

City Council
2025 June Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, June 9, 2025

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Energy & Resilience Plan Presentation**
- 5. Approval of Consent Agenda**
 - A. Council Minutes May 12, 2025
 - B. Bills paid between Council meetings and Council bills
 - C. Liquor Store bills for May 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. Vergas Community Resilience and Energy
 1. Charter
 2. Members
 - I. Committee Reports:
 1. Park Advisory Board
 2. Event Center
 3. Planning Commission
- 6. Parking and Alley Paving Project Bid**
- 7. Scharf 3rd Addition**
- 8. Committee Reports**
 - A. Liquor Store, Municipal Buildings, License Committee
 1. Flag Pole
 - B. Water/Sewer Committee
 1. Sewer Line Filming Policy
 - C. EDA/HRA
 1. Membership
 - D. Streets/Sidewalks/Yard Waste
 1. Calcium Chloride (Dust Control)
 2. Yard Waste Permit Update
 - E. Frazee/Vergas Council
 1. Annual Meeting
 2. Trail Committee
- 9. Cannabis**
 - A. Ordinance
 - B. Registration Form
- 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. 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 (Park behind Event Center)

12. Adjournment

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• Grossman and Petrick to review and update the EDA grant guidelines, particularly regarding eligibility of nonprofits.	40
• Grossman and Petrick to follow up on the church considering remodeling for daycare and assist with expediting the fire marshal inspection if possible.	40
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 - 2. Members
- I. Committee Reports:
 - 1. Park Advisory Board
 - 2. Event Center
 - 3. Planning Commission

Files Attached

- 05.12.25 Council Minutes (004)_.pdf
- 2025 City Bill Listing.pdf
- 06.2025 Claims List for Approval.pdf
- 05.2025 Liquor Store Bill Listing.pdf
- past_due_customers (96).pdf
- 2025 Investment Schedule & Bond Schedule.pdf
- 2025 General Fund_Special Revenue Money Market Account Report.pdf
- Charter for Vergas Community Energy and Resilience Advisory Board.pdf
- 2025-05-27 Event Center Agenda Minutes.pdf
- 4.28.25 Planning Commission minutes.pdf
- 05.19.25 Planning Commission Minutes.pdf
- 2025 City of Vergas Portfolio.pdf
- 2025.05.22 Park Advisory Board Minutes.pdf

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Monday, May 12, 2025

The City Council of Vergas met at 6:30 pm on Monday, May 12, 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, Paul Pinke, James Stenger, and Dean Haarstick: Absent: none. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Liquor Store Manager Kyle Theisen; Citizens Paul Sonnenberg, Marsha Huddleston, and Loren Menz.

Call to Order

Mayor Dwight Lundgren called the meeting to order.

Citizens' Concerns

A letter from Mary Ditterich was provided to the Council, and the Event Center advisory board will respond. Marsha Huddleston stated that the minutes from last month had Paul Pinke absent, and then he seconded the adjournment motion. Huddleston explained how to take minutes when someone is late. Lammers thanked Huddleston for catching the error on motion, as Pinke had never attended the meeting. Huddleston questioned crosswalks, wanting to know when they would be repainted, as paint did not last three months. Lammers explained that the crosswalks were installed temporarily last year, and the county will be installing permanent crosswalks this year, as they were unable to engrave crosswalks into the road.

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. The motion passed unanimously.

Approval of Consent Agenda

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

- A. Council Minutes of April 14, 2025
 - B. Bills paid between Council meetings and Council bills totaling \$39,824.06.
 - C. Liquor Store bills for March 2025 totaling \$61,260.24.
 - 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. 281 W Hill St. – Animal Licenses and letter fee \$48.00
 - 2. 301 N Detroit Road – Animal Licenses and letter fee \$56.00
 - 3. 110 Co Hwy 35 -Animal License and letter fee \$40.00
 - I Committee Reports: Park Advisory Board and EDA/HRA
- The motion passed unanimously.

Cannabis Business

Lammers reviewed 1st reading of the Cannabis Ordinance, which can be approved at next month's meeting.

Events and Street Closings

Thursday's Music and Food Trucks

Otter Coffee presented a work request for garbage cans to be emptied on Thursday mornings and for traffic cones to be placed. A request was made for Council approval to hold music and food events on Main Street starting at 5:00 pm on Thursdays during the summer. Motion by Albright, seconded by Pinke, to allow Otter Coffee to hold events on Thursdays on Main Street if they stay in the parking lanes. No one may sit in a traffic lane. The motion passed unanimously. DuFrane stated that the garbage belongs to Otter Coffee, and city employees do not have time to take out garbage cans every Thursday. He also requested that they purchase their cones. DuFrane stated, "We have a beautiful park, why are they not using it?" Motion by Stenger, seconded by Pinke, to deny work order request. The motion passed unanimously. Motion by Albright, seconded by Stenger, to allow them to use city garbage cans and cones if they pick them up at the city shop. The motion passed unanimously.

Shops and Hops

Motion by Albright, seconded by Stenger, for the Vergas Community Club to hold Shops and Hops on Saturday, June 7, closing Main Street at 2 pm. The motion passed unanimously.

City Insurance

Motion by Albright, seconded by Pinke, to raise the property insurance deductible to \$5,000 and add \$250,000 RCT insurance on the boardwalk effective September 1, 2025. The motion passed unanimously.

Mayor's Minute

Lundgren discussed Great Plains adding natural gas to Diane Avenue and Eva Street this year, and he is working on adding it to Scharf Avenue in the future.

Committee Reports

Municipal Building Committee

Stenger reviewed the minutes of the Municipal Building committee meeting held on May 8, 2025 (available at the Vergas City Office). Motion by Stenger, seconded by Pinke, to replace the sewer line before the parking lot is paved. The motion passed unanimously. Discussed the slope of the cemented area and replacing the sidewalk in front of the municipal building. Motion by Stenger, seconded by Pinke, to approve the municipal building awning project and replace the sidewalk with funds from the sidewalk fund. The motion passed unanimously.

Planning Commission

Albright reviewed the minutes of the Planning Commission meeting held on March 24, 2025 (available at the Vergas City Office). Motion by Stenger, seconded by Pinke, to approve the zoning request to add C-2. The motion passed unanimously. Motion by Albright, seconded by Stenger, to approve Resolution 2025-003 regarding Local Government Units (LGA) administrative authority responsibility given to Otter Tail County (complete copy of resolution located at the city office). The motion passed unanimously.

Streets/Sidewalks/Yard Waste

Calcium Chloride (Dust Control)

Albright brought copies of the policies from neighboring townships and cities regarding whether homeowners or government entities are responsible for dust control. Paul Sonnenberg stated that some townships do not charge for a dust guard. Huddleston noted that Edna Township, where she lives, does not charge. Albright had a copy of Edna Township policy, which states landowners need to apply for and pay for a dust guard. Motion by Albright, seconded by Stenger, for the city to apply dust control on Glenn Street from Pelican Avenue to W Lake Street and Lake Street to County Road 17. The motion passed unanimously. Glenn Street was graded last Friday, and Sonnenberg questioned the addition of a speed limit sign. Motion by Albright, seconded by Pinke, to add two 30-mile speed limit signs on Glenn Street, one by W Lake Street and one closer to Pelican Avenue. The motion passed unanimously.

Staff Reports

Utilities Superintendent

Wastewater

DuFrane stated that the lift station on Frazee Avenue went down, and there is damage to the inside of it. he has had the pumps pulled, and the galvanized pumps are torn up. He will keep the Water and Sewer committee updated on the progress.

Parks

Docks will be put in as soon as the weather cooperates. The wind and rain have caused the park's employees to wait.

Clerk-Treasurer Report

Lammers provided a written report. Motion by Stenger, seconded by Pinke, to accept Sarah Stone's resignation. The motion passed unanimously. Motion by Albright, seconded by Pinke, to hire Rachel Nustad as Deputy Clerk at step 1 beginning June 2, 2025. The motion passed unanimously. Motion by Pinke, seconded by Stenger, to allow Julie Lammers overtime for May and June to be paid out as earned instead of converting to compensation time. The motion passed unanimously.

Information & Announcements

Training:

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

Events:

- A. Vergas and Frazee Special Collaboration Meeting, Wednesday, May 21 at 5 pm (Council and 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 (Event Center)

Adjournment

Motion by Pinke, seconded by Stenger, to adjourn the meeting. The motion passed unanimously. The business for which the meeting was called was completed and adjourned at 8:02 pm.

Vergas Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS
 Bill Listing for May 16 to June 6, 2024

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
City of Vergas	Payroll	10,166.28
City of Vergas	GG, water and sewer	62.80
Edgar Diaz	Event, return deposit	300.00
Internal Revenue Services	Withholding Tax	3,874.81
MN Dept. of Revenue	Sales Tax	135.00
MN Dept. Revenue	Withholding Tax	708.14
Public Employees Retirement Assoc.	Payroll	1,057.01
Vergas State Bank	HAS contributions	495.00
Wildfire Furs	Street, speed bumps	106.84
Total for bills paid between Council Meetings		<u>\$16,905.88</u>

Date Range : 6/9/2025 To 6/9/2025

<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>
06/09/2025	ASP of Moorhead, Inc	Event, security gaurds 05/31/2025	25271	\$288.75	100-45110-300-	EVENT CENTER	\$288.75
06/09/2025	Colonial Life	2025 Employee Reimbursed Insurance	25272	\$247.09	100-41405-999- 609-49751-999-	Clerk Liquor Store - Manager - Off-Sale	\$135.66 \$87.69
					100-43110-999- 100-45210-999-	Highways, Streets & Roadways Parks	\$11.87 \$11.87
06/09/2025	Core & Main LP	Water & Sewer, meters	25273	\$3,019.26	601-49440-530- 602-49490-530-	Water Utilities - Administration and General Sewer Utilities - Administration and General	\$1,509.63 \$1,509.63
06/09/2025	Corporate Technologies, LLC	All Depts, Technology and Computer Inv #177506, 179893, 180557, 182625	25274	\$1,230.60	100-41010-200- 609-49751-200- 100-45110-200- 100-43110-200- 100-45210-200- 601-49440-200- 602-49490-200- 100-41110-200- 100-41310-200-	GENERAL GOVERNMENT Liquor Store - Manager - Off-Sale EVENT CENTER Highways, Streets & Roadways Parks Water Utilities - Administration and General Sewer Utilities - Administration and General Council/Town Board Mayor	\$214.64 \$39.60 \$42.20 \$42.20 \$42.20 \$390.00 \$384.76 \$60.00 \$15.00
06/09/2025	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	25275	\$75.00	601-49440-321- 601-49440-321- 100-43110-321- 100-45210-321-	Water Utilities - Administration and General Water Utilities - Administration and General Highways, Streets & Roadways Parks	\$18.75 \$18.75 \$18.75 \$18.75

Date Range : 6/9/2025 To 6/9/2025

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
06/09/2025	Matthew Engebretson	St, Pk, reimbursed cell phone	25276	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
06/09/2025	Elan Financial Services	GG, Event, Streets, supples and programs	25277	\$502.65			
					100-41010-210-	GENERAL GOVERNMENT	\$75.15
					100-45110-210-	EVENT CENTER	\$304.32
					100-43110-210-	Highways, Streets & Roadways	\$123.18
06/09/2025	Flow Measurement and Control	WW, Certification Closed Pipe Flow Meter	25278	\$782.00			
					602-49490-400-	Sewer Utilities - Administration and General	\$782.00
06/09/2025	Frazee-Vergas Forum	Gg, publications Event, wedding guide	25279	\$504.68			
					100-41010-210-	GENERAL GOVERNMENT	\$449.68
					100-45110-340-	EVENT CENTER	\$55.00
06/09/2025	Gopher State One Call	Wtr, Swr, One Calls	25280	\$14.85			
					602-49490-210-	Sewer Utilities - Administration and General	\$7.43
					601-49440-210-	Water Utilities - Administration and General	\$7.42
06/09/2025	Great Plains Natural Gas Company	City Shop, Event Center utility	25281	\$156.86			
					100-43010-380-	City Shop	\$56.86
					100-45110-380-	EVENT CENTER	\$100.00
06/09/2025	Hawkins, Inc	Wtr, 2025 chemicals Inv 7080462	25282	\$208.90			
					601-49440-218-	Water Utilities - Administration and General	\$208.90
06/09/2025	JH Signs & Designs, Inc	GG, Golf Cart Permits 2025	25283	\$35.00			
					100-43128-210-	YARD WASTE	\$35.00
06/09/2025	Tammy Kinsella	LS & Event, Road Trip Ad	25284	\$385.00			

Date Range : 6/9/2025 To 6/9/2025

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-45110-340-	EVENT CENTER	\$192.50
					609-49751-340-	Liquor Store - Manager - Off-Sale	\$192.50
06/09/2025	Lakes Community Cooperative	Street, operating fuel	25285	\$105.36			
					100-43110-210-	Highways, Streets & Roadways	\$105.36
06/09/2025	Julie Lammers	Clerk, reimbursed cell phone & Mileage	25286	\$86.90			
					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	\$11.90
06/09/2025	MCFOA Region 1	Clerks, meeting	25287	\$20.00			
					100-41010-300-	GENERAL GOVERNMENT	\$20.00
06/09/2025	Minnesota Life Insurance Company	Employee Life Ins, EmployeeLife Ins. 2025	25288	\$67.30			
					100-41405-131-	Clerk	\$3.00
					100-43110-131-	Highways, Streets & Roadways	\$3.00
					100-43110-999-	Highways, Streets & Roadways	\$20.50
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$31.80
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$6.00
					100-45210-131-	Parks	\$3.00
06/09/2025	MINNESOTA DEPARTMENT OF HEALTH	Water, connection fee	25289	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
06/09/2025	North Central Inc	Park, black dirt Inv 16614	25290	\$308.00			
					100-45210-210-	Parks	\$308.00
06/09/2025	Olson Oil Co.	Park & St, 2025 operating supplies	25291	\$352.68			
					100-43110-210-	Highways, Streets & Roadways	\$314.98

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<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>
					100-45210-210-	Parks	\$37.70
06/09/2025	Otter Tail Power Company	All depts, utility	25292	\$1,800.44			
					602-49490-380-	Sewer Utilities - Administration and General	\$252.88
					100-43160-380-	Street Lighting	\$592.46
					100-45110-380-	EVENT CENTER	\$203.13
					100-45210-380-	Parks	\$87.34
					601-49440-380-	Water Utilities - Administration and General	\$530.45
					100-41010-380-	GENERAL GOVERNMENT	\$52.15
					100-43010-380-	City Shop	\$82.03
06/09/2025	Perham Printing	All Depts, envelopes	25293	\$360.95			
					601-49440-200-	Water Utilities - Administration and General	\$180.48
					602-49490-200-	Sewer Utilities - Administration and General	\$180.47
06/09/2025	Paulnet Goup, LLC	GG, LS, update internet access	25294	\$529.98			
					100-41010-300-	GENERAL GOVERNMENT	\$264.99
					609-49751-300-	Liquor Store - Manager - Off-Sale	\$264.99
06/09/2025	RMB Environmental Laboratories, Inc	Water, 2025 Chemicals	25295	\$290.52			
					602-49490-218-	Sewer Utilities - Administration and General	\$290.52
06/09/2025	Kyle Theisen	LS, Cell Phone Reimbursement	25296	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
06/09/2025	UtilityLogic	Water/Sewer, locator and bag	25297	\$1,220.00			
					601-49440-210-	Water Utilities - Administration and General	\$610.00
					602-49490-210-	Sewer Utilities - Administration and General	\$610.00

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06/09/2025	Verizon	GG & Event, 2025 internet and cell phone	25298	\$88.33			
					100-45110-321-	EVENT CENTER	\$48.32
					100-41010-321-	GENERAL GOVERNMENT	\$40.01
06/09/2025	Vestis	Event, rugs Inv 2520586725, 2520594156	25299	\$254.56			
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$254.56
06/09/2025	Vergas Hardware	All Depts, supplies	25300	\$168.35			
					100-45210-210-	Parks	\$84.91
					100-43010-210-	City Shop	\$42.99
					601-49440-210-	Water Utilities - Administration and General	\$15.99
					100-43110-210-	Highways, Streets & Roadways	\$24.46
06/09/2025	Widseth	Engineering; Inv 238227 Parking lot project	25301	\$2,000.00			
					100-43110-303-	Highways, Streets & Roadways	\$2,000.00
Total For Selected Claims				\$15,564.01			\$15,564.01

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	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 Liquor Store Checks Paid in May 2025

Vendor	Description	Total
Artisan Beer Company		\$238.45
Arvig Communications	Security and Internet	\$645.79
Bergseth Bros		33,092.63
Beverage Wholesalers		6,921.05
Blue Cross Blue Shield of MN	Employee Health Insurance	1,974.13
Breakthru Beverage MN Wine and Spirits		2,863.67
Bucks Mill Brewing		72.00
City of Vergas	Water/Sewer	64.44
City of Vergas	Payroll	5,088.46
Colonial Life	Employee reimbursed Insurance	124.12
Corporate Tech	Technology	39.60
D-S Beverage		12,488.91
Elan Financial Services	Supplies	542.86
Great Plains Nat Gas	Utility	45.03
Internal Revenue Service	Withholding Tax	1,952.81
Johnson Brothers Liquor Co		7,684.98
Merchant Services	Credit Card Fees	569.10
MN Dept. of Revenue	Sales Tax	5,083.00
MN Dept. Revenue	Withholding Tax	278.03
Vergas Liquor Store	Advertising, gift card	25.00
Otter Tail County Treasurer	LS, property taxes	660.00
Otter Tail Power Company	Utility	314.23
Phillips Wine & Spirits		2,213.92
Public Employees Retirement Assoc.	Payroll	\$1,943.39
Southern Wine & Spirits of MN		4,846.08
Steve's Sanitation	1 year garbage pickup	\$577.01
Theisen, Kyle	Reimbursed Cell phone	25.00
Vergas Fire & Rescue	Advertising, Calendar	225.00
Vergas Hardware	Supplies	13.99
Vergas State Bank	HSA Contributions	461.00
Vestis	Rugs	\$283.76
Viking Coca-Cola Bottling Co		558.20
	Total	<u>91,915.64</u>
Kyle was unable to finish report.	May Receipts	<u>0.00</u>
May Balance		<u>(\$91,915.64)</u>
	January-April Operating Income (Loss)	<u>(\$58,873.52)</u>
2024 Total Operating Income (Loss)		<u>(\$150,789.16)</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	211	Lemon, Brandon	Active	82000990110000	213 W Main St	94	47.05	262.97	0.00	02/07/2025	640.00	88707196	WATER	No
2	0	7701	Estate, BJ's Real	Active	82000990046000	130 E Elm St	94	90.62	463.55	0.00	03/18/2025	400.00	88917785	WATER	No
2	0	361	Ueke, Rhonda	Active	82000990141000	371 S Pelican Ave	121	177.90	573.83	0.00	01/30/2025	289.33	88707173	WATER	No
2	0	405	Hodnefield, Patrick	Active	82000990146001	441 S Pelican Ave	121	165.05	511.41	0.00	01/14/2025	164.86	88917788	WATER	No
2	0	910	Lankow, Benjamin	Active	82000990170000	339 E Frazee Ave	121	145.48	460.34	0.00	01/09/2025	388.74	89621694	WATER	No
Total							Count: 5	626.10	2,272.10						

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	3,500.00	115,659.77	517.38	148,574.35	0.75%	MMDA
Street Debt Fund	325657	201,559.92	0.00	0.00	642.05	201,818.80	0.75%	MMDA
Liquor Store Fund	325657	135,000.00	0.00	0.00	439.31	135,439.31	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		<u>816,309.21</u>	<u>3,500.00</u>	<u>115,659.77</u>	<u>1,598.74</u>	<u>937,067.72</u>		

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				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%	24.95	500.00	0.00	8,657.12
Easements	5,258.92	1.08%	15.94	0.00	0.00	5,274.86
Event Center	966.67	0.20%	2.55	0.00	0.00	969.22
Event Center Electronic Sign	10,103.96	2.08%	30.63	0.00	0.00	10,134.59
General	14,632.42	3.01%	57.45	0.00	0.00	14,689.87
Park	35,849.15	7.37%	95.60	0.00	0.00	35,944.75
Sand Seal (Seal Coating)	13,098.34	2.69%	39.69	0.00	0.00	13,138.03
Sidewalk	15,037.80	3.09%	46.49	1,500.00	0.00	16,584.29
Street Improvements/Equipment	41,830.28	8.60%	127.61	0.00	0.00	41,957.89
Yard Waste	0.00	0.31%	2.84	1,500.00	0.00	1,502.84
Liquor Store	135,000.00	27.77%	439.31	0.00	0.00	135,439.31
2019 Street Project	201,559.92	41.46%	642.05	0.00	0.00	202,201.97
Balance	597,055.81	99.34%	\$1,598.74	\$3,500.00	\$115,659.77	486,494.74 ***

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

Current Committed Total 148,853.46

Vergas Community Energy and Resilience Advisory Board

I. Purpose

The purpose of the advisory board is to assist in creating and advancing the Energy and Resilience Plan, and to provide recommendations on policies and initiatives.

II. Objectives

1. Assist in creating and advancing the Energy and Resilience Plan.
2. Provide recommendations on policies and initiatives.
3. Engage the community through education and outreach.
4. Monitor progress and adapt strategies as needed.

III. Membership

- The Board shall consist of five members, with three members from the resident population of the city to be appointed by the Mayor with the approval of the City Council. The appointees shall be appointed to serve staggered terms of three years, except as noted below, commencing on January 1 of the year of appointment. Upon the expiration of a term, the appointee shall continue in office until reappointed or a successor is appointed. Absences from any three meetings in a year, unless excused in advance by the Chair, constitute a vacancy. In the event of any vacancy, the Mayor, with the approval of the City Council, shall appoint a person to complete the unexpired term.

IV. Meetings & Structure

- (1) At the first regular meeting, the Board shall elect a Chairperson, a Vice-Chairperson, and a Secretary from among its appointed members, each for a term of one year. The Board may create and fill other offices as it may determine.
- (2) The Board shall hold a meeting at the call of the Chair. Special meetings may be called at any time by the Chairperson or, in the Chairperson's absence, by the Vice-Chairperson.
- (3) Written minutes of meetings shall be kept and filed with the City Clerk before the next regularly scheduled City Council meeting, but shall be subject to approval at the next Board meeting.
- (4) No expenditures by the Board shall be made unless and until authorized for the purpose by the City Council.

V. Responsibilities

The Board will consult with the City Council and the Planning Commission and shall be advisory to the City Council in matters relating to climate action planning. The Board may meet with various groups to discuss issues related to climate activities. The Board will provide periodic updates to the City Council.

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Tuesday, May 27, 2025

The City of Vergas Event Center Advisory Committee was called to order by James Stenger on Tuesday, May 27, 2025, at 5:30 pm with the following members present: James Stenger, Deb Jacoby, Vanessa Perry, Robert Jacoby, and Julie Lammers. Absent: None.

Approval of the Agenda

Agenda approved as presented.

Minutes

Motion by R. Jacoby, seconded by Perry, to approve the minutes for March 25, 2025. Motion carried unanimously.

Status of Recommendations to City Council

No items presented to the council.

Income and Expense

Lammers reviewed the expense report provided for 2025.

Rental

Free and Reduced Rental Form

Lammers reviewed the form, and the Council approved it in November of 2022. Stenger questioned why having alcohol at an event reduces your chances of getting a reduced rate. Discussed the process and the need to update the form. Members will review, and the committee will discuss it again next month.

Schedule of events

The Deputy Clerk will provide next month.

Jesus Little Lambs Rental Review and Mary Ditterich Review

Lammers expressed appreciation for letters from both Dwight Lundgren, Jesus Little Lambs, and Mary Ditterich for their comments. Discussed the two main concerns in both letters, the stove top and wiring. Both groups were aware that the stove top had only two burners and were instructed to review the information before their events. The committee is looking at replacing or adding another stovetop. Wiring is a concern because the equipment being used by the renters is drawing too much current for our building. Lammers will send thank-you letters to both groups, letting them know we are considering their comments. Lammers explained that once we have solar at the event center, we will have another panel, which should help increase our current. Perry asked Lammers to determine the cost of adding a panel at this time. Lammers stated she would check with Zitzow Electric. Discussed cleaning the kitchen after the renters. Currently, there is no checklist letting renters know what is expected; a list needs to be generated. The committee asked Lammers to contact Frazee and see if they had a list. The Deputy Clerk will provide a list for the committee to review in June. Jacoby discussed a kitchen they recently viewed in another location, and it would be great to have a pantry for more space in the kitchen. Discussed different ideas for remodeling the maintenance room, but no feasible solution was provided.

Building Review

Kitchen

Window/Door Closure

Reviewed kitchen window/door closure. Perry has contacted Overhead Door, and they will get us a quote.

Coffee Pot

Utilities Superintendent Mike DuFrane has reset the coffee maker and replaced the switch. The committee agreed that the coffee maker is not in the best location as it takes up valuable counter space, but there is no alternative location available.

Stove Top

Reviewed replacing. Lammers will provide a quote from Culinox to D. Jacoby, who will present it to the Lions for consideration of purchasing.

Sink Backsplash

The backsplash tiles are falling off behind the sink/dishwasher area. The committee asked Lammers to have maintenance employees get a replacement quote.

Projector

Stenger will look into options to replace. Stenger reviewed the sound system and will work with Lammers to replace old cables.

The " Committee "To-Do List was discussed. Committee members will continue to identify items at the center that require attention. Currently, the maintenance staff is considering placing the microphone on the ceiling and relocating the camera.

Adjournment

Motion by R. Jacoby, seconded by Perry, to adjourn the meeting at 6:30 pm. The motion passed unanimously.

Respectfully submitted,

Julie Lammers, CMC
Recording Secretary

Council Recommendations

None.

Follow-up Actions

Perry will look into and provide information on window/door closures.

Stenger will look into options to replace the projector.

Lammers will write thank-you notes.

Lammers will contact Zitzow about the electrical panel.

Lammers will send a bid for the stove to D. Jacoby.

Lammers has city maintenance employees priced out to replace the backsplash behind the dishwasher sink area.

The Deputy Clerk provides a list of scheduled events.

The Deputy Clerk provides a checklist for renters.

City of Vergas Planning Commission Minutes
Monday, April 28, 2025
6:00 pm
Government Services Building and Zoom

The City of Vergas Planning Commission held two public hearings on Monday, April 28, 2025, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, Jim Courneya, Shane Hasse and Rebecca Hasse. Absent: None. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; citizens: James Stenger, Dwight Lundgren and Duane Ditterich.

Public Hearing regarding a variance for the placement of a structure at 116 Park View Drive.
Chairman Ohman opened the public hearing at 6:00 pm
Lammers explained the project. There were no public comments.
Ohman closed the hearing at 6:02 pm.

Public Hearing regarding a variance for the placement and height of a fence at 1210 E Frazee Ave
Chairman Ohman opened the public hearing at 6:02 pm
Albright explained the project. Hedge with buckhorn plantains will be removed and replaced with a 6-foot fence 6 inches from the right-of-way line. The county setback is 20 feet, which is impossible on this property. Dwight Lundgren commented that the planning commission is issuing a lot of variances recently, and they want to review the ordinances.
Ohman closed the hearing at 6:04 pm.

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, April 28, 2025, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, Jim Courneya, Shane Hasse and Rebecca Hasse. Absent: None. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; citizens: James Stenger, Dwight Lundgren and Duane Ditterich.

Call to Order

Chairman Ohman called the meeting to order at 6:05 pm.

Agenda Additions and Deletions

Motion by Albright, seconded by R. Hasse, to approve the agenda with the following additions: variance for fence, variance for shed location and city property located on both sides of municipal building at 111 Main St. Motion passed unanimously.

Minutes

Motion by Ohman, seconded by Albright, to approve minutes for March 24, 2025. Motion passed unanimously.

Status of Council Recommendations

No items were presented to the city council for recommendations.

Construction Permits.

Permits to be approved.

Construction

Motion by Courneya, seconded by S. Hasse, to approve the removal of the existing addition and replace it with a new one at 125 1st Avenue. Motion passed unanimously.

Motion by Albright, seconded by Courneya, to approve the permit for a new home at 210 Eva Street. Motion passed unanimously.

Motion by Ohman, seconded by R. Hasse, to approve the doors, windows, skirting on deck, and driveway permit for 316 E Frazee Avenue. Motion passed unanimously.

Motion by R. Hasse, seconded by Courneya, to approve the doors and deck permit for 110 W Elm Street. Motion passed unanimously.

Motion by Courneya, seconded by Albright, to approve enclosing the existing level permit for 131 1st Avenue. Motion passed unanimously.

Motion by Albright, seconded by R. Hasse, to approve permit for a new home at 230 Eva Street Motion passed unanimously.

Motion by Albright, seconded by R. Hasse, to approve permit for a new home and garage at 411 Diane Avenue. Motion passed unanimously.

Grade and Fill

Motion by Ohman, seconded by R. Hasse, to approve Class 5 graveled driveway at 316 E Frazee. Avenue. Motion passed unanimously.

New Business

Lammers reviewed properties in violation of the Local Government Units (LGU). Discussed allowing Otter Tail County to administer LGU. Motion by R. Hasse, seconded by Ohman, to recommend to the Council to pass a resolution making the Vergas LGU administration Otter Tail County. Motion passed unanimously.

Motion by Albright, seconded by Ohman to schedule a public hearing on Interim Use Permit for gravel pit on Monday, May 19th at 6 pm. Motion passed unanimously. Commissioners asked Lammers to contact Widseth regarding the gravel pit report and see if it would be available on the 19th.

Motion by Albright, seconded by Courneya to move the May planning commission meeting to Monday, May 19 immediately following the public hearing due to Memorial Day being on our current meeting date. Motion passed unanimously.

Variance for Shed

Motion by Albright, seconded by Courneya to grant a variance to 116 Park View Drive for shed to be placed 1-2 feet from property line with signature of neighboring property owner not having concerns with shed placement. Motion passed unanimously.

Variance for Fence

Motion by Ohman, seconded by Courneya to allow 6-foot fence placed 6 inches from right-a-way line as allowed by city ordinance but not by county ordinance. Voting yes; S. Hasse, R. Hasse, Courneya and Ohman. Voting No: none. Abstain: Albright. Motion carried.

City Property on both sides of Municipal Building (111 Main St)

Discussed the green turtle (child) sign located on city property at 111 Main Street. Ditterich explained the need for traffic to slow down as the door on Altona Square used for the grocery store has almost been hit many times. Lammers explained the city attorney has stated the sign can be there with city permission and with a sign permit. DuFrane stated they may want to consider moving his door, as a lot of traffic drives between the grocery store and the liquor store. Commissioners asked Ditterich to get a sign permit. Motion by R. Hasse and seconded by Courneya to waive the sign permit fee of \$30.00. Motion passed unanimously. Lundgren reviewed the city property on both sides of the liquor store building and stated he had three offers to purchase. (The City Office has never received an offer.) Commissioners agreed this is an Economic Development item, and Lammers can let them know the planning commission has been discussed with no major concerns by the planning commission members.

Old Business

Nuisance Properties

Commissioners discussed multiple properties. Motion by Albright, seconded by S. Hasse, to have Lammers send letters to the attached list of nuisance properties. Motion passed unanimously.

Adjournment

Motion by Courneya, seconded by S. Hasse, to adjourn at 7:25 pm. Motion passed unanimously.

Secretary,

Julie Lammers, CMC

Vergas City Clerk-Treasurer

Council Recommendations:

Approve resolution for County to be the Vergas Local Government Unit (LGU).

Planning Commission
2025 Nuisance Letters

Parcel Number	Owner	Rentor	Address	Mailing Address	City	State	Zip	Reason for Letter	DATE Planning Commission requested	Date Letter Sent	Responses	DATE Planning Commission removed	Date Second Letter Sent
82000500009000	Michelle Vana	The Homestead Inn	606 E Frazee Ave		Vergas	Mn	56587	Debris in yard, Unlicensed vehicles	4/28/2025	4/24/2025	Stated everything is cleaned up and he his selling vehicles		
82000500009002	Michelle Vana	Estate of Otto Wenzel	600 E Frazee Ave		Vergas	Mn	56587	Debris in yard, Unlicensed vehicles	4/28/2025	4/25/2025	Stated everything is cleaned up and he his selling vehicles		67
82000500016000	Terry Engel		491 Town Line Rd S	31172 Acorn Lake RD	Frazee	MN	56544	2 buildings falling down The machine shed and the dairy barn are falling down	4/28/2025	4/26/2025	Coming to meeting		of
82000500020000	James Sandau		1001 Town Line Road		Vergas	MN	56591		4/28/2025	4/27/2025	Coming to meeting		Page 26
82000990045000	Joyce Penney	PO Box 161	120 E Elm St		Vergas	MN	56592	Shed with broken windows, debris	4/28/2025	4/28/2025	Does not feel she has debris and no broken windows		
82000990046000	Bj's Real Estate	James & Pam Bracken	130 E Elm St	3200 11th St S Unit 113	Fargo	ND	58104	Debris in yard, Unlicensed vehicles	4/28/2025	4/29/2025			
82000990070001	Dean Haarstick		160 S 1st Ave	PO Box 160	Vergas	MN	56589	Debris in backyard	4/28/2025	4/30/2025			
82000990077000	Pam Franklin		260 1st Ave S	PO box 205	Vergas	Mn	56587	Debris in yard	4/28/2025	5/1/2025			
82000990110000	Brandon Lemon	PO Box 62	213 Main St W		Vergas	MN	56589	Debris in yard, screen door	4/28/2025	5/2/2025			
82000990114000	Dillion Oien & Jenny Collins		260 W Linden St		Vergas	MN	56587	Debris	4/28/2025	5/3/2025			
82000990120000	Clifford Moe		101 E Mill Street	PO Box 242	Vergas	MN	56587	Dog Feces, debris in yard	4/28/2025	5/4/2025			
82000990124001	Merel Kvam		341 Unit Ave		Vergas	MN	56593	Safety hazard, garage falling down	4/28/2025	5/5/2025	Removing building - 30 days		

Planning Commission
2025 Nuisance Letters

<u>Parcel Number</u>	<u>Owner</u>	<u>Rentor</u>	<u>Address</u>	<u>Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Reason for Letter</u>	<u>DATE Planning Commission requested</u>	<u>Date Letter Sent</u>	<u>Responses</u>	<u>DATE Planning Commission removed</u>	<u>Date Second Letter Sent</u>
82000990127000	Tony Licence		350 S Pelican Ave	PO Box 82	Vergas	MN	56588	Debris in yard	4/28/2025	5/6/2025			
82000990130000	Danial Hoard		390 S Pelican Ave		Vergas	Mn	56587	Debris in yard, Unlicensed vehicles	4/28/2025	5/7/2025	Stated everthing is cleaned up and vehicles licensed		
82000990170000	Benjamin Lankow		339 E Frazee Ave		Vergas	MN	56590	Debris in yard, brush pile, roof	4/28/2025	5/9/2025	Getting a contractor to repair roof - 30 days		69

City of Vergas Planning Commission Minutes
Monday, May 19, 2025
6:00 pm
Government Services Building and Zoom

The City of Vergas Planning Commission held a public hearing on Monday, May 19, 2025, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, Jim Courneya, and Shane Hasse. Absent: Rebecca Hasse. Also present: Clerk-Treasurer Julie Lammers; citizens: Dwight Lundgren, Terry Engel, Rosemary Sandau, and Mark Sand and Gravel employees Jeff Hattlewick, Brianne Balcer, and Brandon Brusven.

Public Hearing regarding an interim use permit for a gravel pit.

Chairman Ohman opened the public hearing at 6:00 pm

The committee and attendees made introductions.

Albright reviewed the permitting process.

Jeff Hattlewick, Vice President of Mark Sand and Gravel, reviewed activity at the plant. The crusher has already been at the plant and will only return if they secure jobs in the area.

Rosemary Sandau inquired about the hours of operation, which are 7:00 am to 7:00 pm.

Ohman closed the hearing at 6:07 pm.

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, May 19, 2025, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, Jim Courneya, and Shane Hasse. Absent: Rebecca Hasse. Also present: Clerk-Treasurer Julie Lammers; citizens: Dwight Lundgren, Terry Engel, Rosemary Sandau, and Mark Sand and Gravel employees Jeff Hattlewick, Brianne Balcer, and Brandon Brusven.

Call to Order

Chairman Ohman called the meeting to order at 6:08 pm.

Agenda Additions and Deletions

Motion by Albright, seconded by Ohman, to approve the agenda as with the addition of a parcel lot change. The motion passed unanimously.

Minutes

Motion by Albright, seconded by Courneya, to approve minutes for April 28, 2025. The motion passed unanimously.

Status of Council Recommendations

Albright stated that both C-2 zoning and Mn Wetland Conservation Ave – the Council approved Local Government Units.

Construction Permits.

Active Construction permits

Albright and Courneya will review active permits for next month's meeting.

Approved by Clerk-Treasurer

Windows at 401 Pelican Avenue

Permits to be approved.

Construction

Motion by Ohman, seconded by Hasse, to approve the 10x18 shed permit for 511 Glenn Street. The motion passed unanimously.

Motion by Ohman, seconded by Hasse, to approve permit for driveway replacement at 500 South Pelican Avenue. The motion passed unanimously.

Grade and Fill

Motion by Albright, seconded by Courneya, to approve grade and fill permits for 465 Oak Circle, 461 S Pelican Avenue, and 409 Diane Avenue, doubling the permit fee for Diane Avenue as they began working before the permit was issued. The Motion passed unanimously.

No permit has been applied for the grocery store sign discussed at last month's meeting. Ohman stated he would go and speak with Dittrich regarding permit.

New Business

Parcel Lot Split

Josh Hanson has requested a lot split on parcel 82000990312000. This would involve removing 40 feet of property from parcel 82000990312000 and adding it to parcel 8200099031300. Motion by Albright, seconded by Ohman, to approve the lot change. The motion passed unanimously.

Old Business

Interim Use Permit

The planning commission discussed the annual engineering report, which is still pending, and noted that the pit's reclamation progress continues with waste material being stacked against the south bank. The commission agreed to review the interim use permit at their June meeting after receiving the engineering report. Motion by Albright, seconded by Ohman, to give Mark Sand and Gravel a 30-day extension on the current permit. Harrlewick stated Mark Sand and Gravel would agree to the extension and allow the planning commission to review the permit at the June meeting. The motion passed unanimously.

Nuisance Properties

The commission reviewed the nuisance properties from last month's spreadsheet. Rosemary Sandau discussed the deteriorating state of her property and the challenges she faces in addressing code violations. She expressed frustration with the timing and wording of a recent letter from the commission, which she felt was threatening. Sandau explained her plans to demolish two buildings in June or July, with a contractor who will dispose of the wood by burning and burying it, as well as the asphalt shingles separately. She sought clarification on the necessary permits for this process. She was advised that while she could bury multiple buildings once, she should consult with the appropriate authorities to ensure compliance with regulations. The meeting discussed the necessary permits for demolishing buildings on Terry Engels' farm. It was determined that Engle needs to contact the county planning and zoning office for answers about required permits. The group decided to allow Lammers to approve the construction permit pending confirmation from the county and without any major concerns. They also discussed the need for a burning permit, which Julie can obtain from the city after getting approval from the DNR.

The meeting focused on addressing concerns about a letter sent to property owners regarding ordinance violations, with the guest expressing understanding but suggesting a more collaborative approach in the future. The group discussed staffing challenges in the office, with a new hire starting in June, and agreed to review the letter's tone and consider alternative methods for addressing similar issues. They also discussed the need to maintain the community's appearance while balancing the realities of living in a small town, and agreed to investigate the historical status of the property in question.

The meeting focused on property maintenance issues and cleanup efforts. Frank Vannah reported that he had cleaned up his property and was selling vehicles, with some items licensed and placed by the road. The group discussed sending a second letter to Joyce regarding her property maintenance concerns, as the first letter had not resulted in improvements.

They also considered the condition of Pam Franklin's property and decided to leave it on the inspection list for the next month. The conversation concluded with a brief discussion about a 30-day notice request from a resident who was awaiting assistance with their move.

Albright and Courneya will inspect properties for the June meeting, except for 130 E Elm St. Motion by Albright, seconded by Ohman, to send a certified letter to 130 E Elm Street. The motion passed unanimously.

Adjournment

Motion by Courneya, seconded by Hasse, to adjourn at 7:10 pm. The motion passed unanimously.

Secretary,
Julie Lammers, CMC
Vergas City Clerk-Treasurer

Council Recommendations: None.

DRAFT

2025 City of Vergas Portfolio's/Councils/Committees/Boards			
	Council Appointment	Staff Appointment	Citizen Appointments (as applicable)
Acting Mayor	James Stenger	Julie Lammers	
Weed Inspector	Dwight Lundgren	Mike DuFrane	
Ongoing inspection during the months of May-October			
Budget	Dwight Lundgren James Stenger	Julie Lammers	
Annual meeting in July to establish annual budget for City Council review at September meeting			
Liquor Store/Municipal Building/License	James Stenger Dean Haarstick	Julie Lammers Kyle Theisen	
Bi-annual meeting for Liquor Store to review beginning and end of year budget License meeting when proposing fee changes or new license Municipal Building meets at call of the Utility Superintendent &/or City Clerk to discuss municipal buildings and required action needs.			
Streets/Sidewalks Yard Waste	Bruce Albright Paul Pinke	Mike DuFrane	
As needed to address issues requiring action			
Water & Sewer	Dwight Lundgren Dean Haarstick	Mike DuFrane	
Meet annually for budget review and development in November. Other meetings as needed to address issues requiring action			
Emergency Management Safety	Dwight Lundgren	Julie Lammers Mike DuFrane	Fire Chief: Jeff Zitzow Rescue: Byron Zitzow
Annual EM review and exercise/training Safety Training oversight and meet as needed to address safety issues requiring action			
Personnel	Dwight Lundgren James Stenger	Julie Lammers	
Annual evaluation meeting, new hires, probation reviews and as needed to address issues			
Event Center Advisory Board (3 year term with unlimited terms)	James Stenger	Sarah Stone	Vanessa Perry (2020-2022/2023-2025) Deb Jacoby (2024-2026) Robert Jacoby (2023-2025)
Monthly meeting or at the call of the Chair			
			• Jim Courneya (2024-2026)

Planning (2 year term. 3 term limit)	Bruce Albright	Julie Lammers	<ul style="list-style-type: none"> Alex Ohman(2024-2025) Shane Hasse (2023-2024) Rebecca Hasse (2023-2024)
Meets 10 months of the year (No meeting July or Dec)			
EDA/HRA (6 year term- 3 term limit)	Bruce Albright	Julie Lammers	Paul Sonnenberg- thru 2027 Kevin Zitzow- thru 2028 Joy Summers-thru 2025 Duane Ditterich-thru 2026
Monthly			
Fire Board	Dwight Lundgren	N/A	Fire Chief Candor, Dora, Hobart Township
3 meetings annually- budget, audit, and annual meeting			
Park Advisory Board (Park & Recreation) (3year term- unlimited terms)	Dean Haarstick	Sarah Stone Mike DuFrane	Sherri Hanson (2020-2022/2023-2025) Chuck Hanson (2024-2026) Steph Hogan (2021-2023/2024-2026) Maggie Puetz(2023/2024-2025) Tony Sailer (2022-2024/2024-2026)
Meets monthly or at the call of the Chair			
Energy & Resilience Advisory Committee	Bruce Albright	Julie Lammers	Julie Bruhn, Karie Trupka, Diane Hanson, Alex Ohman, Virginia Satrom, Luca Moser
Meetings at call of the Chair.			

1. The City Council reviews recorded minutes
2. Minutes contain recommendations to the council. Be clear and specific in terms of background of the issue, aspects reviewed and recommended action(s).
3. Minutes must contain when the meeting is held, where the meeting was held, who was present/absent at the meeting, recommendations, and who was the recorder of the minutes.
4. Appointed Council Members to Councils/Committees/Boards are responsible for facilitating communication with the City Council.
5. Appointed Council members are responsible for attending Councils, Committees, and Boards. If you are unable to attend the meeting. Contact the city office, and an alternate council member will be asked to attend that meeting.

CITY OF VERGAS
Park Board Advisory Board Minutes
Vergas Event Center & Zoom Teleconference
3:00 P.M. on Thursday, May 22nd, 2025

Call to Order

The City of Vergas Park Advisory Board was called to order by Sherri Hanson on Thursday, May 22, 2025, at 3:00 pm with the following members present: Sherri Hanson, Tony Sailer, Steph Hogan, and Dean Haarstick. Absent: Chuck Hanson and Maggie Puetz. Also present: Utilities Superintendent Mike DuFrane, City Clerk-Treasurer Julie Lammers; and citizens Tim Gagner, Mellony Ringsted, and Shannon Charpentier.

Additions and Deletions of the Agenda

Motion by Hanson, seconded by Hogan, to approve the agenda with the following additions: Vergas Lions, Swimming Lessons, Ski Team, and bocce courts.

Minutes

Motion by Hogan, seconded by Haarstick, to approve the minutes for April 24, 2025. Motion carried unanimously.

Status of Recommendations to City Council

None.

Pickleball

An average of 19 players a day played between May 16 and April 13, 2024. Courts wintered well. They are working on communication; the top priorities are the website and shade. Tuesday nights are ladies' night.

Baseball Committee

The baseball committee is working on baseball field nominations until June 1, 2025. They will hold a dedication this summer. They are considering dedication during the Looney Days Old Timers Game on Wednesday, July 30, 2025.

City Worker Update

DuFrane reported on the following:

Due to the increased workload of city employees, the docks will not be installed until after Memorial Day. The committee stated that if employees do not have time to install docks, we may want to consider hiring someone to do so in the future.

DuFrane will be adding five more pin extensions for the boardwalk as they are dropping below the water level.

Discussed flowers by the boardwalk, a City employee mowed over – may want to look at replacing them.

The tree dedicated to Pat Prunty needs to be removed, and we will not replace it at this time.

Other Business

Vergas Lions

Tim Gagner, a Vergas Lions Member, discussed updating the picnic shelters on behalf of the Lions. Both the shelters at Loon Park and the Event Center require signage updates, painting, ceiling repairs, and soffit replacements. The City would appreciate it if the Lions would paint the walkway ramp when painting the shelter. No permits are required when working on city property, and the park board has given its approval to update the shelters.

Bocce Court

Mellony Ringsted requested the city add Bocce courts to our community. The community could have leagues with 2 teams, each consisting of 4 people. The courts can be gravel or grass. Would need two maintenance-free courts to begin with. Costs is \$50 to \$150 per set. The committee encouraged Ringsted to move forward with forming a committee and providing a location and cost at a future park board meeting.

Ski Team

Hanson updated the committee on the ski team. Practices will be Tuesdays and Fridays with performances on June 20, July 5, 18th and August 2 in 2025.

Vergas Swimming Lessons

The committee inquired about when the swimming lessons would be held. The Vergas Community Club donated to keep the fee low. Lammers stated she would email members as soon as she was aware of the dates.

Next Meeting Date/Time

June 26, 2025, at 3:00 pm.

Adjournment

Motion by Hogan, seconded by Sailer, to adjourn at 3:50 pm. Motion carried unanimously.

Julie Lammers
Clerk-Treasurer
City of Vergas

Council Recommendations

None.

Follow-up Actions

Board members bring ideas for a potential mission statement.

Board Members decide whether meetings begin monthly or as needed.

Lammers find dates for swimming lessons.

DRAFT

City Council
2025 June Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, June 9, 2025

8. Committee Reports

- A. Liquor Store, Municipal Buildings, License Committee
 - 1. Flag Pole
- B. Water/Sewer Committee
 - 1. Sewer Line Filming Policy
- C. EDA/HRA
 - 1. Membership
- D. Streets/Sidewalks/Yard Waste
 - 1. Calcium Chloride (Dust Control)
 - 2. Yard Waste Permit Update
- E. Frazee/Vergas Council
 - 1. Annual Meeting
 - 2. Trail Committee

Files Attached

- 05.27.2025 Liquor Store Municipal Building License Committee Meeting.pdf
- 05.21.2025 Water Sewer Committee.pdf
- 05.21.25 Water Sewer Meeting Diagram.pdf
- 04.02.2025 EDA.HRA Agenda Minutes.pdf
- 06.04.2025 EDA.HRA Agenda Minutes.pdf
- 05.29.2025 Street.Sidewalk.Yardwaste Committee meeting.pdf
- Dust Control Application 2025.pdf
- yard-waste-policy-.pdf
- 05.21.25 Council Minutes with Frazee(004)_.pdf

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

The Liquor Store/Municipal Building/License Committee was called to order on Tuesday, May 27, 2025, at 9:00 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, Joy Deilke of Summers Construction, and John Brehm of Zayic Concrete Inc. Absent: none.

Additions and Deletions:

None.

Municipal Building

Discussed the following items to be done beginning June 9, 2025, regarding the awning project.

Summers Construction will remove awnings.

Zitzow Electric will hardwire the sign and bore cable.

Zayic Concrete will remove benches and planters.

Zayic Concrete will remove the flag pole and install it in front of the post office (removing the current pole located in front of the post office).

City Maintenance employees will pick up, power wash, and return the benches.

Forest Edge will pick up the planters and update them.

City Maintenance will provide no parking cones for the area in front of 131 Main St E.

Zayic will place cones on the street.

Zayic will remove the steps and the grass and install a new cement sitting area.

Summers will build a new awning to cover the area.

Planters will be relocated to the bottom of the current steps leading to the emergency exit of the liquor store manager's office, and a three-sided wall will be installed around them.

Sewer Project Update

Lammers updated the committee on the sewer line replacement project, which is scheduled for completion this winter. Sonnenberg Excavating will install a new line and cap the old one, while Hanson's will attach the two bathrooms and the backroom sink to the line.

Adjournment

The meeting adjourned at 10:45 pm.

Recorded by,
Julie Lammers CMC
City Clerk-Treasurer

Council Recommendations:

Approve the flag pole in front of the municipal building to replace the flag pole in front of the post office and the government services center.

Follow Up Actions:

None.

Water Sewer Committee Meeting

The Vergas Water/Sewer Committee met at the Vergas Government Services Center on Wednesday, May 21, 2025, at 9:00 am with the following members present: Members Dean Haarstick and Dwight Lundgren; Utilities Superintendent Mike DuFrane and Clerk-Treasurer Julie Lammers; and Contractors Torey Sonnenberg and Jeff Hanson.

Call to Order

Lammers called the meeting to order at 9:00 am.

Additions and Deletions

None

Municipal Building sewer line pre-construction

Torey Sonnenberg of Sonnenberg Excavating stated that he would install a new line and abandon the current one. Jeff Hanson, Hanson's Plumbing and Heating, said he could do the inside plumbing at any time (discussed waiting until January or February), tying both bathrooms and the sink into the new line. Bathrooms will need to be closed for approximately 2 weeks. A diagram provided by Lundgren is shown in the attached file.

Lift Station

DuFrane informed the committee that he doesn't have the quotes for the lift station yet, but will be talking to Sweeny Controls today. North Dakota Sewage suggested going through Sweeny Controls. DuFrane is concerned about keeping lift station #3 (located at County Road 228 and County Road 4) running. It needs an alternating switch, four floats, and a control panel. DuFrane is unsure of the dollar amount.

2025 Projects

Sewer Projects

DuFrane stated we need to budget for replacing both lift stations #3 and #5 (located on Scharf Avenue). Discussed policy to camera city sewer lines every 10 years. We currently have a policy to jet sewer lines. The city is divided into three sections, and each section is jetted every four years. The Council is recommended to adopt a policy requiring filming of all sewer lines. Lammers and DuFrane will provide a sample policy.

Water Projects

DuFrane stated he knew of no projects for 2025.

Adjournment

The meeting was adjourned at 10:00 am.

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Recommendations to Council:

Approve the policy to film sewer lines.

Follow-up actions:

Lammers and DuFrane to write policy on filming sewer lines.

DuFrane to provide prices on repairs to Lift State #3

WIDSETH

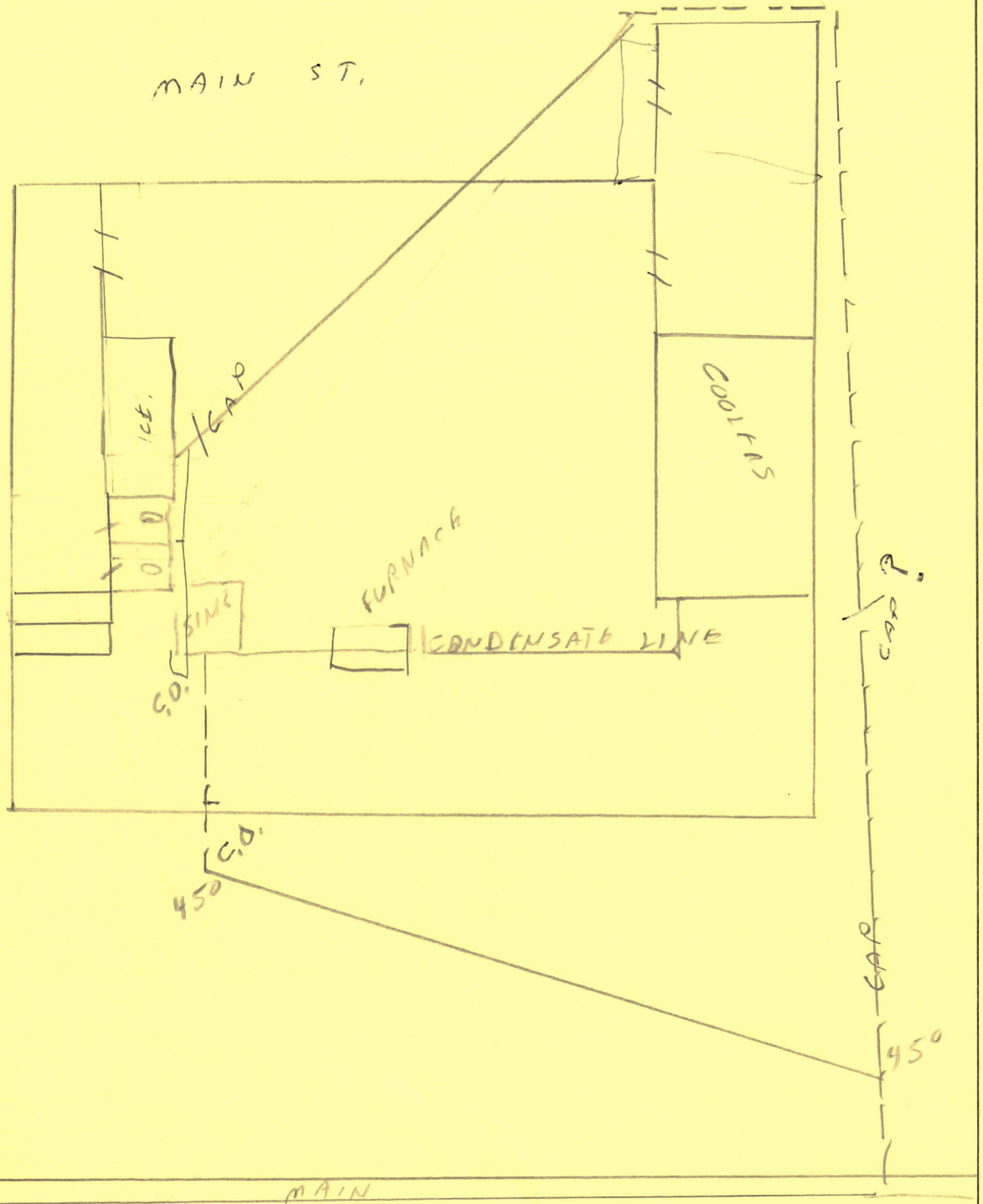
ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

Project Name: LIQUOR STORE SEWER REPAIR

Project #: HANSONS & SONNEBERG EXC.

By: _____ Date: _____

START DATE JUNE 7TH AFTER
FINISH DATE
MIKE & KYLE OVERSEE



Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, April 2, 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, April 2, 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, Kevin Zitzow, and Bruce Albright. Absent: None. Also Present: City Clerk-Treasurer Julie Lammers; CEDA Representatives Jordan Grossman and Maddison Petrick; Citizen James Stenger; and Editor Bob Williams of the Frazee-Vergas Forum.

Call to Order

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

Agenda Additions and Deletions

Approve the agenda as presented.

Status of Recommendations to City Council

The council did not act on forgiving \$16,000 in assessments for 220 Eva Street due to updated information regarding the potential inclusion of a daycare in the development.

The council approved the transfer of \$5,000 in 2025 and \$5,000 in 2026 for the CEDA employee.

Minutes

Motion by Albright, seconded by Sonnenberg, to approve the minutes of March 5. The motion passed unanimously.

Financial Update

Lammers reviewed the 2025 income and expenses.

New Business

West Central MN Small Business Development Center AI Conference Opportunity

Lammers invited everyone to the conference to be held in Moorhead.

2025 EDA/HRA Annual Meeting

1. The meeting will be held with the May meeting on May 7, 2025.
2. President Duane Ditterich will review the past year, and CEDA will discuss the new contract and how they can help businesses in Vergas. The meeting will be held at the Vergas Event Center, and Lammers will purchase cookies, coffee, and lemonade.

Old Business

CEDA Update – Jordan Grossman

- A. The board discusses two grant requests. The first, from Crossroads, is for upgrading and renovating buildings and constructing a greenhouse, with a total project cost of around \$19,000. Motion by Sonnenberg, seconded by Albright, to approve the request for the greenhouse contingent on receiving the property owner's permission. The motion passed unanimously. The second request, from Jesus Little Lambs preschool for parking lot asphalt, is determined to be ineligible as the organization is a nonprofit. The board requested clarification that nonprofits are not eligible for these grants according to their guidelines. Grossman and Petrick will provide eligibility.
- B. The EDA board discusses the CEDA contract for professional services. Jordan presents a proposal for 208 annual hours at a 20% discount for the rest of 2025, contingent on services next year. The hours will be prorated for the remaining months of 2025. Maddie, a new CEDA associate, introduces herself and will be working with the board. The board considers having CEDA handle grant fund inquiries from businesses. Bruce provides insight on the city council's perspective, noting they are hesitant to provide additional funding while the EDA has money in reserve. The board discusses the need to present concrete plans to the council for future projects to secure funding. Motion by Sonnenberg, seconded by Albright, to enter into a two-year contract with CEDA. The motion passed unanimously.

SBDC

Lammers reviewed SBDC training.

Pelican Ave

The group discusses potential land acquisitions and development opportunities in the area. They explore the possibility of purchasing property from Mark Santa Gravel, taking into account the 500-foot buffer requirement and its impact on development. Zitzow mentions another person trying to buy part of the Mark Sand and Gravel property. The group also considers the annexation of land for industrial development, weighing the pros and cons of timing. They discuss the availability of city water and sewer services in potential development areas and review the status of existing lots for development.

Adjourn

Motion by Albright, seconded by Sonnenberg to adjourn the meeting at 3:00 p.m. Motion passed unanimously.

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Council Recommendations:

None.

Follow up Actions

- Lammers to inform Jesus Little Lambs preschool that their grant application is on hold pending review of eligibility guidelines for nonprofits.
- Grossman and Petrick to review and update the EDA grant guidelines, particularly regarding eligibility of nonprofits.
- Grossman and Petrick to follow up on the church considering remodeling for daycare and assist with expediting the fire marshal inspection if possible.
- EDA board to explore annexation process for potential industrial park development on property north of the city limits.
- Sonnenberg/Albright to revisit the property to try to locate the missing survey pin.

**Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, June 4th, 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, June 4, 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 Representatives Maddison Petrick; Citizen Dwight Lundgren; and Editor Bob Williams of the Frazee-Vergas Forum.

Call to Order

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

Agenda Additions and Deletions

A motion by Albright seconded by Sonnenberg to approve the agenda with the following addition membership and a removal of the April 2nd meeting minutes. The motion passed unanimously.

Status of Recommendations to City Council

None.

Minutes

Motion by Albright, seconded by Summers, to approve the minutes of May 2nd 2025. The motion passed unanimously.

Financial Update

Lammers reviewed the 2025 income and expenses.

New Business

Municipal Building Property – 111 Main Street

The EDA/HRA discusses potential changes to city property, including offers to sell land near the liquor store. They review the contract with the post office, which requires providing nearby parking for mail pickup. Concerns are raised about losing the post office contract and the impact on neighboring businesses. Some members suggest considering the bigger picture of where multiple businesses could be located rather than focusing on a single site. Safety concerns are also mentioned regarding the current layout. The EDA/HRA discusses safety concerns regarding parking and traffic near the liquor store. They agree to start with installing speed bumps and reassess the situation later. Lammers is to put discussion on Municipal Building Committee Agenda.

Old Business

CEDA UPDATE

Grant Request

Petrick provides an update on a facade program application from Billy's Corner Bar for a major roof renovation project. Motion by Albright, seconded by Sonnenberg to approve grant request. The motion passed unanimously.

Daycare

Petrick provided an update on the daycare project. The church has decided they want to be renters for the space rather than being involved in running the daycare. Progress has been made, including meetings with the church, contact with the county, and recommendations from the fire marshal. An architecture firm will be brought in to draw up plans for fire marshal approval.

Small Business Development Center (SBDC)

Lammers reviewed SBDC training.

Membership

Motion by Summers, seconded by Albright to recommend the City Council to approve Zitzow's resignation from the EDA and Perry's addition to the EDA. The motion passed unanimously.

Adjourn

Motion by Sonnenberg, seconded by Summers to adjourn the meeting at 2:55 p.m. Motion passed unanimously.

Recorded by Rachel Nustad

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Council Recommendations:

City Council to approve Zitzow's resignation from the EDA and Perry's addition to the EDA.

Follow up Actions

- Albright to talk to Dufrane about installing speed bumps in the area between the Post Office and Liquor Store.
- Lammers to add to Municipal Building Committee Agenda the open area located on 111 Main Street.
- Municipal Building Committee to consider installing "No Parking" signs in the area between the Post Office and Liquor Store.
- Petrick to continue coordinating with churches regarding the daycare project walkthrough and plans.

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Vergas Government Services Center
May 29, 2025

A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Thursday, May 29, 2025, at 9:00 am at the Vergas Government Services Center. Present: Bruce Albright and Paul Pinke, Vergas City Council; Julie Lammers, City Clerk-Treasurer, and Blaine Green, Widseth.

Call to Order

Albright called the meeting to order at 9:00 am.

Sunset Strip

The Sunset Strip street sign was discussed. Lammers was asked to have the street department install the street sign.

Dust Control

Albright reviewed township policies. Discussed grading roads before the dust guard is applied and wind rowing the gravel inward. Motion by Pinke, seconded by Albright, to blade roads before applying the dust guard. Motion carried. A landowner form and policy will be brought to Council for approval in June.

Ally/parking lot/drainage

Green reviewed the bids and will drop off a copy of the plans to the city office. The following bids were tabulated: Sonnenberg Excavating \$154,052.55, Hough, Inc. \$203,855.00, KCI Construction LLC \$204,801.90, Central Specialties Inc. \$253,322.15, Sellin Brothers, Inc. \$262,810.00, and Mark Sand & Gravel \$292,84.00.

Questions asked:

Will there be an inspector on site?

This will be up to the Council if they would like to add Phase 3.

Will bore samples be supplied?

No, Council would need to hire another company if they would like core samples.

Who will be checking the grades?

The inspector is based on a common point.

The inspector will be keeping a journal of the project and will be in contact with Mike DuFrane, Utilities Superintendent.

The project will be completed between August 4 and the end of October.

Comprehensive Street Condition Survey

Discussed the Comprehensive Street Condition Survey and recommended updating every five years. The current study was done in 2023. Albright requested a spreadsheet with a list of roads, including their length, width, and estimated repair costs, as well as information on when they were installed and last updated. Reviewed quote for Newling. Motion by Albright, seconded by Pinke, to move money from seal coating to road maintenance and approve Newling quote for \$7,500 for crack filling. The motion carried. Albright stated that if DuFrane could get a second estimate, it would be appreciated.

Budget – goal setting

Lammers provided updated budget numbers, which the committee will review after receiving the street worksheet.

Adjournment.

Albright adjourned the meeting at 10:15 am.

Respectfully prepared and submitted by;

Julie Lammers, CMC

City Clerk-Treasurer

Section 8 Dust Control Policy

Paragraph Section 8.1 Dust Control Policy: Dust control will be applied to streets per City Councils' discretion. The Council will determine the roads to have dust control applied during the Spring Road Tour. The list will be posted on the City website. If residents would like dust control on their road which is not on the City's yearly list the following procedure should be followed:

- a) Complete City of Vergas Dust Control Application, the application deadline is 5:00pm April 30th of each calendar year.
- b) The City will rely on a Resident Point of Contact to determine the cost per resident. Payment in full must be received by the City by the scheduled May Monthly Council meeting.
- c) Submit application to the clerk via email, US Postal Service, or in person. Contact information is on the website.
- d) No dust control Application will be initiated by the City without receipt of payment.
- e) Dust control can only be applied by a City certified provider. Any other application of dust control will be subject to the normal grading authorized by the City. The grading services provided from the City WILL NOT maneuver around dust control areas not done by the City.
- f) Dust control is optimally done after a rainfall, followed by grading. The normal time frame is early June. Once a road has had dust guard applied it is not usually graded until Fall

(APPLICATION ATTACHED AS APPENDIX A)

Appendix A
CITY OF VERGAS
DUST CONTROL APPLICATION REQUEST

Date: _____

TO: City of Vergas Streets, Sidewalk, and Yard Waste Committee (SSYW)

SUBJECT: Request for Dust Control Application

It is hereby requested that a Dust Control Agent be applied to _____ St./Ave./Rd./Ln./Dr.

The residents making this request have appointed _____ as the Resident Point of Contact (POC). The POC can be reached at this email/phone # for coordination purposes:

EMAIL: _____ PHONE#: _____

Applications WITHOUT this contact information WILL NOT be accepted!

The designated application area is for approximately _____ feet beginning at _____ and ending at _____.

Specific 911 address or street intersections are recommended. The City requires areas to be treated with a dust control agent to be a MINIMUM of three hundred (300) FEET LONG.

Dust Control Applications and full payment for the Dust Control Application must be received by April 30th while the City is coordinating the annual Dust Control Application. No application will be processed without the payment in full having been received. Resident(s) requesting the dust control shall bear the full cost of the Dust Control Application. Application submitted by:

_____ Resident Point of Contact.

Prior to the actual application date, the City or their contractor will contact the POC to coordinate flagging of the application area.

City of Vergas Dust Control Policy, Section 8, regarding dust control application.

This application may be submitted in person, via email to the City Clerk or mail to:
City of Vergas PO Box 32, Vergas, MN 56587.

If you have any questions, please contact the City Clerk at jammers@cityofvergas.com.

DISCLAIMER: The City of Vergas makes no warranty of dust control effectiveness, and will not be held responsible for the performance of the dust control product as it may be affected by soil conditions, weather conditions, traffic density, etc. The City also will not be responsible for any claims arising out of the application of dust control. The City reserves the right to blade the treated area, if in their opinion, the roads needs surface maintenance. Such blade work will be done with no prior notification to the resident. The City has the sole responsibility to maintain the road as the City and its contractor sees fit. This will be done to provide a safe road for traveling by the public.

**City of Vergas
Yard Waste Policy**

INTRODUCTION: Vergas Yard Waste is located at 411 1st Ave. N requires permits for everyone dropping off brush or lawn clippings.

POLICY:

City of Vergas property owners can pick up a permit at the City Office free of charge.

Property owners unable to stop by the City Office between
10 am – 4 pm, Monday -Thursday
8 am -12 pm Friday

You may call the Office at 218-302-5996 to arrange for a permit to be mailed.

Non-property owners will be charged \$65 per year for a permit, valid from January 1 to December 31.

Stop by the City Office: 10 am – 4 pm, Monday -Thursday, 8 am - 12 pm on Fridays, or
the Vergas Liquor Store: Monday – Thursday 4 pm -9 pm, Friday – Saturday 9 am-10 pm, or Sundays 11 am -5 pm.

Please remember that this site is for yard waste only. Household garbage, tires, appliances, building materials, etc., are not allowed at any time.

Grass clippings and leaves should be placed in the mulch pile. Branches, twigs, brush, and larger yard items will be placed on the burn pile.

Please back up as close as you can to the pile.

No trees or branches longer than four (4) feet or with a diameter of more than six (6) inches will be allowed.

THIS SITE IS FOR PERMIT HOLDERS ONLY.
NO COMMERCIAL CONTRACTOR DUMPING WILL BE ALLOWED.

Adopted this 9th day of June, 2025, by the City Council of the City of Vergas.

Dwight Lundgren, Mayor

ATTEST:

Julie Lammers, City Clerk-Treasurer

Adopted: 06/09/2025

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Monday, May 12, 2025

The City Council of Vergas and Frazee met at 5:00 pm on Wednesday, May 21, 2025, at the Frazee Event Center with the following members present: Mayor Mike Sharp, Council Members: Jim Rader, Andrea Froeber, Mark Kemper, Andre Daggett, Paul Pinke, James Stenger, and Dean Haarstick: Absent: Mayor Dwight Lundgren and Council Members: Bruce Albright. Also present: Vergas Clerk/Treasurer Julie Lammers and Frazee City Administrator Stephanie Poegel, and Editor Bob Williams of the Frazee-Vergas Forum.

Introductions

Everyone introduced themselves, stating how long they had been with the city.

Purpose of Meeting

As Frazee and Vergas are sister cities, it may be beneficial for both cities to have an open discussion on what could benefit both communities.

Collaboration of Cities

Discussed nuisance properties, selling lots, and different funding opportunities that each city has worked with.

Discussed the bike and walking trail from Frazee to Vergas. Discussed having a committee to proceed with the trail. The committee would consist of members from Otter Tail County, Becker County, the City of Vergas, and the City of Frazee. Lammers will contact Kevin Fellbaum, Otter Tail County, and Poegel will contact Becker County regarding their position on the trail.

Set a schedule for the Meeting

Discussed having the Council approve a meeting once a year to discuss benefits for each community.

Adjournment

Adjourn the meeting at 6:00 pm.

Vergas Clerk-Treasurer
Julie Lammers, CMC

Council Action

Decide on the annual meeting with Frazee

Decide on involvement with the trail committee.

City Council
2025 June Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, June 9, 2025

9. Cannabis

- A. Ordinance
- B. Registration Form

Files Attached

- Proposed Ordinance 2025-001 Regulate Cannabis and Lower-Potency Hemp Edibles.pdf
- CANNABIS RETAIL APPLICATION 2025.pdf

VERGAS – MINNESOTA
OTTER TAIL COUNTY
**ORDINANCE TO REGULATE
CANNABIS and LOWER-POTENCY
HEMP BUSINESSES**

Adopted: June 9, 2025

Revisions:

Original Effective: July 1, 2025

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Ordinance to Regulate Cannabis and Lower-Potency Hemp Edibles

Objective

To safeguard public health, safety, and community well-being through responsible regulation of retail or a retail operations endorsement of cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer within the City of Vergas.

Policy Statement

This Ordinance is adopted by the City of Vergas for the purpose of supporting the legal cannabis market while prioritizing the protection of public health, safety, and community well-being through the regulation of the sale and use of cannabis and cannabinoid derived products, including low-potency hemp businesses within Vergas. This ordinance aims to ensure that regulations governing cannabis mitigate potential health risks, prevent youth access, enhance public safety, and encourage responsible retailing practices.

Scope

Applies to all individuals, businesses, and entities involved in the sale, distribution, cultivation, possession, and consumption of cannabis and cannabinoid-derived products within the City of Vergas.

Statutory References

Minnesota Chapter 342 Cannabis
Minnesota Chapter 145A Community Health Boards
Minn. Stat. §151.72 Sale of Certain Cannabinoid Products

The Board of Commissioners of Otter Tail County, Minnesota, hereby ordains:

SECTION 100: GENERAL PROVISIONS

100.10 PURPOSE, INTENT AND STATUTORY AUTHORITY

The purpose of this ordinance is to regulate the sale and use of cannabis and cannabis derived products, including lower-potency hemp edibles, within Vergas by implementing the provisions of Minnesota Statutes, Chapter 342 to protect the public health, safety, welfare of Otter Tail County residents by regulating cannabis businesses within the legal boundaries of Otter Tail County.

Otter Tail County has the authority to adopt this ordinance pursuant to:

1. Minn. Stat. §§145.04 and 145.05 regarding the general authority for the regulation of actual and potential threats to public health.
2. Minn. Stat. §342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses;

3. Minn. Stat. §342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses; and
4. Minn. Stat. §§144,417, Subd. 4(a) and 152.0263, Subd. 5, regarding the use of cannabis in public places.

100.15 JURISDICTION

The registration requirements of this ordinance in Section 200 for cannabis retail or retail endorsement businesses, or lower-potency hemp edible retail businesses applies to the unorganized territory of the City of Vergas.

100.20 SEVERABILITY AND SAVINGS CLAUSE

If any section, clause, provision, or portion of this ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

100.30 ENFORCEMENT

The City of Vergas and designated staff are responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

SECTION 150: DEFINITIONS

Unless otherwise noticed in this section, words and phrases contained in Minn. Stat. §342.01 and the rules promulgated pursuant to any of these acts shall have the same meanings in this ordinance.

1. **Cannabis Cultivation:** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
2. **Cannabis Retail Businesses:** A retail location and the retail location(s) of a mezzobusiness with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
3. **Cannabis Retailer:** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
4. **Edible Cannabis Product:** Any product that is intended to be eaten or consumed as a beverage by humans; contains a cannabinoid other than artificially derived cannabinoid in combination with food ingredients; is not a drug; and is a type of product approved for sale by OCM, or is substantially similar to a product approved by the office including but not limited to products that resemble nonalcohol beverages, candy, and baked goods. Edible cannabis product does not include lower-potency hemp edibles.

5. **Daycare:** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. **Lower-Potency Hemp Edible:**
 - A. A product that:
 - 1) Is intended to be eaten or consumed as a beverage by humans;
 - 2) Contains hemp concentrate or an artificially derived cannabinoid, in combination with food ingredients;
 - 3) Is not a drug;
 - 4) Does not contain a cannabinoid derived from cannabis plants or cannabis flower;
 - 5) Is a type of product approved for sale by OCM or is substantially similar to a product approved by OCM, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods; and
 - 6) Meets either of the requirements as set forth below in paragraph b.
 - B. A lower-potency hemp edible includes:
 - 1) A product that:
 - a) Consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol; no more than 25 milligrams of cannabidiol, cannabigerol, cannabinol, or cannabichromene; any other cannabinoid authorized by OCM; or any combination of those cannabinoids that does not exceed the identified amounts;
 - b) Does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving; and
 - c) Does not contain artificially derived cannabinoid other than delta-9 tetrahydrocannabinol, except that a product may include artificially derived cannabinoids created during the process of creating the delta-9 tetrahydrocannabinol and the ratio of delta-1 tetrahydrocannabinol to all other artificially derived cannabinoids is no less than 20 to one; or
 - 2) A product that:
 - a) Contains hemp concentrate processed or refined without increasing the percentage of targeted cannabinoids or altering the ratio of cannabinoids in the extracts or resins of a hemp plant or hemp plant parts beyond the variability generally recognized for the method used for processing or refining or by an amount needed to reduce the total THC in the hemp concentrate; and
 5. Consists of servings that contain no more than five milligrams of total THC.
7. **Lower-Potency Hemp Edible Retailer:** A business with a license or endorsement to sell lower-potency hemp edible products to the public from the Office of Cannabis Management.
8. **Office of Cannabis Management:** Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

9. **Place of Public Accommodation:** A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
10. **Preliminary License Approval:** OCM pre-approval for a cannabis license for applicants who qualify under Minn. Stat. §342.17.
11. **Public Place:** A public park, trail, public street, or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings; and other places of public accommodation. For purposes of this ordinance, public place includes designated outdoor areas where establishments may allow smoking and vape use.
12. **Residential Treatment Facility:** As defined pursuant to Minn. Stat. §245.462, Subd. 23.
13. **Retail Registration:** An approved registration issued by Otter Tail County to a state-licensed cannabis retail business.
14. **School:** A public school as defined under Minn. Stat. §120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. §120A.04.
15. **State License:** An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

SECTION 200: REGISTRATION OF CANNABIS RETAIL BUSINESSES OR CANNABIS RETAIL ENDORSEMENT AND LOW-POTENCY RETAIL BUSINESSES

200.10 REGISTERING OF CANNABIS BUSINESSES AND LOWER-POTENCY HEMP EDIBLE RETAIL BUSINESSES

- A. No individual or entity may operate a state-licensed cannabis retail business, retail endorsement or lower-potency hemp edible business within the City of Vergas without first registering with the city.
- B. The City of Vergas only accepts an application for an individual or entity from the OCM for retail registration.
- C. An individual or entity that has a retail registration in the City of Vergas must be in compliance with all applicable provisions of Chapter 342.
- D. Any state-licensed cannabis retail or lower-potency hemp edible business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.

200.15 COMPLIANCE CHECKS PRIOR TO RETAIL REGISTRATION

- A. Prior to issuance of a cannabis or lower-potency hemp edible retail registration, City of Vergas may conduct a preliminary compliance check to ensure compliance with local ordinances.
- B. Pursuant to Minn. Stat. §342.13, within 30 days of receiving a copy of a state license application from OCM, City of Vergas Clerk-Treasurer or its designee shall certify on a form provided by OCM

whether a proposed cannabis retail business complies with local ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

200.20 REGISTRATION AND APPLICATION PROCEDURES

An applicant will submit an application to the OCM and after it has received preliminary approval, the application will be forwarded to the City of Vergas for to meet the retail registration requirements.

A. Fees

1. The City of Vergas shall charge an application fee of \$50.00.
2. A registration fee, as established in the City of Vergas Fee Schedule, shall be charged to applicants depending on the type of retail business license applied for.
3. An initial registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. §342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
4. Any renewal retail registration fee imposed by Vergas shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal registration will occur simultaneously with the state renewal through OCM.
5. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. §342.11, whichever is less.
6. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail businesses.
7. No registration will be issued under this ordinance until the appropriate registration fees are paid in full.

B. Application Submittal

The city of Vergas shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. §342.22.

1. An applicant for a retail registration shall fill out an application form, as provided by the Vergas Clerk-Treasurer or its designee. The form may include:
 - a. Full name of the property owner and applicant;
 - b. Address, email address, and telephone number of the applicant;
 - c. The address and parcel ID number for the property which the retail registration is sought; and
 - d. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. §342.13.
2. The applicant shall include with the form:

- a. The application fee as required in Section 200.20(A); and
 - b. A copy of a valid state license or written notice of OCM license preapproval.
3. Once an application is considered complete, the Vergas Clerk-Treasurer or its designee shall inform the applicant as such, process the application fees, and present the application to the Board of Commissioners for approval or denial.
4. The application fee shall be non-refundable once processed.

C. Application Approval

1. A state-licensed cannabis retail business application may not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 200,H.
2. A state-licensed cannabis retail business or lower-potency hemp edible business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
3. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved so long as approving does not exceed the maximum number of allowable cannabis retail businesses.
4. A state-licensed cannabis retail business or retail endorsement business application or lower-potency hemp edible business application shall not be approved if the property taxes and assessments are not current at the retail location.

CI. Location Change

A state-licensed cannabis retail or retail endorsement business or lower-potency hemp edible business shall be required to submit a new application for registration under this section if it seeks to move to a new location still within the legal boundaries of the City of Vergas.

CII. Renewal of Registration

1. The City of Vergas shall renew an annual registration of a state-licensed cannabis retail or retail endorsement business or lower-potency hemp edible business at the same time OCM renews the cannabis retail business' license.
2. A state-licensed cannabis retail or retail endorsement business or lower-potency hemp edible business shall apply to renew registration on a form established by City of Vergas.
3. A cannabis retail or retail endorsement registration or lower-potency hemp edible business registration issued under this ordinance shall not be transferred.
4. A renewal of registration shall comply with this ordinance.

CIII. Suspension of Registration

CIV. City of Vergas may suspend a cannabis retail business's registration if it violates the

ordinance of City of Vergas or poses an immediate threat to the health or safety of the public. *City of Vergas* shall immediately notify the cannabis retail business in writing the grounds for suspension.

2. If a cannabis retail business registration is suspended, City of Vergas shall immediately notify the OCM in writing of the grounds for the suspension. OCM will provide the City of Vergas and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
3. The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.
4. City of Vergas may reinstate a registration if it determines that the violations have been resolved.
5. City of Vergas shall reinstate a registration if OCM determines that the violations have been resolved.

G. Civil Penalties

Subject to Minn. Stat. §342.22, Subd. 5(e), City of Vergas may impose a civil penalty as specified in the City's Fee Schedule, for registration violations, not to exceed \$2,000.

H. Limiting Registrations

If City of Vergas has one active cannabis retail business or cannabis retail endorsement registration for every 12,500 residents, City of Vergas shall not be required to register additional state-licensed cannabis retail businesses.

SECTION 300: REQUIREMENTS FOR CANNABIS RETAIL AND RETAIL ENDORSEMENT BUSINESS

300.05 AGE

- A. A cannabis business may not permit an individual under 21 years of age to enter the business premises other than entry by a person enrolled in the registry program.
- B. A cannabis business may not sell or give cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to an individual under 21 years of age unless the individual is enrolled in the registry program and the cannabis business holds a medical cannabis retail endorsement.

300.10 MINIMUM BUFFER REQUIREMENTS

- A. City of Vergas prohibits the operation of a cannabis business outside of the zoned commercial district.
- B. City of Vergas prohibits the operation of a cannabis business within 500 feet of a daycare.

300.15 GENERAL STANDARDS

A cannabis business licensed to cultivate, manufacture, wholesale, and retail sale are subject to the general requirements of Minn. Stat. §§342.23 – 342.27, including but not limited to the following:

- A. Maintain ventilation and filtration systems to meet the requirements for odor control in accordance with Minn. Stat. §342.24, Subd. 4.
- B. Maintain and follow a security plan in accordance with Minn. Stat. §342.24, Subd. 6.
- C. Solid Waste: A plan to destroy all cannabis plant material and cannabis byproduct to render it unusable. Waste material must be stored in a secure location.

300.20 HOURS OF OPERATION – RETAIL SALE

Cannabis businesses are limited to retail sale of cannabis, flower products, lower-potency hemp edibles or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m., seven days a week.

300.25 ADVERTISING

Outdoor advertising is prohibited with the exception that cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business. Advertising must be compliant with Minn. Stat. §342.64.

300.30 EMPLOYEES

- A. The employees of cannabis retail or retail endorsement businesses must comply with Minn. Stat. §342.151 including undergoing a criminal history check.
- B. A cannabis retail or retail endorsement business may not employ an individual under 21 years of age and may not contract with an individual under 21 years of age if the individual's scope of work involves the handling of cannabis plants, cannabis flower, artificially derived cannabinoids, or cannabinoid products.

SECTION 400: REQUIREMENTS FOR LOWER-POTENCY HEMP EDIBLE RETAIL BUSINESSES

400.10 SALE OF LOWER-POTENCY HEMP EDIBLES

- A. A retail lower-potency hemp edible business must have obtained a license or retail endorsement from the Office of Cannabis Management.
- B. The sale of lower-potency hemp edible products is permitted, subject to the conditions within this Section. A lower-potency hemp edible retail business must be registered with the County as set forth in Section 200 to sell lower-potency hemp edible products.
- C. No registration will be issued under this ordinance until the appropriate registration fees are paid in full, established and amended pursuant to Minn. Stat. §342.22, Subd. 2.

400.30 ADDITIONAL STANDARDS

- A. Sales within a Municipal Liquor Store: The sale of lower-potency hemp edible products is permitted in a Municipal Liquor Store.
- B. Age Requirements for sale of lower-potency hemp edible products:
 - 1. A lower-potency hemp edible business may only sell lower-potency hemp edibles to individuals who are at least 21 years of age.
 - 2. Prior to initiating a sale, an employee of the lower-potency hemp edible business must verify that the customer is at least 21 years of age.
- C. The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age and older.
- D. Lower-potency hemp edible beverages can be sold for on-site consumption only at brew pubs, hotels, and restaurants as defined in Minn. Stat. §340A.101, so long as the business is registered with the County.

SECTION 500: ANNUAL COMPLIANCE CHECKS

- A. Otter Tail County Department of Public Health or another business hired by the City of Vergas shall complete at a minimum one compliance check per calendar year of every cannabis retail business, cannabis retail endorsement business, and lower-potency hemp edible product retail business to assess if the business meets age verification requirements as required under Minn. Stat. §§342.22, Subd. 4(b) and 342.24.
- B. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement or an employee of the local unit of government.
- C. Any failures to comply with this section must be reported to the OCM.
- D. Penalties and Procedures: Any cannabis retail business, cannabis retail endorsement business, and lower-potency hemp edible product retail business is subject to civil penalties if non-compliant.
 - 1. Administrative Penalties: If a registrant or employee of a registrant violates provisions of this Ordinance, the registrant shall be charged an administrative penalty under Minn. Stat. §461.2, Subd. 2.
 - 2. Citation: Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of his or her right to be heard on the accusation. The person may either admit to the violation by paying the administrative fee or may request a hearing.
 - 3. Hearing Procedure: If a person accused of violating this Ordinance requests a hearing to the County Administrator, a hearing shall be scheduled before the Otter Tail County Board of Commissioners and shall be open to the public.

- a. Notice: A person accused of violating the Ordinance shall be given notice of the hearing. The notice shall include a statement of the time, place and nature of the hearing, and a reference to the section of the Ordinance involved.
 - b. Conduct of the Hearing: The accused may be represented by counsel. The City shall present evidence. All testimony shall be sworn under oath. All parties shall have full opportunity to respond and present evidence, cross-examine witnesses and present argument.
 - c. Burden of Proof: The City shall have the burden of proving a violation of the Ordinance by a preponderance of evidence, and all findings of fact, conclusions and decision by the County Board shall be based on evidence presented and matters officially noticed.
 - d. Evidence: All evidence which possesses probative value, including hearsay, may be admitted if it is the type of evidence which prudent persons are accustomed to relying in the conduct of their serious affairs. Evidence that is incompetent, irrelevant, immaterial, or unduly repetitious may be excluded. The hearing shall be confined to matters raised in the written notice of the warning.
4. Decision: Following the hearing, the Council shall make written findings, and if a violation is found to have occurred, shall impose the administrative penalties outlined in this Ordinance. A copy of the Findings and Order shall be provided to the person accused.
5. Appeals: Appeals of any decision made by the City Council shall be filed in the District Court.
- E. Defense: It shall be an affirmative defense to the violation of this Ordinance for a person to have reasonably relied on proof of age as described by state law.

SECTION 600: TEMPORARY CANNABIS EVENTS

600.10 REGISTRATION REQUIRED FOR TEMPORARY CANNABIS EVENTS

- A. Prior to holding a cannabis event within Vergas, the event must have a cannabis event organizer license to organize a cannabis event lasting no more than four days. The cannabis event organizer license must be issued by OCM and the cannabis event must also be registered with City of Vergas.
- B. A cannabis event is allowed within Otter Tail County provided all provisions of Minn. Stat. §342.40 are followed in addition to requirements under this ordinance.
- C. Cannabis event sales can include products as authorized and amended under Minn. Stat. §342.40, Subd. 7.
- D. Registration Required: A registration is required to be issued and approved by Otter Tail County prior to holding a Temporary Cannabis Event.
- E. Registration and Application Procedure: A registration fee, as established in Otter Tail County's Fee Schedule, shall be charged to applicants for Temporary Cannabis Events.
- F. A cannabis event registration may be denied if there are public health, safety or welfare concerns.

600.15 TEMPORARY CANNABIS EVENT STANDARDS

- A. A temporary cannabis event is limited to individuals that are at least 21 years of age.
- B. The cannabis event must meet the minimum buffering requirements in Section 300.10.
- C. The cannabis event cannot be held on public property and can only be held within the hours of 10:00 am and 9:00 pm on each day.
- D. The cannabis event cannot exceed four-days, and the registration may be revoked at any time if deemed not to conform with statutory requirements.
- E. A cannabis event may designate an area for consumption of adult-use flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived products, or any combination of those items provided that the event and area of consumption is restricted to individuals at least 21 years of age.

600.20 APPLICATION SUBMITTAL AND REVIEW

- F. An applicant for a retail registration shall fill out an application form, as provided *by the City Clerk-Treasurer*. The form shall include:
 - 1. Full name of the property owner and applicant;
 - 2. Address, email address, and telephone number of the applicant;
 - 3. Identified retail area as designated within the premises diagram; and
 - 4. Dates (not to exceed four days) and hours (not to be outside of 10:00 am – 9:00 pm on each day) of the event.
- G. The applicant shall include with the form:
 - 1. The registration fee as required in Section 200.
 - 2. A copy of the OCM cannabis event license application, submitted pursuant to Minn. Stat. §342.39, Subd. 2.
 - 3. The application shall be submitted to the City Clerk-Treasurer, or other designee for review. If the city determines that a submitted application is incomplete, they shall return the application to the applicant with notice of deficiencies.
- H. Once the application is considered complete, the designee shall inform the applicant as such, process the application fees, and present the application to City Council for approval or denial.
- I. The application fee shall be non-refundable once processed.
- J. The application for a permit for a Temporary Cannabis Event shall meet standards as set forth in Section 300.

SECTION 700: USE IN PUBLIC PLACES

SECTION 710: PROHIBITED ACTS

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place, or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use. This prohibition extends to any method of use including the smoking or vaping of cannabis or hemp-derived products.

SECTION 720: EXCEPTIONS TO PUBLIC PLACE OR PLACE OF PUBLIC ACCOMMODATION

A public place or place of public accommodation does not include the following:

- A. A private residence, including the individual's curtilage or yard;
- B. A private property, not generally accessible by the public, unless the individual is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
- C. On the premises of an establishment or event licensed to permit on-site consumption.

SECTION 800: ADOPTION/EFFECTIVE DATE

The regulations contained in this Ordinance shall become effective upon the passage by the ~~Vergas City Council~~ and publication according to law.

ADOPTED by the Vergas City Council on ** with an effective date of **. (*Resolution*)

City of Vergas shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat §342.22

☐ Retail sale of Cannabis

☐ Retail sale of Lower – Potency Hemp

1. Licensee's Legal Name: _____

2. Business Trade Name (doing business as): _____

3. Address of Business Location: _____

City _____ State _____ Zip _____

Parcel ID # _____

Mailing Address: _____

City _____ State _____ Zip _____

4. Applicants full name: _____

First _____ Middle _____ Last _____

5. Date of birth ____ / ____ / ____ Driver License No: _____

6. Is the applicant 21 years of age or older? ☐ Yes ☐ No

7. Applicants Home Address: _____

City _____ State _____ Zip _____

8. Applicants Phone Number: _____ Email: _____

9. Circle One: _____

Minnesota Tax ID / Federal Tax ID / Social Security Number: _____

10. Describe premises to be licensed (type of business)

11. Name of Manager: _____

12. Has the applicant, person managing the business, or any person associated in the business ever been convicted of any crime, misdemeanor, or violation of any city, state, or federal law involving activities licensed under this article? ☐ Yes ☐ No

If yes, state the nature of the offense(s) and the punishment or penalty assessed, therefore.

Attach additional sheets if necessary _____

City Manager Approval: _____ Date: _____

Otter Tail County Sheriff Department Approval: _____ Date: _____

Amount Paid:\$ _____ Check # _____ Date Council Approved: _____

☐ \$50 Application Fee (Nonrefundable)

☐ \$500 Registration Fee

City Council
2025 June Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, June 9, 2025

10. Staff Reports

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

City Council
2025 June Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, June 9, 2025

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. 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 (Park behind Event Center)