

Street / Sidewalks/ Yard Waste Committee
Copy of Streets/Sidewalks/Yard Waste
Government Services Center & Zoom Id 267-094-2170 password 56587
9:00 AM on Thursday, April 24, 2025

- 1. Call to Order**
- 2. Agenda Additions or Deletions**
- 3. Minutes**
February 2, 2025
- 4. Alley/parking lot/drainage**
- 5. East Lake Street Right-of-Way**
- 6. Yard Waste Policy**
- 7. Trains**
- 8. Sidewalk Snow Removal**
- 9. Budget- goal setting**
A 5 Year Budget
- 10. Adjournment**

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3. Minutes

February 2, 2025

Files Attached

- 02.04.25 SSYW Meeting Minutes pdf.pdf

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 (Merel Kvam). **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 SSW 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 SSW 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.

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8. Sidewalk Snow Removal

Files Attached

- 2024-snow-removal-and-ice-control-policy.pdf
- Ordinance 93.02 and 93.03.pdf

City of Vergas

Snow Removal and Ice Control Policy

INTRODUCTION: The City will provide snow removal and ice control operations in a safe and cost-effective manner; keeping in mind safety, budget and environmental factors. The city will utilize its employee's and equipment and/or private contractors, when necessary, to provide this service.

POLICY:

1. The City Utilities Department decides when to begin snow or ice control operations using the following guidelines:
 - Single event snow accumulation of 3 or more inches Monday-Friday and 4 inches or more on Saturday, Sunday and holidays.
 - Drifting of snow that causes problems for travel.
 - Icy conditions that seriously affects travel.
 - Time of snowfall in relationship to heavy use of streets.
2. Snow plowing and ice control operations:
 - Priority and schedule of street plowing is based on street function, traffic volume and importance to the welfare of the community. The main business streets, adjacent business areas and high-volume traffic routes are plowed first. Per an agreement with the Ottertail County Highway Department, the county plows snow on main street of Vergas (Highway 4), to the curb or middle, and the City of Vergas removes the snow from along the curb or middle of street. The City is reimbursed by the county for snow removal.
 - Operations continue until all roads are passable.
 - Generally, gravel roads are not plowed until frozen, unless over 5 inches of snow or based on conditions impacting road passage.
 - Widening and clean-up operations may occur immediately or on a following work day depending on conditions.
 - Sand and salt mixtures, here and after referred to as sanding, are utilized for ice and slippery areas. Sanding is done the first initial time of plowing operations or whenever hazardous ice or slippery conditions develop. Priority is given to intersection's, curves and hills. Additional sanding is at the discretion of the City Utilities Department. The City of Vergas does not have a dry pavement policy, so drivers will always have to be careful during the winter season.
 - Subject to availability of time, walking paths will be plowed and maintained, however to avoid killing vegetation there will be no sanding.
3. As outlined in City Ordinance 71.04 during a declared snow emergency or after 2 or more inches of snow has accumulated; no motor vehicle shall be left parked on any street or public way in the city until street cleared on both sides of accumulated snow or declared emergency canceled.

4. Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employee's and equipment. Factors that may delay snow and ice control operations include; severe cold, significant winds limiting visibility and rapid accumulation prohibiting effective operations. The City Utilities Department will determine when snow and ice removal operations need to be suspended due to weather conditions.
5. Snow and ice removal from driveways and sidewalks are the responsibility of residential and business property owners. Exceptions may occur as determined by the City Utilities Department in instances of extreme snow volume or other circumstances. It is not the intent to fill resident driveways or sidewalks with snow.
6. The Utilities Department will haul snow away from intersections within city limits when accumulated snow has created an unsafe condition for vehicular or pedestrian passage. Any other hauling away of snow is at the discretion of the Utilities Supervisor.
7. The City Office is kept informed and updated regarding snow and ice operations. Questions or concerns can be directed to the City Office.

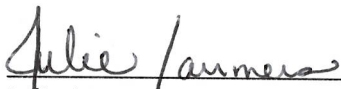
8. OTHER CONSIDERATIONS:

- Property owners are responsible for clearing snow and ice away from mailbox to insure delivery of mail.
- To allow for effective snow removal, trash containers should be placed on driveway aprons or boulevards at least 10 feet behind the street curb or edge. Do not place on the street. The City is not responsible for tipped, spilled or damaged containers.
- Fire Hydrants need to be kept clear of snow to allow for quick access in the event of a fire. The City Utilities Department make's every effort to keep hydrants clear, however due to workload, fire hydrants may not be immediately cleared. City residents are asked for support to keep fire hydrants clear of snow in their neighborhood.
- Refer to City Policy regarding damage to mailboxes, sod, sprinkler systems located in the right-of-way.

Adopted this 9th day of Febraury, 2020 by the City Council of the City of Vergas.


Julie Bruhn
Mayor

ATTEST:


Julie Lammers
City Clerk-Treasurer

' 93.01 UNLOADING ON STREET OR SIDEWALK.

No person shall unload any heavy material in the streets of the city by throwing or letting the material fall upon the pavement of any street, alley, sidewalk, or other public way, without first placing some sufficient protection over the pavement.

Penalty, see ' 10.99

' 93.02 STREET AND SIDEWALK OBSTRUCTION.

No person shall obstruct any street, alley, sidewalk, or other public way within the city by erecting thereon any fence or building or permitting any fence or building to remain thereon. Each day that any fence or building is permitted to remain upon the public way shall constitute a separate offense.

Penalty, see ' 10.99

' 93.03 MATERIALS ON STREET OR SIDEWALK.

(A) No person shall encumber any street, sidewalk, or right-of-way. No owner, occupant, or person having the care of any building or lot of land, bordering on any street, sidewalk, or right-of-way shall permit it to be encumbered with barrels, boxes, cans, articles, or substances of any kind, so as to interfere with the free and unobstructed use thereof.

(B) Except for the actions of the city employees and contractors carrying out their duties, no person shall:

- (1) Obstruct any street or sidewalk by depositing snow or ice thereon;
- (2) Dig any holes in any street, sidewalk, or right-of-way;
- (3) Remove any earth, gravel, or rock from any street, sidewalk or right-of-way;
- (4) Obstruct any ditch draining any street or drain any noisome materials into any ditch;
- (5) Deface, mar, damage, or tamper with any structure, work, material, equipment, tools, signs, markers, signals, paving, guardrails, drains or any other highway appurtenance on or along any street, sidewalk or right-of-way.
- (6) Remove, injure, displace, or destroy right-of-way markers, or reference or witness monuments, or markers placed to preserve section or quarter-section corners;
- (7) Drive over, through, or around any barricade, fence, or obstruction erected for the purpose of preventing traffic from passing over a portion of a street or sidewalk closed to public travel or to remove, deface, or damage any such barricade, fence or obstruction.

Penalty, see ' 10.99

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9. Budget- goal setting

A 5 Year Budget

Files Attached

- 2024 -2029 5 year budget.pdf

2024-2029
5 Year Budget

		2025 Budget		2025 Actual					
		2024	2024 Actual	Prelim.	to	2026	2028	2029	
		Budget	to 12/31/24	Approved	04/23/2025	Budget	2027 Budget	Budget	Budget
City Shop (43000)	Operating Supplies (210)	300.00	1,262.04	300.00	131.70	330.00	363.00	399.30	439.23
	Repair & Maint. Supplies (220)	100.00	0.00	200.00	0.00	220.00	242.00	230.00	230.00
	Small Tools & Minor Equip (240)	1,000.00	124.98	1,000.00	301.21	1,000.00	1,000.00	1,000.00	1,000.00
	Internet (321)	810.00	810.00	810.00	342.25	891.00	900.00	900.00	900.00
	Insurance (360)	850.00	980.00	1,157.00	0.00	1,160.00	1,165.00	1,170.00	1,175.00
	Utility Services (380)	6,150.00	2,055.49	5,500.00	1,520.65	6,050.00	6,352.00	6,670.00	7,003.00
	Repair & Maintenance Service (400)	300.00	1,700.00	350.00	156.30	385.00	385.00	400.00	400.00
	City Share/Assessments	120.00	0.00	0.00	0.00	300.00	300.00	300.00	300.00
	Improvements (530)	500.00	0.00	500.00	0.00	500.00	500.00	500.00	500.00
Total For City Shop		10,130.00	6,932.51	9,817.00	2,452.11	10,836.00	11,207.00	11,569.30	11,947.23
Recycling Center (43218)									
	Wages and Salaries (100)	8,000.00	8,567.01	8,320.00	1,858.20	8,652.80	8,998.91	9,358.87	9,733.22
	Employer Cont./Soc.Sec. (122)	4,500.00	4,594.47	4,680.00	689.59	4,867.20	5,061.89	5,264.36	5,474.94
	Repair & Maintenance (220)	3,000.00	1,201.70	2,000.00	0.00	4,200.00	4,400.00	4,500.00	4,600.00
	Office Supplies (200)	100.00	202.78	400.00	0.00	450.00	460.00	470.00	480.00
	Printing & Publishing (350)	400.00	0.00	400.00	0.00	400.00	400.00	400.00	400.00
	Street Lighting (380)	300.00	152.04	200.00	38.01	210.00	210.00	220.00	220.00
	City Share/Assessments	500.00	832.00	416.00	0.00	420.00	425.00	430.00	435.00
	Improvements (530)	1,500.00	0.00	1,000.00	0.00	7,000.00	7,000.00	7,000.00	7,000.00
Total for Recycling Center		18,300.00	15,550.00	17,416.00	2,585.80	26,200.00	26,955.80	27,643.23	28,343.16
Street Lighting	Street Lighting	7,500.00	7,925.63	9,000.00	2,490.74	1,000.00	15,000.00	17,000.00	17,000.00

*Special Assessement tar Glenn
St.
New Building, updates to
building

Loader

2024-2029
5 Year Budget

	2025 Budget		2025 Actual		2026	2027 Budget	2028	2029	
	2024 Budget	2024 Actual to 12/31/24	Prelim. Approved	to 04/23/2025					
Highways, Streets & Wages and Salaries (100)	25,400.00	30,872.27	26,400.00	13,849.72	32,107.00	33,391.00	29,500.00	30,750.00	4% yearly incese
(43100) Employer Cont./Soc.Sec. (122)	14,147.00	16,012.72	14,700.00	5,466.79	15,300.00	15,910.00	16,500.00	17,215.00	
Health Insurance (131)	4,370.00	2,903.16	4,500.00	1,095.22	4,500.00	4,500.00	4,500.00	4,500.00	
Workers Compensation (150)	1,300.00	3,361.00	1,400.00	0.00	1,400.00	1,500.00	1,500.00	1,500.00	
Office Supplies (200)	100.00	816.50	400.00	257.50	410.00	420.00	430.00	440.00	
Operating Supplies (210)	9,000.00	8,275.03	9,000.00	2,333.63	10,500.00	10,600.00	10,700.00	10,800.00	
Travel, Mtgs, & Schools	20.00	20.00	20.00	20.00	30.00	30.00	30.00	40.00	
Repair & Maint. Supplies (220)	3,500.00	90.79	3,600.00	270.00	3,900.00	4,000.00	4,100.00	4,200.00	
Small Tools & Minor Equip (240)	600.00	1,100.00	600.00	0.00	600.00	600.00	600.00	600.00	
Employee Clothing Allowance (245)	350.00	59.95	350.00	0.00	350.00	350.00	350.00	350.00	
Engineer (303)	30,000.00	15,642.90	28,000.00	14,163.62	35,000.00	37,500.00	39,000.00	41,500.00	
Telephone	375.00	268.75	375.00	125.00	375.00	375.00	375.00	375.00	
Insurance (360)	4,725.00	849.00	7,400.00	0.00	7,500.00	7,600.00	7,700.00	7,800.00	
Repair & Maintenance Service (400)	5,000.00	4,648.95	7,000.00	702.36	7,500.00	8,000.00	8,500.00	9,000.00	
									To be reimbursed by property
Dust Guard	0.00	0.00	2,500.00	0.00	3,000.00	3,500.00	4,000.00	4,500.00	owners
Seal Coating (410)	10,000.00	0.00	7,500.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	
Improvements (530)	42,861.00	8,275.00	32,000.00	0.00	48,000.00	50,000.00	52,000.00	55,000.00	Street Improvements
Other Equipment (580)	5,000.00	0.00	7,500.00	0.00	12,000.00	14,000.00	15,000.00	16,000.00	Loader, Pickups, Snow Plow
Sidewalk Repair & Maintenance (400)	1,500.00	0.00	500.00	0.00	1,500.00	1,500.00	1,500.00	1,500.00	
Ice and Snow Remo Sand & Salt	1,500.00	0.00	1,500.00	1,516.78	1,500.00	1,500.00	1,500.00	1,500.00	
Snow Removal (415)	1,000.00	0.00	750.00	0.00	750.00	500.00	500.00	500.00	Independent Contractors
Capital Outlay	1,000.00	0.00	500.00	0.00	500.00	500.00	500.00	500.00	Snow blower
Total for Streets, Sidewalks, Ice Control	161,748.00	93,196.02	156,495.00	39,800.62	196,722.00	206,276.00	208,785.00	218,570.00	