

City Council
2025 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, February 10, 2025

1. Call to Order

2. Citizens' Concerns

3. Agenda Additions and Deletions

4. Approval of Consent Agenda

- A. Council Minutes January 10 and January 30, 2025
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for January 2025
- D. Late water/sewer bills
- E. 2025 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2025 Statement of Receipts, Disbursements and Balances
- H. Committee Reports:
 - 1. Planning Commission
 - 2. Municipal Building
 - 3. Event Center
 - 4. EDA/HRA
- I. 2024 Income/Expense Report
 - 1. General Fund
 - 2. Sewer Fund
 - 3. Water Fund
- J. Forms
 - 1. Computer Use Policy
 - 2. Social Media Policy

5. West Central Initiative Energy

6. City Insurance

7. Committee Reports

- A. Park Board
- B. Streets/Sidewalks/Yard Waste Committee

8. Staff Reports

- A. Utilities Superintendent Report
- B. Clerk Treasurer Report

9. Mayor's Minute

- 1. Frazee/Vergas

10. Information & Announcements

Trainings:

- A. MN Rural Water Conference – March 4-6, 2025 in St Cloud (DuFrane)
- B. MN Clerks and Finance Officers – March 17 -21, 2025 in Brooklyn Center (Lammers)
- C. Clerks Advanced Academy- September 18-19, 2025 (Lammers)
- D. LMC, Loss Control Workshop March 26 in Alexandria (DuFrane, Engebretson, Lammers)
- E. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Council & Lammers)

- F. Municipal Beverage Association (MMBA) April 20-23, 2025 (Theisen) Alexandria Arrowwood
- G. 16th Annual Operator Expo (MN Rural Water) August 20, 2025 DuFrane, Engebretson)

Events:

- A. Local Board of Review, April 10, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
- B. Household Hazardous Waste Day, Thursday, June 26, 2025 10:00 - 2:00

11. Adjournment

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3. Agenda Additions and Deletions

Files Attached

- 02.2025 Additions and Deletions Update.pdf
- 2025.02.05 Letter to City of Vergas.pdf

Addition:

Ryan Weibye Lake Access (see letter)

Deletion:

City Insurance will be deleted from the February agenda and placed on the agenda for March.

February 5, 2025

City of Vergas
111 East Main Street
P.O. Box 32
Vergas, MN 56587

**RE: Ryan Weibye Lake Access
1156 Frazee Ave E**

Dear City of Vergas:

I purchased property at 1156 Frazee Ave E, Frazee Ave E, Vergas, Minnesota on February 18, 2021. The Warranty Deed for my property was recorded as Doc. No. 151253413 in the Otter Tail County Recorder. At the time of purchase, the City was constructing a trail across the property. The prior owners Michael W. Goettel and Janelle R. Goettel, who sold the property to me, had granted the City an Easement for the construction of the trail, which was recorded January 9, 2017, as Document No. 1185617. The language of the Easement granted access to the City to construct a trail for pedestrians and non-motorized vehicles approximately 8 feet in width within the Easement area. I've attached the Easement for your convenience. Please note that the Easement was donated to the City. The Goettels indicated that they did not receive any payment or benefit for granting the Easement.

During my negotiations to purchase the property from the Goettels, the Goettels explained to me that they were willing to grant the Easement to the City for the trail only if the rights granted to the City did not interfere with convenient access to Long Lake for their property. They indicated that they had communicated that concern to city staff and decision makers. The Goettels believed that the City would honor its agreement, even though the concerns regarding convenient access were not addressed in the written Easement. They also indicated that they had secured permission from the City to store their lifts and docks on City property in prior years. The Goettels indicated that the City's promise to preserve convenient access to the lake would inure to the buyer.

When I closed on the property, the trail was under construction. The retaining wall had already been constructed, but the trail had not yet been paved. The Goettels indicated that they were unaware when they granted the Easement that there would be a retaining wall constructed within the Easement area. I've attached a picture showing the retaining wall around the time I purchased the property.

Because the retaining wall created a physical obstacle for lake access, the Goettels had engaged in discussions with the Park Board and City Council to construct a set of stairs to access the lake. Without a set of stairs, the retaining wall not only obstructed drive-up access with a golf cart, it also created an obstacle for simply walking to the lake shore from the house. A person had to scale down the retaining wall to get to the lake shore.

Based on the minutes from Park Board and City Council meetings around that time, the City or Park Board had agreed to construct stairs as part of the trail project. But the City's efforts to construct the stairs stalled out. The City or Park Board had engaged with one or several contractors who failed to construct the stairs. In addition, Ottertail County was reluctant to issue a permit for the stairs initially contemplated by the City and Goettels.

Based on concerns from the County, the plan changed from the initial stair plan to a platform plan, which was more acceptable to the County. Based on my recollection, the City constructed a platform in the fall of 2021 to provide me with walking access to the lake shore. While I appreciated the attempt to provide walking access to the lake shore from my house, the ground leading away from the platform was so steep that a person trying to access the lake shore would have to sit down on the ground and scoot down to the lake shore.

After using the platform for the first year of my ownership, I finally hired a contractor to complete the steps that the Goettels and the City originally contemplated. I believe the steps were constructed in the fall of 2022. After I installed the stairs, I was charged with a misdemeanor offense. This charge was ultimately dismissed, and it seems that I can keep my stairs without additional interference from the County, but I would really like to formalize an access agreement with the City, and obtain any necessary permit, so that everything is legal and documented for future owners and City Councils.

This letter is to respectfully request the City's cooperation with entering into a revised Easement Agreement that reserves my rights to dock and water access on Long Lake via the stairs installed on my property. In addition, while the City has granted me written permission to drive on the trail west of my property to access the dock area, I would like to acknowledge this in the revised Easement Agreement as well. Without being able to drive on the trail to access the land along the lake, I can't get a mower down the stairs to mow the grass around my docks and lake shore. It also adds a significant level of convenience to haul gas, etc. via a golf cart, which was possible before the construction of the retaining wall.

I support the public trail system, but I hope you recognize that the Goettels donation of the Easement was conditioned upon maintaining convenient lake access. I believe that there is an outcome that results in convenient lake access for me and any successor owner that does not interfere with the public trail system.

I plan to attend the February 10, 2024, City Council meeting, and I am hoping to discuss this request and address any questions or concerns the City may have.

Thank you for your time and attention to this matter.

Sincerely,

Ryan Weibye



1185617

CAROL SCHMALTZ
OTTER TAIL COUNTY RECORDER
FERGUS FALLS, MN
RECORDED ON
01/09/2017 11:40 AM

FEE: 46.00
PAGES 6
WELL CERTIFICATE REC'D: N

EASEMENT

WHEREAS, Michael W. Goettel and Janelle R. Goettel are the owners in fee simple of the following described real property situated in Otter Tail County, Minnesota, to-wit:

Sub Lot A of Government Lot 1, Section 24, Township 137, Range 41, except the following described tracts:

1. Commencing at a found iron monument which designates the east quarter corner of Section 24, Township 137 North, Range 41 West of the Fifth Principal Meridian in said County; thence North 00 degrees 09 minutes 04 seconds West 167.72 feet on an assumed bearing along the east line of said Section 24 and along the easterly line of Sub Lot A of Section 24, Township 137, Range 41 to an iron monument on the northwesterly right-of-way line of County State Aid Highway No. 4, said point is the point of beginning; thence continuing North 00 degrees 09 minutes 04 seconds West 88.30 feet along the east line of said Section 24 and along the easterly line of said Sub Lot A of Section 24, Township 137, Range 41 to an iron monument; thence South 78 degrees 06 minutes 55 seconds West 93.92 feet to an iron monument; thence South 08 degrees 58 minutes 34 seconds East 111.52 feet to an iron monument on the northwesterly right-of-way line of said County State Aid Highway No. 4; thence North 61 degrees 08 minutes 03 seconds East 85.35 feet along the northwesterly right-of-way line of said County State Aid Highway No. 4 to the point of beginning.
2. That part of Sub Lot A, Plat of Sub Lot A, according to the recorded Plat thereof, and that part of Government Lot 1, all in Section 24, Township 137 North, Range 41 West, Otter Tail County, Minnesota, described as follows: Commencing at the east quarter corner of said Section 24 and assuming the line drawn between said east quarter corner and northeast corner of said Section 24 bears North 00 degrees 21 minutes 08 seconds West; thence North 72 degrees 04 minutes 38 seconds West a distance of 621.67 feet to the point of beginning of the

land to be described; thence South 71 degrees 54 minutes 58 seconds West a distance of 149.56 feet; thence South 11 degrees 49 minutes 40 seconds East a distance of 180.36 feet, more or less, to the northerly right-of-way line of Trunk Highway No. 228; thence northeasterly, southeasterly and northeasterly along said northerly right-of-way to the intersection with a line bearing South 01 degree 18 minutes 41 seconds West from the point of beginning; thence North 01 degree 18 minutes 41 seconds East a distance 205.56 feet to the point of beginning.

3. That part of Sub Lot A, of Section 24, Township 137, Range 41, said Plat is on file and of record in Book L of Plats on page 23 in the office of the Recorder in Otter Tail County, Minnesota, described as follows: Commencing at a found iron monument which designates the east quarter corner of Section 24, Township 137 North, Range 41 West of the Fifth Principal Meridian in said County; thence North 00 degrees 09 minutes 04 seconds West 167.72 feet on an assumed bearing along the east line of said Section 24 and along the easterly line of said Sub Lot A of Section 24, Township 137, Range 41 to a found iron monument on the northwesterly right-of-way line of County State Aid Highway No. 4; thence continuing North 00 degrees 09 minutes 04 seconds West 88.30 feet along the east line of said Section 24 and along the easterly line of said Sub Lot A of Section 24, Township 137, Range 41 to a found iron monument; said point is the point of beginning; thence South 78 degrees 06 Minutes 55 Seconds West 93.92 feet to a found iron monument; thence South 08 degrees 58 minutes 34 seconds East 111.52 feet to a found iron monument on the northwesterly right-of-way line of said County State Aid Highway No. 4; thence South 61 degrees 08 minutes 03 seconds West 164.98 feet along the northwesterly right-of-way line of said County State Aid Highway No. 4 to an iron monument; thence North 05 degrees 36 minutes 20 seconds West 165.97 feet to an iron monument; thence North 12 degrees, 08 Minutes, 08 Seconds East 353.02 feet to an iron monument; thence North 89 degrees 37 minutes 52 seconds East 160.19 feet to the east line of said Section 24 and the easterly line of said Sub Lot A of Section 24, Township 137, Range 41; thence South 00 degrees 09 minutes 04 seconds East 302.19 feet along the east line of said Section 24 and along the easterly line of said Sub Lot A of Section 24, Township 137, Range 41 to the point of beginning.

4. That part of the Plat of Sub Lot A, Government Lot 1, Section 24, Township 137, Range 41, Otter Tail County, Minnesota lying west of the east line of said Section 24; south of the centerline of County State Aid Highway No. 4; and northeasterly of the northeasterly right-of-way line of Trunk Highway No. 228.

together with all hereditaments and appurtenances belonging thereto, and subject to all easements, restrictions, and reservation of record, if any.

and;

WHEREAS, the City of Vergas, Minnesota, is in need of a right-of-way easement in order to construct and maintain a non-motorized vehicle and pedestrian trail over that part of Sublot A lying southerly of the centerline of State Highway 228;

NOW, THEREFORE, Michael W. Goettel and Janelle R. Goettel do hereby grant to the City of Vergas a perpetual right-of-way easement over real property legally described as follows:

All that part of Sub Lot A of Government Lot 1, Section 24, Township 137, Range 41, lying southerly of the centerline of State Highway 228.

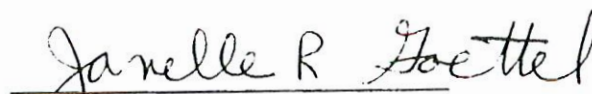
Subject to the following terms and conditions:

Grantee will construct and maintain a pedestrian and non-motorized vehicle trail approximately 8 feet in width within the easement. Grantee shall have such additional access as may be necessary to construct and maintain the trail.

The City of Vergas shall maintain in good repair the surface of the trail utilizing the easement and clear it of snow and ice accumulation as soon as practicable after a weather event.

This easement shall run with the land, is perpetual, and is binding on the heirs, successors, and assigns of Grantor.


Michael W. Goettel

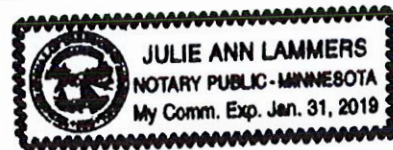

Janelle R. Goettel

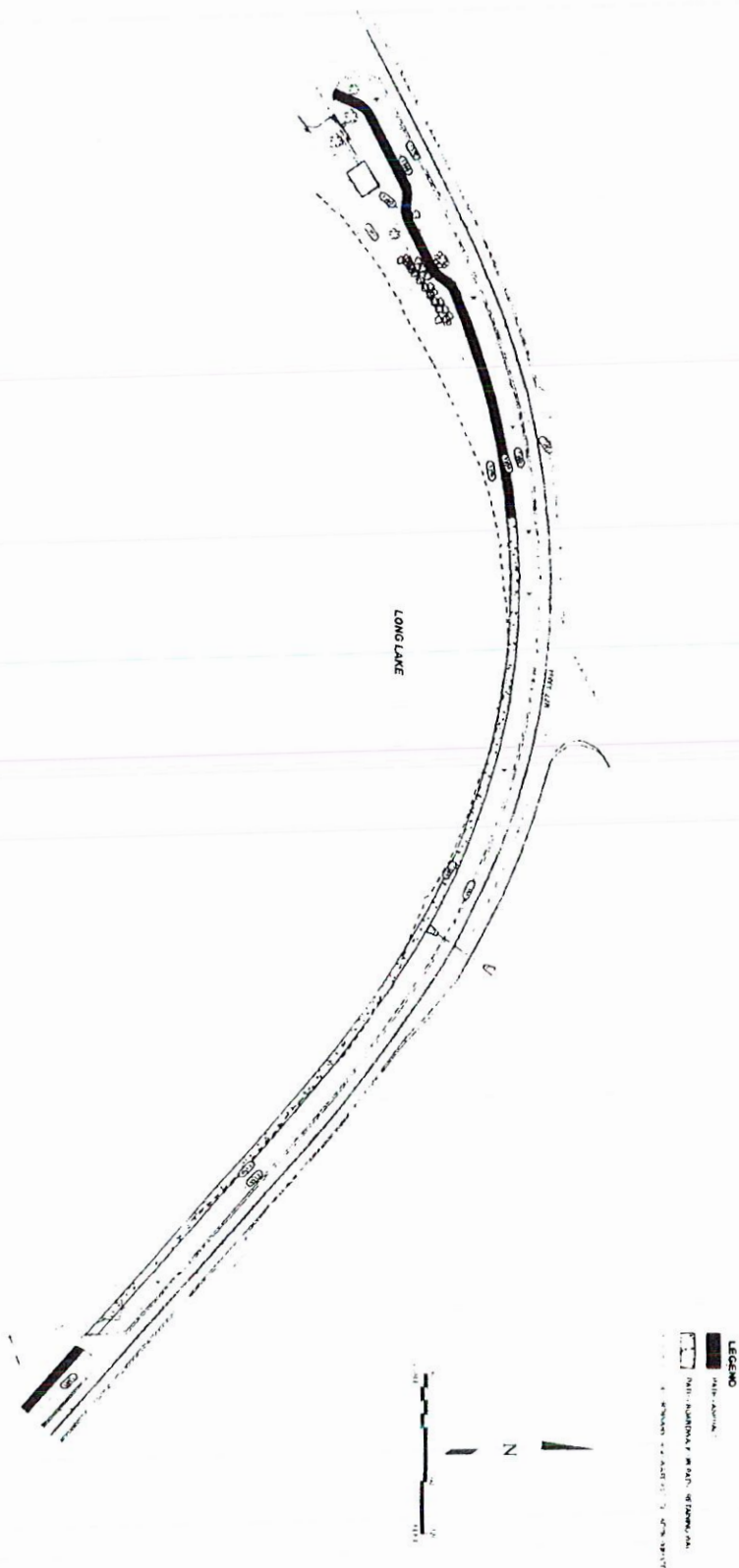
STATE OF MINNESOTA)
) ss.
COUNTY OF OTTER TAIL)

This instrument was acknowledged before me this 28 ^{December 2016} day of ~~November, 2015~~
by Michael W. Goettel and Janelle R. Goettel, husband and wife, Grantors.

Julie Ann Lammers
Notary Public

THIS INSTRUMENT DRAFTED BY:
Peloquin Law Office, P.A.
Attorneys at Law
432 Third Avenue SE
Perham, MN 56573
(218) 346-6900
95680a





That part of Sub Lot "A" of Government Lot One (1), Section Twenty Four (24), Township One Hundred Thirty-Seven (137), Range Forty-One (41), Ottertail County, Minnesota, lying southerly of centerline of Minnesota Trunk Highway No. 228.

EXCEPT a tract previously conveyed by warranty deed dated July 14, 1956, and recorded in the office of the Register of Deeds, in and for Ottertail County, Minnesota, in book 330 of Deeds, Page 235, described as follows: Beginning at a point at the Northeast corner of Sub Lot "A" of Government Lot 1, in the above named County and State; thence West a distance of 80 feet; thence South a distance of 90 feet, more or less, to County Road #4; thence in a northeasterly direction following County Road #4 to the east line of Sub "A"; thence north following the east line of Sub Lot "A" to the place of beginning, also except easements of record.





**CITY OF VERGAS
REGULAR MEETING**

Tuesday, September 8, 2020 6:30 P.M.

The City Council of Vergas met at 6:30 p.m., on Tuesday, September 8, 2020 in a Zoom virtual meeting with the following members present: Mayor Dean Haarstick, Council Members: Logan Dahlgren, Julie Bruhn, Paul Pinke and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Dustin Nash, Loren Menz, Keith Sandau, Bridget Sutterland, Dan Snider, Steve Peloquin, Carol Albright, Bruce Albright, Peter Kastella and Barbie Porter of the Frazee-Vergas Forum.

Mayor Dean Haarstick called the meeting to order.

No citizens' concerns were discussed.

Motion by Dahlgren, seconded by Pinke to accept agenda with the following addition: Pioneer Tractor Pull and Pioneer Days. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion was made by Pinke, seconded by Bruhn to approve the following consent agenda:

- a. Council Minutes of the Aug. 18, 2020
- b. Bills paid between Council meetings and Council bills for a total of \$24,564.67.
- c. Liquor Store bills for August 2020 for a total of \$68,830.27.
- d. General Fund/Special Revenue Money Market Account Report
- e. COVID19 Spending Report
- f. 2020 Budget Comparison
 - i. General
 - ii. Water
 - iii. Sewer
- g. Late water/sewer bills
 - i. COVID19 applications-no one has applied

Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Council was asked they would be interested in allowing the Pioneer Tractor Pull and Pioneer Days to use property in the Vergas City Limits. The only property Lammers knew of large enough to hold the event would be the City property on Lake Street. Council asked for more information before they could decide if property could be used.

Jack Rosenthal of Compass Consultants Inc. has provided a survey of Pelican Avenue properties for Dustin Nash and Keith Sandau. The City street committee has discussed proposal and recommends keeping Glen Street right of way at 66 feet for future development. Loren Menz reviewed his property and feels his property line should also be moved if this proposal is approved. Property owners would like to meet and discuss a proposal for next month's meeting.

Dan Snider representative of Colonial Life presented a pre-tax benefit for City employees. A \$10,000 life insurance policy will be paid for by Colonial Life to all employees who speak with Colonial Life. Motion by Pinke, seconded by Dahlgren to allow Colonial Life to provide benefit to City employees as an employee paid payroll deduction. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Bruhn, seconded by Pinke for the City of Vergas to waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.06 accepting liability coverage limits of \$1,000,000 on a single occurrence from the League of Minnesota Cities Insurance Trust. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Kolbinger reviewed 2019 Street Project. Anderson Brothers filled cracks and placed epoxy on curb on September 5, 2020 and DuFrane stated there were more cracks. DuFrane and Kolbinger will review new cracks. The City street committee has met and recommends we keep a 66 foot Right of Way on Glen Street. Discussed the infiltration system on Diane and Eva project which DuFrane and Kolbinger will review for October Council meeting. Motion by Dahlgren, seconded by Bruhn to approve the KLJ task order for Glenn Street Right of Way and the estimates for the infiltration system for standard hourly rates. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Park and Trail Advisory Committee reports were reviewed. Albright requested to have a part-time parks department employee for \$5000.00 in 2021. Albright questioned expenditures for the park board. Lammers explained the park board advisory board does not have authorization to spend money; they are to make recommendations to the Council. DuFrane does have authority to spend up to \$1,000 for Council approved budgeted expenses. Discussed putting a curb along the parking lot by the beach. A berm (curb) will stop the beach from washing out after each rain.

Discussed steps by the wall and boardwalk to Frazee Avenue. Motion by Pinke, seconded by Fischer to spend \$1,000 on steps. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Discussed artificial wood (like trex) for steps. Motion by Pinke, seconded by Fischer to amend motion to spend \$1,500 if they include artificial wood. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Motion by Bruhn, seconded by Fischer to approve Driveway Service proposal of \$2000.00 to put in berm. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Economic Development Authority/Housing Redevelopment Authority (EDA/HRA) report was reviewed.

Planning Commission report was reviewed.

Yard waste committee met due to complaints from Otter Tail County. Dumpsters have been moved and there has been no garbage placed at yard waste since meeting.

Bruhn reviewed CDH-Vergas Fire Board report. Remodeling project has been completed. Requested \$4,400 for masks be paid for out of cares funding. Motion by Bruhn, seconded by Bruhn to spend \$4,400 for masks for fire department out of cares funds. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Bruhn reviewed employee performance evaluation forms. Motion by Dahlgren, seconded by Pinke to approve both supervisor and non-supervisor evaluation forms. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Lammers reviewed COVID19 procedures for the city.

Utilities Superintendent Report

Parks-Docks will be removed by September 11, 2020 and bathrooms will be closed.

Water and Sewer- Discussed electronic meters in homes and we have 35 left to install. Proposed a fee to charge property owners to read their meter if they do not have an electronic meter by December 31, 2020.

Motion by Pinke, seconded by Bruhn to charge \$10.00 to read meters manually. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Motion by Pinke, seconded by Dahlgren to amend motion to charge \$25.00 a month to read meters starting January 1, 2021. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Hydrants will be flushed before next month's Council meeting.

Streets- DuFrane asked Council to purchase a snowplow truck from the City of Detroit Lakes. Council discussed and asked DuFrane to bring a purchase proposal to next month's meeting. Motion by Dahlgren, seconded by Fischer to approve Driveway Services proposal for patching for \$3,275.00. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Lammers reviewed Liquor Store activities.

2021 Budget was discussed. Motion by Fischer, seconded by Pinke to approve Resolution 2020-006 (A complete text of the resolution is part of permanent public record in the City Clerk's office) regarding 2021 tax levy of \$229,149.00. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Haarstick stated he has attended several meetings with Lakes Country Service Association.

The business for which the meeting was called having been completed, the meeting was adjourned at 8:30 p.m.

Clerk-Treasurer Julie Lammers, CMC.

9/24/2020 Vergas Park Advisory Board Minutes

Meeting called to order at 1:17 p.m. by C. Albright

1. **Present:** Albright, Haarstick, Lammers, and Pinke

Absent: DuFrane, Goettel, Hanson

2. **August Minutes were approved.**

3. **Additions to the Agenda:**

a. Haarstick asked that the spring/drain system at Long Lake Park be repaired.

b. A correction was made to the Agenda: 5.b. The money approved by the Council (\$5000) this summer for the Trail planter was not Trail Committee money, but City money. The Trail Committee does not have any funds.

4. **Vets Memorial Park Update:**

a. Lammers noted that 12-14 people called wondering why Vergas needs two Veterans Memorials; one already exists at the City Cemetery.

b. Goettel added these comments via email after a conversation with Lyle Krieg, who relayed the Vets feel the ball field is a much better location than the Cemetery because it has higher visibility. They have contacted West Central Initiative about grants and Denise Laymon is helping with that.

- The fund raiser that Ditterich Farms were going to help with may not happen until next spring.
- They have contacted Dent Monument about pricing for granite monuments.
- They are looking at putting up a sign saying something like "Future Home of the Vergas Veterans Memorial".
- They are looking at how to get their tax exempt 501c3 status.
- They are raising funds with metal goats, of which you may have seen them in our front yard a couple weeks ago. It costs \$50 to remove the goats. Actually the goats are kind of neat.
- Soon a flyer will be ready to give out explaining the project and help raise funds. They have contacted West Central Initiative about grants and Denise Laymon is helping with that.

5. **City Council Update:** Albright relayed information from the Council meeting she attended last month.

- a. The Park Advisory Board cannot spend any money without Council approval but Utilities Superintendent (DuFrane) can spend up to \$1000 on budgeted items without Council approval.
- b. The Council did give approval to the Park Board to spend up to \$5000 earlier this summer for the planter on the Trail.
- c. Capitol Outlay money in the Park Budget can be carried over from year to year with Council approval.
- d. Council voted to keep the 2020 Budget in place for 2021.

6. **Update from Trail Committee:** Lammers reported the last meeting of the Trail Committee will be October 14 at which time the Committee will resolve. Responsibility for the Trail will then be transferred to the Park Advisory Board. She noted she has contacted a second person to build the steps to Goettel's dock. The first person she contacted decided not to do the job.

7. **Berm Project Update:** It will move forward next week because the Council has already approved it. Haarstick asked about where the water will flow into the lake. Albright asked if there is a drawing/specs or contract. DuFrane will be able to answer those questions.

8. Long Lake Park Work Day: is being planned by Goettel and Puetz. No date has been set yet.

9. Other Discussion: Concerns were expressed about adding more asphalt parking areas at Long Lake Park, fixing the spring/drain system installed in 1993, which no longer functions properly, the idea of turning the lower parking lot into park area, and which money can be "saved" for next year.

a. Lammers explained that Park Board money "left over" at the end of the year may or may not be put back into the Park Board budget for next year, depending on the entire City budget. For example, if the City Budget was \$200,000 and the City spent \$180,000, the remaining \$20,000 would be distributed to each department based on need.

b. Currently, the Park Board has \$2500 remaining in Engineering with no Engineering money allocated for 2021. The Event Center and Parks Budgets received the deepest cuts for 2021. In addition there is \$5000 remaining in Improvement, though Lammers said we should check with DuFrane to confirm that figure. Approximately \$2000 of that Improvement fund will be used for the Berm Project. There is also about \$2000 remaining in Operating Supplies and \$900 in Repair and Maintenance. Perhaps new garbage cans could be purchased yet this year with some of the remaining money; and some engineering for an overall plan at Long Lake Park could be started.

c. These concerns can be addressed at the October meeting during which Long Range Planning will begin.

10. The meeting was adjourned at approximately 2:00 p.m. The next meeting will be Thursday, October 22, 2020 at 1:00 p.m. in the Event Center.

Topic: Vergas Public Hearing and City Council Meeting Zoom Meeting
Time: December 8, 2020 06:30 PM Central Time (US and Canada)
Join Zoom Meeting <https://us02web.zoom.us/j/2670942170>
To call into meeting dial +1 312 626 6799 US (Chicago) Meeting ID: 267 094 2170

CITY OF VERGAS
COUNCIL AGENDA

Virtual Zoom Meeting-cityofvergas.com

6:30 P.M. on Tuesday, December 8, 2020

(Reminder the Frazee-Vergas Forum is recording this meeting and all information discussed is public information)
(In order to run an efficient meeting, please do not repeat comments and limit them to 3 minutes or less.)

1. Call to order
2. Citizens' Concerns - *Council will recognize citizens who may have items for the Council. Citizens please state your name and address for the record. Council may ask questions for clarification or explanation, but no council action will be held on these items.*
3. Additions or Deletion to Agenda (*City Council or City Staff Only*)
4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed, and it will be placed elsewhere on the agenda.*
 - a. Council Minutes of the November 10, 16 and 20, 2020
 - b. Bills paid between Council meetings and Council bills
 - c. Liquor Store bills for November 2020
 - d. General Fund/Special Revenue Money Market Account Report
 - e. 2020 Investment Schedule/Bond Schedule
 - f. Late water/sewer bills
 - i. COVID19 applications-no one has applied
 - g. Polling Place Designation
5. Construction Permits –
 - a. 111 Main St – sign
 - b. 540 Pelican Avenue-door and ramp
 - c. 360 Pelican Avenue – 28x28 garage
6. 2021 Licenses
 1. Liquor -
 - a. Billy's Corner Bar
 - b. Skal
 - c. Otter Coffee (wine)
 - d. Olson Oil (3.2 off sale)
 - e. Lion's Club (3.2 on sale)
 2. Cigarette License
 - a. Vergas Municipal Liquor Store
 - b. Cenex
 - c. Olson Oil
7. Committee Reports
 - a. Streets
 - i. Snow plowing
 - ii. Glen Street vacations
 - b. Park Board
 - c. Economic Development Authority/Housing Authority
 - d. Planning Commission
 - e. Event Center
 - f. Water/Sewer
 - i. 2021 Water Budget

- ii. 2021 Sewer Budget
 - g. Personnel
- 8. 2021 Fee Schedule
- 9. Staff Reports
 - a. COVID-19 City Update
 - b. Utilities Superintendent Report
 - i. Parks
 - ii. Water and Sewer
 - iii. Streets
 - iv. West Lake Street Property
 - c. Liquor Store Manager Report
 - i. Liquor Store Electronic Sign
 - ii. Transfer
- 10. Employee Training
 - a. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
 - b. MN Clerks & Finance (Lammers) St Cloud
 - c. Clerks Advanced Academy-September 2021 (Lammers)
 - d. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)
 - e. League of MN Cities Annual Conference (Mayor, Council & Lammers)
 - f. Municipal Beverage Association (MMBA), (Lammers) Arrowwood
- 11. Mayor's Report
- 12. Adjournment

CITY OF VERGAS REGULAR MEETING

Tuesday, December 8, 2020 6:30 P.M.

The City Council of Vergas met at 6:30 p.m., on Tuesday, December 9, 2020 in a Zoom virtual meeting with the following members present: Mayor Dean Haarstick, Council Members: Logan Dahlgren, Julie Bruhn, Paul Pinke and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Shane Poss, Sherri Hanson, Mike Goettel, Scott Kolbinger and Barbie Porter of the Frazee-Vergas Forum.

Vice Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were discussed.

Motion by Pinke, seconded by Fischer to accept agenda with the following additions: mowing bills, Resolution for Vacation and Lion's Gambling permit. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Lammers present 2 unpaid mowing bills to Council. Motion by Pinke, seconded by Fischer to put mowing bills of parcels 82000500027900 for \$130.00 and 820005000278008 & 9 for \$230.00 on their property taxes. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Mayor Dean Haarstick joined the meeting.

Motion by Bruhn, seconded by Pinke to approve resolution 2020-009 (A complete text of the resolution is part of permanent public record in the City Clerk's office) regarding vacating Lover's Lane, East Railway Ave and part of Nesbitt Avenue. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Bruhn, seconded by Pinke to approve Lion's calendar gambling permit for March 1, 2021. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion was made by Bruhn, seconded by Pinke to approve the following consent agenda with the removal of late water/sewer bills.

- a. Council Minutes of the November 10, 16 and 20, 2020
- b. Bills paid between Council meetings and Council bills for amount of \$86,227.81
- c. Liquor Store bills for November 2020 for the amount of \$74,662.74
- d. General Fund/Special Revenue Money Market Account Report
- e. 2020 Investment Schedule/Bond Schedule
- f. Late water/sewer bills
 - i. COVID19 applications-no one has applied
- g. Polling Place Designation (resolution 2020-010 (A complete text of the resolution is part of permanent public record in the City Clerk's office)

Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Late Water/sewer bills were discussed. The COVID19 application is being sent out with late bills.

Motion by Dahlgren, seconded by Pinke to approve the following: construction permits for 111 Main St for sign, 540 Pelican Avenue for ramp and door and 360 Pelican Avenue for 28x28 garage. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Dahlgren, seconded by Bruhn to approve the following 2021 Licenses Liquors when all paperwork is completed for Billy's Corner Bar, Skal, Otter Coffee (wine), Olson Oil (3.2 off sale), Lion's Club (3.2 on sale) and Cigarette License for Vergas Municipal Liquor Store, Cenex and Olson Oil. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Discussed plowing on gravel roads. Motion by Bruhn, seconded by Pinke for street committee to review and bring recommendation to the Council with revised policy. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Peloquin reviewed the process of getting transfers on Glen Street. All deeds need to be signed by all first before we can vacate and dedicate Glen Street. Motion by Bruhn, seconded by Pinke to approve resolution 2020-011 (A complete text of the resolution is part of permanent public record in the City Clerk's office) regarding having a public hearing vacating current Glen Street and dedicating Glen Street on new private property and schedule public hearing for January 12, 2021 at 6:30 pm. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Sherri Hanson reviewed the Park and Trail Advisory Committee. Hanson questioned who oversees the park improvements: pickle board court, Veteran's Park ect. Who oversees projects on City property? Discussed liability and insurance – City responsibility. Where does the responsibility lie? The park board is creating a citizen sub-committee led by Maggie Putz for helping with park board activities. Park Board is working on long range planning and will be a part of the comprehensive plan. They are discussing a policy of replacing a tree anytime a tree is taken down. Discussed Goettel property with easement for trail and putting in steps on their property. The County has stated they will not allow steps in the County easement area but would review any permit the city provides. Kolbinger reviewed safety and what items would be able to be used as steps with the issue putting steps by wall would give public access to the trail. Goettel stated he would not rule out any ideas they just need to be able to get to their property. Motion by Pinke, seconded by Fischer to approve a task order with KJ Engineering to work on this project with Mike Goettel for up to \$1,000.00. Voting yes: Pinke, Bruhn, Dahlgren and Fischer. Voting no: none. Motion carried.

Economic Development Authority/Housing Redevelopment Authority (EDA/HRA) report was reviewed.

Planning Commission report was reviewed with no recommendation for Council. The property owners at 88 Park View has given the City of Vergas a quote for \$2,5000 from Ness Backhoe, Inc. to put in a berm. Motion by Dahlgren seconded by Fischer to spend \$2,5000 on berm to be completed by Ness Backhoe, Inc.

with funds being distributed from ½ streets and ½ parks. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Event Center smart room was discussed. Motion by Pinke, seconded by Fischer to sign contract with Viking Library System for changing the Vergas Council Chambers into a smart room. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Pinke, seconded by Dahlgren to approve 2021 Water and 2021 Sewer budgets. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried. Motion by Pinke, seconded by Dahlgren for rate increase in Water Accessory Fees and Sewer Accessory fees to \$750.00 each and water rate increase of the base rate to \$28.00 and \$3.50 per 1,000 gallons of water used and sewer rates increase of the base rate to \$28.00 and \$2.50 per 1,000 gallons of water used. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Bruhn reviewed a newly elected officials training with League of MN Cities. Motion by Pinke, seconded by Fischer to allow Council members to attend at a cost of \$175.00 each. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Approved keeping the 2021 fee schedule the same as 2020 with the exception of the water and sewer rates.

Lammers reviewed COVID19 procedures. No changes have been made.

Utilities Superintendent Mike DuFrane provide written report:
Public Utility Superintendent Report, December 2020

1. Water
 - a. Water tower is being run manually. We are running approximately 25000 gallons a day. On 12-16-2020 we will be filling up to 100000 gallons of water for the fire training burn.
 - b. New Power Supply For treatment plant was installed 12-2-2020 by Zitzow Electric.
 - c. KLM 10-year service agreement.

Motion by Bruhn, seconded by Pinke to approve the 10-year agreement with KLM engineering for \$9,300 paying \$930 a year. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

2. Streets
 - a. We have received the snow bucket from General Equipment
3. Wastewater
 - a. Annual inspection was not completed at this time due to malfunction of crane. Task should be completed this week.
4. The City Farm.
 - a. Propane tank was left out there.
 - a. Should we sell it?
 - b. We have been recycling materials from the farm.

DuFrane stated the Control Panel for the water tower would be install on Monday, December 14, 2020. Pinke stated he would contact of the owner Nick Larson to remove the propane tank.

Liquor Store Manager Lammers informed Council electronic sign will be installed Tuesday and the Liquor Store has \$5,000 to transfer to the general fund. Motion by Fischer, seconded by Pinke transfer \$5000.00 from the Liquor Store Fund to the General Fund. Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Motion by Bruhn, seconded by Dahlgren to allow the following employee trainings:

- a. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- b. MN Clerks & Finance (Lammers) St Cloud

- c. Clerks Advanced Academy-September 2021 (Lammers)
- d. LMC, Loss Control Workshop (DuFrane, Engebretson, Lammers)
- e. League of MN Cities Annual Conference (Mayor, Council & Lammers)
- f. Municipal Beverage Association (MMBA), (Lammers) Arrowwood
- e. MPCA, (DuFrane)

Voting yes: Bruhn, Pinke, Dahlgren and Fischer. Voting no: none. Motion carried.

Haarstick thanked City residents for allowing him to be on Council these past 31 years. Council Members thanked Haarstick for serving. Haarstick was presented a plaque.

The business for which the meeting was called having been completed, the meeting was adjourned at 8:00 p.m.

Clerk-Treasurer Julie Lammers, CMC

**4.22.2021 Minutes from Vergas Parks & Rec Advisory Board Meeting
3:30 p.m. Vergas Event Center and ZOOM**

1. **Attendance/Present:** Sherri Hanson, Steph Hogan, Maggie Puetz, Carol Albright, Matt Erickson, Mike DuFrane. Citizens present: Bruce Albright, Lyle and Pam Krieg, and Darin Trites.

Attendance/Absent: Julie Lammers and Paul Pinke.

2. **April Minutes** were approved with a motion by Steph and a second by C. Albright.

3. **Additions to the Agenda:**

- a. Budget
- b. Brick Planter
- c. Tree Planting/Peterson Park
- d. Art Walk
- e. Mulch at Playgrounds
- f. Park Dedication Fund

4. **Weiby Property Update:** Ryan Weiby has agreed to the platform plan designed by the City and county engineers. It will be placed next to the Boardwalk at the base of the road ditch. The railing that has to be removed will be added to the platform. The Council had approved the plan for Goettels but will need to approve it again for the new property owner, Ryan Weiby. Lammers has contacted Summers Construction to build the platform. A second bid is not required because the cost is \$1000.

The Board does not object to Weiby driving on the Trail when he needs to install and remove his docks each season.

5. **Beach Drainage Update:** DuFrane reported several of the blocks in the parking lot at the beach had been moved today to decrease erosion. Some blocks cannot be moved because they are attached to the asphalt. A new parking lot would solve the problem, in DuFrane's words. When asphalt is available he will fill in holes along the curb.

Councilman Bruce Albright added these repairs are also needed to stem erosion:

- a. Move more of the berm and patch/fill with asphalt
- b. Clean the drain by the shelter
- c. Change direction of roof drainage on the shelter

Eventually, a more permanent solution will be needed for the drainage issue.

Another beach question arose: When will the sand be put down? Two loads will be added to the beach sometime in May after the road restrictions are lifted.

6. **Pickle Ball/Basketball Courts Update:** The Committee continues to fundraise. They have a 4' x 8' sign to display at the entrance to the ball diamond which Justin Helmeke has agreed to install. DuFrane asked if the sign is too big according to the sign ordinance in Vergas. **Hanson will check with Lammers about the ordinance.** Meanwhile, a motion by Hanson with a second by Hogan to install the sign if it meets City ordinance sign requirements was passed.

Bruce Albright asked if the court could be moved 80'-90' north to open up more parking. Carol Albright asked if there should be a form or contract with a checklist for projects like this. Sailer will try to get a copy of the one used by the Brainerd Parks & Rec Department for whom he worked.

City Council
2025 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, February 10, 2025

4. Approval of Consent Agenda

- A. Council Minutes January 10 and January 30, 2025
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for January 2025
- D. Late water/sewer bills
- E. 2025 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2025 Statement of Receipts, Disbursements and Balances
- H. Committee Reports:
 - 1. Planning Commission
 - 2. Municipal Building
 - 3. Event Center
 - 4. EDA/HRA
- I. 2024 Income/Expense Report
 - 1. General Fund
 - 2. Sewer Fund
 - 3. Water Fund
- J. Forms
 - 1. Computer Use Policy
 - 2. Social Media Policy

Files Attached

- 01.14.25 Council Minutes.pdf
- 01.30.25 Council Minutes.pdf
- 2025 City Bill Listing.pdf
- 02.2025 Claims for Approval.pdf
- 01.2025 Liquor Store Bill Listing.pdf
- 02.2025 past_due_customers (78).pdf
- 02.2025 Investment Schedule & Bond Schedule.pdf
- 2025 General Fund_Special Revenue Money Market Account Report.pdf
- 01.27.25 Planning Commission Minutes Draft.pdf
- 02-03-2025 Liquor Store Municipal Buildings License Committee meeting.pdf
- Event Center Advisory Board 1.28.25.pdf
- 02.05.2025 EDA.HRA Agenda Minutes.pdf
- Computer Use Policy.pdf
- Social Media Policy.pdf

CITY OF VERGAS
PUBLIC HEARING
VERGAS EVENTS CENTER & ZOOM
Tuesday, January 14, 2025

The City Council of Vergas met at 6:15 pm, on Tuesday, January 14, 2025 at the Vergas Event Center and on a Zoom for a hybrid regular public hearing with the following members present: Mayor Dwight Lundgren, Council Members: Bruce Albright, Paul Pinke, and James Stenger. Absent: Dean Haarstick. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Liquor Store Manager Kyle Theisen; Attorney Tom Winters; Editor Bob Williams of the Frazee-Vergas Forum; Engineer Blane Green; and Citizens Carol Albright, Emma McLemore, Sarah Lundgren, Jack McLemore, Brian McLemore, Rachel McLemore, Daniel McLemore and Rosemary Sandau.

Call to Order

Mayor Dwight Lundgren called the meeting to order.

Bruce Albright reviewed the request for tax abatement for parcels 82000990249000 and 82000990244000. These are lots sold by the Vergas HRA in the Sunny Oaks Division. The abatement is for \$5,000 or 5 years whichever comes first. The abatement is for improvements to the property, house, garage etc.

No other comments were made, and the public hearing was closed at 6:20 pm.

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, January 14, 2025

The City Council of Vergas met at 6:30 pm, on Tuesday, January 14, 2025 at the Vergas Event Center and on a Zoom for a hybrid regular council meeting with the following members present: Mayor Dwight Lundgren, Council Members: Bruce Albright, Paul Pinke, Dean Haarstick, and James Stenger. Absent: none. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Liquor Store Manager Kyle Theisen; Attorney Tom Winters; Editor Bob Williams of the Frazee-Vergas Forum; Engineer Blane Green; and Citizens Carol Albright, Emma McLemore, Sarah Lundgren, Jack McLemore, Brian McLemore, Rachel McLemore, Daniel McLemore and Rosemary Sandau.

Call to Order

Clerk-Treasurer Julie Lammers called the meeting to order.

Oath of Office

Lammers administered the oath of office to Mayor Dwight Lundgren and Council Members Bruce Albright and James Stenger.

Council Orientation

Lammers provided a power point regarding the City Council.

Citizens' Concerns

No concerns addressed.

Agenda Additions and Deletions

Motion by Albright, seconded by Pinke to approve the agenda with the following item added: Street Committee and League Training and the following item deleted: City Insurance. Motion passed unanimously.

Approval of Consent Agenda

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

- A. Council Minutes of the December 10 and December 20, 2024
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for December 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. Forms

1. Event Center Agreement
2. Work in Right of Way Permit

Motion passed unanimously.

Set Time, Place and Date of Regular 2025 Meetings

Discussed the fact that both the Council and Lions have their large meetings on the same night. There are no handicapped parking spots left on our meeting night. Motion by Albright, seconded by Haarstick to hold 2025 Council meetings on the 2nd Monday of each month at 6:30 p.m. in a hybrid setting at the Vergas Event Center. Motion passed unanimously.

Appointment of Acting Mayor

Motion by Pinke, seconded by Albright to appoint James Stenger as Acting Mayor. Voting yes: Pinke, Stenger, Albright and Haarstick. Voting No: None. Motion carried. The acting mayor is responsible for the duties of the Mayor in their absence. Dwight Lundgren and James Stenger will be signers on the City accounts held at Vergas State Bank along with the signature of the City Clerk.

Appointments

Discussed Event Center Advisory board and the challenging time the city has in finding members. Motion by Pinke, seconded by Albright to approve changing the event center advisory board to 5 members: one from the Lions, one from the Vergas Community Club, one citizen from Vergas, the Deputy Clerk and a Council Member. Motion passed unanimously.

Motion by Pinke, seconded by Albright to approve the following appointments:

Motion by Albright, seconded by Pinke to approve council portfolios as presented by Mayor Lundgren: CDH-Vergas Fire Board Representative Dwight Lundgren; Planning Commission Representative and Appointments - Bruce Albright, Rebecca Hasse and Shane Hasse; Economic Development Authority and Housing Redevelopment Authority Representative and Member - Bruce Albright and Kevin Zitzow; Event Center Advisory Board Representative and Member- James Stenger.

Motion passed unanimously.

Albright reviewed the rating sheets provided from 2024 Council regarding City Attorney. Motion by Albright, seconded by Pinke to appoint the City Attorney Tom Winters of Ramstad, Skoyles and Winters, P.A. in 2025. Motion passed unanimously.

Motion by Albright, seconded by Pinke to designate official newspaper - Frazee-Vergas Forum. Motion passed unanimously.

Motion by Albright, seconded by Pinke to designate official place of advertisement of projects: www.cityofvergas.com.

Motion passed unanimously.

Motion by Pinke, seconded by Stenger to designate Official Depositories: Vergas State Bank. Motion passed unanimously.

Albright reviewed the rating sheets provided by 2024 Council regarding Engineering firm. Motion by Albright, seconded by Pinke to appoint City Engineering Firm Widseth for 2025. Motion passed unanimously.

Tax Abatements

Motion by Albright, seconded by Pinke to approve the tax abatement for parcel 82000990244000 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.

Motion by Albright, seconded by Pinke to approve the tax abatement for parcel 82000990249000 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.

Committee Reports

Personnel

Lammers reviewed the personnel committee meeting held January 10, 2025 (minutes available at the Vergas City Office).

Motion by Albright, seconded by Pinke to advertise Deputy Clerk position through January 21. Motion passed unanimously.

Motion by Albright, seconded by Pinke to hold special meeting on January 30, 2025 at 8:30 am at the Government Services Center to approve Deputy Clerk position. Motion passed unanimously.

Streets

Engineer Blaine Green reviewed the timeline for the parking lot/alley project with the bidding process being brought to Council in February. Motion by Albright, seconded by Pinke to approve phase 2 of project which includes design, permits, plans, specifications and bidding for \$12,000. Motion passed unanimously.

Staff Reports

Utilities Superintendent

DuFrane reviewed water and sewer activities. Discussed fence around water treatment and tower from Dakota Fence for \$29,815.00. Albright asked DuFrane to provide a second quote. Motion by Albright, seconded by Stenger to approve Tri-City Pump and Control estimate for impeller, wear ring, volute, and labor for \$5,405.17. Motion passed unanimously. Motion by Albright, seconded by Pinke to approve spending up to \$1,500 on an air compressor with funds coming from sale of brass and small tools. Motion passed unanimously. Motion by Haarstick, seconded by Pinke to allow DuFrane to attend Mn Heath

Department class on Jan 22 at the Big Woods Conference Center. Motion passed unanimously.
DuFrane invited Stenger to tour the water plant and lagoons at his convenience.

Liquor Store Manager

Theisen reviewed the 2024 income and expenses for the Liquor Store. Discussed seating area located in front of building and was advised to have municipal committee review and bring recommendations to the Council.

Clerk-Treasurer Report

Lammers provided written report.

Mayor's Minute

Lundgren thanked city employees Mike DuFrane, Matt Engebretson, Kyle Theisen and Julie Lammers for the work they do with the city and stated he is here to support them. Discussed chicken ordinance and the planning commission will review the properties that are not in compliance with the ordinance.

Information & Announcements

Motion by Albright, seconded by Pinke for Mayor and Council members serving less than 2 years to attend LMC 2025 Newly Elected Leaders training February 28-March 1, 2025 at Arrowwood in Alexandria MN. Motion passed unanimously.

Trainings:

- A. MN Rural Water, Jan 30, 2025 Elbow Lake (DuFrane and Engebretson)
- B. MN Rural Water Conference – March 4-6, 2025 in St Cloud (DuFrane)
- C. MN Clerks and Finance Officers – March 17 -21, 2025 in Brooklyn Center (Lammers)
- D. Clerks Advanced Academy- September 18-19, 2025 (Lammers)
- E. LMC, Loss Control Workshop March 26 in Alexandria (DuFrane, Engebretson, Lammers)
- F. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Council & Lammers)
- G. Municipal Beverage Association (MMBA) April 20-23, 2025 (Theisen) Alexandria Arrowwood
- H. 16th Annual Operator Expo (MN Rural Water) August 20, 2025 DuFrane, Engebretson)

Events:

- A. Local Board of Review, April 10, 2025 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
- B. Household Hazardous Waste Day, Thursday, June 26, 2025 10:00 - 2:00

Adjournment

Motion by Albright, seconded by Stenger to adjourn the meeting. Motion passed unanimously. The business for which the meeting was called having been completed, the meeting was adjourned at 8:26 pm.

Vergas Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS
COUNCIL MINUTES
VERGAS GOVERNMENT SERVICES CENTER & ZOOM
THURSDAY, JANUARY 30, 2025

The City Council of Vergas met at 8:30 am, on Thursday, January 30, 2025 at the Vergas Government Services Center and on a Zoom for a hybrid special council meeting with the following members present: Mayor Dwight Lundgren, Council Members: Bruce Albright, Paul Pinke, and James Stenger. Absent: Dean Haarstick. Also present: Clerk/Treasurer Julie Lammers; and Editor Bob Williams of the Frazee-Vergas Forum.

Call to Order

Mayor Dwight Lundgren called the meeting to order.

Personnel Committee

Deputy Clerk

Deputy Clerk position was reviewed. Motion by Albright seconded by Stenger to hire Sarah Stone as Deputy Clerk at step 1 (\$18.30 an hour) with a start date of February 1, 2025. Motion passed unanimously.

Personnel Policy Update

Discussed personnel policy changes regarding weapons by adding permission for city employees to carry a gun if they have a permit to carry. To remove Item 2 under overtime stating a council member of the personnel committee must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action and may be denied pay for the overtime worked and also to remove under #7 under monetary stating: nighttime hours are approved by a council member serving on the personnel committee. Motion by Albright seconded by Pinke to remove needing permission from the personnel committee to work overtime or night hours and to have the personnel committee monitor all comp time overtime and night hours to also clean up the language under weapons to state employees may carry a gun if they have a permit to carry. Motion passed unanimously.

HSA Contribution

Discussed HSA contributions being based on the savings the city gets by having an HSA insurance plan instead of a general insurance plan. Motion by Albright seconded by Pinke to raise the city contribution to \$156 a month for those taking the \$3,300 plan with a 70% deductible and to \$105.00 a month for employees taking the \$3,750 plan with 100% paid after deductible effective March 1st 2025. Motion passed unanimously.

Office Computer

Motion by Albright, seconded by Pinke to purchase a computer for the Deputy Clerk office from Corporate Technology. Motion passed unanimously.

Utility Department Weekend Hours

Personnel Committee members reviewed the need for employees to oversee the infrastructure of the city during the weekend. They would like to check lift stations, monitor water levels, clear event center of snow when event is scheduled, and care for park in summer months. Motion by Albright, seconded by Pinke, to approve Utility Department employees to work every weekend by taking time off during the prior week so no overtime (comp time) is earned. Motion passed unanimously.

Adjournment

Motion by Albright, seconded by Stenger to adjourn the meeting. Motion passed unanimously. The business for which the meeting was called having been completed, the meeting was adjourned at 9:04 am.

Vergas Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS

Bill Listing for Jan. 15, 2025 to Feb. 7, 2025

VENDOR	DESCRIPTION	TOTAL
CDH-Vergas Fire	Reimbursed Fire Call Payment	1,450.00
Crestline Software	Utility Billing Program	865.40
City of Vergas	Water and Sewer	59.90
City of Vergas	Payroll	
	General Fund	1,273.97
	Council	2,224.91
	Planning Commission	192.34
	Streets	4,054.56
	Yard Waste	545.03
	Parks	510.90
	Event	278.50
	Water	2,488.20
	Sewer	2,326.09
Internal Revenue Services	2025 Withholding Tax	3,897.04
Modesty Murillo	Event Center Deposit refunded	78.20
Lake Region Electric	Sign, electricity	60.53
MN Dept. Revenue	2025 Withholding Tax	604.33
MN Revenue	Sales Tax	
	General Fund	10.00
	Water Fund	91.00
Public Employees Retirement Assoc.	Payroll	2,385.92
Vergas State Bank	HAS Contribution	737.00
Total for bills paid between Council Meetings		<u>\$24,133.82</u>

Date Range : 2/10/2025 To 2/11/2025

<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>
02/10/2025	Arvig Communication Systems	All Depts, cameras, internet, phone Jan 2025	516216	\$448.28			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$124.27
					100-43010-321-	City Shop	\$68.45
					100-45110-321-	EVENT CENTER	\$85.90
					100-41010-321-	GENERAL GOVERNMENT	\$169.66
02/10/2025	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium 2025	516217	\$4,164.29			
					100-41405-131-	Clerk	\$373.26
					601-49440-131-	Water Utilities - Administration and General	\$640.86
					602-49490-131-	Sewer Utilities - Administration and General	\$640.86
					100-43110-131-	Highways, Streets & Roadways	\$267.59
					100-45210-131-	Parks	\$267.59
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,974.13
02/10/2025	CDH-Vergas Fire Department	Fire and Rescue, 2025 1st Qrt and air packs (paid by gaming funds)	516218	\$4,314.83			
					100-42010-999-	PUBLIC SAFETY	\$550.00
					100-42010-405-	PUBLIC SAFETY	\$3,764.83
02/10/2025	Core & Main LP	Water & Sewer, sensus support	516219	\$3,552.00			
					601-49440-210-	Water Utilities - Administration and General	\$1,776.00
					602-49490-210-	Sewer Utilities - Administration and General	\$1,776.00
02/10/2025	Corporate Technologies, LLC	All Depts, Technology and Computer Inv #162633, 163720, 163239, 164989, 165385	516220	\$1,880.91			
					100-41010-200-	GENERAL GOVERNMENT	\$82.80
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$39.60
					100-45110-200-	EVENT CENTER	\$42.20
					100-43110-200-	Highways, Streets & Roadways	\$42.20
					100-45210-200-	Parks	\$42.20

Date Range : 2/10/2025 To 2/11/2025

<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>
					601-49440-200-	Water Utilities - Administration and General	\$60.00
					602-49490-200-	Sewer Utilities - Administration and General	\$54.76
					100-41110-200-	Council/Town Board	\$60.00
					100-41310-200-	Mayor	\$15.00
					100-41405-530-	Clerk	\$480.72
					601-49440-530-	Water Utilities - Administration and General	\$480.71
					602-49490-530-	Sewer Utilities - Administration and General	\$480.72
02/10/2025	Dacotah Paper Company	City Office, supplies (Inv 56420 & 66790)	516221	\$209.79			
					100-41010-200-	GENERAL GOVERNMENT	\$69.93
					601-49440-200-	Water Utilities - Administration and General	\$69.93
					602-49490-200-	Sewer Utilities - Administration and General	\$69.93
02/10/2025	Matthew Engebretson	St, Pk, reimbursed cell phone	516222	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
02/10/2025	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	516223	\$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
02/10/2025	Elan Financial Services	Jamf & Adobe Software, Clerk Conference, Meeting laptop	516224	\$917.49			
					602-49490-331-	Sewer Utilities - Administration and General	\$165.00
					601-49440-331-	Water Utilities - Administration and General	\$165.00
					100-41405-331-	Clerk	\$165.00
					100-41010-210-	GENERAL GOVERNMENT	\$37.46

Date Range : 2/10/2025 To 2/11/2025

<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>
					100-41010-210-	GENERAL GOVERNMENT	\$385.03
02/10/2025	Frazee-Vergas Forum	GG, legal ads publishing of zoning map	516225	\$286.52			
					100-41010-350-	GENERAL GOVERNMENT	\$286.52
02/10/2025	Gopher State One Call	Wtr, Swr, Annual Facility Operator Fee	516226	\$50.00			
					602-49490-210-	Sewer Utilities - Administration and General	\$25.00
					601-49440-210-	Water Utilities - Administration and General	\$25.00
02/10/2025	Great Plains Natural Gas Company	City Shop, Event Center utility	516227	\$817.30			
					100-43010-380-	City Shop	\$320.73
					100-45110-380-	EVENT CENTER	\$496.57
02/10/2025	Lakes Country Service Cooperative	GG, 2025 Membership	516228	\$121.00			
					100-41010-345-	GENERAL GOVERNMENT	\$121.00
02/10/2025	Julie Lammers	Clerk, cell phone reimbursement, mileage to Detroit Lakes (LMC) & Fergus Falls (Lakeshore)	516229	\$149.20			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
					100-41405-331-	Clerk	\$74.20
02/10/2025	League of MN Cities Insurance Trust	All Departments, Workers Compensation Coverage Premium	516230	\$1,009.00			
					609-49751-150-	Liquor Store - Manager - Off-Sale	\$1,009.00
02/10/2025	Leighton Broadcasting	Event, 2025 advertising	516231	\$100.00			
					100-45110-340-	EVENT CENTER	\$100.00

Date Range : 2/10/2025 To 2/11/2025

<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>
02/10/2025	Minnesota Life Insurance Company	Employee Life Ins, EmployeeLife Ins. 2025	516232	\$74.50			
					100-41405-131-	Clerk	\$3.00
					100-43110-131-	Highways, Streets & Roadways	\$3.00
					100-43110-999-	Highways, Streets & Roadways	\$23.50
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$36.00
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$6.00
					100-45210-131-	Parks	\$3.00
02/10/2025	MN Rural Water Association	Water & Sewer, DuFrane training	516233	\$350.00			
					601-49440-331-	Water Utilities - Administration and General	\$350.00
02/10/2025	MN Rural Water Association	Water Membership	516234	\$450.00			
					601-49440-345-	Water Utilities - Administration and General	\$450.00
02/10/2025	MN Department of Natural Resources	Water, 2025 Water Use	516235	\$219.16			
					601-49440-439-	Water Utilities - Administration and General	\$219.16
02/10/2025	Crestline Software, LLC	Utility Billing Program Service	516236	\$245.00			
					601-49440-200-	Water Utilities - Administration and General	\$122.50
					602-49490-200-	Sewer Utilities - Administration and General	\$122.50
02/10/2025	Otter Tail Power Company	All depts, utility	516237	\$2,205.64			
					602-49490-380-	Sewer Utilities - Administration and General	\$264.02
					100-43160-380-	Street Lighting	\$713.83
					100-45110-380-	EVENT CENTER	\$204.56
					100-45210-380-	Parks	\$105.57
					601-49440-380-	Water Utilities - Administration and General	\$657.13
					100-41010-380-	GENERAL GOVERNMENT	\$146.66

Date Range : 2/10/2025 To 2/11/2025

<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>
					100-43010-380-	City Shop	\$113.87
02/10/2025	Perham Printing	All Depts, envelopes	516238	\$532.20			
					100-41010-200-	GENERAL GOVERNMENT	\$88.70
					601-49440-200-	Water Utilities - Administration and General	\$88.70
					602-49490-200-	Sewer Utilities - Administration and General	\$88.70
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$88.70
					100-45210-200-	Parks	\$88.70
					100-43110-200-	Highways, Streets & Roadways	\$88.70
02/10/2025	PB Pey-Barker Fire & Safety	All Depts, fire extinguisher inspection	516239	\$389.00			
					100-45110-400-	EVENT CENTER	\$176.00
					100-43110-400-	Highways, Streets & Roadways	\$81.00
					601-49440-400-	Water Utilities - Administration and General	\$40.00
					602-49490-400-	Sewer Utilities - Administration and General	\$40.00
					609-49751-400-	Liquor Store - Manager - Off-Sale	\$52.00
02/10/2025	Recreational Repair LLC	Park, skating rink shaving ice	516240	\$300.00			
					100-45210-400-	Parks	\$300.00
02/10/2025	RMB Environmental Laboratories, Inc	Water, 2025 Chemicals	516241	\$57.48			
					601-49440-218-	Water Utilities - Administration and General	\$57.48
02/10/2025	TEAM LAB	WW, Mega bugs plus winter blend, super bugs	516242	\$2,950.00			
					602-49490-210-	Sewer Utilities - Administration and General	\$2,950.00
02/10/2025	Kyle Theisen	LS, Cell Phone Reimbursement	516243	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00

Date Range : 2/10/2025 To 2/11/2025

<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>
02/10/2025	Tri-State Pump & Control, Inc.	SW,Main Lift Station Inv #445612	516244	\$3,074.40	602-49490-580-	Sewer Utilities - Administration and General	\$3,074.40
02/10/2025	Vestis	Event, 2025 rugs (2520525891)	516245	\$121.71	100-45110-210-	EVENT CENTER	\$121.71
02/10/2025	Vergas Hardware	All Depts, supplies	516246	\$167.84	100-43110-210- 100-43010-210- 100-41010-210- 601-49440-210- 100-45110-210-	Highways, Streets & Roadways City Shop GENERAL GOVERNMENT Water Utilities - Administration and General EVENT CENTER	\$93.47 \$4.99 \$2.99 \$27.98 \$38.41
02/10/2025	Vergas Insurance Agency, LLP	Bond, 2025-2026 Public Officials Renewal	516247	\$100.00	100-41110-360-	Council/Town Board	\$100.00
02/10/2025	Widseth	Engineering; City Parking Lot	516248	\$7,000.00	100-43110-303-	Highways, Streets & Roadways	\$7,000.00
02/10/2025	Zitzow Electric, Inc.	City Office, heat	516249	\$175.00	100-41010-400-	GENERAL GOVERNMENT	\$175.00
02/10/2025	Productive Alternatives, Inc.	Event Center, 2025 Cleaning Inv#INV 2907	516250	\$128.00	100-45110-300-	EVENT CENTER	\$128.00
Total For Selected Claims				\$36,685.54			\$36,685.54

Date Range : 2/10/2025 To 2/11/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Bruce E Albright		City Council/Town Board				Date
	Dean Haarstick		City Council/Town Board				Date
	James Stenger		City Council/Town Board				Date
	Paul Pinke		City Council/Town Board				Date

City of Vergas Liquor Store Checks Paid in January 2025

<u>Vendor</u>	<u>Description</u>	
Absolut Ice		96.30
Artisan Beer Company		769.40
Arvig Communications	Security, phone	85.95
Bergseth Bros		12,361.15
Beverage Wholesalers		2,032.35
Blue Cross Blue Shield	Employee, Health Ins.	1,706.56
Breakthru Beverage		4,200.17
City of Vergas	Payroll	5,388.05
City of Vergas	Water/Sewer	63.66
Colonial Life	Employee Reimbursed Ins	124.12
Corporate Tech	Technology	39.60
D-S Beverage		10,135.01
Elan Financial Services	Bags, forks, supplies	426.94
Fricke Consultin Sale	POS service fee	165.00
Great Plains Nat Gas		212.15
Internal Revenue Service	2025 Withholding Tax	1,626.40
Johnson Brothers Liquor Co		15,014.26
Klockow Brewing Company		135.00
Madison National Life Ins Co	Employee Short Term Ins	86.92
Merchant Service	2024 Dec. Credit Card fees	1,076.20
MN Dept. of Revenue	Sales Tax-Dec 2024	5,579.00
MN Dept. Revenue	2025 Withholding Tax	238.49
MN Life	Employee Life Ins	4.20
Otter Tail Power	Utility	602.21
Phillips Wine & Spirits		4,965.41
Public Employees Retirement Assoc.	Payroll	1,015.64
Southern Wine & Spirits of MN		8,772.86
Theisen Kyle	Cell Phone reimbursement	25.00
Unwind Distribution		170.00
Vergas State Bank	HSA	407.00
Vestis	Rugs	78.24
Viking Coca-Cola Bottling Co		247.54
Vinocopia		319.50
Zitzow Electric, Inc	LED Lighting Step Up	4,743.54
Total		\$82,913.82
January Receipts		50,371.70
2025 Total Income (Loss)		(\$32,542.12)

Route	Sort	Account #	Customer Name	Status	Parcel #	Service Address	Aged Days	Past Due Amt.	Total Balance	Deposit Balance	Last Pymt. Date	Last Pymt. Amount	Meter #	Meter Type	Pay Plan
2	0	1361	Longtin, Trisha	Active	82000500011002	401 E Scharf Ave	94	33.65	363.15	0.00	01/08/2025	100.00	88707192	WATER	No
2	0	2011	Endersby, James	Active	820000990155000	415 S Unit Ave	94	0.55	489.92	0.00	11/04/2024	279.59	92144741	WATER	No
2	0	230	Weldon, Ben & Nicole	Active	82-000-50-0015-000	125 N 3rd Ave	94	97.49	540.36	0.00	12/07/2024	150.00	88805354	WATER	No
2	0	530	Hoard, Daniel	Active	82000990130000	390 S Pelican Ave	94	38.35	297.15	0.00	11/12/2024	302.00	87476693	WATER	No
2	0	211	Lemon, Brandon	Active	82000990110000	213 W Main St	154	282.28	595.55	0.00	09/24/2024	160.00	88707196	WATER	Yes
5	0	1870	Bonham, James A. Rev.Trust	Active	82000500037007	806 E Scharf Ave	127	87.34	226.38	0.00	10/02/2023	500.00	5632554SG	WATER	No
Total							Count: 6	539.66	2,512.51						

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/25 Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>12/31/25</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	260,495.85	0.00	0.00	165.94	260,661.79	0.75% MMDA
Street Debt Fund	325657	201,559.92	0.00	0.00	128.43	201,688.35	0.75% MMDA
Liquor Store Fund	325657	135,000.00	0.00	0.00	85.95	135,085.95	75.00% MMDA
Sewer Reserve	19753	27,978.18	0.00	0.00	0.00	27,978.18	3.50% 6/27/2025
Sewer and Water Debt Service	19759	38,473.23	0.00	0.00	0.00	38,473.23	2.50% 7/17/2025
Liquor Fund	20338	152,802.03	0.00	0.00	0.00	152,802.03	2.50% 12/14/2025
Totals		816,309.21	0.00	0.00	380.32	816,689.53	

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 12/31/2024</u>	<u>Interest Paid in 2025</u>	<u>Balance 01/31/2025</u>	<u>Amount Paid in 2025</u>
Street Debt Service Fund									
General Obligation Improvement Refunding Bonds, Series 2015A	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	90,000.00	1,192.50	61,000.00	29,000.00
General Obligation Improvement Refunding Bonds, Series 2019A (412)	6/11/2019	\$985,000.00	3.26%	Northland Trust Services, Inc	2/1/40	825,000.00	12,520.63	785,000.00	40,000.00
Taxable Lease, 2023	10/24/2023	\$230,000.00	5.90%	Vergas State Bank	2/1/39	230,000.00	7,122.50	224,000.00	6,000.00
Water Fund									
General Obligation Water Revenue Note, Series 2022A	2/1/2022	<u>\$132,000.00</u>	3.25%	Vergas State Bank	2/1/32	108,000.00	1,080.00	<u>95,000.00</u>	<u>13,000.00</u>
Total		\$1,646,000.00				1,253,000.00		1,165,000.00	88,000.00

Liquor Store/ 2019 Street Project/General Fund/Special Revenue Money Market Account

	2023 Balance	Interest	2025 Interest	2025 Purchased	2025 sold	01/31/2025 Balance	
Uncommitted Funds	115,586.18	19.35%	73.59	0.00	0.00	115,659.77	
City Shop	8,132.17	1.36%	5.18	0.00	0.00	8,137.35	
Easements	5,258.92	0.88%	3.35	0.00	0.00	5,262.27	
Event Center	966.65	0.16%	0.62	0.00	0.00	967.25	
Event Center Electronic Sign	10,103.96	1.69%	6.44	0.00	0.00	10,110.40	
General	14,632.42	2.45%	9.33	0.00	0.00	14,641.75	
Park	35,849.15	6.00%	22.84	0.00	0.00	35,871.99	
Sand Seal (Seal Coating)	13,098.34	2.19%	8.35	0.00	0.00	13,106.69	
Sidewalk	15,037.80	2.52%	9.58	0.00	0.00	15,047.38	
Street Improvements/Equipment	41,830.28	7.01%	26.66	0.00	0.00	41,856.94	
Liquor Store	135,000.00	22.60%	85.95	0.00	0.00	135,085.95	
2019 Street Project	201,559.92	33.77%	128.43	0.00	0.00	201,688.35	
Balance	597,055.79	100.00%	\$380.32	\$0.00	\$0.00	597,436.05	***
			380.32				

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

Current Committed Total 145,001.98

City of Vergas Planning Commission Minutes
Monday, January 27, 2025
6:00pm

Government Services Building and Zoom

The City of Vergas Planning Commission meeting held a public hearing on Monday, January 27, 2025, in a hybrid Zoom meeting at the Vergas Government Services Building with the following members present: Bruce Albright, Jim Courneya, Rebecca Hasse, and Shane Hasse. Absent: Alex Ohman. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane.

Call to Order

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

Agenda Additions and Deletions

2 construction permits were added.

Assign Positions

Motion by Courneya, seconded by R. Hasse to elect Ohman as Chair for 2025. Motion passed unanimously.

Motion by S. Hasse, seconded by Courneya to elect Albright as Vice Chair. Motion passed unanimously.

Set Time, Place, and Date of Regular 2025 Meetings

Motion by Courneya, seconded by S. Hasse to hold Planning Commission meetings on the 4th Monday of the month at 6:00pm at the Government Services Center. Motion passed unanimously.

Minutes

Motion by S Hasse, seconded by Courneya to approve minutes for Oct 28, 2024. Motion passed unanimously.

Status of Council Recommendations

The Vergas Zoning map has been approved by the Council and has been published. Albright thanked everyone for their work in creating the map.

As of January 1, 2025, Otter Tail County will be taking over the City's shoreline ordinance. Violations will be sent back to the City to handle. Discussed having a way to track which permits are being handled by the County.

Construction Permits

106 E Main Street, Vergas State Bank – interior remodel. Lammers approved.

271 Linden St W for 10 windows being replaced. Lammers approved.

There are no construction permits needing approval. Discussed a list of all active construction permits and will re-review these in spring.

New Business

Lammers reviewed roosters in town and chicken permits. Only 1 resident has purchased a chicken permit so far, with numerous houses that have chickens but did not purchase a permit yet. Reviewed other cities' processes for sending out letters for violations or nuisance properties and possible improvements Vergas can make when having to take disciplinary action.

Old Business

A. 2024-2025 Planning Commission Budget. Lammers will update next month.

B. Attached Accessory Structures. Ohman will have more information for Feb meeting.

C. Ordinance Update. Once the new Deputy Clerk is hired, that person will assist in the update.

D. Nuisance properties. DuFrane questioned Tony License's property being a nuisance. Albright would like the committee to work with License to help him get it resolved.

Adjournment

Motion by Courneya, seconded by S. Hasse to adjourn at 6:40 pm. Motion passed unanimously.
Minutes prepared by Kyle Theisen

Secretary,
Julie Lammers, CMC
Vergas City Clerk-Treasurer

Follow up actions:

Lammers prepare updated nuisance letter.

Council Recommendations:

None.

DRAFT

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

The Liquor Store/Municipal Building/License Committee was called to order on Monday, February 3, 2025 at 04:00 pm at 111 Main Street at the Liquor Store Manager's Office. Present were Council Member James Stenger; Liquor Store Manager Kyle Theisen, and Clerk-Treasurer Julie Lammers. Absent: Dean Haarstick.

Additions and Deletions:

None.

Minutes:

No quorum.

Municipal Building

Liquor Store/City Office Building

Discussed other areas of town the liquor store could be moved to such as across from the beach on the land the EDA has been looking at developing. Could move City Offices to Event Center and build Liquor Store in the park area. No decision was made.

Liquor Store Front

Reviewed changing the liquor store frontage to a sitting area. The committee liked plans and would like to see the following in a sketch: electronic sign and Pat Shannon planters. Kyle will contact Joy Deilke to set up a meeting with 3D plans. The Committee would like to finalize and have a public hearing in March to be able to start the project in either April or early May.

Adjournment

The meeting adjourned at 5:10 pm.

Recorded by,
Julie Lammers CMC
City Clerk-Treasurer

Council Recommendations:

None.

Follow Up Actions:

Theisen to set meeting up with Joy Deilke.

Event Center Advisory Board

DATE	January 28, 2025
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TIME	5:34
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MEETING CALLED TO ORDER BY	Julie Lammers
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IN ATTENDANCE

Board Members: Deb Jacoby, James Stenger, Jake Jacoby, Vanessa Perry (Zoom, non-voting)

Others: Julie Lammers (City Clerk-Treasurer)

Absent: None

ASSIGN POSITIONS

Chair – James Stenger

Vice Chair – Jake Jacoby

Secretary – Sarah Stone (Deputy Clerk)

Jake Jacoby made the motion to accept the assigned positions. Second by Stenger. Motion Passed.

SET TIME, PLACE AND DATE OR REGULAR 2025 MEETINGS

Stenger made a motion to set the meetings on the 4th Tuesday of each month at 5:30pm in the VEC Smart Room.

Seconded by Deb Jacoby. Motion Passed.

ADDITIONS AND DELETIONS

Additions to the Agenda

- Daycare Update
- Facebook Post Results
- Commercial Kitchen Rental
- Non-Working Griddle

APPROVAL OF MINUTES

Did not approve minutes as some of the committee didn't get a chance to read them. Will approve at next meeting.

STATUS OF RECOMMENDATIONS TO CITY COUNCIL

A. Member

1. Number
2. Title
 - a. Vergas Community Club – Vanessa Perry
 - b. Lions – Deb Jacoby
 - c. Citizen – Jake Jacoby
 - d. Council Member – James Stenger
 - e. Deputy Clerk – Sarah Stone

- B. The Council would like the current stovetop to be used, and then further discussion can be had about how to move forward – Will discuss more after a few tries.
- C. The Council asked the committee to review the bar fee amount and consider if City, Community Club and Lion's would be exempt from this fee – Members of the Committee decided to no longer discuss this matter.

INCOME AND EXPENSE

Looked at the 2024 Budget and Expenses along with the 2025 Budget.

Current Rental Income:

2024 was \$9,043

2025 Currently is \$8,815 of the budgeted amount of \$12,000

2025 improvements:

- Stenger is going to look at the current hung projector and see if the lamp just needs to be replaced.
 - Stenger and Lammers will look into the current sound system and see what improvements should be made.
 - Jake Jacoby will get a quote from Franklin Fence for roll down doors for the serving windows in the kitchen.
- We still have \$6,239.62 left from the T.I.P Donation to be spent in the kitchen.

RENTAL

1. Current Rental Income:

2024 was \$9,043

2025 Currently is \$8,815 of the budgeted amount of \$12,000

- Perry has a meeting scheduled with the Health Inspector this Thursday to discuss what changes would need to be made in the kitchen to rent it out as a commercial kitchen. She will get back to us with that information and see if we would like to proceed.
- Perry went over some of the results of her Facebook Post and said that many of the responses came back that there was just a lack of knowledge that people could rent the space for different events. She will have a full report of the responses for the February meeting.

2. Advertising

- Will continue our membership with the Vergas Community Club – Splinting the cost of the membership with the Liquor Store.
- Will discuss at the next meeting advertising with other Chambers
- Decided to no longer advertise with TV as be believe that it's not our target audience
- Will continue to advertise with the radio, Frazee/Vergas Paper, and The Perham Bridal Edition
- Perry discussed the possibility of a "Adult Prom" to showcase the VEC set up, along with various event vendors. This event would be promotional for the space as well as a fundraiser.
- Lammers will set up times with Stenger to take promotional photos of the VEC. We would like to have pictures of both the updated space empty and set up for events.
- The Deputy Clerk be tasked with updating information for brochures and Facebook. Stenger made a motion to get a quote from Tammy Kinsella Graphic Design & Marketing LLC for the design and printing of updated brochures. Seconded by Jake Jacoby. Motion Passed.

BUILDING REVIEW

- A. Kitchen Review
 - 1. Stove Top – Previously Discussed
 - 2. Window/Door Closure – Previously Discussed

Lammers would like the Committee to walk thru the building next meeting to create a “To-Do” list of projects that need to be done.

ADDITIONS

- Daycare Update – No Update
- Facebook Post Results – Previously Discussed
- Commercial Kitchen Rental – Previously Discussed
- Non-Working Griddle – The non-working griddle still needs to be looked at. We decided that regardless of who purchased the griddle, that we would like it looked at and to working properly. Vanessa Perry will have Bryan Perry look at it and report back with what needs to be fixed.

Meeting adjourned by Deb Jacoby. Jake Jacoby Seconded. Motion carried.
Minutes Recorded, typed, and submitted by James Stenger.

COUNCIL RECOMMENDATIONS

No recommendations were made to council

FOLLOW UP ACTIONS

- Vanessa Perry will have Bryan Perry look at the faulty griddle and see what needs to be fixed
- Walk thru the building next meeting to create a “To-Do” list of projects that need to be done
- Perry will look into the possibility of an “Adult Prom” and will have more information at the next meeting
- Lammers will set up times with Stenger to take promotional photos of the VEC
- Lammers will get a quote from Tammy Kinsella for new VEC Brochures
- Stenger is going to look at the current hung projector and see if the lamp just needs to be replaced
- Stenger and Lammers will look into the current sound system and see what improvements should be made
- Jake Jacoby will get a quote from Franklin Fence for roll down doors for the serving windows in the kitchen
- Perry will meet with the Health Inspector to discuss the changes needed to rent out the kitchen commercially
- Perry will have the results of the Facebook Post together for the next meeting

Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, February 5, 2025

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, February 5, 2025, at 2:00 pm in a hybrid meeting at the Vergas Government Services building and on zoom with the following members: DuWayne Ditterich, Paul Sonnenberg, Joy Summers, and Bruce Albright. Absent: Kevin Zitzow. Also Present: City Clerk-Treasurer Julie Lammers; CEDA Representative Jordan Grossman; SBCA Representative Ian Carlstrom; Citizen Kevin Zitzow and Mayor Dwight Lundgren; 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 the agenda as presented.

Positions

Motion by Albright, seconded by Sonnenberg to elect DuWayne Ditterich as President, Bruce Albright as Vice President, Julie Lammers as Secretary-Treasurer, Paul Sonnenberg as Assistant Treasurer, and Kevin Zitzow and Joy Summers as Board Members. Motion passed unanimously.

Set Time, Place and Dates of Regular 2025 Meetings

Motion by Sonnenberg, seconded by Albright to keep the 2025 meeting the 1st Wednesday of the month at 2:00 pm. Motion passed unanimously.

Status of Recommendations to City Council

None.

Minutes

Motion by Sonnenberg, seconded by Albright to approve the minutes of December 4, 2024 meeting. Motion passed unanimously.

Financial Update

2024 and 2025 income and expenses were reviewed by Lammers.

New Business

SBDC – Ian Carlstrom

Carlstrom reviewed training they provided Oct. 17, 2024 on digital marketing and stated they will be doing another training this spring. They have worked with 6 Vergas clients and served 50 hours of support. Motion by Sonnenberg, seconded by Albright to donate \$2,000 to SBDC. Motion passed unanimously.

Old Business

CEDA Update – Jordan Grossman

- A. Grant Requests- no complete grant requests have been received at this time.
- B. Grossman updated the members on her grant time being almost complete and will provide a report on her work to include both the business retention and grant and daycare opportunities.

Vergas EDA lots on Eva and Diane

Summers stated there has been inquiries but no serious interest. Lundgren discussed senior living interest in Vergas. He talked about building mini homes of 350-400 square feet, houses and duplexes. He discussed funding from both the state and federal governments that could be applied for. Discussion lead to other building areas in Vergas. Committee requested Lammers get a proposal from Engineering firm regarding Mark Sand and Gravel land to find out the cost to build on the land, elevation of the land, ideas of what the land could be used for and how many acres are available to build on.

Donation Opportunities

Lammers informed the board she has reviewed donation opportunities with Brad Sinclair.

Adjourn

Motion by Sonnenberg, seconded by Albright to adjourn the meeting at 3:15 p.m. Motion passed unanimously.

Council Recommendations:

None.

Follow up Actions

Lammers contact Widseth Engineering about land.

City of Vergas Computer Use Policy

General Information

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by Council.

Beyond this policy, the Clerk-Treasurer may distribute information regarding precautions and actions needed to protect City systems; all employees are responsible for reading and following the guidance and directives in these communications.

Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the Clerk-Treasurer. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.
- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. Clerk-Treasurer will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the Council to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to Clerk-Treasurer for a determination.

Hardware

Approved by Council 9/13/2016

Updated 02/10/2025

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your supervisor, who will forward the request to Council.

The City will not supply laptop computers based solely on the desire of employees to work offsite. Laptops will only be issued to employees who have a documented business need for a laptop.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Software

In general, the City will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your supervisor, who will forward the request to Council.

Employees shall not download or install any software on their computer without the prior approval of the Clerk-Treasurer. Exceptions to this include updates to software approved by Information Technology such as Microsoft updates, Adobe Reader, and Adobe Flash. Clerk-Treasurer may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Electronic Mail: The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your supervisor, other employees, members, city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible. Do not respond to unknown senders.

Approved by Council 9/13/2016

Updated 02/10/2025

- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Instant Messaging: Due to data retention concerns, the City does not provide employees with resources or tools to communicate by instant messaging (IM) when conducting City business. Employees are not allowed to use IM as a mechanism for personal communication through the City's computer network or when using City equipment, and are not allowed to download or install any IM software on their City computer.

Personal Devices: Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City's email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Security

Passwords: Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords must be at least eight characters long and include at least three of the following: lowercase character; uppercase character; and a number or non-alphanumeric character (e.g., *, &, %, etc.). (Example: J0yfu11y!) Password requirements may be changed as necessary.
- Passwords should not be shared or told to other staff.
- Passwords should not be stored in any location on or near the computer.

Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the Council.

Data Retention

Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and Transferring Files: If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your supervisor. If you are unsure how to create an

Approved by Council 9/13/2016

Updated 02/10/2025

appropriate file structure for saving and storing electronic information, contact the Clerk-Treasurer.

Employees must adhere to these guidelines when transferring and storing electronic files:

- The City will back up documents stored on local computer hard drives. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to local computer as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored on the City's. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City's network. If there is a need to take confidential information offsite, it must be stored on encrypted media.

CITY OF VERGAS, MN

SOCIAL MEDIA POLICY

Purpose

The purpose of this policy is to ensure the proper use of the City of Vergas's social media sites by its employees and establish procedures for creating an overall social media presence for the City in a positive and informative fashion for the general public. Social media users have the responsibility to use these resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for individual employees regarding the use of social media for communication with citizens, colleagues and the world at large.

Policy

The City of Vergas will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City related social media sites may be modified or removed by the City at any time and without notice, as described in this document.

Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Vergas. This policy also covers all City employees, Council members, any appointed board or commission member and their use of social media.

Definition

Social media are internet and mobile-based tools for sharing and discussing information. Social media users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media tools include, but are not limited to:

- Sites such as Facebook, Messenger, Instagram, and LinkedIn
- Blogs
- Twitter
- Video sharing sites such as YouTube, Tik-Tok and Snapchat
- Wikis, or shared encyclopedias such as Wikipedia
- RSS feeds
- Mobile phone content uploaded to the Internet
- An ever emerging list of new technological tools

Goals

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which

is distributed via social networking must be accurate, consistent, and timely and meet with information needs of the City's customers.

Management of Social Media

City employees with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Clerk Treasurer in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Vergas site and will be linked with the official City website (www.cityofvergas.com). Employees are prohibited from establishing social networking sites on behalf of the City unless specifically authorized.

Responsibility

Administration of all social media web sites and online community accounts must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

City of Vergas social media and online community web site accounts are considered a City asset and logins to these accounts must be securely administered in accordance with the City Information Technology Policy. **The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.**

A social media web site and online community accounts shall not be used by the City or any City employee or representative to disclose sensitive and/or confidential information.

All social media web sites and online community accounts created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Vergas, including as a link to the City's official web site.

Rules of Use

When using social media sites as a representative of the City, employees will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Information Technology Policies
- Use only appropriate language
- Be aware that content will not only reflect on the writer but also on the City of Vergas as a whole, including elected officials and other city employees. Make sure information is accurate and free of grammatical errors.
- Not providing private or confidential information, including names, or using such material as part of any content added to a site.

- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.

Moderating Public Comments

Where moderation of comments is an available option, comments from the public may be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of Vergas's staff, with administrative rights, will not edit any posted comments, but will not post any comments that are abusive, obscene, defamatory, in violation of the copyright, trademark, right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use

The City of Vergas respects employees' rights to post and maintain personal websites, blogs and social media pages, but does require employees to act in a prudent manner with regard to website and internet postings that reference the City of Vergas, its personnel, its operation or its property.

Employees and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee does identify him or herself as a City of Vergas employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

"These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees must adhere to the guidelines outlined in the City's Information Technology policy. Employees should also review the Ownership section of this policy (below).

Ownership

All social media communications or messages composed, sent, or received on city equipment are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Vergas also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

City Council
2025 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, February 10, 2025

7. Committee Reports

- A. Park Board
- B. Streets/Sidewalks/Yard Waste Committee

Files Attached

- 2025.01.23 Park Advisory Board Minutes.pdf
- 02.04.25 SSYW Meeting Minutes.pdf

CITY OF VERGAS
Park Board Advisory Board Minutes
Vergas Event Center & Zoom Teleconference
3:00 P.M. on Thursday, January 23, 2025

Call to Order

The City of Vergas Park Advisory Board was called to order by Sherri Hanson on Thursday, January 27, 2025 at 3:00 pm with the following members present: Sherri Hanson, Chuck Hanson, Tony Sailor, Dean Haarstick, Mike DuFrane and Julie Lammers. Absent: Maggi Putz and Steph Hogan. Also present Dennis Pausch.

Additions and Deletions of the Agenda

None.

Minutes

Motion by C. Hanson, seconded by Sailor to approve the minutes for November 27, 2024. Motion carried unanimously.

Status of Recommendations to City Council

The City Council approved the transfer of \$15,000 from capital outlay to the Park savings account. City Council approved Lammers to review Vergas sales tax for use in the Long Lake Park Masterplan.

Set Time, Place and Date of Regular 2025 Meetings

Motion by C. Hanson, seconded by Sailor to hold the 2025 park advisory board meetings on the 4th Thursday of the month at 3 pm at the Government Services Center. Motion passed unanimously.

Appointments

Motion by C. Hanson, seconded by Sailor to elect Sherri Hanson as park advisory board chair, Tony Sailor as Vice-Chair and either the Clerk or Deputy Clerk as the secretary of the park board. Motion passed unanimously.

Pickleball

S. Hanson will speak with Shannon Carpentier about pickleball lessons and a committee to begin a league.

Baseball Committee

Sailor reviewed committee information. Scott Goodman is getting quotes for signs recognizing 4 individuals. The Advisory board asked for criteria in deciding whose names go on the signs. The committee would like to know if the youth will be using the little league field. If the field is going to be used the dugouts need to be built, which the committee will do. The only expense will be materials. The baselines will need to be updated. There is a need for an Agri line and Sailor will look into a company in Sebeka (Olson Ag) for cost. The Vergas Community Club has requested to be allowed to put up banners on the fence to advertise sponsors from March - December. Motion by Sailor, seconded by S. Hanson to recommend to Council to allow Vergas Community Club to put up banners on the baseball field fence. Motion passed unanimously. Motion by S. Hanson, seconded by Sailor to recommend to Council to approve Vergas Community Club the use of the ballfield for Looney Days, Hairy Man and Small Town Christmas. Motion passed unanimously. Sailor said he would represent the baseball committee and the park board with weather decisions regarding the field.

Long Lake Park Master Plan

The committee recommended putting the project on hold until we know more about the City receiving sales tax for the project.

City Worker Update

Hanson thanked DuFrane and Engebretson for the work they had done on the skating rink. Pausch stated he has someone who could drive a blade pulled with a pickup to even out the ice. The cost of this is \$300.00. To make smooth they would need to change the shape to be oval. Committee asked Pausch to work with DuFrane on the project. Motion by S. Hanson, seconded by Sailor to recommend to Council to hire someone to blade the rink. Motion passed unanimously. The CDH-Vergas Fire Department has flooded the rink.

DuFrane asked about putting up a shed or adding onto the current shed at the ballfield as equipment needs to be put away.

S. Hanson thanked DuFrane and Engebretson for the work they did with Christmas lights and trees for the Vergas Community Club.

Budget

Lammers reviewed 2025 budget and 2024 income and expenses. Sailor asked DuFrane to provide a 5–10-year equipment request and DuFrane stated he is asking for equipment from the Council. Lammers stated she would provide the committee with a current vehicle replacement listing.

Other Business

Pausch asked committee if there was any interest in having Cross Country Skiing Trails in and around Vergas. S. Hanson said she would ask around.

Next Meeting Date/Time

There will be no park advisory board meeting in December. The next meeting will be held on Thursday, February 27 at 3 pm at the Vergas Government Services Center.

Adjournment

Motion by C. Hanson, seconded by Sailor to adjourn at 3:51 pm. Motion carried unanimously. Respectfully submitted,

Julie Lammers, CMC
Recording Secretary

Council Recommendations

Allow Vergas Community Club to put sponsorship banners on baseball field fence.

Allow Vergas Community Club to use the ball field for Looney Days, Hairy Man and Small Town Christmas.

Allow skating rink to be bladed when needed.

Follow up Actions

Pausch and DuFrane to work on skating rink smoothness.

S. Hanson to investigate Cross Country Skiing Trails.

S. Hanson to speak with Carpentier about pickle ball lessons.

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Government Services Center
February 4, 2025

1.) A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Tuesday, February 4, 2025 at 9:00 AM at the Vergas Government Services Center. Present was Bruce Albright and Paul Pinke, Vergas City Council; Julie Lammers, City Clerk; Mike DuFrane, Utility Superintendent; Dwight Lundgren, Guest; Blaine Green, Widseth (via Zoom); and James Stenger, Guest, (via Zoom). Albright, called the meeting to order at 9:07 AM.

2.) Agenda Additions/Deletions. Lammers wanted to add dust control, yard waste, and snow removal. **Motion** by Pinke to approve the revised agenda, **seconded** by Albright, **approved**.

3.) Minutes for the 10/29/24 SSYW Committee meeting were presented. **Motion** by Pinke to approve, **seconded** by Albright, **approved**.

4.) Development on Parcel # 82000500027009. Albright said this is the parcel located at the intersection of County Road (C.R.) Number (No.) 4 and 35, owned by Lorz Real Estate Holdings, LLC. They are looking at developing the property this summer. Albright said this property was also discussed at the last Planning and Zoning Committee meeting. The City redid the zoning map, and the property was zoned C-1, Central Business District. The owners feel that it should be zoned C-2, Commercial District, since it is "outside" of the C-1, Central Business District. Albright felt this could be corrected by changing the map.

The developer would like to use C.R. No. 4 and an unnamed platted road to access the development. This road was platted with the Bennett's South View Addition (ADDN). Lammers has checked with the County, and this road has 66' of dedicated right-of-way (R/W). It was never adopted by the City as one of our streets, nor does Lammers feel that it has been named (unless it is on the platt?). DuFrane questioned if we maintain this road, the landowners on Iris Lane (LN) may also want City maintenance. Lammers said naming the road could also change area addresses. During the development of the Lorz project, there should be an opportunity to meet with the other landowners on this road to see if they are interested in making the road a City street.

5.) Alley/Parking Lot. Copies of the draft Construction Plans were distributed by Lammers. Green said the plans are about 90% completed. DuFrane questioned if the project will include signage, so those costs can be incorporated into the bond? DuFrane felt a good sign location would be the intersection of South (S) 1ST Avenue (AVE) and Linden Street (ST). Parking spots in the parking lot were discussed. Currently, Widseth has them designed as perpendicular parking. The Committee said we talked only entrancing the lot from Linden AVE, and perhaps angled parking would work better? Trailer parking should also be designated on the east side of the lot. We're going to need a spot for the cardboard recycling dumpster by the alley. DuFrane said we also need a bike rack near Linden AVE. He also questioned if we needed a handicap parking space? Green said he would check the Americans' with Disabilities Act (ADA) requirements. Lindberg felt we should contact the utility companies in the project area, so if any changes are needed, there is time to get them completed. Albright said that in terms of a project timeline, we talked about maybe doing the work after Loony Daze.

DuFrane said we are cutting the south Main Street sidewalk for the storm sewer work by the Post Office. He questioned if we should also look at replacing the sidewalk in front of the Liquor Store at the same time? The Committee felt because part of the sidewalk is actually the County's, we should check with them on their thoughts regarding this possibility. Albright

questioned if there was a need for an assessment hearing? Green said current project cost estimates are in line with what was discussed at the time of the feasibility report hearing. Therefore, there's not a legal requirement for a second hearing.

Questions were asked if the project meets the drainage needs of Vergas Ford and the alley drainage? Their water is supposed to drain north along S 1ST AVE, but if there's any blockage in the curb line, it will backup into his building. Haarstick says the alley has to be low enough in elevation to take the water east, down the alley, if needed. Green said they have enough information to adequately address this issue. There was also discussion if we should look at taking the roof drainage (2 spots) off the Municipal Building and draining it directly into the storm sewer? Albright said this has worked well for the grocery store. Green said he can look at adding this to the plans.

Green said he would like today's SSYW meeting to make a Council recommendation for their 02/10/25 meeting for them to advertise for construction bids. **Motion** by Pinke to make said recommendation, **seconded** by Albright, **approved**. Green had another meeting to attend, so left the meeting.

6.) East (E) Lake ST R/W. Lammers said she will meet this afternoon with City Attorney, Tom Winters, on the status of the easements. Supposedly, he's ready to present the easements to the affected landowners.

7.) Handicap Parking. The Hardware Store has agreed to the placement of a handicapped parking spot on Main Street in front of their building. The County has been informed, and intends to paint the spot this spring, when conditions permit. The County will also be adding a crosswalk on S Railway AVE.

8.) For right now, the County's work with TRAINFO is on hold. Lindgren said he is trying to contact the RoadMaster. DuFrane had a contact, Jeff Hoben, 320-760-0930. Lammers said there was another 1.5 hour delay on 02/01/25. The County is still looking for options in Perham and Vergas.

9.) Sidewalk Snow Removal. DuFrane said we have two sections of "public" sidewalk which are not being maintained this winter. They are along North (N) Railway AVE (Billy's) and N 1ST AVE (Merle Quam). **Motion** by Pinke to have Lammers send the noted parties a letter regarding winter sidewalk maintenance requirements along with a copy of our sidewalk map. **Seconded** by Albright, **approved**.

10.) Budgets - Goal Setting. Albright questioned if there were any leftover 2024 street funds that could be carried over to 2025? Looking at the budget, there is \$500 left in the City Shop; \$1,500 in sidewalks; and \$1,500 in the recycling budgets that could be carried over with Council approval. **Motion** by Albright to request said transfers. **Seconded** by Pinke, **approved**.

11.) Dust Control. Last summer was the first time we've used dust control (Glenn ST by Loren Menz's). We have a \$2,500 line item in the 2024 and 2025 budget for this work. The Committee's policy to date, has been that we will look at dust control on an "as needed" basis, complaint driven. The City's "Special Assessment and Trunk Area Policies and Procedures for Public Improvements and Maintenance Costs", adopted October 3, 2011, doesn't reference specifically "dust control". Section 2 of said Policy, and costs eligible for special assessment, says nothing about this issue. DuFrane said one option for paying for the work, is to assess the people requesting the work. Albright felt most often, it's other people's traffic that is causing the problem. DuFrane said we've had numerous requests in the past for dust control,

such as Bruce Sonnenberg, Shane Poss, and Rosemary Sandau. Sandau lives on Townline Road (RD), which we share costs with Hobart Township (76% - City, 24% - Township). We primarily do the winter maintenance and they do the summer work. However, DuFrane said for some reason, that portion of the road south of the railroad tracks, seems to be in better condition. Roughly, it costs about \$1.00 per foot to apply dust control. Lammers will do some checking to how other Cities and neighboring Townships handle the issue of billing costs.

12.) Recycling Site. Lammers said recently, the Lions aluminum cans were stolen. The camera on site didn't work that well in identifying the culprits. The camera malfunctioned because we don't have wifi on the site. It costs \$12.64 to have the cameras onsite. Albright felt a motion detector/deer camera would take all the pictures we need. The camera could be placed on or near the sign recently erected. A lock box can be purchased (\$30). Albright thought that even if the camera wasn't functional, it would still deter illegal dumping. He will bring some recommendations to the next SSYW meeting.

13.) Snow Removal. There was discussion about the large pile of snow behind the Post Office/Vergas Government Services Center. The snow came from Paul Bruhn's property, and was piled there by Merle Quam. In looking at the pile, Albright felt right now, it's primarily contained on his property. Lammers said the City's January Newsletter contained an article on State Statute's regarding R/W use and placing objects on roads. Lammers felt the snow pile was an obstruction for people parking behind the Government Services Center, and backing out into the alley. Albright felt if we get more snow this winter, the pile will soon extend onto other's property, and we can address the issue then. Lammers said the location of the pile, and when it melts this spring, especially if the storm sewer is frozen shut, could cause flooding problems for the Post Office.

A complaint was filed yesterday regarding snowplowing on Parkview Drive, by the Assisted Living. The complainant's daughter got stuck trying to avoid the snowplow on her way to school. DuFrane described the situation. The complaint basically dealt with the delayed snow removal. Lammers will send a response.

14.) Next Meeting. A date for the next SSYW Committee meeting was not scheduled at this time, and will be scheduled "as needed". When necessary, Committee members should check their schedules and get back to Lammers with possible meeting dates.

21.) Adjournment. Albright adjourned the meeting at 11:00 AM.

Respectfully prepared and submitted by;

Bruce E. Albright, City Council Member

Council Recommendations:

- Authorize Widseth to advertise for construction bids for alley/parking lot project.
- Transfer leftover 2024 funding for City Shop, Recycling Center, and Sidewalks to 2025 budgets.

Follow up Actions:

- Continue to work on budgets, and future road funding needs.
- Continue to work on snow removal, sidewalk, and parking ordinances/policies to address concerns.
- Continue to work with the Community Club on possible lighting changes for Main ST, maybe coordinate with County road project(s).
- Research options for W Lake ST funding. R/W acquisitions. Meet w/Candor Twp.
- Meet with Garrett Dahlgren/Heath Courynea regarding W Sunset Strip R/W.

- Dust Control Policies.

Future Meeting Agenda Items:

- New City streets by C.R. No. 4 and Loon Lake.

City Council
2025 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, February 10, 2025

8. Staff Reports

A. Utilities Superintendent Report
B. Clerk Treasurer Report

Files Attached

- MN Department of Health Letter.pdf
- 02.2025 Clerk-Treasurer Report.pdf
- 02.2025 Clerks Pay Equity InComplianceCert.pdf
- 02.2025 Clerks Pay Equity InComplianceLetter.pdf

September 4, 2024

Mike DuFrane
City of Vergas
PO Box 32
111 Main St
Vergas, MN 56587

Dear Mike,

The efforts you and your partners have made in the city of Vergas on behalf of drinking water protection are truly impressive. The enclosed certificate of recognition is one way that we acknowledge this work. The partnerships you have built and the initiatives you have directed to secure the long-term protection of the drinking water supply will serve the community for years to come.

The city of Vergas has taken outstanding initiative in engaging its residents on wellhead protection and local drinking water issues. Making this information available via regular newsletters and a central community display raises awareness about drinking water protection and elevates its importance within the community. Additionally, the city's efforts to seal over 20 wells in the drinking water supply management area will be integral in preventing contamination to the water supply. Finally, the proactive initiative to install wiring for a generator at the water plant will assure all residents have access to safe drinking water, even during an emergency.

The city of Vergas is a fine example for other Minnesota communities as they seek to safeguard their drinking water quality. Thank you for your efforts and congratulations on your accomplishments.

Sincerely,



Tom Hogan
Director, Environmental Health Division
P.O. Box 64975
St. Paul, MN 55164

cc: Julie Bruhn, Mayor, City of Vergas
Aaron Meyer, Source Water Specialist, Minnesota Rural Water Association

Clerk-Treasurer Council Report
February 2025

Meetings Attended:

Jan. 15 Wellhead Meeting 1:00 pm Vergas City Office
Jan 23 LMC Visit in Detroit Lakes 8:30-9:30 am
Jan 29: Lakeshore Management 8:30 am
Jan 22, 29 and Feb 5: Energy Meetings 12:30 zoom

State Reports Completed

2025 Budget Report to State
2024 LGU Report to State
2024 PERA Excursion Report
Pay Equity Report to State

Projects Currently Working on:

Audit: 2024 information to auditor
Event Center: Brochure of services; advertising at events; party planner for birthday parties at VEC
Park: City Sales Tax
Planning Commission: Updating Ordinance book for Planning Commission to approve and recommend to Council
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Notice of Pay Equity Compliance

Presented to

Vergas

For successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review of your 2025 pay equity report by Minnesota Management & Budget.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

January 31, 2025

Date

A handwritten signature in blue ink, reading 'Jim Schowalter'.

Jim Schowalter, Commissioner

January 31, 2025

Local Government Official
Vergas
PO Box 32
131 E. Main Street
Vergas, MN 56587

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Angela Garrity-Scharffbillig at (651) 259-3727, or by email: pay.equity@state.mn.us

Again, congratulations on your achievement!

Sincerely,
Angela Garrity-Scharffbillig
Pay Equity Coordinator

City Council
2025 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, February 10, 2025

9. Mayor's Minute

1. Frazee/Vergas

City Council
2025 February Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, February 10, 2025

10. Information & Announcements

Trainings:

- A. MN Rural Water Conference – March 4-6, 2025 in St Cloud (DuFrane)
- B. MN Clerks and Finance Officers – March 17 -21, 2025 in Brooklyn Center (Lammers)
- C. Clerks Advanced Academy- September 18-19, 2025 (Lammers)
- D. LMC, Loss Control Workshop March 26 in Alexandria (DuFrane, Engebretson, Lammers)
- E. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Council & Lammers)
- F. Municipal Beverage Association (MMBA) April 20-23, 2025 (Theisen) Alexandria Arrowwood
- G. 16th Annual Operator Expo (MN Rural Water) August 20, 2025 DuFrane, Engebretson)

Events:

- A. Local Board of Review, April 10, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
- B. Household Hazardous Waste Day, Thursday, June 26, 2025 10:00 - 2:00