

City Council
2025 May Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, May 12, 2025

1. Call to Order

2. Citizens' Concerns

- A. Event Center

3. Agenda Additions and Deletions

4. Approval of Consent Agenda

- A. Council Minutes April 14, 2025
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for April 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. Certified to Taxes
 - 1. 281 W Hill St - Animal Licenses and Letter Fee \$48.00
 - 2. 301 N Old Detroit Road - Animal Licenses and Letter Fee \$56.00
 - 3. 110 Co Hwy 35 - Animal License and Letter Fee \$40.00
 - 4. 105 Park View Drive - Animal Licenses and Letter Fee \$46.00
- J. Committee Reports:
 - 1. Park Advisory Board
 - 2. EDA/HRA

5. Cannabis Business

6. Events and Street Closings

- 1. Thursday's Music and Food Trucks
- 2. Shops and Hops

7. City Insurance

8. Mayor's Minute

9. Committee Reports

- A. Municipal Building Committee
- B. Planning Commission
- C. Streets/Sidewalks/Yard Waste
 - 1. Calcium Chloride (Dust Control)

10. Staff Reports

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

11. Information & Announcements

Trainings:

- A. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Albright, Haarstick, Stenger & Lammers)
- B. 16th Annual Operator Expo (MN Rural Water) August 20, 2025, DuFrane, Engebretson)
- C. Clerks Advanced Academy- September 18-19, 2025 (Lammers)

Events:

- A. Vergas and Frazee Special Collaboration Meeting, Wednesday, May 21 at 5 pm (Council & Lammers)
- B. Household Hazardous Waste Day, Thursday, June 26, 2025, 10:00 - 2:00
- C. Birds of a Feather, Friday, June 27, 2025, 3:00 pm, 140 East Linden (Park behind Event Center)

12. Adjournment

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Pop Up Sheds	24
Discussed sheds that other communities are putting up for flea markets, farmers markets, and transient merchants to use on a limited time basis. Discussed how this may be a better idea for a developer to invest in. Lammers was asked to add to next mon... ..	24
Grants	25
The grant application has been updated and discussed. Motion by Albright, seconded by Sonnenberg, to not allow 501 (3) c or banks for the grant program. The motion passed unanimously. Motion by Albright, seconded by Sonnenberg, to deny Jesus Little La... ..	25
Adjournment	25
Motion by Sonnenberg, seconded by Summers, to adjourn the meeting at 3:30 pm.	25
Council Recommendations:	25
None.	25
Follow-up Actions	25
Albright and Sonnenberg to try to locate survey pins; if unable, Lammers to get bids from surveyors.	25
Patrick to notify Jesus Little Lambs of the denial of the application. .. 25	
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**City Council
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2. Citizens' Concerns

A. Event Center

Files Attached

- 04.2025 Letter from Mary Ditterich.pdf

April 15, 2025

Attn: Vergas Community Center Committee

Attn: Vergas City Council

Attn: Vergas Community Club

Bunn Coffee Pot

- The Bunn coffee pot is letting too much water in and that is causing it to overflow sometimes. It only did it one time as I lifted the grounds basket and let it drain.
- The off/on switch in the back is weak and it took me about 20 times to get it to set on ON. This should be on when people rent the VEC as it takes an hour to heat up.

We made over 800 cups of coffee with it and had no problems at all with it overflowing but I was watching it constantly-these are minor adjustments to be addressed. It is an excellent coffee pot which we need for large events. Also when there is an event going on the switch in the back should be put on for the people renting so that they are not looking for it. Plus it takes an hour to heat up.

Stove/Burner Top

The stove top that was purchased only has 5" burners and that is not workable as the 2 in the back heat up but the 2 in the front are warmers. The one that is/was needed and quotes given was (the same as the old stove was) 9" burner and a larger cart so that a person has a place to set things down. I don't know who ordered this but it is not good enough for cooking. Sometimes, you do not save money by buying cheaper equipment to work with – in the long run you end up spending more than you would have had to as it doesn't work like the stove and also the cooler under a griddle which will never be used as we don't have too many stir fry meals at the VEC. A warmer would have been better or storage would have been even better.

Suggestion/Problems

Note: Electric outlet in the VEC by the serving window blows when anything is plugged in

The stove top was not cleaned up when we came to use it. I thought this was part of the reason the city hired someone to check on this. Also, when an event is being held whoever is in charge of the VEC should come in and check with people who are renting the center and help them get things in order and make sure everything is clean and put back as they found it the way it was.

Sincerely
Mary Sheridan

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3. Agenda Additions and Deletions

Files Attached

- LG220 Fire Dept Application for Exempt Permit.pdf

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

4/23
Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Vergas Firemens Relief Association

Previous Gambling Permit Number: X- 32626-24-015

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO BOX 98

City: Vergas State: MN Zip: 56587 County: Ottertail

Name of Chief Executive Officer (CEO): Tyler Sazama

CEO Daytime Phone: _____ CEO Email: nkthon@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): Kris Thon

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Vergas Community & Event Center

Physical Address (do not use P.O. box): 140 W Linden St

Check one:

☒ City: Vergas Zip: 56587 County: Ottertail

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): _____

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: City of Vegas

Signature of City Personnel:

Julie Lammers

Title: Clerk-Treasurer Date: 5/12/25

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Tyler Sazama Date: 4-16-25

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

Print Name: Tyler Sazama

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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- E. 2025 Investment Schedule/Bond Schedule
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 - 4. 105 Park View Drive - Animal Licenses and Letter Fee \$46.00
- J. Committee Reports:
 - 1. Park Advisory Board
 - 2. EDA/HRA

Files Attached

- 04.14.25 Council Minutes (004)_.pdf
- 5.12.25 Claims List for Approval.pdf
- 2025 City Bill Listing.pdf
- 2025 Liquor Store Bill Listing.pdf
- 5.7.25 past_due_customers (91).pdf
- 2025 Investment Schedule & Bond Schedule.pdf
- 2025 General Fund_Special Revenue Money Market Account Report.pdf
- 2025.04.24 Park Advisory Board Minutes.pdf
- 05.07.2025 EDA.HRA Agenda Minutes (Annual Meeting).pdf

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Monday, April 14, 2025

The City Council of Vergas met at 6:30 pm on Monday, April 14, 2025, at the Vergas Event Center and on Zoom for a hybrid regular council meeting with the following members present: Mayor Dwight Lundgren, Council Members: Bruce Albright, Dean Haarstick, and James Stenger. Absent: Paul Pinke. Also present: Clerk/Treasurer Julie Lammers; Deputy Clerk Sarah Stone; Utilities Superintendent Mike DuFrane; Liquor Store Manager Kyle Theisen; Attorney Tom Winters; Editor Bob Williams of the Frazee-Vergas Forum; Citizens Dixie Stauffer, Austin Tegtmeier, and Rex Kingsbury.

Call to Order

Mayor Dwight Lundgren called the meeting to order.

Citizens' Concerns

None.

Agenda Additions and Deletions

Motion by Albright, seconded by Stenger, to approve the agenda with the removal of the Planning Commission and EDA/HRA minutes from the consent agenda. Motion passed unanimously.

Approval of Consent Agenda

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

- A. Council Minutes of March 10, March 31, and April 9, 2025
 - B. Bills paid between Council meetings and Council bills totaling \$59,201.32.
 - C. Liquor Store bills for March 2025 totaling. \$58,974.68.
 - 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. Certify to Taxes
 - 1. 350 Pelican Avenue for \$195.00 for a water meter
 - 2. 415 S Unit Ave for \$195.00 for a water meter
 - I. Gaming Permits
 - 1. Lions -October 14, 2025
 - 2. T.I.P. – May 3, 2025
 - J. Committee Reports: Water and Sewer Committee, Park Advisory Board, and Event Center
- Motion passed unanimously.

Kingsbury Donation

Rex Kingsbury stated he had a memorial made by Pat Shannon for his mother, and he would like to donate it to the city to have placed in the Vergas Long Lake Park. Kingsbury has received approval from the park board to put the memorial in Long Lake Park. Motion by Stenger, seconded by Haarstick, to approve Resolution 2025-002 regarding accepting donation (complete copy of resolution located at the city office). Motion passed unanimously.

Cannabis Business

Lammers stated that more updates are coming and asked that the proposed ordinance be updated at the next meeting.

County Hwy resurfacing

Motion by Albright, seconded by Stenger to approve Resolution 2025-001 regarding County Hwy 35 being resurfaced in the City limits (complete copy of resolution located at the city office). Motion passed unanimously.

City Insurance

The Council discussed lowering insurance rates by raising the deductible, and Lammers was asked to check with the Fire Department before making a decision.

Yard Waste

Stenger reviewed requests for Commercial businesses within the city limits to receive yard waste permits. The streets/sidewalks/yard waste committee will review the request and recommend it to the Council.

Mayor's Minute

Lundgren discussed a meeting with the Frazee City Council regarding collaborating functions. Motion by Albright, seconded

by Stenger, to have Lammers set up a combined Council meeting between the two communities. Motion passed unanimously. Lundrigan reviewed information received at a meeting with the railroad. The railroad engineers are reviewing the Vergas track and will make a recommendation in the future regarding the long crossing times.

Committee Reports

Personnel Committee

Stenger reviewed the personnel committee meeting held April 3 and April 9, 2025 (minutes available at the Vergas City Office). Motion by Albright, seconded by Stenger, to approve Matt Engebretson as a fully successful employee. Motion passed unanimously. Motion by Albright, seconded by Stenger, to accept the proposed pay step increase for liquor store clerks. Motion passed unanimously.

Staff Reports

Liquor Store

Theisen provided a first-quarter liquor store report and notified the council of a Minnesota Municipal Beverage Association Award, "Best Community Involvement," that the Vergas Liquor Store will be receiving at the annual conference April 20-23, 2023. The Municipal Committee met this afternoon, and the sewer line needs to be replaced in the building. DuFrane is getting repair quotes, and the committee will make a recommendation at next month's meeting. The awning replacement project has been put on hold until the sewer repair cost can be established. Motion by Stenger, seconded by Albright to hire Shawna Jones at step 1 as a liquor store clerk. Motion passed unanimously.

Utilities Superintendent

The Wastewater Facility Operational Award from MN Pollution Control has been awarded to the City of Vergas, and DuFrane has received Class C operator certification for 2025-2028. DuFrane has been dealing with issues at the lift station on Scarf. DuFrane stated that Kevin Peterson, MPCA Compliance Officer, said this is a maintenance item and DuFrane should repair it. Motion by Albright, seconded by Haarstick, to allow DuFrane to attend the MN Rural Water class. Motion passed unanimously.

Clerk-Treasurer Report

Lammers provided a written report. Motion by Albright, seconded by Stenger, to accept the bid for internet forms from Paulnet, with the project being completed in a timely manner. Motion passed unanimously.

Information & Announcements

Training:

- A. Municipal Beverage Association (MMBA) April 20-23, 2025 (Theisen) Alexandria Arrowwood
- B. League of MN Cities Annual Conference June 25-27, 2025, in Duluth (Mayor, Council & Lammers)
- C 16th Annual Operator Expo (MN Rural Water) August 20, 2025, DuFrane, Engebretson)
- D. Clerks Advanced Academy- September 18-19, 2025 (Lammers)

Events:

- A. Household Hazardous Waste Day, Thursday, June 26, 2025, 10:00 - 2:00
- B. Birds of a Feather, Friday, June 27, 2025, 3:00 pm, 140 East Linden (Event Center)

Adjournment

Motion by Albright, seconded by Pinke, to adjourn the meeting. Motion passed unanimously. The business for which the meeting was called was completed and adjourned at 7:50 pm.

Vergas Clerk-Treasurer
Julie Lammers, CMC

Date Range : 4/10/2025 To 5/12/2025

<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>
05/12/2025	Arvig	All Depts, security and internet	25203	\$428.44			
					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	\$149.82
05/12/2025	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium 2025	25204	\$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
05/12/2025	Vergas Fire & Rescue	Fire, Grant for training Voucher ID 97 01072435 040163	25205	\$160.00			
					100-42210-999-	Fire Administration	\$160.00
05/12/2025	Colonial Life	2025 Employee Reimbursed Insurance	25206	\$182.24			
					100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$124.12
05/12/2025	Corporate Technologies, LLC	All Depts, Technology and Computer Inv #177506	25207	\$430.60			
					100-41010-200-	GENERAL GOVERNMENT	\$74.64
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$39.60
					100-45110-200-	EVENT CENTER	\$42.20
					100-43110-200-	Highways, Streets & Roadways	\$42.20
					100-45210-200-	Parks	\$42.20
					601-49440-200-	Water Utilities - Administration and General	\$60.00

Date Range : 4/10/2025 To 5/12/2025

<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>
					602-49490-200-	Sewer Utilities - Administration and General	\$54.76
					100-41110-200-	Council/Town Board	\$60.00
					100-41310-200-	Mayor	\$15.00
05/12/2025	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	25208	\$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
05/12/2025	Matthew Engebretson	St, Pk, reimbursed cell phone	25209	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
05/12/2025	Elan Financial Services	All Depts, supplies and programs, Energy, reimbursed prizes	25210	\$1,237.73			
					100-41010-210-	GENERAL GOVERNMENT	\$208.46
					100-41010-999-	GENERAL GOVERNMENT	\$80.45
					100-43110-210-	Highways, Streets & Roadways	\$65.50
					100-45110-210-	EVENT CENTER	\$81.59
					601-49440-331-	Water Utilities - Administration and General	\$400.86
					602-49490-331-	Sewer Utilities - Administration and General	\$400.87
05/12/2025	Frazee-Vergas Forum	Gg, publications	25211	\$185.60			
					100-41010-210-	GENERAL GOVERNMENT	\$185.60
05/12/2025	Great Plains Natural Gas Company	City Shop, Event Center utility	25212	\$1,184.15			
					100-43010-380-	City Shop	\$438.49
					100-45110-380-	EVENT CENTER	\$745.66
05/12/2025	Gopher State One Call	Wtr, Swr, Annual Facility Operator Fee	25213	\$13.50			
					602-49490-210-	Sewer Utilities - Administration and General	\$6.75

Date Range : 4/10/2025 To 5/12/2025

<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>
					601-49440-210-	Water Utilities - Administration and General	\$6.75
05/12/2025	Lakes Community Cooperative	Street, operating fuel	25214	\$186.75			
					100-43110-210-	Highways, Streets & Roadways	\$186.75
05/12/2025	Julie Lammers	Clerk, reimbursed cell phone	25215	\$75.00			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
05/12/2025	Leighton Broadcasting	Event, 2025 advertising	25216	\$100.00			
					100-45110-340-	EVENT CENTER	\$100.00
05/12/2025	Locators & Supplies	Shop and City Office, first aid supplies	25217	\$17.94			
					100-43010-210-	City Shop	\$3.96
					100-41010-210-	GENERAL GOVERNMENT	\$13.98
05/12/2025	Marco Inc	Copier, contract Rer# 550928444	25218	\$217.67			
					100-41010-200-	GENERAL GOVERNMENT	\$72.57
					601-49440-200-	Water Utilities - Administration and General	\$72.55
					602-49490-200-	Sewer Utilities - Administration and General	\$72.55
05/12/2025	MCFOA Region 1	Clerks, meeting	25219	\$50.00			
					100-41010-300-	GENERAL GOVERNMENT	\$50.00
05/12/2025	MENARDS - DETROIT LAKES	Event, Streets, garbage bags and concrete	25220	\$59.44			
					100-43110-210-	Highways, Streets & Roadways	\$49.95
					100-45110-210-	EVENT CENTER	\$9.49
05/12/2025	Minnesota Rural Water Association	Water, gate valve cut	25221	\$150.00			
					601-49440-300-	Water Utilities - Administration and General	\$150.00

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05/12/2025	NAPA CENTRAL	Street, oil	25222	\$19.39	100-43110-210-	Highways, Streets & Roadways	\$19.39
05/12/2025	Olson Oil Co.	St, 2025 operating supplies	25223	\$452.35	100-43110-210-	Highways, Streets & Roadways	\$452.35
05/12/2025	Otter Tail County Auditor-Treasurer	2025, 1st half of taxes	25224	\$2,135.07	100-41010-440- 100-45210-440- 602-49490-440- 100-45110-440- 100-43128-440-	GENERAL GOVERNMENT Parks Sewer Utilities - Administration and General EVENT CENTER YARD WASTE	\$820.00 \$400.21 \$132.86 \$340.00 \$442.00
05/12/2025	Otter Tail Power Company	All depts, utility	25225	\$1,981.65	602-49490-380- 100-43160-380- 100-45110-380- 100-45210-380- 601-49440-380- 100-41010-380- 100-43010-380-	Sewer Utilities - Administration and General Street Lighting EVENT CENTER Parks Water Utilities - Administration and General GENERAL GOVERNMENT City Shop	\$269.26 \$653.16 \$186.91 \$95.10 \$585.28 \$92.44 \$99.50
05/12/2025	Pelican Rapids Press	GG, office supply	25226	\$140.56	100-41010-200-	GENERAL GOVERNMENT	\$140.56
05/12/2025	Productive Alternatives, Inc.	Event Center, 2025 Cleaning Inv#INV 3412	25227	\$122.43	100-45110-300-	EVENT CENTER	\$122.43
05/12/2025	RMB Environmental Laboratories, Inc	Sewer & Water, 2025 Chemicals	25228	\$367.84	602-49490-218-	Sewer Utilities - Administration and General	\$367.84
05/12/2025	Steve's Sanitation, Inc.	Event, Parks, garbage pickup	25229	\$858.36			

Date Range : 4/10/2025 To 5/12/2025

<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>
					100-45210-384-	Parks	\$625.60
					100-45110-384-	EVENT CENTER	\$232.76
05/12/2025	Kyle Theisen	LS, Cell Phone Reimbursement	25230	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
05/12/2025	Widseth	Engineering; Inv 237328	25231	\$1,291.50			
					100-43110-303-	Highways, Streets & Roadways	\$1,291.50
05/12/2025	Vergas Auto Repair	Park, trailer repaired	25232	\$26.02			
					100-45210-220-	Parks	\$26.02
05/12/2025	Vergas Hardware	All Depts, supplies	25233	\$285.19			
					100-43010-210-	City Shop	\$69.92
					100-45210-210-	Parks	\$196.99
					100-45110-210-	EVENT CENTER	\$6.30
					601-49440-210-	Water Utilities - Administration and General	\$11.98
05/12/2025	Verizon	GG & Event, 2025 internet and cell phone	25234	\$108.43			
					100-45110-321-	EVENT CENTER	\$68.44
					100-41010-321-	GENERAL GOVERNMENT	\$39.99
05/12/2025	Vestis	Event, 2520579247,	25235	\$127.28			
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$127.28
05/12/2025	Zitzow Electric, Inc.	Sewer, Lift Station by Long Lake	25236	\$110.00			
					602-49490-400-	Sewer Utilities - Administration and General	\$110.00
Total For Selected Claims				\$16,994.42			\$16,994.42

Date Range : 4/10/2025 To 5/12/2025

<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
	Dwight A Lundgren		City Council/Town Board, Mayor				Date
	James Stenger		City Council/Town Board				Date
	Paul Pinke		City Council/Town Board				Date

CITY OF VERGAS
 Bill Listing for April 16 to May 9, 2025

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
City of Vergas	GG, water and sewer	62.05
City of Vergas	Payroll	11,079.14
Crestline Software	Utility Billing, fee	1.00
Internal Revenue Services	2025 Withholding Tax	4,556.35
Lake Region Electric	Sign, electricity	60.79
Lammers, Julie	Clerk, mileage energy meeting reimb	44.80
Baumgart, Denelle	Event Center, return deposit	75.00
Mn Pollution Control	Wastewater Permit	345.00
MN Dept. of Revenue	Sales Tax	97.00
MN Dept. Revenue	2025 Withholding Tax	695.45
Public Employees Retirement Assoc.	Payroll	3,534.06
United States Post Office	All Depts, postage	584.00
Vergas Fire & Rescue	Reimbursed training	1,200.00
Vergas State Bank	Employee, HAS	495.00
Total for bills paid between Council Meetings		<u>\$22,829.64</u>

City of Vergas Liquor Store Checks Paid in April 2025

Vendor	Description	Total
Absolute Ice		\$3,000.00
Artisan Beer Company		\$1,038.50
Arvig	Phone, internet, security	\$124.27
Bergseth Bros		6,816.53
Beverage Wholesalers		2,703.24
Blue Cross Blue Shield	Employee Health Insurance	1,974.13
Breakthru Beverage MN Wine and Spirits		4,354.93
City of Vergas	Water/Sewer	63.66
City of Vergas	Payroll	5,530.86
Corporate Technologies, LLC	Technology	39.60
D-S Beverage		8,999.52
Elan Financial Services	CC, Facebook Ad's	50.95
Fricke Consultin	POS System	165.00
Great Plains Nat Gas	Utility	114.14
Hanson's Plumbing and Heating	Inspect the sewer drain line	214.20
Internal Revenue Service	2025 Withholding Tax	1,724.65
Johnson Brothers Liquor Co		5,526.73
Madison National Life Ins	Employees Life Ins	86.92
Merchant Services	Credit Card Fees	942.92
MN Dept. of Revenue	Sales Tax	4,996.00
MN Dept. Revenue	2025 Withholding Tax	250.53
Otter Tail Power Company	Utility	333.42
Phillips Wine & Spirits		2,988.86
Public Employees Retirement Assoc.	Payroll	\$1,082.46
Southern Glazer's Wine & Spirits		5,885.18
Theisen, Kyle	Cell phone reimbursement	25.00
Unwind Distribution		838.45
Vergas Hardware	Supplies	29.59
Vergas State Bank	HSA Contributions	461.00
Vestis	Floor Mats	39.12
Viking Coca-Cola Bottling Company		426.90
Vinocopia, Inc		302.50
Wine Merchants		130.48
Total		<u>\$61,260.24</u>
April Receipts		<u>55,496.61</u>
	April Operating Income (Loss)	<u>(\$5,763.63)</u>
	Jan-March Operating Income (Loss)	<u>(53,109.89)</u>
	2025 Total Operating Income (Loss)	<u>(\$58,873.52)</u>

City of Vergas
Past Due Customers

Account Type All
Account Category All
Route: All
Past Due Days 90
Status Active
Exclude Payment Plans False

Route	Sort	Account #	Customer Name	Status	Parcel #	Service Address	Aged Days	Past Due Amt.	Total Balance	Deposit Balance	Last Pymt. Date	Last Pymt. Amount	Meter #	Meter Type	Pay Plan
2	0	361	Ueke, Rhonda	Active	82000990141000	371 S Pelican Ave	93	85.22	413.21	0.00	01/30/2025	289.33	88707173	WATER	No
2	0	405	Hodnefield, Patrick	Active	82000990146001	441 S Pelican Ave	93	86.15	368.05	0.00	01/14/2025	164.86	88917788	WATER	No
2	0	910	Lankow, Benjamin	Active	82000990170000	339 E Frazee Ave	93	70.20	330.49	0.00	01/09/2025	388.74	89621694	WATER	No
2	0	570	Licence, Tony	Active	82000990127000	350 S Pelican Ave	123	152.42	348.63	0.00	01/23/2025	400.00	92089898	WATER	No
Total							Count: 4	393.99	1,460.38						

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/24</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>04/30/25</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	260,495.85	0.00	0.00	424.10	148,574.35	0.75%	MMDA
Street Debt Fund	325657	201,559.92	0.00	0.00	511.63	201,818.80	0.75%	MMDA
Liquor Store Fund	325657	135,000.00	0.00	0.00	353.32	135,353.32	0.75%	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	1,289.05	817,598.26		

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 04/30/2025</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			Page 20 of 37	1,253,000.00		1,165,000.00	88,000.00

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

			2025	2025		04/30/2025
	2024 Balance	Interest	Interest	Purchased	2025 sold	Balance
Uncommitted Funds	115,586.18	0.00%	73.63	0.00	115,659.77	0.00
City Shop	8,132.17	1.67%	19.77	500.00	0.00	8,651.94
Easements	5,258.92	1.08%	12.59	0.00	0.00	5,271.51
Event Center	966.67	0.20%	1.93	0.00	0.00	968.60
Event Center Electronic Sign	10,103.96	2.08%	24.19	0.00	0.00	10,128.15
General	14,632.42	3.01%	48.13	0.00	0.00	14,680.55
Park	35,849.15	7.37%	72.76	0.00	0.00	35,921.91
Sand Seal (Seal Coating)	13,098.34	2.69%	31.35	0.00	0.00	13,129.69
Sidewalk	15,037.80	3.09%	36.91	1,500.00	0.00	16,574.71
Street Improvements/Equipment	41,830.28	8.60%	100.96	0.00	0.00	41,931.24
Yard Waste	0.00	0.31%	1.88	1,500.00	0.00	1,501.88
Liquor Store	135,000.00	27.77%	353.32	0.00	0.00	135,353.32
2019 Street Project	201,559.92	41.46%	511.63	0.00	0.00	202,071.55
Balance	597,055.81	99.34%	\$1,289.05 299.52	\$3,500.00	\$115,659.77	486,185.05 *** 3480,185.05

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

Current Committed Total 148,760.18

CITY OF VERGAS
Park Board Advisory Board Minutes
Vergas Event Center & Zoom Teleconference
3:00 P.M. on Thursday, April 24th, 2025

Call to Order

The City of Vergas Park Advisory Board was called to order by Sherri Hanson on Thursday, April 24, 2025, at 3:00 pm with the following members present: Sherri Hanson, Chuck Hanson, Maggie Puetz, Steph Hogan, and Dean Haarstick. Absent: Tony Sailer. Also present: Utilities Superintendent Mike DuFrane, City Clerk-Treasurer Julie Lammers; and citizen James Stenger.

Additions and Deletions of the Agenda

Motion by C. Hanson, seconded by Hogan, to approve the agenda as presented.

Minutes

Motion by Hogan, seconded by Puetz, to approve the minutes for March 27, 2025. Motion carried unanimously.

Status of Recommendations to City Council

None.

Pickleball

The nets are set up.

Baseball Committee

The baseball committee has extended the baseball nominations until June 1, 2025. S. Hanson will be contacting the Frazee-Vergas Forum to do an interview about nominations. C. Hanson will stay connected with Kyle Schrupp about putting nets up in the ballfield.

City Worker Update

DuFrane reported on the following:

Grub problems in the ballfields. Black dirt, ag lime, cost, and transportation. Long Lake Park bathroom will be open when the weather permits.

Budget

Budget report provided.

Other Business

S. Hanson suggested having a mission statement for the Park Advisory Board. Members will have ideas ready for the next meeting. Puetz will be working on a petition to gauge interest in a dog park.

Next Meeting Date/Time

May 22, 2025, at 3:00 pm.

Adjournment

Motion by S. Hanson, seconded by Puetz, to adjourn at 4:45 pm. Motion carried unanimously.

Respectfully submitted,

Sarah Stone, Deputy Clerk

Council Recommendations

None.

Follow-up Actions

DuFrane will get estimates on getting grubs taken care of, as well as additional estimates on black dirt and ag lime.

Board members bring ideas for a potential mission statement.

Board Members decide whether meetings begin monthly or as needed.

**Vergas EDA/HRA
Annual Meeting
Vergas Event Center
2:00 PM on Wednesday, May 7, 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, May 7, 2025, at 2:00 pm at the Vergas Event Center for the Annual Meeting with the following members: DuWayne Ditterich, Paul Sonnenberg, Joy Summers, and Bruce Albright. Absent: Kevin Zitzow. Also Present: City Clerk-Treasurer Julie Lammers; CEDA Representatives Jordan Grossman and Maddi Petrick; Citizen James Stenger and Dwight Lundgren; Editor Bob Williams of the Frazee-Vergas Forum.

Call to Order

President DuWayne Ditterich opened the annual meeting at 2 pm.

Welcome and Introduction of Members

Ditterich welcomed everyone and introduced the EDA/HRA board.

May 2024-April 2025 Review

Ditterich reviewed the accomplishments of the EDA/HRA regarding senior housing, Sunny Oaks Development, EDA Grant and CEDA representative.

CEDA Representative Madison Petrick

Maddi Petrick, CEDA Representative for the City of Vergas, reviewed CEDA and the 2-year contract the Vergas EDA has entered into. CEDA has been in business for over 40 years and began with eight employees. Currently, they have more than 50 workers and 60 contracts in Minnesota. They also have contracts in Wisconsin and Iowa and are expanding to Illinois. Petrick will be in Vergas one day a month and is currently working on childcare.

Grow Vergas

Lundgren reviewed a for-profit enterprise called Grow Vergas. This will not be affiliated with the City of Vergas; it will consist of individuals wanting to grow Vergas by purchasing stocks. This will be a corporation with 3-5 board members working on housing: senior, multi-family, and single-family; commercial space, and industrial space. The bylaws have not been established, but he feels the main item of business is to talk with people.

SBDC Training Invite- Rural Edge

Ditterich invited everyone to attend and invite others to the Rural Edge training, which will be held in Vergas beginning in September.

Adjournment

The annual meeting adjourned at 2:38 pm.

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, May 7, 2025, at 2:00 pm at the Vergas Event Center with the following members: DuWayne Ditterich, Paul Sonnenberg, Joy Summers, and Bruce Albright. Absent: Kevin Zitzow. Also Present: City Clerk-Treasurer Julie Lammers; CEDA Representatives Jordan Grossman and Maddi Petrick; Citizen Dwight Lundgren; Editor Bob Williams of the Frazee-Vergas Forum.

Call to Order

The meeting was called to order by Chair DuWayne Ditterich at 2:40 pm.

Agenda Additions and Deletions

Approve the agenda with the following additions: Survey Pins, Pop Up Sheds, and Grants.

Survey Pins

Discussed the pins that the EDA agreed to locate in the Sunny Oaks Division. A third party has questioned where their pins are located. Albright and Sonnenberg will try to find pins within the next two weeks. If they cannot find, Lammers will bring quotes from surveying companies to next month's meeting.

Pop Up Sheds

Discussed sheds that other communities are putting up for flea markets, farmers markets, and transient merchants to use on a limited time basis. Discussed how this may be a better idea for a development. Lammers was asked to add to next month's agenda.

Grants

The grant application has been updated and discussed. Motion by Albright, seconded by Sonnenberg, to not allow 501 (3) c or banks for the grant program. The motion passed unanimously. Motion by Albright, seconded by Sonnenberg, to deny Jesus Little Lambs' application and have Petrick notify them. The motion passed unanimously. Motion by Summers, seconded by Sonnenberg to remove downtown and replace with C-1 zoning district on application. The motion passed unanimously.

Adjournment

Motion by Sonnenberg, seconded by Summers, to adjourn the meeting at 3:30 pm.

Julie Lammers, CMC

City Clerk-Treasurer

City of Vergas

Council Recommendations:

None.

Follow-up Actions

Albright and Sonnenberg to try to locate survey pins; if unable, Lammers to get bids from surveyors.

Petrick to notify Jesus Little Lambs of the denial of the application.

City Council
2025 May Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, May 12, 2025

6. Events and Street Closings

1. Thursday's Music and Food Trucks
2. Shops and Hops

Files Attached

- Requests.pdf
- Denied Work order request.pdf

Vergas Community Club Request

Shops and Hops

Saturday June 7th

Main Street and City Property by Ditterich Mercantile

2 pm to 7 pm.

Otter Coffee Request:

We will start a Live Music and food Truck series on Thursday nights. The first week to be determined is June, and we will go through Looney Days, but not all of August. We would need cones to block off a spot for the food truck and an extra trash can. If we could start with empty bags, they tend to fill quickly. If cones can be delivered by 2 p.m., we will block off when Loons Nest closes to ensure space.

City of Vergas Employee Work Request Form

City Staff, City Committees, Community Organizations and or businesses are to submit this form to the City Office when new work is needed.

New Work Request Definition:

- New work is work that is not already outlined in job description or not part of customarily performed work activity.

Process for Approval:

- Impacted staff will review to determine if new requested work can be accomplished during normal business hours.
 - If new work requested cannot be completed during normal business hours, City Council will review to determine priority and best options, i.e. overtime, contract for work, delay etc.
-

Please select date and fill in at the prompts below-(if using hard-copy please hand-write below the category):

Date Submitted by Requestor: 4/24/2024

Project Point of Contact: Stephanie **Contact Phone #:** 712-541-1810

Work Request Description (filled out by Requestor):

4 Empty garbage cans and 6 orange cones by 12:00 for Music on the Street on Thursday's in June, July and August

Comments/ Feedback from City Employee:

Click or tap here to enter text.

DuTrane said this is not a community club event so no they would not provide.

Date Approved/ Denied (filled out by City Clerk): Click or tap to enter a date.

City Council
2025 May Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, May 12, 2025

9. Committee Reports

- A. Municipal Building Committee
- B. Planning Commission
- C. Streets/Sidewalks/Yard Waste
 - 1. Calcium Chloride (Dust Control)

Files Attached

- 05.08.2025 Liquor Store Municipal Building License Committee Meeting.pdf
- 03.24.25 Planning Commission Minutes.pdf
- Resolution 2025-003 Wetland_WCA_Delegating_WCA_Resolution_for_LGU (002).pdf

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

The Liquor Store/Municipal Building/License Committee was called to order on Thursday, May 8, 2025, at 10:00 am at 131 Main Street at the Liquor Store Manager's Office. Present: Council Members James Stenger and Dean Haarstick, Liquor Store Manager Kyle Theisen, Utilities Superintendent Mike DuFrane, and Clerk-Treasurer Julie Lammers. Absent: none.

Additions and Deletions:

None.

Municipal Building

Sewer Line

We discussed options for the sewer line: straight out the back door for an approximate cost of \$25,000 or out the side of the building for an approximate cost of \$18,000. If the option out the back of the building is used, the backroom of the liquor store will need to have cement replaced. If we go out to the side of the building, the asphalt on the side will need to be replaced in the parking lot project. The Streets committee must consider this addition to the parking lot project. DuFrane recommended having the sewer line go straight out of the side of the building and straight to the main. Motion by Stenger, seconded by Haarstick, to recommend to the council to change the sewer line to go out of the building to the side of the building and straight out to the main in September, before the parking lot is asphalted. Motion passed unanimously.

Front Remodel

The committee discussed the awning replacement project at the front of the municipal building. The committee still has a few concerns about the sign's location. DuFrane questioned snow removal and snow melting from the concrete area and melting onto the sidewalk. DuFrane recommended changing the cement to rock or a porous material to avoid water running onto sidewalks, causing ice. Thiesen recommended moving forward with the project at the May Council meeting. Theisen will contact Summers Construction regarding when the work can be completed and if the bid is still current, as the current awnings need to be removed as soon as possible.

Government Services Building

Office Window

A window was not placed in the Clerk-Treasurer's office when Summers Construction did the remodel project. Lammers has asked two companies to give bids to put in a window, and now wiring needs to be moved to add the window. One company stated they could put in an inside window; the other company stated that it would not make the city compliant. Lammers will contact the League on what legally needs to be done.

Adjournment

The meeting adjourned at 10:31 am.

Recorded by,
Julie Lammers CMC
City Clerk-Treasurer

Council Recommendations:

To approve sewer line replacement in September.
To approve the municipal building awning project.

Follow Up Actions:

Theisen to confirm municipal building project details with Summers Construction.
Lammers is to contact the League about the office window.

City of Vergas Planning Commission Minutes
Monday, March 24, 2025
6:00 pm
Government Services Building and Zoom

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, March 24, 2025, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, Jim Courneya, and Rebecca Hasse. Absent: Shane Hasse. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane.

Call to Order

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

Agenda Additions and Deletions

Motion by Ohman, seconded by Courneya, to approve the agenda with the following additions: fence permit and nuisance. Motion passed unanimously.

Minutes

Motion by Courneya, seconded by Ohman, to approve minutes for February 24, 2025. Motion passed unanimously.

Status of Council Recommendations

No items were presented to the city council for recommendations.

Construction Permits

Motion by Ohman, seconded by Hasse, to schedule a public hearing on April 28, 2025, at 6:00 pm for a fence on the property at 1210 E Frazee Ave. Motion passed unanimously.

Motion by Ohman, seconded by Hasse, to approve the approach with culvert permit at 96 Park View Drive. Motion passed unanimously.

Motion by Courneya, seconded by Ohman, to approve the siding and doors permit for 110 S Railway Ave. Motion passed unanimously.

New Business

No new business discussed.

Bruce Albright joined the meeting.

Old Business

A. Zoning Map C-2 update. Motion by Ohman, seconded by Courneya, to change the zoning in Vergas to add C-2 areas. Motion passed unanimously. The committee requested that both 1349 Frazee Ave and the corner of County Highway 35 and County Highway 4 be changed to C-2.

B. Attached Accessory Structures. Motion by Albright, seconded by Ohman, to accept new language for ordinance 151.21.F.1 as follows:

(1) *Building requirements: attached garages*. No garage attached to the dwelling unit shall exceed 40% of the total area of the building. Motion passed unanimously.

Nuisance

Motion by Ohman, seconded by Albright to have certified letters sent to all residents with unlicensed animals. Motion passed unanimously.

The Committee discussed nuisance property tours. Commissioners are to tour the city alone or with DuFrane before next month's meeting to have letters sent to property owners. A green child sign on city property is located by Ditterich Grocery Store without a sign permit. There is a need to slow traffic between the liquor and grocery stores. The committee discussed placing a speed bump between buildings. Ohman stated he would talk with Duane Ditterich regarding the sign needing a permit.

Adjournment

Motion by Hasse, seconded by Courneya, to adjourn at 6:42 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC

Vergas City Clerk-Treasurer

Follow-up actions:

Lammers updates ordinances.

Council Recommendations:

Add C-2 to the zoning map.

**A RESOLUTION REGARDING THE ADMINISTRATION
OF THE MINNESOTA WETLAND CONSERVATION ACT**

City of Vergas
2025-003

WHEREAS, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

WHEREAS, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

WHEREAS, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution.

THEREFORE, BE IT RESOLVED by the City of Vergas City Council that the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of the City of Vergas is delegated to *Courtney Roth – Otter Tail County* as of May 13, 2025, in accordance with Minnesota Rules, Chapter 8420.

Adopted this 12th day of May, 2025.

By: _____
Mayor of Vergas Dwight Lundgren

Offered by Council Member _____, seconded by Council Member _____,
adopted by a vote of _____ at the regular meeting of the City Council of the City of Vergas
on May 12, 2025.

Attest: _____
Julie Lammers
Clerk-Treasurer

- | |
|---|
| <p>1. For a City, Township, or Soil and Water Conservation District, replace “<i>Commissioner</i>” or “<i>Board of Commissioners</i>” with “Councilmember, Supervisor, City Council, Board of Supervisors,” etc. as applicable.</p> |
|---|

City Council
2025 May Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, May 12, 2025

10. Staff Reports

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

Files Attached

- 05.2025 Clerk-Treasurer Report.pdf
- yard waste mock2.pdf

Clerk-Treasurer Council Report
March 2025

Meetings Attended:

April 15 and 29: Energy Meetings 10:30 am on Zoom.

West Central Regional Safety Group:

Administrative Safety Regulations:

300 Log posted annually from Feb. 1-April 30 (City posts theirs in the locked bulletin board in the municipal building).

No names can be placed on the form.

301 Summary: needs to be filled out within 7 days of any accident

Safety Manual needs to be updated annually – Updated April 23, 2025

If a death, an amputation, or injuries to three or more employees occur, the City has eight hours to contact OSHA.

Workers' Comp information: Employees are covered when on city property after they get out of their vehicle and after their shift starts. Workers' compensation does not cover employees who do something on City property, not in their job description.

Office Staffing

Sarah Stone, Deputy Clerk, resigned on May 2, 2025. I spoke with the personnel committee, and it was decided to recommend to the Council that we hire another applicant from our applicants in January. I recommend hiring Rachel Nustad at step 1 for the Deputy Clerk position.

Current personnel policy states:

1. Compensatory Time

A) Overtime hours shall be compensated in the form of compensatory time off at the employer's discretion. Compensatory time for overtime worked will be time and a half. The method of compensation will be determined from time to time by the City Council.

B) No employee shall accumulate more than 48 hours of unused compensatory time in a work week. Compensatory time accrued above 48 hours will require the employee to choose compensatory time or overtime by marking their time sheet.

C) In December each year, all employees carrying a compensatory time balance shall be paid in full for said balance at the employee's hourly pay rate at the time payment is made. The payment shall accompany or be added to the payroll check for the second-to-last pay period of the calendar year, less standard payroll deductions. All efforts are made to support the use of compensatory time before the end of the year.

D) Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and used. The City Clerk/Treasurer will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee earns.

Requesting overtime be paid out while I incur during May and June, as I am currently working at the Clerk-Treasurer, Deputy Clerk, and Event Center Coordinator.

Grants:

LCA Implementation Grant Application

Received \$21,500 for energy improvements at the event center, fire hall, and municipal building. Work will begin after all paperwork is completed, and we are waiting for the next steps from MPCA.

Consumer Confidence Report

Completed the 2024 Consumer Confidence Report for the MN Department of Health

Website Form Update:

The following foundational work has been completed: domain names, database, login system, and a Stripe account for the City set up. Please see the attachment for the look of the forms.

Projects Currently Working on:

Audit: 2024 information to the auditor

EDA/HRA: Daycare.

Event Center: Brochure of services; advertising at events; party planner for birthday parties at VEC

Energy Grant: Implementation of energy improvements for the event center, fire hall, and municipal building.

Park: City Sales Tax

Planning Commission: Updating the Ordinance book for Planning Commission to approve and recommend to Council

Council Recommendations

Accept Sarah Stone's Resignation.

Hire Rachel Nustad as Deputy Clerk at step 1 beginning June 2, 2005.

Approve Clerk-Treasurer Julie Lammers to be paid out overtime for May and June, instead of waiting until the end of the year.

All copy is able to be changed.

INSTRUCTIONS

Please fill out this form with the required information. Your application will be processed within 3 business days by the City Office. Notice: Your permit is not valid until you have received the placard in the mail. For questions or if you need this form in an alternative format, please call the City Office at 218-302-5996 or email office@cityofvergas.com.

YOUR INFORMATION

Name

Local Address

170 s 1st av

City, State Zip Code

170 South 1st Avenue, Vergas, MN, USA
170 South Market Street, San Jose, CA, USA
170 S W Temple St, Salt Lake City, UT, USA
170 South Main Street, Salt Lake City, UT, USA
170 South Parkside Drive, Colorado Springs, CO, USA

Township

Secondary Address

This is your permanent address if different from the address above.

Secondary City, State Zip Code

Phone

Email Address

This is only used to send you an electronic receipt.

Addresses can be standardized and City, state and zip code line will be prepopulated using an API

PERMIT INFORMATION

Please provide the information for the primary vehicle you will be using when accessing the yard waste site.

License Plate

Minnesota

Total Credit Charge

\$69.31





This is the total amount that will be charged to your credit or debit card:


- \$65.00 Yard Waste Permit Fee
- \$2.00 Processing, handling, and shipping fee
- \$2.31 Payment Processing fee (this fee is not collected by the City of Vergas)

This is using Stripe's JavaScript API so that no cardholder data is stored or access by the City or this application, which reduces any PCI-DSS compliance burdens.

Card

Card Information

1234 1234 1234 1234    

MM / YY CVC 

Cardholder name

Full name on card

Billing address

United States

Address

[Enter address manually](#)

Fee is "grossed up" to include the \$2 handling fee so that the net deposit to the city is fee + handling fee. And includes a breakdown of the charges

This is a "click wrap" agreement, all copy is able to be changed.

☒ By submitting this form you certify that all the information is true and correct to the best of your knowledge, and agree to comply with any and all posted signs and regulations for the use of the yard waste site. Your permit may be revoked, without refund, for failure to comply with policies, regulations, and ordinances.

 Submit Payment

City Council
2025 May Council Meeting
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11. Information & Announcements

Trainings:

- A. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Albright, Haarstick, Stenger & Lammers)
- B. 16th Annual Operator Expo (MN Rural Water) August 20, 2025, DuFrane, Engebretson)
- C. Clerks Advanced Academy- September 18-19, 2025 (Lammers)

Events:

- A. Vergas and Frazee Special Collaboration Meeting, Wednesday, May 21 at 5 pm (Council & Lammers)
- B. Household Hazardous Waste Day, Thursday, June 26, 2025, 10:00 - 2:00
- C. Birds of a Feather, Friday, June 27, 2025, 3:00 pm, 140 East Linden (Park behind Event Center)