • Vergas, Minnesota 56587 • Phone: (218) 302-5996

Website: [www.cityofvergas.com](http://www.cityofvergas.com) • Email: [jlammers@cityofvergas.com](mailto:jlammers@cityofvergas.com)

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

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/10/2024	CDH-Vergas Fire Department	Fire and Rescue, 2024 4th Quarter	25137	\$3,620.03			
					100-42010-405-	PUBLIC SAFETY	\$3,620.03
12/10/2024	Core & Main LP	Water & Sewer, meters	25138	\$1,602.43	601-49440-210-	Water Utilities - Administration and General	\$801.21
					602-49490-210-	Sewer Utilities - Administration and General	\$801.22
12/10/2024	Dacotah Paper Company	Event, supplies (Inv 33977)	25139	\$51.69			
					100-45110-210-	EVENT CENTER	\$51.69
12/10/2024	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	25140	\$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
12/10/2024	Matthew Engebretson	St, Pk, reimbursed cell phone	25141	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
12/10/2024	Elan Financial Services	All Depts, supplies and programs	25142	\$897.64			
					100-41010-200-	GENERAL GOVERNMENT	\$74.91
					100-41010-210-	GENERAL GOVERNMENT	\$66.04
					290-41010-340-	GENERAL GOVERNMENT	\$700.00
					100-41310-430-	Mayor	\$18.24
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$38.45
12/10/2024	Frazee-Vergas Forum	GG, legal ads and Event ads	25143	\$985.48			
					100-41010-350-	GENERAL GOVERNMENT	\$193.40
					100-41010-350-	GENERAL GOVERNMENT	\$294.00
					100-41010-350-	GENERAL GOVERNMENT	\$388.08
					100-45110-340-	EVENT CENTER	\$110.00

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

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/10/2024	Gopher State One Call	Wtr, Swr, Locates	25144	\$2.70	602-49490-210-	Sewer Utilities - Administration and General	\$1.35
					601-49440-210-	Water Utilities - Administration and General	\$1.35
12/10/2024	Great Plains Natural Gas Company	City Shop utility	25145	\$60.60	100-43010-380-	City Shop	\$60.60
12/10/2024	Hansons Plumbing & Heating, Inc.	Water, supplies	25146	\$30.38	601-49400-210-	Water Utilities - Source of Supply	\$30.38
12/10/2024	JH Signs & Designs, Inc	GG, Golf Cart Permits 2025	25147	\$35.00	100-43128-210-	YARD WASTE	\$35.00
12/10/2024	J.P. Cooke Company	2025 Cat and Dog Tags	25148	\$89.55	100-42010-210-	PUBLIC SAFETY	\$89.55
12/10/2024	Lakes Community Cooperative	Street, Parks, operating fuel Sewer, bales	25149	\$291.37	100-43110-210- 602-49490-210-	Highways, Streets & Roadways Sewer Utilities - Administration and General	\$155.37 \$136.00
12/10/2024	Leighton Broadcasting	Event, 2024 advertising	25150	\$100.00	100-45110-340-	EVENT CENTER	\$100.00
12/10/2024	Julie Lammers	Clerk, cell phone reimbursement	25151	\$75.00	100-41405-321- 601-49440-321- 602-49490-321-	Clerk Water Utilities - Administration and General Sewer Utilities - Administration and General	\$25.00 \$25.00 \$25.00
12/10/2024	NAPA CENTRAL	Street, oil for both 2014 Ford and 2023 Ford	25152	\$117.00	100-43110-210-	Highways, Streets & Roadways	\$117.00

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

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/10/2024	Marco Inc	Copier, contract	25153	\$409.79	100-41010-200-	GENERAL GOVERNMENT	\$136.59
					601-49440-200-	Water Utilities - Administration and General	\$136.60
					602-49490-200-	Sewer Utilities - Administration and General	\$136.60
12/10/2024	MN Boardwalks, LLC	Trail, boardwalk repairs	25154	\$3,020.00	407-45210-400-	Parks	\$3,020.00
12/10/2024	MINNESOTA DEPARTMENT OF HEALTH	Water, connection fee	25155	\$410.00	601-49440-438-	Water Utilities - Administration and General	\$410.00
12/10/2024	Olson Oil Co.	Parks & St, operating supplies	25156	\$366.41	100-43110-210-	Highways, Streets & Roadways	\$366.41
12/10/2024	OtterTail Lakes Country Tour Assn	GG, Membership Update	25157	\$480.00	100-41010-345-	GENERAL GOVERNMENT	\$480.00
12/10/2024	Otter Tail Power Company	All depts, utility	25158	\$1,594.14	602-49490-380-	Sewer Utilities - Administration and General	\$208.61
					100-43160-380-	Street Lighting	\$622.57
					100-45110-380-	EVENT CENTER	\$137.09
					100-45210-380-	Parks	\$90.82
					601-49440-380-	Water Utilities - Administration and General	\$407.47
					100-41010-380-	GENERAL GOVERNMENT	\$48.77
					100-43010-380-	City Shop	\$78.81
12/10/2024	Perham Printing	All Depts, envelopes	25159	\$510.38	100-41010-200-	GENERAL GOVERNMENT	\$153.15
					601-49440-200-	Water Utilities - Administration and General	\$153.10
					602-49490-200-	Sewer Utilities - Administration and General	\$153.10

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

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$51.03
12/10/2024	Pelican Rapids Press	GG, office supply	25160	\$1.80	100-41010-200-	GENERAL GOVERNMENT	\$1.80
12/10/2024	Productive Alternatives, Inc.	Event Center, Cleaning Inv#INV 2407	25161	\$164.59	100-45110-300-	EVENT CENTER	\$164.59
12/10/2024	RMB Environmental Laboratories, Inc	WW, Chemicals	25162	\$195.42	602-49490-218-	Sewer Utilities - Administration and General	\$195.42
12/10/2024	Sign Solutions	St, signs	25163	\$466.30	100-43110-210-	Highways, Streets & Roadways	\$466.30
12/10/2024	Thein Well	Water, annual inspection of pumps & wells Inv#9226	25164	\$315.00	601-49440-300-	Water Utilities - Administration and General	\$315.00
12/10/2024	Kyle Theisen	LS, Cell Phone Reimbursement	25165	\$25.00	609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
12/10/2024	Verizon	GG & Event, internet and cell phone	25166	\$107.83	100-45110-321- 100-41010-321-	EVENT CENTER GENERAL GOVERNMENT	\$66.44 \$41.39
12/10/2024	Vestis	Event, rugs and supplies	25167	\$243.42	100-45110-210-	EVENT CENTER	\$243.42
12/10/2024	Widseth	Engineering;	25168	\$1,845.00	100-43110-303-	Highways, Streets & Roadways	\$1,845.00
12/10/2024	Adkins Equipment, Inc.	Street & WWTF, cutter, bolts and blade Inv 270409	25169	\$638.00			

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

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-43110-400-	Highways, Streets & Roadways	\$638.00
12/10/2024	Arvig	All Depts, security and internet	25170	\$279.66			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$60.08
					100-43010-321-	City Shop	\$67.50
					100-45110-321-	EVENT CENTER	\$92.00
					100-41010-321-	GENERAL GOVERNMENT	\$60.08
12/10/2024	Crestline Software, LLC	Utility Billing Program Service	25171	\$254.00			
					601-49440-200-	Water Utilities - Administration and General	\$127.00
					602-49490-200-	Sewer Utilities - Administration and General	\$127.00
12/10/2024	Colonial Life	Employee Reimbursed Insurance	25172	\$364.48			
					100-41405-999-	Clerk	\$116.24
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$248.24
12/10/2024	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium	25173	\$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
12/10/2024	Culinex	Event, Convection Oven Inv #919671	25174	\$5,635.00			
					100-45110-999-	EVENT CENTER	\$5,635.00
12/10/2024	Corporate Technologies, LLC	All Depts, Technology Inv #155891, 156976, 156500	25175	\$416.20			
					100-41010-200-	GENERAL GOVERNMENT	\$82.80

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

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$39.60
					100-45110-200-	EVENT CENTER	\$42.20
					100-43110-200-	Highways, Streets & Roadways	\$42.20
					100-45210-200-	Parks	\$42.20
					601-49440-200-	Water Utilities - Administration and General	\$60.00
					602-49490-200-	Sewer Utilities - Administration and General	\$32.20
					100-41110-200-	Council/Town Board	\$60.00
					100-41310-200-	Mayor	\$15.00
12/10/2024	Steve's Sanitation, Inc.	Event, Parks, garbage pickup	25176	\$443.26			
					100-45110-384-	EVENT CENTER	\$147.88
					100-45210-384-	Parks	\$295.38
Total For Selected Claims				\$29,808.23			\$29,808.23

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  
PUBLIC HEARING MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, November 12, 2024

The City Council of Vergas met at 5:45 pm on Tuesday, November 12, 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: Dwight Lundgren and Bobby DeWolfe.

**Call to Order**

Mayor Julie Bruhn opened the public hearing to discuss Tax Abatement for David & Pam Johnston.

The Hearing included information regarding the tax abatement encouraging homes to be built by citizens wanting to homestead in Vergas. This program gives a tax incentive of up to \$5,000 in tax refund for up to 5 years on the home built on property. This will increase the tax market value of Vergas for years to come.

Public Hearing Closed at 5:49 p.m.

CITY OF VERGAS  
PUBLIC INPUT MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, November 12, 2024

The City Council of Vergas met at 6:00 pm on Tuesday, November 12, 2024, at the Vergas Event Center and on Zoom for a hybrid public input session on the energy grant 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; Editor Bob Williams of the Frazee-Vergas Forum and Citizens: Dwight Lundgren, Dan Handeen, Jan Jackola, Garrett Mosiman, Molly Zins and Bobby DeWolfe.

**Call to Order**

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

Bruhn briefed on the energy grant for the City of Vergas regarding municipal building efficiency. A large part of this project is collecting energy consumption data, energy audit and building audit. .

Dan Handeen, Architect with University of MN Center for Sustainable Research. presented the preliminary date for the for the Government Services Building, Fire Hall, Event Center and the Municipal Building. Energy assessments were conducted by looking at gas and electric consumption. Anticipate completion of data analysis in January. Final outcome of the project is an energy action plan.

Public input meeting at 6:32 p.m.

VERGAS EVENTS CENTER & ZOOM  
Tuesday, October 8, 2024

The City Council of Vergas met at 6:33 pm, on Tuesday, November 12, 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; Liquor Store Manager Kyle Theisen, Editor Bob Williams of the Frazee-Vergas Forum; and Citizens: Dwight Lundgren, Jordan Grossman, Mark Jorgensen, Danny Coloski, Ross Jenson and JoAnne Knuttela.

**Call to Order**

Mayor Julie Bruhn called the meeting to order.

**Canvas the Vote**

Lammers provided council members with the election results from Otter Tail County; Mayor Dwight Lundgren 118 and Julie Bruhn 108 votes and 5 write ins, Council Members Bruce Albright 114 votes, James Stenger 109 votes, Natalie Fischer 91 votes, Rebecca Hasse 62 votes and Connie Lee 37 votes and 1 write in. Motion by Pinke, seconded by Haarstick to approve the vote. Motion approved unanimously.

**Citizens' Concerns**

None.

**Agenda Additions and Deletions**

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

**Approval of Consent Agenda**

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

- A. Council Minutes of the October 8, 2024
- B. Bills paid between Council meetings and Council bills totaling \$45,542.99.
- C. Liquor Store bills for October 2024 totaling \$74,327.40.
- 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. Chicken Permit Application
- J. Mayor's Thank you (202302024) listing
- k. Committee Reports: Park Advisory Board, Event Center.

Motion passed unanimously.

**Tax Rebate**

Motion by Albright, seconded by Pinke to approve the tax abatement for parcel 82000990263000 for \$5,000 or 5 years whichever comes first for real estate taxes related to the residential building improvements on said property. Motion passed unanimously.

**Lake Runners Trail Assn Request**

The council reviewed both Townline/Scharf route and County Road 4 route. Street committee recommended Townline/Scharf route because as from a safety perspective this makes the most sense. The point of contact for the City of Vergas is Julie Lammers, Clerk-Treasurer, Trail contact is Ross Jenson, President of Lake Runners Trail Association. Motion by Pinke, seconded by Albright to approve the Townline/Scharf route. Motion passed unanimously.

**Street Closing – Nov 30, 2024 – Small Town Christmas**

Motion by Albright, seconded by Pinke to close Main Street from 12 pm to 7 pm on November 30, 2024 for the

Small-Town Christmas celebration. Motion passed unanimously.

## **Committee Reports**

### EDA/HRA

CEDA Representative Jordan Grossman reviewed the Business Façade improvement program and funding being offered through the EDA.

### Liquor Store/Municipal Building/License Committee

Lammers provided an estimate from Zitzow Electric to replace one light and add a light in the stairway area and to replace the lights with LED lights. The funds for this project would come from the liquor store and Theisen stated he would need to look at numbers before he could state if this would come from 2024 or 2025. We will have Otter Tail Power audit rebate from energy audit. Motion by Albright, seconded by Pinke to proceed with lighting project and Lammers and Theisen will look at scheduling, budget and rebates and use their discretion to do in either 24 or 25. Motion passed unanimously.

Lammer reviewed the furnace at the Step Up where merchandizing items and bags had been placed against the furnace. The furnace fan motor burned out due to shredded plastic bags. Both Lammers and Theisen have spoken with Step Up owners regarding keeping items away from the furnace. Knuttela said that she spoke with Theisen regarding items by furnace, but it was after we had the issues with the furnace. Motion by Albright, seconded by Hanson to pay Hanson's invoice of \$944.26. Motion passed unanimously. Discussed the costs of these updates and renting at \$550 a month is not paying the bills for the building and the City will need to look at raising the rent.

### Personnel

Albright reviewed personnel meeting minutes of November 4 2024 (minutes available at the Vergas City Clerk's Office) . Recommended changing the Event Center Coordinator and the Deputy Clerk positions. Currently working on the 2025 pay table. Bruhn noted to defer until pay table is established and can more accurately look at the cost impact. Fischer stated we do not have any backup for Lammers, and we need to plan for the future.

### Streets/Sidewalk/Yard Waste

Albright reviewed Street/Sidewalk/yard waste meeting minutes of October 29, 2024(minutes available at the Vergas City Clerk's Office) . Lammers to bring lighting agreement to December meeting. The right-of- way project for E Lake Street needs to proceed and we are waiting for the city attorney to provide documents. Albright stated street signs need to be installed on Scharf Ave and Glenn St for 30 miles an hour. DuFrane will take care of getting signs. Reviewed utility permit needed for utilities and associated with projects in town. Motion by Haarstick, seconded by Pinke to combine a right-of-way permit and utility permit for \$350.00. Motion passed unanimously.

### Planning Commission

Motion by Albright, seconded by Pinke to approve the updated zoning map presented by the planning commission. Motion passed unanimously. Albright stated that all Council members should review changes to ordinances affecting the council and get changes to Lammers. The Planning Commission is going through and reviewing changes and then it will be updated, and a public hearing will be held.

### Council Workshop Recommendations

Minutes were presented and no action was taken.

## **Staff Reports**

### Clerk-Treasurer Report

The written report provided by Lammers. Safety committee expenses from the League of Minnesota is being raised by 5%.

### Liquor Store Manager

Theisen provided the 3<sup>rd</sup> quarter financial data for the liquor store. Connie Lee resigned due to low wages. Motion by Albright, seconded by Pinke to accept Connie Lee's resignation. Motion passed unanimously. Motion by

Haarstick, seconded by Pinke to transfer \$25,000 to the general fund. Motion passed unanimously.

Utilities Superintendent

The boardwalk has been repaired and it is now open.

**Adjournment**

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

Vergas Clerk-Treasurer

Julie Lammers, CMC

**City Council**  
**2024 December Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:30 PM on Tuesday, December 10, 2024**

**8. Committee Reports**

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- A. CDH-Vergas Fire Board
- B. Water/Sewer Committee
  - 1. Rates
  - 2. Budgets
    - a. Water
    - b. Sewer
- C. Park Board
  - 1. Sales Tax
  - 2. Transfer to MM Account
- D. Event Center
  - 1. Stove Top
  - 2. Member
- E. Streets/Sidewalks/Yard Waste
  - 1. Street Lighting Suny Oaks
  - 2. Right-a-Way Update- E Lake Street
  - 3. Extension of Scharf Avenue

**Files Attached**

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- Fire Board meeting 11 25 25.pdf
- 11.20.2024 Water Sewer Committee.pdf
- 2025 Proposed Water Budget.pdf
- 2025 Proposed Sewer Budget.pdf
- 2024.11.27 Park Advisory Board Minutes.pdf
- Event Center Advisory Board 11.26.24.pdf
- VERGAS SL DIANNE AVE AND EVA ST AS WELL AS E SCHARF AVE 4.1.24.pdf

Vergas-CDH Fire Board Meeting Briefing

Meeting held on Monday, November 25, 2024, 7pm, at the Vergas Fire Hall

1. Transition to new board officers

Chair- Vergas TBD

Vice Chair- David Helgersen/Dora Township

Secretary- Bruce Moe/Candor Township

Board Member (floater)- Larry Hoffman/Hobart Township

Jeff Zitzow Fire Chief

Tyler Schmid Assistant Chief

Karen Lehmann Treasurer

2. No budget increase requested or recommended for 2025

3. Energy Grant reviewed

4. Next meeting dates

January 27, 2025 at 7pm -Audit meeting (Treasurers attend)

February 3, 2025 at 7pm -Annual meeting

May 19, 2025 at 7pm- Board meeting

Respectfully submitted,

/es/Julie Bruhn

At the request of the Fire Chief, the Fire Board reconvened on December 5, 2024

Fire Chief noted increased expenses, i.e. insurance & equipment, that he was not aware of and requested consideration of a budget increase.

Recommendation to increase the budget by 4%. This increases the overall budget from \$131,637.52 to \$136,903.02. This translates into an increase of \$579.20 for Vergas portion of the budget; totaling \$15,059.33.

Respectfully submitted,

/es/ Julie Bruhn

## Water Sewer Committee Meeting

The Vergas Water/Sewer Committee met at the Vergas Government Services Center on Wednesday, November 20, 2024 at 9:00 am with the following members present: Natalie Fischer, Dean Haarstick, Utilities Superintendent Mike DuFrane and Clerk- Treasurer Julie Lammers; Engineer Blaine Green, Widseth Engineering and citizen Dwight Lundgren.

### **Call to Order**

Lammers called the meeting to order at 9:07 am.

### **Additions and Deletions**

Water System

#### **Water System**

Lundgren questioned the effect of wells being drilled along the extension of Glenn Street and on Oak Circle. Lammers stated she would provide Lundrigan with a copy of the Vergas Well Head Protection plan. Lundrigan requested sampling wells to keep record of water table.

#### **Lead Copper Lines**

Greene updated the committee regarding lead and copper lines and explained Widseth has filed the state report stating there were 125 unknown lines. Lammers stated she knew some of these lines had pictures taken and questioned the amount of known lines as city buildings were on the list and she had seen the Widseth employee take pictures of these lines. Greene stated there was a technical glitch and not all service lines were updated to the State of Mn. DuFrane questioned why Widseth was paid when the project was not completed and the information they provided to the State was incorrect. The committee asked Greene to provide update to Lammers by December 31, 2024 for this project.

### **2024 Projects**

#### Sewer Projects

DuFrane stated the main sewer pump will need to be replaced soon. The number 1 pump has a 1 hour run time while our other pumps have a 2.3-7 hour run time. The cost to replace the main lift station pump in 2012 was \$13,819.40 and DuFrane estimated the cost to be around \$24,000.00. The lift station on County Road 4 and 60 has been hit a couple of times and will at some point need to be replaced. The committee suggested putting up protective casings around the lift station. The cost of replacing is around \$13,000. Requested \$37,000 for sewer improvements.

#### Water Projects

DuFrane stated the need for a fence around the water treatment plant. The average cost of a 6-foot fence is \$20 per square foot. DuFrane recommended fence around the whole city parcel. Minnesota Pollution Control Agency (MPCA) has a \$10,000 grant the city can apply for, and this is included in the Vergas Well Head Protection Plan. The fence around the shop would need to come from the general fund budget and be discussed with the Streets/Sidewalk/Yard Waste committee. The committee recommended a fence around the water treatment area and applying for the MPCA grant. DuFrane will provide a quote to Lammers for her to apply for grant.

DuFrane stated he knew of no other projects in 2025.

### **Budgets**

#### Sewer Budget

Lammers reviewed the proposed sewer budget and recommended a 25 cent per 1,000 increase to the sewer rate.

The committee recommends approving the 25-cent increase and approving the proposed budget.

#### Water Budget

Lammers reviewed the proposed water budget and recommended a \$3 increase to the base water rate. The committee recommends approving the \$3 increase and approving the proposed budget.

#### **Adjournment**

The meeting was adjourned at 10:50 am.

Julie Lammers, CMC  
City Clerk-Treasurer  
City of Vergas

#### **Follow up actions:**

Greene to provide Lammers with lead copper lines information by December 31, 2024.  
DuFrane to provide quote for fence and Lammers to apply for MPCA grant.

#### **Recommendations to Council:**

Approve installing fence around water plant and applying for MPCA grant.  
Approve water and sewer rate increases.  
Approve proposed water and sewer budgets.



## City of Vergas

		12-31-2023		12-06-2024		Proposed
Water Fund		2023 Budget	Actual	2024 Budget	Actual	2025 Budget
	Refunds and Reimbursements	0.00	508.14	0.00	10,172.19	10,000.00
	Water User Charges	128,970.00	118,851.51	130,000.00	103,409.76	148,278.00
	Water Connection Fee	2,250.00	2,184.04	4,000.00	2,170.33	4,000.00
	Water Late Fees	2,000.00	3,781.48	2,000.00	3,187.39	2,500.00
	Letter Delivery Fees	180.00	805.57	200.00	750.00	500.00
	Sale of Water	300.00	1,400.00	1,000.00	400.00	400.00
	Replaced Parts	0.00	55.88	0.00	0.00	0.00
	Total Revenues	\$133,700.00	\$127,586.62	\$137,200.00	120,089.67	165,678.00
Disbursements:	Legislative (Council/Board)					
	Wages and Salaries	3,125.00	3,170.89	4,000.00	2,868.36	3,000.00
	Employer Cont./Soc.Sec./PERA	1,000.00	666.10	1,000.00	618.00	1,000.00
	Total Acct 411	4,125.00	3,836.99	5,000.00	3,486.36	4,000.00
	Executive (Mayor/Manager)					
	Wages and Salaries	1,300.00	899.02	1,300.00	777.12	1,000.00
	Employer Cont./Soc.Sec./PERA	250.00	148.96	250.00	128.74	250.00
	Travel, Mtgs. & Schools	300.00	510.78	600.00	0.00	6,000.00
	Total Acct 413	1,850.00	1,558.76	2,150.00	905.86	7,250.00
	Water Administration & General					
	Bond Payment	0.00	14,958.24	14,960.00	14,280.00	14,000.00
	Wages and Salaries	32,332.00	32,975.16	33,830.00	31,643.54	35,200.00
	PERA/Employer Cont./Soc.Sec.	17,000.00	18,500.25	17,800.00	17,632.49	20,000.00
	Health/Life Insurance	5,200.00	5,951.52	5,200.00	7,418.56	7,500.00
	Office Supplies	2,000.00	3,126.76	2,300.00	4,700.52	2,300.00
	Operating Supplies	5,000.00	254.17	3,000.00	1,478.46	3,000.00
	Chemicals & Chem Products	6,000.00	7,470.32	9,000.00	7,037.33	9,000.00
	Small Tools	0.00	293.46	300.00	0.00	300.00
	Repair & Maint. Supplies	500.00	621.21	500.00	992.77	1,500.00
	Auditor	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	Telephone	525.00	547.30	525.00	625.00	625.00
	Professional Services	3,000.00	315.00	3,000.00	42.50	500.00
	Engineer/Water Tower	4,633.00	1,834.00	4,633.00	0.00	4,633.00
	Travel, Mtgs. & Schools	1,600.00	1,527.40	2,000.00	2,846.33	3,000.00
	Dues	400.00	61.67	400.00	420.00	70.00
	Annual Fees/Permits	1,435.00	420.00	1,435.00	200.63	500.00
	Insurance	2,500.00	2,702.00	2,500.00	2,613.00	2,500.00
	Utility Services	5,000.00	5,300.50	5,768.00	5,305.05	6,000.00
	Repair & Maintenance	1,500.00	888.40	1,500.00	3,136.97	3,500.00
	Water Connection Fees	1,500.00	997.14	1,640.00	1,230.00	1,300.00
	Water Use Fees	0.00	1,640.00	0.00	0.00	0.00
	Improvements	36,600.00	5,338.49	18,759.00	17,000.00	28,000.00
	Refunds & Reimbursements	0.00	1,205.33	0.00	21,280.89	10,000.00
	Total Acct 494	127,725.00	107,928.32	130,050.00	140,884.04	154,428.00
	Total Disbursements	133,700.00	113,324.07	137,200.00	145,276.26	165,678.00
Difference		0.00	14,262.55	0.00	(25,186.59)	0.00

\*Bond Payments 2023-2032

Audit (including depreciation)

2020	2021	2022	2023
(5,037.00)	6,389.00	(15,420.00)	(1,580.00)

Recommend \$3.00 base rate increase.

City of Vergas  
Sewer Fund

	2023 Budget	12-31-2023 Actual	2024 Budget	12-06-2024 Actual	Proposed 2025 Budget
Refunds and Reimbursements	0.00	0.00	0.00	184.69	0.00
Sewer User Charges	120,275.00	111,148.08	120,275.00	93,928.91	133,290.00
Sewer Connection Fee	2,250.00	750.00	2,250.00	1,500.00	3,000.00
Sewer Late Fees	3,400.00	3,513.10	3,400.00	1,815.57	3,000.00
Miscellaneous Revenue	0.00	55.88	0.00	34.75	0.00
Total Revenues	125,925.00	115,467.06	125,925.00	97,463.92	139,290.00
Disbursement Legislative (Council/Board)					
Wages and Salaries	2,800.00	3,170.89	3,000.00	2,868.36	3,000.00
Employer Cont./Soc.Sec./PERA	800.00	503.81	800.00	488.66	550.00
<b>Total Acct 411</b>	<b>3,600.00</b>	<b>3,674.70</b>	<b>3,800.00</b>	<b>3,357.02</b>	<b>3,550.00</b>
Executive (Mayor/Manager)					
Wages and Salaries	800.00	926.27	1,000.00	800.66	850.00
Employer	200.00	153.48	225.00	262.02	275.00
Travel, Mtgs. & Schools	100.00	510.79	600.00	0.00	0.00
<b>Total Acct 413</b>	<b>1,100.00</b>	<b>1,590.54</b>	<b>1,825.00</b>	<b>1,062.68</b>	<b>1,125.00</b>
Sewer Administration & General					
Wages and Salaries	31,000.00	31,524.59	32,080.00	29,025.89	33,280.00
Pensions/PERA/Em	15,000.00	17,443.23	16,500.00	15,810.85	17,160.00
Health/Life Insurance	5,200.00	5,341.51	5,200.00	5,716.20	7,000.00
Workers Compensation	450.00	634.00	450.00	1,784.00	1,200.00
Office Supplies	2,000.00	3,126.78	2,000.00	4,339.01	4,500.00
Operating Supplies	3,200.00	5,144.89	5,000.00	8,538.03	8,500.00
Chemicals & Chem Products	1,000.00	5,252.04	4,095.00	2,399.96	4,000.00
Clothing Allowance	0.00	0.00	0.00	0.00	0.00
Repair & Maint. Supplies	900.00	1,707.85	900.00	0.00	900.00
Professional Service	8,000.00	11,842.84	5,000.00	320.00	5,000.00
Auditor	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Telephone	525.00	547.29	525.00	325.00	550.00
Travel, Mtgs. & Schools	1,000.00	207.69	1,000.00	606.43	1,000.00
Dues	175.00	850.00	175.00	61.67	100.00
Printing & Publishing	0.00	0.00	0.00	0.00	0.00

City of Vergas  
Sewer Fund

	2023 Budget	12-31-2023 Actual	2024 Budget	12-06-2024 Actual	Proposed 2025 Budget
License/Permits	900.00	850.00	900.00	850.00	850.00
Insurance	1,375.00	228.00	1,375.00	3,084.00	4,000.00
Utility Services	2,500.00	2,917.13	2,600.00	2,757.86	3,000.00
Repair & Maintenance	1,200.00	2,077.38	1,200.00	2,596.84	3,000.00
City Share/Assessments	500.00	408.27	500.00	273.00	275.00
Small Tools	300.00	0.00	300.00	0.00	300.00
Refunds & Reimbursements	0.00	969.77	0.00	221.82	0.00
Improvements	45,000.00	20,658.95	39,500.00	4,525.00	39,000.00
<b>Total Acct 494</b>	<b>121,225.00</b>	<b>112,732.21</b>	<b>120,300.00</b>	<b>84,235.56</b>	<b>134,615.00</b>
<b>Total Disbursements</b>	<b>125,925.00</b>	<b>117,997.45</b>	<b>125,925.00</b>	<b>88,655.26</b>	<b>139,290.00</b>
Difference	0.00	-2,530.39	0.00	8,808.66	0.00

Auditor

<b>2020</b>	<b>2021</b>
(7,033.00)	6,727.00

<b>2022</b>	<b>2023</b>
16,686.00	83.00

Recommend 25 cent increase per 1,000 gallons of water used..

CITY OF VERGAS  
Park Board Advisory Board Minutes  
Vergas Event Center & Zoom Teleconference  
3:00 P.M. on Wednesday, November 27, 2024

The City of Vergas Park Advisory Board was called to order by Sherri Hanson on Wednesday, November 27, 2024 at 3:00 pm with the following members present: Sherri Hanson, Chuck Hanson, Tony Sailor, Steph Hogan and Julie Lammers. Absent: Maggi Putz, Dean Haarstick and Mike DuFrane.

**Additions and Deletions of the Agenda**

The City Worker Report was deleted from the agenda.

**Minutes**

Motion by C. Hanson, seconded by Sailor to approve the minutes for October 24, 2024. Motion carried unanimously.

**Pickleball**

Frazee-Vergas Community Education is looking for an instructor for pickleball lessons and a committee to begin a league. Shannon Carpentier has provided one instructor's contact information and will send request to the pickle ball association.

**Baseball Committee**

Sailor reviewed committee information. Frazee-Vergas School District has not decided if they will be using the field in Vergas this spring. The 14U team will be playing in Vergas summer 2025. 10 and under will be playing on the little league field. The committee will look at updating the little league field. The Vergas city team will play on the main field. The committee requested S. Hanson request \$2,500 from Vergas Community Club for use of the field for their events. S Hanson will make a request at the December 5, meeting. The committee is still reviewing honor board or sign. 2025 expenditures currently include sign, 1 dugout in little league field, tubing along fence and seeding.

**Long Lake Park Master Plan**

Give to the Max received 3 donations. Currently the fund has \$30,500. Confirmed need to put in City newsletter request for end of the year donations. Hanson reviewed new laws on city sales tax. Motion by C. Hanson, seconded by Hogan to recommend to Council to pursue sales tax in Vergas for Long Lake Park Master Plan development. Motion passed unanimously.

**Boardwalk**

The boardwalk has been repaired and the city has received an invoice for repairs, the invoice has been turned into insurance. If it is determined wind caused damage it will be covered but if it is due to water levels the claim will be denied.

**Budget**

Lammers reviewed 2025 budget and 2024 income and expenses. Motion by S. Hanson, seconded by Sailor to recommend to Council to transfer \$15,000 from budget to the park money market account. Motion passed unanimously.

**Other Business**

The Vergas skating rink will be placed on the lake in the swimming beach area. The skaters will use their vehicles for warming. Discussed renting a porta potty and no decision was made. Discussed the liability the city is taking having a skating rink. Hanson stated we should sign-up stating: Not responsible for accidents.

#### **Next Meeting Date/Time**

There will be no park advisory board meeting in December. The next meeting will be held on Thursday, January 23 at 3 pm at the Vergas Government Services Center.

#### **Adjournment**

Motion by C. Hanson, seconded by Hogan to adjourn at 3:42 pm. Motion carried unanimously.  
Respectfully submitted,

Julie Lammers, CMC  
Recording Secretary

#### **Council Recommendations**

Pursue City sales tax for Long Lake Park Master Plan Project.  
Transfer \$15,000 to park money market account for capital outlay projects.

#### **Follow up Actions**

DuFrane to put a sign up at skating rink stating: Not responsible for accidents.

# Event Center Advisory Board

DATE	November 26, 2024
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TIME	5:33
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MEETING CALLED TO ORDER BY	Paul Pinke
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## IN ATTENDANCE

Board Members: Deb Jacoby, James Stenger, Jake Jacoby

Event Center Coordinator: Jezmea Burkett

Others: Julie Lammers (City Clerk-Treasurer)

Absent: Vanessa Perry

## APPROVAL OF MINUTES

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

## STATUS OF RECOMMENDATIONS TO CITY COUNCIL

- No Recommendations to Council

## INCOME AND EXPENSE

Discussed advertising with various sporting events around state finals. Looking into pricing for the various sports.

Discussed not advertising with Channel 3, as we think it may not be the target audience and its one of the more expensive advertising options.

Discussed the addition Setup of chairs and tables as an option for the VEC and if that would entice possible renters. We also feel that the lack of a hotel in town hurts us as there is nowhere for people to stay, but maybe we need to team up with busing companies in the area to have transportation available.

Lammers and Burkett are going to put together a document for potential renters that discuss the various options that work with the VEC (Bar, Caters, Transportation, etc.)

Jake Jacoby made a motion to charge bars that are brought in for rentals \$125 as that is what is cost the Lions in the past to have a bar, and no other establishments are having to pay that fee. It was discussed that it was a fee for them for a daily liquor license and that the other bars have catering licenses. Pinke Seconded. It passes 3/1. Stenger opposed.

Jake Jacoby would also like the board to explore the idea of having vending machines available at the VEC as a potential source of added income. The board expressed concerns of cost, and who are they available for, as they wouldn't be able to be on during events with food or beverage being served. Will be discussed later.

Looked at the proposed 2025 improvements.

- Discussed the need for a new projector. Stenger is going to look at the current hung projector and see if the lamp just needs to be replaced.

- Jake Jacoby will look into window covering options for the kitchen serving windows.

- A motion was made by Pinke to remove from the list “Remove current cabinets and sink in smart room” and “Replace Floor in smart room” Second by Lammers. Approved.

- A motion was made by Lammers to remove “New Chairs for Smart Room” Second by Deb Jacoby. Approved.

## MEMBERS

The board needs to find a new member to take Stenger’s seat as he is now on the city council starting in January. We will also find out in January the city council member that is assigned to the board by the incoming Mayor.

## RENTAL IDEAS

Lammers spoke about a potential Daycare that will be starting in Vergas, and that they might be looking for an interim space until their new location is ready. Jake Jacoby spoke about the current Zumba group not being very receptive to the change in their schedule and that it may caught them to find a different location for their classes and the loss of that income. Stenger spoke about the need for a daycare in Vergas and that this might just be the best option for the potential business in town as well as the citizens of Vergas. The income that would be brought in from the daycare rental would more than cover years of Zumba classes.

The current swags will stay installed in the VEC until the next event that the renters do not want them.

Lammers spoke about the idea of advertising the VEC for birthday parties. She would like to team up with a party planned that would provide different package ideas to potential renters for their parties. She has someone in mind to partner with, and she will follow up with them. This could also be added to the “Rental Sheet” as another service that the VEC can provide. Lammers will get more information on this.

## MEMBERSHIPS

We should continue the current memberships that we have. We should look into our Vergas Community Club membership and see if I can be bundled with the City’s membership.

## BUILDING REVIEW

Stove top- The stove top was delivered, but somewhere during the ordering process a different cooktop was purchased by a different brand and the new top only has 2 burners that cook from low to high. The additional 2 burners only cook on medium. Deb Jacoby expressed that this makes this cooktop not usable for the Lions events. A different cart was purchased as well and wheels were not delivered with it but were ordered. Lammers will look into the wheels for the cart.

Convection Oven- The oven was on backorder but not has arrived. Lammers was waiting for everything to arrive before calling the electrician, so we only have one fee to pay for them to come out.

~~A motion was made by Deb Jacoby to sell the new stove top and order the one that was first presented. Seconded by Pinkie. Motion Approved 3/1. Opposed by Jake Jacoby because of a discrepancy in the verbiage used.~~

Motion Rescinded by Deb Jacoby

Jake Jacoby made a motion to trade or return (there may be a restocking fee but might be less than us trying to sell it) and purchase a new stove top. Seconded by Deb Jacoby. Motion Carried.



## **FUNDRAISING EVENTS**

Decided to table fundraising events until we have a specific reason to fundraise, and work on promoting rentals.

**Meeting adjourned at 7:13pm by Jake Jacoby. Deb Jacoby Seconded. Motion carried.**

**Minutes Recorded, typed, and submitted by James Stenger.**

## **COUNCIL RECOMMENDATIONS**

The committee recommends to council adding a \$125 fee to all bars for rentals at the VEC.

The committee recommends to council to trade or return the current cook top, and purchase a new stove top

## **FOLLOW UP ACTIONS**

- Lammers will look into pricing for advertising with various sports.
- Perry will write up a Facebook Post asking people why they would/wouldn't book their future event at the VEC, she will send out to the committee for review before it's posted to the Billy's Facebook Page.
- Lammers and Burkett are going to put together a document for potential renters that discuss the various options that work with the VEC (Bar, Caters, Transportation, etc.)
- Find a new member for the board to take Stenger's seat
- Stenger will look at the current projector and see if the bulb can be replaced to enhance its brightness
- Jake Jacoby will look into different options for the serving window coverings
- Lammers will explore party planners for birthday parties at the VEC



## STREET & AREA LIGHTING

April 1, 2024 – Vergas MN  
Dianne & Eve  
East Scharf



# STREET & AREA LIGHTING



Minnesota Public Utilities Commission  
Section 11.07  
ELECTRIC RATE SCHEDULE  
LED Street and Area Lighting  
Dusk to Dawn  
Page 1 of 3  
Sixth Revision

## LED STREET and AREA LIGHTING DUSK TO DAWN

DESCRIPTION	RATE CODE
LED Type 1 Outdoor Lighting	M730
LED Type 2 Primary Outdoor Lighting	M731
Decorative Lighting	M730a

**RULES AND REGULATIONS:** Terms and conditions of this electric rate schedule and the General Rules and Regulations govern use of this service.

**APPLICATION OF SCHEDULE:** This schedule is applicable to any Customer for automatically operated dusk to dawn outdoor lighting supplied and operated by the Company. All customers take service on LED Type 1 except for those defined as LED Type 2.

### RATE:

LED TYPE 1	Approximate Lumens	Approximate Wattage	Monthly Charge	LED TYPE 2	Monthly Charge
LED5	5175	47	\$8.21	PLED5	\$7.34
LED8	9003	76	\$15.48	PLED8	\$14.07
LED3PT	2759	26	\$10.08	PLED3PT	\$9.60
LED5PT	5404	47	\$12.87	PLED5PT	\$12.00
LED10	12388	95	\$16.53	PLED10	\$14.76
LED13	16691	133	\$20.60	PLED13	\$18.13
LED20 - Flood	23067	199	\$20.16	PLED20 - Flood	\$16.46
LED30 - Flood	32003	261	\$38.39	PLED30 - Flood	\$33.54

Appropriate standard wood pole is included in the Monthly Charge.

ALUMINUM ALLOY POLES	Additional Monthly Charge
STANDARDS 30'	\$11.67
STANDARDS 40'	\$10.87



Minnesota Public Utilities Commission  
Section 11.07  
ELECTRIC RATE SCHEDULE  
LED Street and Area Lighting  
Dusk to Dawn  
Page 2 of 3  
Fourth Revision

LED FLOOD VISOR	Additional Monthly Charge
Lighting Visor LED 20-Flood	\$0.76
Lighting Visor LED 30-Flood	\$1.38

DECORATIVE LIGHTS	Approximate Lumens	Approximate Wattage	Monthly Charge
DLEDA7 (Arlington)	5837	66	\$87.77
DLEDG7 (Granville)	7440	68	\$86.11
DLEDE17 (Esplanade)	20000	170	\$110.56

**MANDATORY AND VOLUNTARY RIDERS:** The amount of a bill for service will be modified by any Mandatory Rate Riders that must apply and by any Voluntary Rate Riders selected by the Customer, unless otherwise noted in this rate schedule. See Sections 12.00, 13.00 and 14.00 of the Minnesota electric rates for the matrices of riders.

**TYPE 2 (PRIMARY METERING) MONTHLY CHARGE:** This rate is applicable under the following conditions: 1) the customer is metered at primary voltage, and 2) taking service under this rate, and 3) the lights on this rate are metered at primary voltage.

**SEASONAL CUSTOMERS:** Seasonal Customers will be billed at the same rate as year-around Customers, except as follows:

A fixed charge of \$32.79 will be billed each Seasonal Customer once per season per fixture in addition to the rate provided above. The fixed charge will be included in the first bill rendered for each season.

Each Seasonal Customer will be billed for the number of months each season that the outdoor lighting fixture is in use, but not less than a minimum of four months, plus the seasonal fixed charge.

# SERVICES INCLUDED

**UNDERGROUND SERVICE SUPPLIED BY THE COMPANY:** If the Customer requests underground service to a new outdoor lighting unit for which overhead service is otherwise available, the Company will supply up to 200 feet of wire and add an additional \$2.52 to the monthly rate specified above. This applies to the following lights: LED5, LED8, LED10, LED20-Flood, and LED30-Flood.

If overhead service is not available, there is no additional charge for new underground service, up to 200 feet. This applies to the following lights: LED5PT, LED3PT, DLEDA7, DLEDG7, DLEDE17, or fixtures mounted on Aluminum Alloy Standards.

For any new installation requiring an underground conductor extended over 200 feet per fixture, the customer will be charged a monthly rate of \$0.11 per foot. If there are multiple fixtures installed, any additionally installed length of conductor shall be combined in one monthly charge.

**EQUIPMENT AND OVERHEAD SERVICE SUPPLIED BY THE COMPANY:** The light shall be mounted on a suitable new or existing Company-owned pole. Any extension beyond an average installation length of 150 feet of wire will be at the expense of the Customer.

The Company will install, own and operate, and have discretion to replace or upgrade an LED light including suitable reflector or a flood light including a lamp, or a bracket for mounting on wood poles with overhead wiring and photo-electric or other device to control operating hours. Customers provided with pole top fixtures on fiberglass poles and fixtures mounted on Aluminum Alloy Standards will not receive overhead power supply. The light shall operate from dusk to dawn. The Company will supply the necessary electricity and maintenance for the unit.

**SERVICE CONDITIONS:** Lighting will not be mounted on Customer-owned property. The light shall be mounted upon a suitable new or existing Company-owned facility. The Company shall own, operate, and maintain the lighting unit including the pole, fixture, lamp, photoelectric control, mounting brackets, fixture arrester, LED driver and all necessary wiring using the Company's standard street lighting equipment as described herein. The Company shall furnish all electric Energy required for operation of the unit.

In cases of vandalism or damages, the Company has the discretion to discontinue service and remove Company equipment.

# DECORATIVE LIGHTING OPTIONS

**Maintain a safer environment for your community with professionally-designed lighting**



Our decorative LED lighting program offers several benefits to city leaders, administrators, and business managers including:

- A fixed-fee format that simplifies annual budgeting.
- Little to no capital investment.
- Reduced or eliminated need for maintenance staff and equipment.
- An attractive and turn-key lighting system designed by a lighting-design professional.

# DECORATIVE LIGHT OPTIONS



**Holophane  
Arlington LED**

- Available with:
- 14-foot pole.
  - 6,500 lumen lantern-style fixture.
  - 4,000K color temperature.
  - Black finish.



**Holophane  
Granville II LED**

- Available with:
- 14-foot pole.
  - 7,000 lumen acorn-style fixture.
  - 4,000K color temperature.
  - Black finish.



**Holophane Esplanade  
LED Pendant**

- Available with:
- 30-foot pole.
  - 19,700 lumen tear drop-style fixture.
  - 4,000K color temperature.
  - Black finish.

## Pole options

Lighting is provided with the following pole options.

- A 14-foot pole option is available for pole-top mounted fixtures.
- A 30-foot pole option is available for pendant fixtures and includes a decorative arm.
- Each pole has a “twist-lock” 120 volt receptacle for adding plug-in style decorations.
- Poles are tapered, fluted aluminum tubes.
- Poles include decoration hooks and banner arms.
- Black powder-coated finish.

## Decorative LED lighting monthly rate

As of September 30, 2021, the following rates apply per fixture.

Decorative lights	Tariff sheet	DLEDA7 Arlington	DLEDG7 Granville	DLEDE17 Esplanade
Minnesota	<a href="#">11.07</a>	\$87.77	\$86.11	\$110.56
North Dakota	<a href="#">11.07</a>	\$87.77	\$86.11	\$110.56
South Dakota	<a href="#">11.74</a>	\$87.77	\$86.11	\$111.27



# DIANNE AVENUE AND EVA STREET – THREE 30' ESPLANADES



$3 \times \$110.56 =$   
\$331.68 per month



# EAST SCHARF AVE – THIRTEEN 30' ESPLANADES





# EAST SCHARF AVE – THIRTEEN 30' ESPLANADES



$$13 \times \$110.56 =$$

\$1437.28 per month

# SUMMARY

LOCATION	QTY	EACH	EXT. PRICE
DIANNE AND EVE	3	\$ 110.56	\$ 331.68
E SCHARF AVE	13	\$ 110.56	\$ 1,437.28
		Total per month	\$ 1,768.96

**City Council**  
**2024 December Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:30 PM on Tuesday, December 10, 2024**

**9. 2025 General Fund Budget**

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- A. 2025 Fee Schedule
- B. 2025 Employee Payscale
- C. 2025 General Fund Budget

**Files Attached**

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- Proposed 2025 Fee Schedule.pdf
- Proposed 2025 Pay Structure effective 1-1-2025.pdf
- 2025 Proposed Budget.pdf
- 11.26.24 and 12.3.24 Budget Committee meetings.pdf

## CITY OF VERGAS

**ALL FUNDS****2024****Proposed 2025**

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

	\$30.00	Administrative Fee	\$30.00
<b>WATER RATE</b>			
Load of Water	\$40.00		\$45.00
Basic Rate	\$28.50	a month	\$31.50
Per Gallon Rate	\$4.50	per 1,000 gallons	\$4.50
Connection Fee	\$0.55		\$0.55
Reconnection Fee	\$30.00		\$30.00
Water Accessibility Charge	\$750.00		\$750.00
Meter Replacement Charge	\$165.00		\$165.00
Monthly Late Fee	10% of bill		10% of bill
Lawn Sprinkler Meter -1"	\$293.78		\$293.78
Lawn Sprinkler Meter -R2"	\$182.59		\$182.59
<b>SEWER RATE</b>			
Basic Rate	\$28.50		\$28.50
Per Gallon Rate	\$2.75	per 1,000 gallons	\$3.00
Sewer Accessibility Charge	\$750.00		\$750.00
Monthly Late Fee	10% of bill		10% of bill
<b>GENERAL FUND</b>			
Plowed with Loader	125/per hour	1 Hour minimum	150/per hour
Plowed with Truck	125/per hour	1 Hour minimum	150/per hour
Sand Parking Lots	125/per hour	1 Hour minimum	150/per hour
Construction Permit	\$30/10,000		\$30/10,000
Construction Permit (work started before permit issued)	\$60/10,000		\$60/10,000
Grade and Fill Permit	\$75.00		\$75.00
Working in Road Right a Way	\$350.00		\$350.00
Utility Application	\$0.00		\$350.00
Variance Permit	\$400.00		\$400.00
Intermit Use Permit Fee	\$400.00		\$400.00
Gravel Pit Permit Fee (Survey)	\$9000.00		\$9000.00
Conditional Use Permit	\$400.00		\$400.00
On-Sale Liquor License	\$3,000.00		\$3,000.00
Sunday Liquor License	\$200.00		\$200.00
Wine License	\$300.00		\$300.00
Caterer's Permit (1-4 day permit)	\$125.00		\$125.00
Cigarette License	\$100.00		\$100.00
Recreational Vehicle Parking	\$0.00		\$50.00
Yard Waste Permit	\$65.00		\$65.00
Golf Cart Permit	\$20.00		\$20.00
Chicken Licenses (Limit 4 chickens)	\$0.00		\$10.00 per parcel
Cat and Dog Licenses	\$10.00 \$8 if neutered		\$10.00
Animal Pick up fee	\$75.00 first offense		\$75.00
Fee doubles after each offense	\$150.00 2nd Offense		\$150.00
Mowing	\$250/per hour	1 Hour minimum	\$250/per hour
Copy	\$0.25	per page	\$0.30
Data Request Labor Charge	\$35.00	per hour	\$40.00
Sign (at Event Center or Liquor Store)	\$15.00	per day	\$15.00
<b>Event Center</b>			
Entire Event Center w Liquor & Security for 4 hours (Fri-Sun)	\$1,200.00	3 day	\$1,500.00 \$500 credit if person paying is a City of Vergas Taxpayer
Entire Event Center no Liquor & Security (Fri-Sun)	\$750.00	3 day	\$800.00
Entire Event Center (1 day)	\$350.00	1 day	\$350.00
Event Center Large Meeting Hall - hourly	\$40.00	an hour	\$50.00
Smart Room/Council Chambers	\$20.00	an hour	\$25.00
Exercise Rental	\$10.00	per use	\$15.00
Lions Club Unlimited Meeting Annual Fee	\$900.00	annual	\$900.00

**2024 STEP STRUCTURE - Regular Employees**  
(with STEP Adjusting + cola 3%)

**2024 Pay Structure  
and 2025 Proposed Pay Structure**

Effective: **1/1/2024**

Grade Level			Points	MINIMUM	Step 1	Step 2	Step 3	MIDPOINT	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	Job Title
100			153	\$11.67	\$12.02	\$12.38	\$12.75	\$13.13	\$13.53	\$13.93	\$14.35	\$14.78	\$15.23	\$15.68	Liquor Store Clerks	
110			102	\$11.94	\$12.30	\$12.66	\$13.04	\$13.44	\$13.84	\$14.25	\$14.68	\$15.12	\$15.58	\$16.04	Office Support Technician	
120			150	\$17.09	\$17.60	\$18.13	\$18.67	\$19.23	\$19.81	\$20.40	\$21.02	\$21.65	\$22.30	\$22.96	Event Center Coordinator	
140			188	\$17.82	\$18.35	\$18.90	\$19.47	\$20.06	\$20.66	\$21.28	\$21.92	\$22.57	\$23.25	\$23.95	Maintenance Worker	
160			213	\$21.63	\$22.28	\$22.95	\$23.64	\$24.34	\$25.08	\$25.83	\$26.60	\$27.40	\$28.22	\$29.07	Utilities Superintendent	
200			291	\$21.73	\$22.38	\$23.06	\$23.75	\$24.46	\$25.19	\$25.95	\$26.73	\$27.53	\$28.36	\$29.21	Liquor Store Manager	
260			496	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98	\$29.85	\$30.75	\$31.67	\$32.62	\$33.60	\$34.61	Clerk-Treasurer	
				MINIMUM	Step 1	Step 2	Step 3	MIDPOINT	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	

Proposed **2025 STEP STRUCTURE - Regular Employees**  
(with STEP Adjusting and rates adjusted by LMC Salary Survey)

		MINIMUM				MIDPOINT	Effective: 1/1/2025						MAXIMUM	Job Title
Grade Level	Points		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9			
100	102	\$11.94	\$12.30	\$12.66	\$13.04	\$13.44	\$13.84	\$14.25	\$14.68	\$15.12	\$15.58	\$16.04	Office Support Technician	
100	153	\$13.33	\$13.73	\$14.14	\$14.56	\$15.00	\$15.45	\$15.91	\$16.39	\$16.88	\$17.39	\$17.91	Liquor Store Clerks	
120	150	\$14.15	\$14.58	\$15.01	\$15.46	\$15.93	\$16.41	\$16.90	\$17.41	\$17.93	\$18.47	\$19.02	*Liquor Store Lead	
120	150	\$17.09	\$17.60	\$18.13	\$18.67	\$19.23	\$19.81	\$20.40	\$21.02	\$21.65	\$22.30	\$22.96	Event Center Coordinator	
120	160	\$17.77	\$18.30	\$18.85	\$19.42	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.18	\$23.88	* Deputy Clerk Treasurer	
140	188	\$19.56	\$20.15	\$20.75	\$21.37	\$22.01	\$22.68	\$23.36	\$24.06	\$24.78	\$25.52	\$26.29	Maintenance Worker	
160	213	\$24.61	\$25.34	\$26.11	\$26.89	\$27.70	\$28.53	\$29.38	\$30.26	\$31.17	\$32.11	\$33.07	Utilities Superintendent	
200	291	\$21.73	\$22.38	\$23.06	\$23.75	\$24.46	\$25.19	\$25.95	\$26.73	\$27.53	\$28.36	\$29.21	Liquor Store Manager	
260	496	\$28.62	\$29.48	\$30.36	\$31.27	\$32.21	\$33.18	\$34.17	\$35.20	\$36.25	\$37.34	\$38.46	Clerk-Treasurer	
		MINIMUM	Step 1	Step 2	Step 3	MIDPOINT	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	

\*Proposed Position

2025 Budget  
Proposed

		2024 Budget	2024 Actual 11/26/2024	2025 Proposed Budget	
	General Property Taxes (31000)	271,225.00	268,384.43	290,165.00	6.97%
	10% Gaming Fee (31311)	4,000.00	9,978.40	7,000.00	
	Gravel Permit	9,000.00	9,400.00	9,000.00	
	Intoxicating On-Sale Liquor (32110)	6,400.00	3,200.00	6,400.00	
	Set-Up License (32116)	500.00	875.00	500.00	
	Cigarette Licenses (32117)	200.00	0.00	200.00	
	Conditional Use/Variance Permit (32205)	400.00	1,200.00	400.00	
	Construction Permit (32210)	6,000.00	13,772.00	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	19,145.00	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	35,555.88	31,000.00	
	Local Government and Aids (33401)	43,751.00	22,250.56	40,321.00	
	County Grants & Aids for Hwys (33610)	3,000.00	2,599.44	3,000.00	
	Small Cities Assistance	17,861.00	11,270.50	11,270.00	
	Charges of Services (34005)	2,000.00	1,092.50	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	350.00	
	Rent/Municipal Building (36217)	7,200.00	6,050.00	7,200.00	
	Rent/Event Center (36225)	17,600.00	8,303.60	10,000.00	
	Event Center other related charges (36227)	1,000.00	1,070.00	1,000.00	
	Contributions & Donations (36230)	2,000.00	21,990.23	2,000.00	
	Refunds & Reimbursements (36233)	0.00	6,748.85	0.00	
	LMCIt/Dividends (36235)	4,620.00	0.00	1,356.00	
	Liquor Store Transfer (39201)	25,000.00	25,000.00	30,000.00	
	Total Receipts	\$488,398.00	\$478,453.32	\$488,633.00	0.05%
	* fixed number - cannot be changed				

2025 Budget  
Proposed

		2024 Budget	2024 Actual 11/26/2024	2025 Proposed Budget	
GENERAL GOVERNMENT					
(41000)	Office Supplies (200)	3,000.00	8,027.73	8,000.00	
	Operating Supplies (210)	300.00	1,276.91	1,300.00	
	Repair & Maint. Supplies (220)	800.00	388.96	500.00	
	Professional Services	0.00	841.95	850.00	
	Auditor (301)	2,125.00	2,125.00	2,125.00	
	Postage (322)	600.00	0.00	0.00	
	Telephone	3,500.00	4,685.33	5,000.00	
	Dues (345)	1,800.00	114.66	2,300.00	
	Printing & Publishing (350)	4,000.00	4,488.50	5,000.00	
	Insurance (360)	3,200.00	6,559.00	6,500.00	
	Repair & Maintenance (400)	300.00	366.06	400.00	
	Taxes/Assessments (440)	0.00	1,526.00	800.00	
	Utility Services (380)	5,000.00	1,526.00	1,650.00	
	Improvements (530)	1,000.00	0.00	1,000.00	
	Office Equip & Furnishing & IT.(570)	5,500.00	0.00	2,000.00	
	Refund & Reimbursements	0.00	332.70	0.00	
	Total General Government	<b>31,125.00</b>	<b>32,258.80</b>	<b>37,425.00</b>	
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	<b>10,850.00</b>	<b>8,256.71</b>	<b>10,350.00</b>	
Executive (Mayor/Manag	Wages and Salaries (100)	1,200.00	777.12	1,200.00	
(41300)	Employer Cont./Soc.Sec. (122)	250.00	128.74	200.00	
	Workers Compensation	0.00	0.00	0.00	

2025 Budget  
Proposed

		2024 Budget	2024 Actual 11/26/2024	2025 Proposed Budget	
	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	
<b>Total General Government</b>		<b>44,555.00</b>	<b>42,217.93</b>	<b>50,305.00</b>	
Clerk (41400)	Wages and Salaries (100)	17,500.00	16,945.13	21,245.00	
	Employer Cont./Soc.Sec. (122)	8,866.00	7,262.50	10,000.00	
	Health/Life Insurance (131)	3,232.00	4,138.10	4,400.00	
	Telephone	300.00	250.00	300.00	
	Workers Compensation	350.00	0.00	250.00	
	Travel, Mtgs & Schools	2,000.00	857.22	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	2,327.47	0.00	
	Office Supplies (200)	50.00	103.56	0.00	
	Travel, Mtgs. & Schools (211)	400.00	542.70	0.00	
<b>Total Clerk, Legal services and Elections</b>		<b>39,198.00</b>	<b>32,426.68</b>	<b>40,695.00</b>	
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	9,100.00	
	V-CDH Budgeted amount	<b>14,481.00</b>	8,783.81	15,200.00	
	Reimbursed Expenses (810)	3,624.00	28,127.00	0.00	
<b>Total for Public Safety, Traffic, Fire</b>		<b>30,605.00</b>	<b>45,858.81</b>	<b>31,800.00</b>	
City Shop (43000)	Operating Supplies (210)	300.00	1,262.04	300.00	
	Repair & Maint. Supplies (220)	100.00	0.00	200.00	
	Small Tools & Minor Equip (240)	1,000.00	124.98	1,000.00	
	Internet (321)	810.00	742.50	975.00	
	Insurance (360)	850.00	980.00	1,157.00	
	Utility Services (380)	6,150.00	1,916.08	5,500.00	
	Repair & Maintenance Service (400)	300.00	1,700.00	350.00	



2025 Budget  
Proposed

		2024 Budget	2024 Actual 11/26/2024	2025 Proposed Budget	
	City Share/Assessments	120.00	0.00	0.00	
	Improvements (530)	500.00	0.00	500.00	
<b>Total For City Shop</b>		<b>10,130.00</b>	<b>6,725.60</b>	<b>9,982.00</b>	
Highways, Streets & Road	Wages and Salaries (100)	25,400.00	24,747.72	29,125.00	
(43100)	Employer Cont./Soc.Sec. (122)	14,147.00	12,422.63	16,000.00	
	Health Insurance (131)	4,370.00	2,911.15	4,500.00	
	Workers Compensation (150)	1,300.00	0.00	1,400.00	
	Office Supplies (200)	100.00	774.30	400.00	
	Operating Supplies (210)	9,000.00	7,169.95	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	13,797.90	28,000.00	
	Telephone	375.00	362.50	375.00	
	Insurance (360)	4,725.00	849.00	7,400.00	
	Repair & Maintenance Service (400)	5,000.00	24,394.59	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	Repair & Maintenance (400)	1,500.00	0.00	500.00	
Ice and Snow Removal (43218)	Sand & Salt	1,500.00	0.00	1,500.00	
	Snow Removal (415)	1,000.00	0.00	750.00	
	Capital Outlay	1,000.00	0.00	500.00	
<b>Total for Streets, Sidewalks, Ice Control</b>		<b>161,748.00</b>	<b>132,203.92</b>	<b>160,520.00</b>	
Recycling Center (43218)					
	Wages and Salaries (100)	8,000.00	7,696.12	8,420.00	
	Employer Cont./Soc.Sec. (122)	4,500.00	4,061.60	5,000.00	
	Repair & Maintenance (220)	3,000.00	202.78	2,000.00	
	Office Supplies (200)	100.00	202.78	400.00	

2025 Budget  
Proposed

		2024 Budget	2024 Actual 11/26/2024	2025 Proposed Budget	
	Printing & Publishing (350)	400.00	0.00	400.00	
	Street Lighting (380)	300.00	186.70	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	
<b>Total for Recycling Center</b>		<b>18,300.00</b>	<b>14,161.98</b>	<b>17,836.00</b>	
Street Lighting (43160)	Utility Services/Street Poles	15,000.00	7,303.06	9,000.00	
Event Center (45100)	Part-Time Employees (103)	7,830.00	4,076.92	8,000.00	
	Employer Cont./Soc.Sec. (122)	660.00	1,582.68	1,600.00	
	Professional Services	2,500.00	2,013.80	1,500.00	
	Office Supplies (200)	82.00	540.80	100.00	
	Operating Supplies (210)	5,000.00	2,547.97	3,000.00	
	Repair & Maint. Supplies (220)	1,600.00	2,013.80	2,000.00	
	Internet & Telephone	1,824.00	1,424.08	2,110.00	
	Security Services (300)	500.00	0.00	1,000.00	
	Advertising	4,000.00	4,116.80	4,000.00	
	Insurance (360)	3,795.00	3,915.00	4,000.00	
	Utility Services (380)	8,000.00	5,401.11	8,200.00	
	Rubbish Service (384)	2,000.00	1,714.40	1,600.00	
	Repair & Maintenance (400)	2,600.00	3,216.74	3,000.00	
	City Share/Assessments (440)	450.00	791.51	800.00	
	Improvements (530)	5,000.00	5,202.83	5,000.00	
	Refunds & Reimbursements	0.00	4,375.38	0.00	
<b>Total for Event Center</b>		<b>45,841.00</b>	<b>42,933.82</b>	<b>45,910.00</b>	
Parks (45200)	Wages and Salaries (100)	25,530.00	21,962.10	29,000.00	
	Employer Cont./Soc.Sec. (122)	12,465.00	9,339.69	12,840.00	
	Health Insurance (131)	6,000.00	2,905.15	4,200.00	
	Workers Compensation	900.00	0.00	2,400.00	
	Engineering	5,000.00	240.00	5,000.00	
	Office Supplies (200)	100.00	739.51	350.00	

2025 Budget  
Proposed

		2024 Budget	2024 Actual 11/26/2024	2025 Proposed Budget	
	Operating Supplies (210)	7,000.00	5,211.33	7,000.00	
	Telephone	375.00	362.50	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	3,648.36	4,000.00	
	Rubbish Service (384)	2,600.00	3,151.02	3,500.00	
	Repair & Maintenance Service(400)	3,000.00	4,929.89	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	10,196.96	240.00	
<b>Total for Parks</b>		<b>94,940.00</b>	<b>70,022.08</b>	<b>94,585.00</b>	
Non-Expenditures	Economic Development (46510)	5,000.00	5,000.00	5,000.00	
Misc.		0.00	0.00	0.00	
Tax Abatement		<b>22,081.00</b>	9,125.75	20,000.00	
	Total Disbursements	<b>\$488,398.00</b>	<b>409,575.51</b>	<b>488,633.00</b>	

## **City of Vergas Budget Committee Meeting**

The Budget Committee was called to order on Tuesday, November 26 , 2024, at 9:00 am at the Vergas Government Services Center. Members present: Julie Bruhn, Natalie Fischer and Julie Lammers.

### **2025 Fee Schedule**

The committee reviewed the fee schedule requesting chicken license be added and the administrative letter fee to be set at \$30.00.

### **2025 General Fund Budget**

Reviewed LMC annual salary survey and compared data to Vergas salary step structure. Reviewed amounts for Lammers to input into schedule and figure into the current budget. Discussed adding a lead position to the liquor store clerks and removing full time position to allow a larger amount to be transferred from the liquor store to the general fund. Lammers was asked to speak to Theisen regarding change and the committee will bring it to Council on December 10.

### **Follow Up:**

- Lammers update presented fee schedule.
- Lammers update Vergas salary step structure table.
- Lammers to discuss with Kyle Theisen changing full time clerk to part-time and adding a lead clerk position.
- Lammers to update general fund budget data with information from salary schedule and updating the transfer from the liquor store.

### **Council Recommendations:**

- Add part time Lead position to liquor store clerks and remove second fulltime position.
- Approve Deputy Clerk job description.

## **City of Vergas Budget Committee Meeting**

The Budget Committee was called to order on Tuesday, December 3, 2024, at 9:30 am at the Vergas Government Services Center. Present were members Julie Bruhn, Natalie Fischer and Julie Lammers.

### **2025 Fee Schedule**

The committee recommended approval of 2025 fee schedule as presented.

### **2025 Salary Scale Step Structure**

Discussed Deputy Clerk and part time liquor store lead positions and recommended keeping them on the fee schedule. The committee will advise the Council to proceed with these positions.

The committee recommended approval of the 2025 Salary Scale Step Structure.

### **2025 General Fund Budget**

The committee reviewed the 2025 proposed budget approved by the Council in September with a 9.19% increase. The state released the proposed 2025 property tax levied for local governments and stated an average increase for cities of 8.8%. By raising the expected gaming fee, interest and liquor store transfers and adding the additional wage increases the proposed budget for 2025 is 6.97% increase. The committee recommends approving the 2025 increase.

### **Follow Up:**

- Lammers review lead liquor store clerk job description.
- Lammers to discuss with Theisen changes in positions at liquor store.

### **Council Recommendations:**

- Review and approve 2025 fee schedule.
- Review and approve 2025 pay scale.
- Review and approve 2025 budget.
- Remove second fulltime position from liquor store and add a part time lead position.

**City Council**  
**2024 December Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:30 PM on Tuesday, December 10, 2024**

**10. Staff Reports**

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

**Files Attached**

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- Vergas Liquor Store Quote.pdf
- 12.2024 Utilities Superintendent Report.pdf
- 12 Clerk-Treasurer Report.pdf



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November 5, 2024

## **SIGN PROPOSAL**

Vergas Liquor Store

Cost to remove awnings, strip, recover with cooley vinyl material with artwork and install back on the building. We use vinyl in these situations because it won't get dirty and collect dust in the canvas material and can easily be washed off.

\$7,541.20 installed plus tax and permit

Final wiring will need to be done by licensed Electrical Contractor.

Thank you for the opportunity to provide you with a proposal on your project!

Warmest Regards,

A handwritten signature in black ink, appearing to read 'Justin Helmke', written in a cursive style.

Justin Helmke

President

JH Signs & Designs, Inc.

City of Vergas Council Report 12-2024

1. Wastewater

- A. Need to replace main lift station pump. See attached estimate.
- B. MN Warn training St Cloud 12-17-2024
- C. MRWA Training Elbow Lake 1-30-2025



**Education and Trainings:**

Attended:

Lakes County Coop Admin/Clerk meeting- November 15. 11 am to 1 pm

Reviewed new Councils, training for council members, solar energy and what Lake County Coop and West Central Initiative can do for our communities.

Otter Tail Lakes Association Annual Meeting November 18, 11 am to 1 pm

Discussed tourism, voted on the new board and discussed what Otter Tail Lakes Association has completed in the past year and their goals for this following year.

TrainsFo: November 21 at 1 pm.

**Workers Comp Audit**

This is complete for 2024 with no concerns.

Continuing to collaborate with Otter Tail County on the train issues in Vergas.

**Insurance**

The boardwalk was turned into insurance, and it is not insured. We have a 20-year warranty which is why the decision was made to not insure. The cost for \$90,000 worth of coverage is \$490.00 a year. We have had the boardwalk for 4 years = \$1,960. The cost of the bill for repairing the boardwalk is \$3,020 with a \$1,000 deductible making the claim for \$2,020.00. The city paid \$60 due to not having insurance. City insurance agent Sherri Hanson will attend the January council meeting to discuss raising the city deductible to lower the cost of insurance.

**Review**

Employee Review for Liquor Store Manager Kyle Theisen was completed, and he is a fully successful employee. We have discussed increasing the amount of City work he completes and may begin working in the City Office occasionally.

**City Council**  
**2024 December Council Meeting**  
**Vergas Event Center and Zoom Id number 267-094-2170 (password**  
**56587)**  
**6:30 PM on Tuesday, December 10, 2024**

**12. Information & Announcements**

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Events:

Local Board of Review, April 9, 2025 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)