

City Council
2025 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Monday, August 11, 2025

1. Public Hearing

Hearing to consider granting a proposed property tax abatement and the issuance of General Obligation Bonds

2. Call to Order

3. Oath of Office

Mayor Julie Bruhn

4. City Attorney

Introduction of City Attorney Karen Skoyles

5. Citizens' Concerns

6. Agenda Additions and Deletions

7. Approval of Consent Agenda

A. Council Minutes July 14 and July 17, 2025

B. Bills paid between Council meetings and Council bills

C. Liquor Store bills for July 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. Budget-General Fund

I. LMC-Liability-Coverage-Waiver Form

J. 2025 Council Portfolio

K. Committee Reports:

1. EDA/HRA

2. Event Center

8. Tax Abatement Bond - Parking Lot and Alley

9. Event Solar System

10. Council Meeting Time

11. Committee Reports

A. Park Advisory Board

1. Pickleball

2. Baseball Field Usage Fee

B. Planning Commission

1. Siren

12. Staff Reports

A. Utilities Superintendent Report

B. Clerk-Treasurer Report

13. Information & Announcements

Trainings:

A. Clerks Advanced Academy- September 18-19, 2025 (Lammers) Rochester

14. Adjournment

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1. Public Hearing

Hearing to consider granting a proposed property tax abatement and the issuance of General Obligation Bonds

Files Attached

- Abatement Hearing Notice .pdf

NOTICE OF PUBLIC HEARING

REGARDING PROPOSED PROPERTY TAX ABATEMENTS AND ISSUANCE OF
GENERAL OBLIGATION BONDS

NOTICE IS HEREBY GIVEN that the City Council of the City of Vergas, Minnesota (the “City”), will hold a public hearing of the City Council at the Vergas Event Center located at 140 West Linden Street in the City beginning at 6:00 p.m., on August 11, 2025, on the proposal that the City abate property taxes levied by the City on property with the parcel identification numbers listed below.

The total amount of the taxes proposed to be abated by the City on the property for up to a ten (10) year period is estimated to be approximately \$150,000. The City Council will consider the property tax abatement in connection with the financing of public infrastructure and parking improvements (the “Project”) in the City. The Project will be funded in part by the issuance of general obligation bonds (the “Bonds”) in the approximate aggregate principal amount of \$150,000 (the “Bonds”), under Sections 469.1813 and Chapter 475, as amended.

Members of the public can participate in the August 11, 2025, public hearing to present their views to the Council. The Mayor will allow for public comments and questions at the appropriate time.

Parcels:

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BY ORDER OF THE CITY COUNCIL OF
THE CITY OF VERGAS, MINNESOTA

/s/ Julie Lammers

City Clerk-Treasurer

City Council
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3. Oath of Office

Mayor Julie Bruhn

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Introduction of City Attorney Karen Skoyles

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7. Approval of Consent Agenda

- A. Council Minutes July 14 and July 17, 2025
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for July 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. Budget-General Fund
- I. LMC-Liability-Coverage-Waiver Form
- J. 2025 Council Portfolio
- K. Committee Reports:
 - 1. EDA/HRA
 - 2. Event Center

Files Attached

- 07.14.25 Council Minutes (004)_.pdf
- 07-17-2025 Emergency Council Minutes.pdf
- 08.2025 City Bill Listing.pdf
- 08.2025 Claims List for Approval.pdf
- 07.2025 Liquor Store Bill Listing.pdf
- past_due_customers - 2025-08-07T161616.573.pdf
- 08.2025 Investment Schedule & Bond Schedule.pdf
- 08.2025 General Fund_Special Revenue Money Market Account Report.pdf
- 07.31.2025 Statement of Reciepts, Disb. and Balances.pdf
- LMC.Liability-Coverage-Waiver-Form.pdf
- 2025 Update PortfolioPDF.pdf
- 8.6.2025 EDA.HRA Minutes.pdf
- 7.22.2025 Event Center.pdf

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

The City Council of Vergas met at 6:00 p.m. on Monday, July 14, 2025, at the Vergas Event Center via Zoom for a hybrid regular council meeting, with the following members present: Acting Mayor James Stenger, Council Members Paul Pinke and Dean Haarstick; and Absent: Bruce Albright. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Liquor Store Manager Kyle Theisen; Engineer Blaine Green; Citizens Marsha Huddleston, Paul Bruhn, Dixie Stauffacher, Vanessa Perry, Griffin Peck, Ben Holsen, Rebecca Peterson, Karen Skoyles, and Nicole Weldon.

Public Input Meeting -Parking Lot and Alley Project

Acting Mayor James Stenger opened the meeting at 6 pm.

Engineer Blaine Green reviewed the parking lot and alley project. Paul Bruhn questioned the project's procedures and processes.

Acting Mayor James Stenger closed the public input meeting at 6:15 pm.

Call to Order

Acting Mayor James Stenger called the meeting to order.

Citizens' Concerns

None.

Agenda Additions and Deletions

Motion by Pinke, seconded by Haarstick, to approve the agenda with the following deletion: General Fund Budget from the Consent Agenda. The motion passed unanimously.

Approval of Consent Agenda

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

- A. Council Minutes of June 9 and July 2, 2025
 - B. Bills paid between Council meetings and Council bills totaling \$104,384.71.
 - C. Liquor Store bills for June 2025 totaling. \$135,185.37.
 - 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. Water and Sewer second quarter budget comparison
 - I. Committee Reports: EDA/HRA and Planning Commission
- The motion passed unanimously.

West Central Initiative (WCI) Energy

Griffin Peck, Energy and Adaptation Planner for West Central Initiative, provided two quotes for solar panels, one with a battery backup for the event center and one without. Ben Holsen presented the solar system design, warranty and maintenance terms, operation and maintenance agreement, equipment specifications, and project estimates. Construction is scheduled to begin in September, pending approval. Peck explained a 0% loan program available through the West Central Initiative to cover the upfront costs of this system. The loan payments will be repaid as we receive grants and savings from this program. The West Central Initiative will hire a company to apply for tax credits. When the city receives these tax credits, it will reimburse the West Central Initiative for the loan payment. Motion by Stenger, seconded by Haarstick, to approve the purchase of solar and storage analysis for a cost of \$104,280.00. The Motion passed unanimously. Motion by Stenger, seconded by Pinke, to approve resolution 2025-004 regarding the purchase of solar and giving Lammers authority to apply for and sign for a loan with West Central Initiative for solar panels and storage (complete copy of resolution located at the city office) for \$104,280.00. The motion passed unanimously.

West Central Initiative (WCI)

Rebecca Peterson, Director of Development at West Central Initiative, reviewed the programs offered by WCI and the funding they have helped provide in Vergas. West Central Initiative will be celebrating 40 years of funding this summer.

Scharf 3rd Edition

City Engineer Blaine Green stated he has provided a punch list to Keith and Shelley Bunkowski and is waiting for a response from them. DuFrane noted that they have located tracer wire and filmed the sewer. Green will inform the Council when the punch list items are complete.

Cannabis Application

Lammers informed the Council that the city has received an application from Full Spectrum Wellness, LLC. for a cannabis dispensary at 235 E Frazee Ave from Vanessa Perry. Full Spectrum Wellness has received permission from the State of MN for a cannabis dispensary. Motion by Stenger, seconded by Haarstick, to approve application from Full Spectrum Wellness, L.L.C. The motion passed unanimously.

City Attorney

Ramstad, Skoyles, Winters & Bakken, P.A. provided a letter to the City regarding Tom Winters' departure from the firm. The City has the option to remain represented by the current law firm, with Karen Skoyles representing the City, or to leave the law firm and hire Tom Winters as City Attorney, or to hire entirely new legal counsel. Karen Skoyles introduced herself and reviewed other attorneys at the law firm. The firm represents many cities in the area and would like to continue to represent Vergas. Skoyles has excelled in representing cities with nuisance properties. Tom Winters stated that he enjoyed working with the City of Vergas and would like to continue representing the city. Marsha Huddleston asked attorney Skoyles about Council members abstaining from motions when they are employed by the person requesting the item. Skoyles informed Huddleston that there is no conflict of interest unless the Council Member and applicant are related or involved. The council was told that if they make no decision tonight, the city will stay with Ramstad, Skoyles, and Bakken, P.A., as they have a contract with them. Pinke stated he wanted to table the item.

Staff Reports

Utilities Superintendent

DuFrane stated that he has received the work request order from the Vergas Community Club for Looney Days, and his department can fulfill all items on the request except for working from 7 am to 6 pm on Saturday and 8 am to 3 pm on Sunday. The chair of the Looney Days Committee, Vanessa Perry, and DuFrane have discussed the hours. City employees will not be working assigned hours but will complete other duties on the work order.

Clerk-Treasurer Report

Written report provided by Lammers. Motion by Pinke, seconded by Haarstick, to transfer \$8,700 from the sidewalk portion of the money market account to the general fund checking account. The motion passed unanimously. Motion by Pinke, seconded by Stenger, to enter into a 3-year contract with Hoffman, Philipp, & Martell, PLLC. The motion passed unanimously.

Liquor Store Manager Report

Written report provided by Theisen regarding 2nd quarter sales. Stenger questioned why the liquor store still had a negative balance for 2025, and Theisen explained that July and August were the busiest months for the liquor store, and they should have a profit by the end of July.

Information & Announcements

Training:

- A. 16th Annual Operator Expo (MN Rural Water) August 20, 2025, DuFrane, Engebretson)
- B. Clerks Advanced Academy- September 18-19, 2025 (Lammers)

Events:

Looney Days, July 31-Aug 2, 2025

Adjournment

Motion by Haarstick, seconded by Pinke, to adjourn the meeting. The motion passed unanimously. The business for which the meeting was called was completed and adjourned at 7:25 pm.

Julie Lammers, CMC
Vergas Clerk-Treasurer

CITY OF VERGAS
COUNCIL MINUTES
Vergas Event Center and Zoom
Thursday, July 17, 2025

The City Council of Vergas met at 12:30 p.m. on Thursday, July 17, 2025, at the Government Services Center for an emergency council meeting, with the following members present: Acting Mayor James Stenger, Council Members Paul Pinke, and Dean Haarstick. Absent: Bruce Albright. Also present: Clerk/Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; Robert Williams Frazee-Vergas Forum; and CEDA Representative Madison Petrick.

Call to Order

Acting Mayor James Stenger called the meeting to order and stated the purpose of replacing the lift station motor.

DuFrane explained that ND Sewage has removed the pump located at the corner of Hwy 4 and 60 on July 17, 2025. This pump cannot be repaired. Quotes from MN Pump Works and ND Sewage were discussed regarding the replacement of the pump. MN Pump Works has exclusive rights to sell the Sulzer Piranha S20/SW for POS#2. The quote from MN Pump Works is for Pump, start kit, relay for \$6,257.09. DuFrane is waiting to receive a quote from ND Sewage for another brand of pump.

Motion by Stenger, seconded by Haarstick, to allow DuFrane to order a new pump for up to \$ 6,257.09. Motion passed unanimously.

Adjournment

Motion by Pinke, seconded by Haarstick, to adjourn the meeting at 12:45 pm.

Vergas City Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS
 Bill Listing for July 15 to Aug. 7, 2025

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Cash	Postage and Certified Letter Fees	46.17
Chelsey Aasness	Event, return deposit	75.00
Cirque LuzDalia	Event, return deposit	75.00
City of Vergas	GG, Utility	62.80
City of Vergas	Payroll	11,785.23
Internal Revenue Services	2025 Withholding Tax	4,505.39
James Stenger	LMC Conference, mileage and parking	265.00
Julie Lammers	Clerk and Pubic Safty, mileage	98.00
Lake Region Electric	Sign, electricity	59.30
Marco	Copier lease	217.67
Michelle Norby	Event, return deposit	75.00
MN Dept fo Labor and Indurstry	Event, Pressure Vessel Permit	25.00
MN Dept. of Revenue	Sales Tax	210.00
MN Dept. Revenue	2025 Withholding Tax	1,032.50
MN Pollution Control Agency	WWTF, permit	505.00
Public Employees Retirement Assoc.	Payroll	3,794.66
Vergas State Bank	HSA contributions	795.00
Total for bills paid between Council Meetings		<hr/> \$23,626.72

Date Range : 8/11/2025 To 8/11/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
08/11/2025	Arvig	All Depts, security and internet	25434	\$533.22			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$120.65
					100-43010-321-	City Shop	\$68.45
					100-45110-321-	EVENT CENTER	\$85.90
					100-41010-321-	GENERAL GOVERNMENT	\$258.22
08/11/2025	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium 2025	25435	\$4,164.29			
					100-41405-131-	Clerk	\$371.26
					601-49440-131-	Water Utilities - Administration and General	\$640.86
					602-49490-131-	Sewer Utilities - Administration and General	\$640.86
					100-43110-131-	Highways, Streets & Roadways	\$267.59
					100-45210-131-	Parks	\$267.59
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,976.13
08/11/2025	City of Detroit Lakes	Clerks, regional meeting	25436	\$20.00			
					100-41405-330-	Clerk	\$20.00
08/11/2025	Core & Main LP	Water & Sewer, Wall Charger command link	25437	\$200.10			
					601-49440-530-	Water Utilities - Administration and General	\$100.05
					602-49490-530-	Sewer Utilities - Administration and General	\$100.05
08/11/2025	Corporate Technologies, LLC	All Depts, Technology and Computer Inv #191382, 188476, 189632, 189144	25438	\$925.60			
					100-41010-200-	GENERAL GOVERNMENT	\$74.64
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$39.60
					100-45110-200-	EVENT CENTER	\$42.20
					100-43110-200-	Highways, Streets & Roadways	\$42.20
					100-45210-200-	Parks	\$42.20

Date Range : 8/11/2025 To 8/11/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					601-49440-200-	Water Utilities -	\$60.00
						Administration and General	
					602-49490-200-	Sewer Utilities -	\$54.76
						Administration and General	
					100-41110-200-	Council/Town Board	\$60.00
					100-41310-200-	Mayor	\$15.00
					100-41010-400-	GENERAL GOVERNMENT	\$495.00
08/11/2025	Dakota Supply Group	Water, valve box lid, curb key, Curb box	25439	\$783.79			
					601-49440-530-	Water Utilities -	\$783.79
						Administration and General	
08/11/2025	Dacotah Paper Company	Park, Event, supplies (Inv 62850)	25440	\$168.89			
					100-45110-210-	EVENT CENTER	\$60.86
					100-45210-210-	Parks	\$108.03
08/11/2025	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	25441	\$75.00			
					601-49440-321-	Water Utilities -	\$18.75
						Administration and General	
					601-49440-321-	Water Utilities -	\$18.75
						Administration and General	
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
08/11/2025	Matthew Engebretson	St, Pk, reimbursed cell phone	25442	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
08/11/2025	Elan Financial Services	GG, Water, conferences	25443	\$2,017.36			
					100-41010-210-	GENERAL GOVERNMENT	\$129.00
					100-41405-331-	Clerk	\$75.00
					601-49440-331-	Water Utilities -	\$75.00
						Administration and General	
					602-49490-331-	Sewer Utilities -	\$75.00
						Administration and General	
					100-41405-331-	Clerk	\$340.84

Date Range : 8/11/2025 To 8/11/2025

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-41110-331-	Council/Town Board	\$1,022.52
					601-49440-331-	Water Utilities -	\$150.00
						Administration and General	
					601-49440-331-	Water Utilities -	\$150.00
						Administration and General	
08/11/2025	Frazee-Vergas Forum	Gg, publications, legal ads	25444	\$399.60			
					100-41010-210-	GENERAL GOVERNMENT	\$294.88
					100-41010-210-	GENERAL GOVERNMENT	\$104.72
08/11/2025	Girard's Business Solutions, Inc	Water/Sewer, folder and inserter repair nv # 95664	25445	\$762.20			
					601-49440-220-	Water Utilities -	\$381.10
						Administration and General	
					602-49490-220-	Sewer Utilities -	\$381.10
						Administration and General	
08/11/2025	Gopher State One Call	Wtr, Swr, One Calls	25446	\$25.65			
					602-49490-210-	Sewer Utilities -	\$12.82
						Administration and General	
					601-49440-210-	Water Utilities -	\$12.83
						Administration and General	
08/11/2025	Great Plains Natural Gas Company	Event Center utility	25447	\$81.38			
					100-45110-380-	EVENT CENTER	\$81.38
08/11/2025	Hawkins, Inc	Wtr, 2025 chemicals INv # 7123448	25448	\$153.13			
					601-49440-218-	Water Utilities -	\$153.13
						Administration and General	
08/11/2025	INTERNATION INST OF MUNICIPAL CLERK	Clerk, Dues	25449	\$195.00			
					100-41405-345-	Clerk	\$65.00
					601-41405-345-	Clerk	\$65.00
					602-41405-345-	Clerk	\$65.00
08/11/2025	Julie Lammers	Clerk, reimbursed cell phone	25450	\$75.00			
					100-41405-321-	Clerk	\$25.00

Date Range : 8/11/2025 To 8/11/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					601-49440-321-	Water Utilities -	\$25.00
						Administration and General	
					602-49490-321-	Sewer Utilities -	\$25.00
						Administration and General	
08/11/2025	Minnesota Life Insurance Company	Employee Life Ins, EmployeeLife Ins. 2025	25451	\$68.50			
					100-41405-131-	Clerk	\$2.70
					100-43110-131-	Highways, Streets & Roadways	\$2.70
					100-43110-999-	Highways, Streets & Roadways	\$23.20
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$31.80
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$5.40
					100-45210-131-	Parks	\$2.70
08/11/2025	Olson Oil Co.	St, 2025 operating supplies	25452	\$543.99			
					100-43110-210-	Highways, Streets & Roadways	\$543.99
08/11/2025	Otter Tail Power	Park, ballfield electricity	25453	\$62.69			
					100-45210-380-	Parks	\$62.69
08/11/2025	Otter Tail Power Company	All depts, utility	25454	\$2,097.73			
					602-49490-380-	Sewer Utilities -	\$315.21
						Administration and General	
					100-43160-380-	Street Lighting	\$669.21
					100-45110-380-	EVENT CENTER	\$504.03
					100-45210-380-	Parks	\$192.61
					601-49440-380-	Water Utilities -	\$233.16
						Administration and General	
					100-41010-380-	GENERAL GOVERNMENT	\$58.66
					100-43010-380-	City Shop	\$97.15
					100-43128-380-	YARD WASTE	\$27.70
08/11/2025	OtterTail Power	Blower Test, reimbursed Energy Grant	25455	\$300.00			
					100-41010-999-	GENERAL GOVERNMENT	\$300.00

Date Range : 8/11/2025 To 8/11/2025

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/11/2025	RDO Equipment Company	Parks, Lawn mower parts	25456	\$44.54	100-45210-210-	Parks	\$44.54
08/11/2025	RMB Environmental Laboratories, Inc	Sewer, 2025 Chemicals	25457	\$843.32	602-49490-218-	Sewer Utilities - Administration and General	\$843.32
08/11/2025	Sonnenberg Excavating	Street, road grading and Park, sand	25458	\$1,924.20	100-43110-300-	Highways, Streets & Roadways	\$1,583.00
					100-45210-210-	Parks	\$341.20
08/11/2025	Tammy Kinsella	LS, window screen reimbursed by VCC	25459	\$73.80	609-49751-999-	Liquor Store - Manager - Off-Sale	\$73.80
08/11/2025	Kyle Theisen	LS, Cell Phone Reimbursement	25460	\$25.00	609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
08/11/2025	Vergas C.D.H. Fire and Rescue	Yard Waste, fire call 6.11.25	25461	\$750.00	100-43128-400-	YARD WASTE	\$750.00
08/11/2025	Vergas Hardware	All Departments, supplies	25462	\$553.87	100-45210-210-	Parks	\$47.48
					100-43010-210-	City Shop	\$4.98
					100-43110-210-	Highways, Streets & Roadways	\$83.44
					601-49440-240-	Water Utilities - Administration and General	\$208.98
					602-49490-240-	Sewer Utilities - Administration and General	\$208.99
08/11/2025	Vestis	Event, cleaning supplies and operating supplies	25463	\$127.28			

Date Range : 8/11/2025 To 8/11/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-45110-210-	EVENT CENTER	\$127.28
08/11/2025	Verizon	GG & Event, 2025 internet and cell phone	25464	\$83.06			
					100-45110-321- 100-41010-321-	EVENT CENTER GENERAL GOVERNMENT	\$63.05 \$20.01
08/11/2025	Widseth	Engineering; Inv 239059 perffessional services	25465	\$1,768.00			
					100-43110-303-	Highways, Streets & Roadways	\$1,768.00
08/11/2025	Zitzow Electric, Inc.	Event, labor and supplies	25466	\$157.50			
					100-45110-400-	EVENT CENTER	\$157.50
Total For Selected Claims				\$20,028.69			\$20,028.69

Bruce E Albright	City Council/Town Board	Date
Dean Haarstick	City Council/Town Board	Date
James Stenger	City Council/Town Board	Date
Paul Pinke	City Council/Town Board	Date

City of Vergas Liquor Store Checks Paid in July 2025

<u>Vendor</u>	<u>Description</u>	<u>Total</u>
Absolute Ice		\$585.80
Arvig Communications	Internet, Security	120.65
Artisan Beer Company		579.80
Damian Anderson	Music July 4	200.00
Bergseth Bros		19,783.30
Beverage Wholesalers		8,226.20
Breakthru Beverage MN Wine and Spirits		9,865.03
Blue Cross Blue Shield of MN	Employee Health Insurance	3,948.26
Bucks Mill Brewing		369.60
City of Vergas	Utility	65.22
City of Vergas	Payroll	8,272.78
Creator's Place LLC	Picnic Tables	575.00
Colonial Life	Employee reimbursed Insurance	175.38
Corporate Technologies	Computer Software	41.60
Dacotah Paper Company	Bathroom supplies	482.08
D-S Beverage		24,656.02
Elan Financial Services	Supplies	96.97
Fricke Consultin Sale	POS System	165.00
Great Plains Natural Gas	Utility	24.70
Hoffman, Philipp, & Knutson, PLLC	2024 Audit	3,275.00
Internal Revenue Service	Withholding Tax	2,062.21
Johnson Brothers Liquor Co		5,071.55
Klockow Brewing Co		132.00
Madison National Life Ins Co, Inc	Employee Short Term Ins	86.92
MN Life Ins Company	Employee Life Insurance	178.70
Merchant Service	Credit Card Fees	2,561.89
MMBA	Membership	800.00
MN Dept. of Revenue	Withholding Tax	439.62
MN Dept. of Revenue	Sales Tax	9,941.00
Otter Tail County	Property Tax	53.33
Otter Tail Power Company	Utility	410.17
PERA	Payroll	1,819.83
Paustis Wine Company		367.00
Phillips Wine & Spirits		5,596.50
Refine Homes	Front of Building, remodel	44,115.17
Southern Wine & Spirits of MN		5,782.22
Theisen, Kyle	Reimbursed Cell phone	25.00
Vergas State Bank	HSA Contributions	561.00
Vestis	Mats	687.16
Zitzow Electric	Front of Building, electrical	1,231.70
Viking Coca-Cola Bottling Co		
	Repairs	
	Total	163,431.36
(Receipts thru 7/27/25)	July Receipts	160,925.83
July Operating Income (Loss)		(\$2,505.53)
	Jan- June Operating Income (Loss)	(\$62,732.28)
	Building Front Project	\$45,346.87
2025 Total Operating Income (Loss)		(\$65,237.81)

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	570	Licence, Tony	Active	82000990127000	350 S Pelican Ave	99	48.58	432.89	0.00	05/15/2025	240.00	92089898	WATER	No
Total							Count: 1	48.58	432.89						

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/24</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>07/31/25</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	260,495.85	12,200.00	124,359.77	708.29	149,044.37	0.75%	MMDA
Street Debt Fund	325657	201,559.92	0.00	0.00	893.01	202,452.93	0.75%	MMDA
Liquor Store Fund	325657	135,000.00	0.00	0.00	607.40	135,607.40	0.75%	MMDA
Sewer Reserve	19753	27,975.18	0.00	0.00	488.22	28,463.40	3.50%	12/27/2026
Sewer and Water Debt Service	19759	38,473.23	0.00	0.00	967.84	39,441.07	2.50%	7/17/2026
Liquor Fund	20338	152,802.03	0.00	0.00	0.00	152,802.03	2.50%	12/14/2025
Totals		816,306.21	12,200.00	124,359.77	3,664.76	956,530.74		

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 07/31/2025</u>	<u>Amount Paid in 2025</u>
Street Debt Service Fund									
General Obligation Improvement Refunding Bonds, Series 2015A	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	90,000.00	2,000.75	61,000.00	29,000.00
General Obligation Improvement Refunding Bonds, Series 2019A (412)	6/11/2019	\$985,000.00	3.26%	First National Bank of Omaha	2/1/40	825,000.00	25,046.26	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	14,068.00	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	2,030.00	<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

	2024	2025	2025	2025	06/30/2025
	Balance	Interest	Purchased	sold	Balance
Uncommitted Funds	115,586.18	79.03	8,700.00	115,659.77	8,705.44
City Shop	8,132.17	35.39	500.00	0.00	8,667.56
Easements	5,258.92	22.48	0.00	0.00	5,281.40
Event Center	966.67	3.76	0.00	0.00	970.43
Event Center Electronic Sign	10,103.96	43.21	0.00	0.00	10,147.17
General	14,632.42	77.65	0.00	0.00	14,710.07
Park	35,849.15	140.22	0.00	0.00	35,989.37
Sand Seal (Seal Coating)	13,098.34	56.00	0.00	0.00	13,154.34
Sidewalk	15,037.80	66.15	1,500.00	8,700.00	7,903.95
Street Improvements/Equipment	41,830.28	179.68	0.00	0.00	42,009.96
Yard Waste	0.00	4.71	1,500.00	0.00	1,504.71
Liquor Store	135,000.00	607.40	0.00	0.00	135,607.40
2019 Street Project	201,559.92	893.01	0.00	0.00	202,452.93
Balance	597,055.81	\$2,208.70	\$12,200.00	\$124,359.77	487,104.74 ***

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

Current Committed Total 140,338.96

As on 7/31/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	(35,888.57)	257,063.57	115,659.77	0.00	216,720.25	3,500.00	5,000.00	111,614.52	39,196.20	150,810.72
Small Cities Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Debt Service*	(83,754.45)	7,931.07	0.00	0.00	31,000.75	0.00	0.00	(106,824.13)	0.00	(106,824.13)
SEWER AND WATER DEBT SERVICE	886.02	0.00	0.00	0.00	0.00	0.00	0.00	886.02	0.00	886.02
Long Lake Trail Extension Project	(3,020.00)	0.00	0.00	0.00	1,475.00	0.00	0.00	(4,495.00)	0.00	(4,495.00)
2019 Street Project	179,478.01	70,818.96	0.00	0.00	65,046.26	0.00	0.00	185,250.71	200,699.80	385,950.51
Street Project 2006*	29,976.53	4,736.86	0.00	0.00	0.00	0.00	0.00	34,713.39	110,000.00	144,713.39
Government Services Office	(27,170.74)	7,999.25	0.00	0.00	20,068.00	0.00	0.00	(39,239.49)	0.00	(39,239.49)
Water	169,952.38	78,214.98	0.00	0.00	73,582.32	0.00	0.00	174,585.04	15,260.21	189,845.25
Sewage Collection and Disposal	(141,041.91)	61,228.78	0.00	0.00	74,400.27	0.00	0.00	(154,213.40)	51,191.20	(103,022.20)
Municipal Liquor Store	21,887.01	591,820.74	0.00	0.00	646,600.98	0.00	0.00	(32,893.23)	287,802.03	254,908.80
Vergas EDA	72,271.50	6,986.48	0.00	10,000.00	25,213.59	0.00	0.00	64,044.39	0.00	64,044.39
Total :	183,575.78	1,086,800.69	115,659.77	10,000.00	1,154,107.42	3,500.00	5,000.00	233,428.82	704,149.44	937,578.26

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage.
Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

- ☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: Julie Lammers

Position: _____

2025 City of Vergas Portfolio's/Councils/ Committees/Boards

	<u>Council Appointment</u>	<u>Staff Appointment</u>	<u>Citizen Appointments (as Applicable)</u>
Acting Mayor	James Stenger	Julie Lammers	
Weed Inspector	Julie Bruhn	Mike DuFrane	
Ongoing inepection during the months of May-October			
Budget	Julie Bruhn 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/Sidwalks Yard Waste	Bruce Albright Paul Pinke	Mike DuFrane	
As needed to address issues requiring action			
Water & Sewer	Bruce Albright 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	Julie Bruhn	Julie Lammers Mike DuFrane	Fire Chief: Jeff Zitzow Rescue: Byron Zitzow
Annual EM review and excersize/training Safety Training oversight and meet as needed to address safety issues requiring action			
Peronnel	Julie Bruhn 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	Rachel Nustad	Vanessa Perry (2020-2022/2023-2025) Deb Jacoby (2024-2026) Robert Jacoby (2023-2025)
Monthly Meeting or at the call of the Chair			
Planning (2 year term. 3 term limit)	Bruce Albright	Julie Lammers	Jim Courneya (2024-2026) Alex Ohman-Chair (2024-2025) Shane Hasse (2023-2026) Rebecca Hasse (2023-2026)

2025 City of Vergas Portfolio's/Councils/ Committees/Boards

Meets 10 months of the year (No meeting July or December)			
EDA/HRA (6 year term- 3 term limit)	Bruce Albright	Julie Lammers	Paul Sonnenberg-thru 2027 Vanessa Perry-thru 2028 Joy Summers-thru 2025 DuWayne Ditterich-thru 2026
Montly			
Fire Board	Julie Bruhn	N/A	Fire Chief Candor, Dora, Hobart Township
3 meetings annually-budget, audit and annual meeting			
Park Advisory Board (Park & Recreation) (3 yeat term-unlimited terms)	Dean Haarstick	Rachel Nustad 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	Julie Bruhn	Julie Lammers	Karie Trupka, Alex Ohman, Virginia Satrom, Luca Moser and Bruce Albright

1. The City Council reviews recorded minutes.
2. Minutes contain recommendations to the council. Be clear and sepcific in terms of backgroundnd 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 coucil member will be asked to attend that meeting.

**Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, August 6th, 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, August 6th, 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, Bruce Albright and Vanessa Perry. Also Present: City Clerk-Treasurer Julie Lammers; CEDA Representative Maddison Petrick; and Editor Bob Williams of the Frazee-Vergas Forum.

Call to Order

The meeting was called to order by Ditterich at 2:00 PM

Agenda Additions and Deletions

None

Status of Recommendations to City Council

None.

Minutes

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

Financial Update

Lammers provided a brief financial update. Motion by Albright, seconded by Sonnenberg to approve the financial report. The motion passed unanimously.

CEDA Update

Child Care

Petrick presented updates on the childcare initiative. She reported that she had contacted Anderson Homes as requested at the previous meeting to obtain quotes for prefabricated homes. Two different quotes were received for 3-bedroom, 2-bathroom models:

- First model (28' x 48'): \$115,900
- Second newer model (24' x 56'): \$143,900

Petrick noted these prices were for the homes only and did not include delivery, setup, or foundation costs. The board expressed surprise at the reasonable price of the first model. Petrick mentioned she would email the home specifications to the board members through Lammers. The board discussed that these modular homes could also be sold as residential properties if the childcare plans did not work out.

Regarding potential church locations for childcare, board members reported their discussions with local churches:

- Sonnenberg spoke with a church representative who decided after consulting with church elders that they were not interested in hosting a daycare.
- Albright spoke with the secretary of another church, who indicated there seemed to be miscommunication within the church. The secretary believed it could be a "win-win" situation as the church is looking for occupancy while the community is looking for childcare space. This church currently runs a preschool with only 2-3 children and is struggling financially.

The board discussed approaching the church president directly to better understand their position. Albright and Sonnenberg volunteered to speak with them before the next meeting.

Lammers mentioned she spoke with representatives at the preschool booth during Looney Days who indicated they were considering making changes to their preschool program for next year, possibly transitioning from half-day to full-day.

Lammers also reported that she met with the president of the Lions, who indicated they can apply for a 50/50 matching grant up to \$100,000 for remodeling expenses for a childcare facility. The Lions were also willing to help with fundraising efforts.

The board discussed whether a faith-based location would create barriers for potential customers. They concluded this would likely not be a significant issue in their community and would ultimately be up to parents to decide where to send their children.

RCCIP Program

Petrick introduced the Rural Child Care Innovation Program (RCCIP) through First Children's Finance. This is a competitive, no-cost 18-month program supporting communities with childcare gaps. Key points included:

- Applications open August 13 and close September 13
- Requires a "core team" of 10-20 community members who meet monthly
- Provides funding for events, guidance, and data support
- Could fund events such as "how to become a childcare provider" and provider appreciation initiatives
- No restrictions on how the community ultimately addresses childcare needs

The board discussed assembling a team, with Summers and potentially other board members volunteering. They agreed to identify community members for the core team, focusing on the minimum requirement of 10 people to keep the committee manageable. Lammers would compile names, and Petrick would reach out to potential participants.

CEDA/Vergas Work Plan

Petrick presented a work plan that required EDA approval as part of CEDA's policies. The primary priority identified was childcare development in Vergas, with goals including:

- Site and model exploration
- Researching operating models
- Connecting with regional providers and foundations
- Marketing and outreach support

A secondary priority was EDA grant program management and marketing. The plan also included reporting and communications requirements.

Motion by Summers, seconded by Sonnenberg, to accept the CEDA/Vergas work plan. The motion passed unanimously.

Vergas EDA Community Rehab Grant

Petrick presented a grant application from Franklin Fence for \$5,500 to spread crushed asphalt over their lot to improve dust control and appearance. Their proposed start date was August 16.

Motion by Albright, seconded by Summers, to approve the Franklin Fence grant application for \$2,750 (50% of the total cost). The motion passed unanimously.

Summers requested that the approval letter include information about remaining grant funds available to Franklin Fence. Petrick agreed to include this information and mentioned she planned to visit businesses in September to promote the grant program.

New Business

None

Old Business

SBDC-Rural Edge

Lammers provided an update on the Rural Edge "Smart Strategies for Small Business Success" program. Classes will be held Mondays from 4:00-6:00 PM at the Event Center from September 15 through November 3, with no class on October 13 (Columbus Day).

Registration requires only a name and email address. The program needs at least 6 participants (preferably 8) and will accept no more than 15. Nustad, the event center coordinator, was already signed up to attend.

The board discussed the best timing to approach local businesses about participation, agreeing that the last week of August (27-29) would be better than September, as business owners would be more receptive after Looney Days. Petrick agreed to visit businesses during that timeframe to promote both the EDA grant program and the Rural Edge classes.

Adjournment

Motion by Sonnenberg, seconded by Summers to adjourn the meeting at 3:05 p.m. Motion passed unanimously.

Recorded by Rachel Nustad

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Council Recommendations

None

Follow up Actions

- The board agreed to gather more information about both the church and modular home options before making any decisions at the September meeting.
- Albright and Sonnenberg to speak to church representatives to see what their thoughts are.

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Tuesday, July 22, 2025

The City of Vergas Event Center Advisory Committee was called to order by James Stenger on Tuesday, July 22, 2025, at 5:30 pm with the following members present: James Stenger, Deb Jacoby, Robert Jacoby, and Event Center Coordinator Rachel Nustad. Also present Julie Lammers City Clerk-Treasurer. Absent: Vanessa Perry

Approval of the Agenda

Agenda approved as presented

Minutes

Motion by R. Jacoby, seconded by D. Jacoby, to approve the minutes from May 27th, 2025. Motion carried unanimously.

Additions and Deletions

Solar was added to the agenda.

Status of Recommendations to City Council

None

Income and Expense

Lammers presented the income and expense report provided in the meeting packet. She noted it was time to begin planning for the 2026 budget. Lammers introduced Nustad as the newest member who would be taking over some of Lammers responsibilities as the event center coordinator.

Lammers explained that she had copied last year's budget with some changes, noting they were \$4,000 less in expenses. She indicated wages had decreased since Nustad, who is already working with the city, would be spending 2-5 hours every two weeks on event center matters.

Lammers reported that professional services had increased because they've already spent \$1,301 on security and cleaning services. She clarified that security costs are now part of the rental fee that renters pay, which amounts to \$1,500 for a weekend.

Office supplies and operating expenses were increasing. Lammers mentioned that utilities were not changed yet, but would be addressed during the solar discussion. She noted that utility services might decrease by \$2,000, but a loan payment for the solar project would balance this out for 2-3 years.

Lammers stated that a more detailed budget proposal with explanations for changes would be presented at the next meeting.

R. Jacoby asked about assessment payments. Lammers explained these were for the road work when it was redone, and the city was assessed for that portion. She mentioned it was almost paid off. She also clarified that the solid waste fee on the taxes was for garbage collection, which costs \$70 for residents and more for commercial properties.

Rental

Free and Reduced Rental Form

The board discussed the current policy regarding free and reduced rentals. Stenger expressed concerns about the strict criteria, particularly how events serving alcohol automatically disqualify applicants from free rental consideration. He cited a recent example of a fundraiser for a child with cancer that was charged because alcohol was served.

Stenger explained that such events often require alcohol to attract attendees and maximize donations. He noted that several fundraisers had chosen other venues instead of the Event Center due to the cost.

R. Jacoby expressed concern about giving free rentals too liberally, pointing out that taxpayers ultimately subsidize these events, and many groups from outside city limits would expect free use without contributing to taxes. He mentioned that even the local fire department pays for their events.

D. Jacoby suggested that fundraiser organizers could have reached out to the Lions Club for assistance, as she had offered to help with the cancer fundraiser.

Lammers explained that the policy was written by a committee that included Paul Haarstick, Vanessa Perry, Bev Flateland, Mary Dietrich, and Lyle. She suggested researching past meeting minutes to understand the rationale behind the current policy.

The board agreed to table the discussion until they could review the historical context and have a full committee present.

Schedule of Events

Nustad presented a spreadsheet showing events held at the center in 2025, including details on quantities, amounts paid, amounts still owed, and total expected revenue.

Stenger inquired about the upcoming circus event, as many people had been questioning its legitimacy. Nustad assured the board that the circus had paid their deposit and had checked the building, confirming it would work for their needs. She noted there was some concern about cleanup since the Ms. Vergas Pageant would begin the next day.

Nustad discussed her work on a new brochure for the Event Center. The draft brochure included information about offerings, local lodging options, and rental rates. She mentioned including Josh Hanson's rental properties, Pelican Hotel, and Lakes Inn, and was waiting to hear back from Loonies Pub and Campground.

The board suggested adding Nathan Soland's Sybil Haus as another lodging option. They discussed creating separate, specialized brochures for different types of events such as weddings, birthday parties, and meetings. Lammers also mentioned Nustad's work on the Facebook page, planning to highlight different event types each week.

The board agreed that more promotion of different events could increase rentals. Lammers noted that the event center information could be included in the city newsletter that goes out with water bills.

Building Review

Kitchen

Window/Door Closure

Lammers reported that contractors were having difficulty resolving the window/door closure issue. She explained that the solid wall construction presented challenges, and contractors have been stumped on finding a solution. The board discussed possibly using a modified version of the existing accordion doors but acknowledged the visual gap between the accordion door and the counter would remain problematic.

Stove Top

R. Jacoby explained that the Lions would like to replace the stovetop and purchase a 48-inch cart on wheels at their expense. The wheeled cart would allow it to be moved into the storeroom when not in use to create more space in the kitchen.

The board discussed two concerns: whether the electrical system could handle the increased power draw, and whether the storage room had enough space given upcoming solar equipment installation. Stenger expressed safety concerns about putting hot cooking equipment on wheels.

The board agreed to wait until after the solar panel installation to pursue this project, as the electrical work would need to be evaluated and modified.

Sink Backsplash

Nustad presented research on backsplash options, recommending a simple pebbled white plastic interior panel that would be waterproof and would not swell or rot. The estimated cost was \$25.80 for a 4x8 piece.

Motion by R. Jacoby, seconded by Stenger, to install the pebbled white plastic backsplash. Motion carried unanimously.

Nustad suggested that city maintenance staff could install it.

Large Meeting Room

Projector

Stenger reported that he had contacted vendors about projectors, but they were currently focused on school installations. He planned to visit Best Buy in the next couple of weeks to speak with a representative about options and pricing for a projector for the Event Center.

Committee: "To-Do" List

Stenger suggested adding mobile stairs for the stage to the committee's to-do list. He explained that having stairs on both sides would make the stage more accessible and functional for events like the fireman's dance, where announcers would prefer to be on stage rather than on the floor.

The board discussed the potential cost (estimated between \$139-269 per unit on Amazon), storage considerations, and whether one or two stair units would be needed. Stenger agreed to research options and bring specific ideas to the next meeting.

Lammers also provided an update on the solar panel project approved by the city council. She explained that the Event Center would be getting approximately eight solar panels on the roof and a battery backup system to serve as an emergency center during power outages. The battery system would require an enclosed cage that would take up space currently used for salt storage.

The project would be financed through a zero-percent loan from West Central Initiative, with grants covering most of the cost except for approximately \$6,000. Once paid off, Lammers explained the system could generate up to \$70,000 over the next 30 years. The installation would also include electrical panel improvements that might help address some of the kitchen power issues.

Adjournment

Motion by D. Jacoby, seconded by R. Jacoby, to adjourn the meeting at 6:34 pm. The motion passed unanimously.

Respectfully submitted,

Rachel Nustad, Deputy Clerk
Event Center Coordinator

Council Recommendations

None

Follow-up Actions

Stenger look into information on window/door closures.

Stenger will continue to look into options to replace the projector.

Stenger will look into options for stairs in front of the stage.

Nustad will research past meeting minutes to understand the rationale behind the current policy of the free or reduced rental form.

City Council
2025 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Monday, August 11, 2025

8. Tax Abatement Bond - Parking Lot and Alley

Files Attached

- DOCSOPEN-#1040226-v1-Vergas_2025A_Resolution_Granteeing_Abatement__8_11_25.pdf

EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF THE
CITY OF VERGAS, MINNESOTA

Pursuant to due call and notice thereof a regular meeting of the City Council of the City of Vergas, Otter Tail County, Minnesota, was held in the City Hall in the City on August 11, 2025, at 6:30 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO PROPERTY TAX ABATEMENT FOR PUBLIC
INFRASTRUCTURE AND PARKING LOT PROJECTS; GRANTING THE ABATEMENT**

BE IT RESOLVED by the City Council (the “Council”) of the City of Vergas, Otter Tail County, Minnesota (the “City”), as follows:

Section 1. Authorization and Recitals.

1.01. The City, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the “Act”) is authorized to grant an abatement of certain property taxes levied against net tax capacity imposed by the City on parcels of property by the adoption of a resolution specifying the terms of the abatement.

1.02. The City intends to undertake the construction of public infrastructure improvements including utility and parking lot improvements in the City’s downtown area (the “Improvements”) and benefiting certain property within the City boundaries identified on EXHIBIT A attached hereto (the “Property”).

1.03. The City has proposed to finance the Improvements by granting an abatement of the property taxes imposed by the City on the Property (the “Proposed Property Tax Abatement”), and by issuing bonds to provide an amount equal to the sum of said Proposed Property Tax Abatement.

1.04. Pursuant to the Act, this Council on August 11, 2025, conducted a public hearing on the desirability of granting the Proposed Property Tax Abatement. Notice of the public hearing was duly published as required by law in a newspaper of general interest and readership in the City at least ten days but less than thirty days prior to the date of the public hearing. The form of said Notice and the publication of said Notice prior to the date of adoption of this resolution is ratified and confirmed in all respects.

Section 2. Findings. On the basis of the information compiled by the City and elicited at the public hearing referred to in Section 1.04, it is hereby found, determined and declared:

2.01. The City expects that the benefits to the City associated with granting the Proposed Property Tax Abatement are at least equal to or exceed the associated costs to the City.

2.02. The granting of the Proposed Property Tax Abatement is in the public interest because it will finance and provide public infrastructure and help provide access to services for residents of the City.

2.03. The nature and extent of the public benefits which the City expects to result from the Proposed Property Tax Abatement are the construction of public infrastructure improvements, including utility and parking lot improvements in the City’s downtown area, which will enable City residents and visitors to have convenient and safe access to the City’s downtown area and improve the City’s stormwater infrastructure.

2.04. The Property is not located in a tax increment financing district.

2.05. The granting of the Proposed Abatement will not cause the aggregate amount of abatements granted by the City under the Act to exceed the greater of (i) ten percent (10%) of the City’s

net tax capacity for each taxes payable year to which the abatement applies, or (ii) \$200,000.

2.06. It is in the best interests of the City to grant the tax abatement authorized in this resolution.

Section 3. Granting of Tax Abatement.

3.01. A property tax abatement (the “Abatement”) is hereby granted in respect of property taxes levied by the City on the Property for ten (10) years, commencing with taxes payable in 2026 and concluding with taxes payable in 2035. The estimated total cost of the Abatement is \$150,000 over ten (10) years.

3.02. The City shall retain the Abatement and apply it to payment of all or a portion of the costs of acquiring or constructing the Improvements or to the payment of bonds of the City issued to finance costs of acquiring or constructing the Improvements, whether such bonds are issued pursuant to the Act, or other law, as authorized by Section 469.1815, Subdivision 2 of the Act.

3.03. In accordance with Section 469.1813, subdivision 8 of the Act, in no year shall the Abatement, together with all other abatements approved by the City under the Act and paid in that year, exceed the greater of ten percent (10%) of the City’s net tax capacity for that year or \$200,000 (the “Abatement Volume Cap”). The City may grant any other abatements permitted under the Act after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Cap, the allocation of Abatement Cap to such other abatements is subordinate to the Abatements under this resolution.

3.04. The Abatement may not be modified or terminated by the Council during its term.

3.05. In accordance with Section 469.1815 of the Act, the City will add to its levy in each year during the term of the Abatement the total estimated amount of current year Abatement granted under this resolution

(The remainder of this page is intentionally left blank.)

The motion for the adoption of the foregoing resolution was duly seconded by _____, and upon vote being taken thereon, the following voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

PROPERTY ID NUMBERS

82000990068000
82000990072000
82000990063000
82000500012007
82000990062000
82000990054000

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

I, the undersigned, being the duly qualified and acting Clerk/Treasurer of the City of Vergas, Otter Tail, County, Minnesota (the “City”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of the City Council of the City held on the date specified above, with the original minutes on file in my office and the extract is a full, true, and correct copy of the minutes, insofar as they relate to authorizing a property tax abatement for parking lot projects, and granting the abatement.

WITNESS My hand as such Clerk/Treasurer this ____ day of August, 2025.

Clerk/Treasurer of the City Council,
City of Vergas, Minnesota

City Council
2025 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Monday, August 11, 2025

9. Event Solar System

Files Attached

- Proposed Resolution 2025-005 Solar proposal by Holsen.pdf
- Proposed Resolution 2025-006 City Council Langaue West Central Initiative Financing approval.pdf

CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
RESOLUTION 2025-005

RESOLUTION TO ACCEPT SOLAR PROPOSAL FROM HOLSEN SOLAR

WHEREAS, West Central Initiative has worked with city staff to analyze energy use and solar potential for the Event Center,

WHEREAS, West Central Initiative staff have analyzed the potential for solar and an expected project cost of \$104,280.23 and expected project incentives of \$97,680.00.

WHEREAS, the project will save the city of Vergas \$67,848 in energy costs over the project's lifetime.

WHEREAS, West Central Initiative and Lakes Region Service Cooperative prepared a cooperative RFP for cities that are interested in receiving bids from contractors for solar projects,

WHEREAS, West Central Initiative and Lakes Region Service Cooperative convened a selection committee of members of the municipal solar cohort to select a final proposal

WHEREAS, the selection committee chose the final bid from Holsen Solar,

WHEREAS, Holsen Solar has prepared a detailed estimate and full project proposal to add a solar array (and battery storage where applicable) to the Event Center.

WHEREAS, the proposal from Holsen Solar has a total cost of \$104,280.23,

Now, therefore, be it resolved by the City Council of Vergas:

Section 1. Accepts the full proposal from Holsen Solar and agrees to move forward with solar installation on the Event Center.

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

Adopted this 11th day of August 2025 by the City Council of Vergas.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk/Treasurer

CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
RESOLUTION 2025-006

Resolution to support seeking solar project financing from West Central Initiative.

WHEREAS, West Central Initiative has worked with city staff to analyze energy use and solar potential for the Event Center,

WHEREAS, West Central Initiative staff have analyzed the potential for solar and an expected project cost of \$104,280.23 and expected project incentives of \$97,680.00.

WHEREAS, the project will save the city of Vergas \$67,848 in energy costs over the project's lifetime.

WHEREAS, West Central Initiative has prepared a financing mechanism to support small communities with a 0% interest loan, no origination fee, and flexible terms for payback,

WHEREAS, West Central Initiative has identified MN Statutes' MN 475.521 and MN 412.301, which allow municipalities to receive loan capital for purchasing the solar array equipment,

WHEREAS, the West Central Initiative loan will cover all up-front project expenses from the Holsen Solar Proposal.

Now, therefore, be it resolved by the City Council of Vergas:

Section 1. Agrees to move forward with loan financing from West Central Initiative

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

Adopted this 11th day of August 2025 by the City Council of Vergas.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk/Treasurer

City Council
2025 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
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11. Committee Reports

- A. Park Advisory Board
 - 1. Pickleball
 - 2. Baseball Field Usage Fee
- B. Planning Commission
 - 1. Siren

Files Attached

- 7.24.2025 Park Advisory Board.pdf
- Pickleball Request.pdf
- 8.4.25 Planning Commission Minutes.pdf
- Siren Survey Questions.pdf

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

Call to Order

The City of Vergas Park Advisory Board was called to order by Tony Sailer on Thursday, July 24, 2025 at 3:00 pm with the following members present: Tony Sailer, Steph Hogan and Chuck Hanson. Absent: Sherri Hanson, Maggie Puetz, and Dean Haarstick. Also present; Shannon Charpentier, Todd Morse and employees Julie Lammers and Rachel Nustad.

Additions and Deletions of the Agenda

Lammers noted that "City Worker Update" would be deleted from the agenda.

Minutes

Motion by Hogan, seconded by Sailer to approve the minutes for May 22, 2025. Motion passed unanimously.

Status of Recommendations to City Council

No recommendations to City Council were presented.

Budget

Lammers provided the budget information for the board's review, explaining that she had copied last year's budget for initial planning purposes. She noted that next month the board would need to finalize any desired changes to the budget.

Lammers informed the board that the parks budget is currently at \$97,000, which represents the largest allocation of taxpayer money in the city of Vergas. She then shared information about a potential sales tax initiative she had learned about at a League of Minnesota Cities conference. The proposal would be for a half of a half-percent sales tax dedicated to funding the park master plan.

Lammers outlined the process: the proposal would need council approval, then state approval, followed by placement on the November 2026 ballot. If passed, collection could begin in March 2027. The tax could generate approximately \$100,000 annually, which would significantly help fund the park improvement master plan.

Hanson inquired about the estimated cost of the park improvements, with Lammers confirming the projected cost was approximately \$1.2 million, divided into three phases. The sales tax application would need to specify exactly what the money would be used for and the duration of the tax. Lammers indicated it would be preferable to request the full project amount at once rather than applying multiple times.

Lammers also mentioned that while the state has reduced grant funding for parks, some opportunities still exist. She noted that the sales tax could be ended early if projects were completed, and any future applications would need to begin about a year before the current tax expired.

Pickleball

Charpentier presented a proposal for improvements to the pickleball courts. She distributed a sketch showing plans for two phases of improvements:

Phase 1: Installation of a concrete slab where carpet currently exists, plus cedar posts and canvas sunshades over the seating area.

Phase 2: Addition of a sidewalk leading to the courts to prevent players from tracking rocks onto the playing surface.

Charpentier explained that the pickleball group has approximately \$2,700 in their operating budget and \$1,600 in the West Central Initiative fund. She reported that they had already received pledges of \$2,500 that day for the project. Stacy, who has 40 years of concrete experience, has offered both his expertise and a donation.

The group is seeking approval for the project and plans to fundraise to cover all costs. Charpentier mentioned they would like to complete at least Phase 1 this year.

Motion by Hogan, seconded by Hanson, to recommend to City Council approval of the pickleball court improvement project. The motion carried unanimously.

Lammers noted the request would go to the council meeting on August 11th and suggested having a representative present. She also confirmed she would include the plans in the council packet.

Baseball Committee

Sailer reported on the upcoming dedication ceremony for the baseball field, scheduled for Wednesday July 30th at 6:00 PM, with the game starting at 6:30 PM. The ceremony will recognize people or their families being honored, and Sailer will serve as MC. He mentioned that articles about the dedication appeared in the local newspaper and the Vergas show.

Sailer also proposed that when outside towns use the Vergas baseball field as a neutral meeting place, the city should charge a fee of \$100 to cover maintenance costs. He recommended not charging the local school district since they donate funds for field improvements and Vergas is part of their district.

Motion by Hanson, seconded by Hogan, to recommend to City Council that a \$100 fee be charged when out-of-town teams use the Vergas baseball field. The motion carried unanimously.

Sailer also mentioned an issue with equipment storage behind the pickleball courts that limits parking during baseball games, as people avoid parking along the first baseline due to foul balls. Lammers explained that the equipment belongs to the Vergas Community Club and is typically stored there between Looney Days and Hairy Man events. She will discuss options for relocating the equipment after Looney Days.

Sailer noted that the sign recognizing honorees would be hung on the back of the third base dugout before the dedication ceremony.

New Park Property on Glenn Street

Lammers explained that the city acquired property on Glenn Street as part of a development requirement. The property, approximately 2-3 acres, is largely a slough area with many rocks, making it difficult to maintain. Neighbors have requested that the city maintain the property.

Lammers presented several potential uses for the property, including a butterfly park with wildflowers that could be burned periodically, a sledding hill, or other recreational options. She noted that a dog park had been suggested but would require water access. She asked board members to visit the site before the next meeting to consider options, and also suggested getting input from city worker Mike Dufrane about maintenance possibilities.

City Worker Update

This agenda item was deleted.

Other Business

No other business was discussed.

Next Meeting Date/Time

August 28th at 3:00 PM.

Adjournment

Motion by Hogan, seconded by Hanson to adjourn at 3:39 pm. Motion carried unanimously.

Respectfully submitted,

Rachel Nustad, Deputy Clerk
Secretary of the Park Board

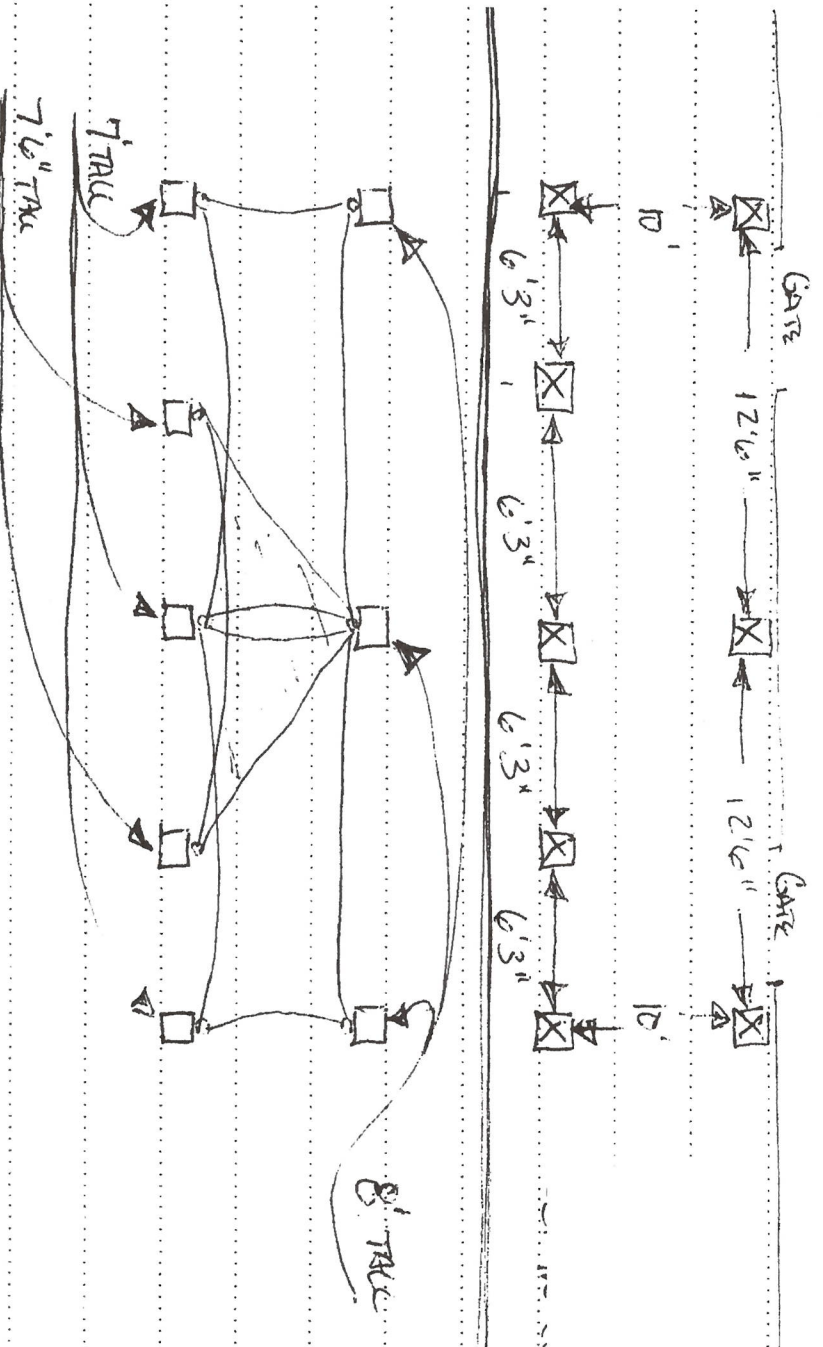
Council Recommendations

- Baseball Fee
- Pickleball

Follow Up Actions

- All members to review Glenn Street Park

Construction Sketch



2025

Vergas Pickleball PHASE ONE

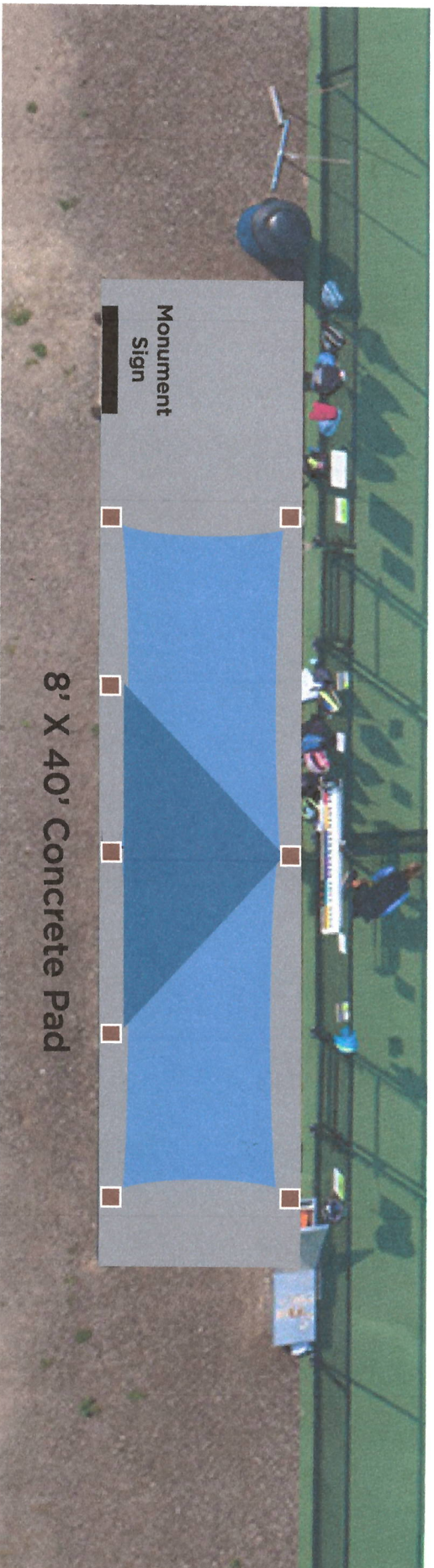
SunShade and Concrete Pad

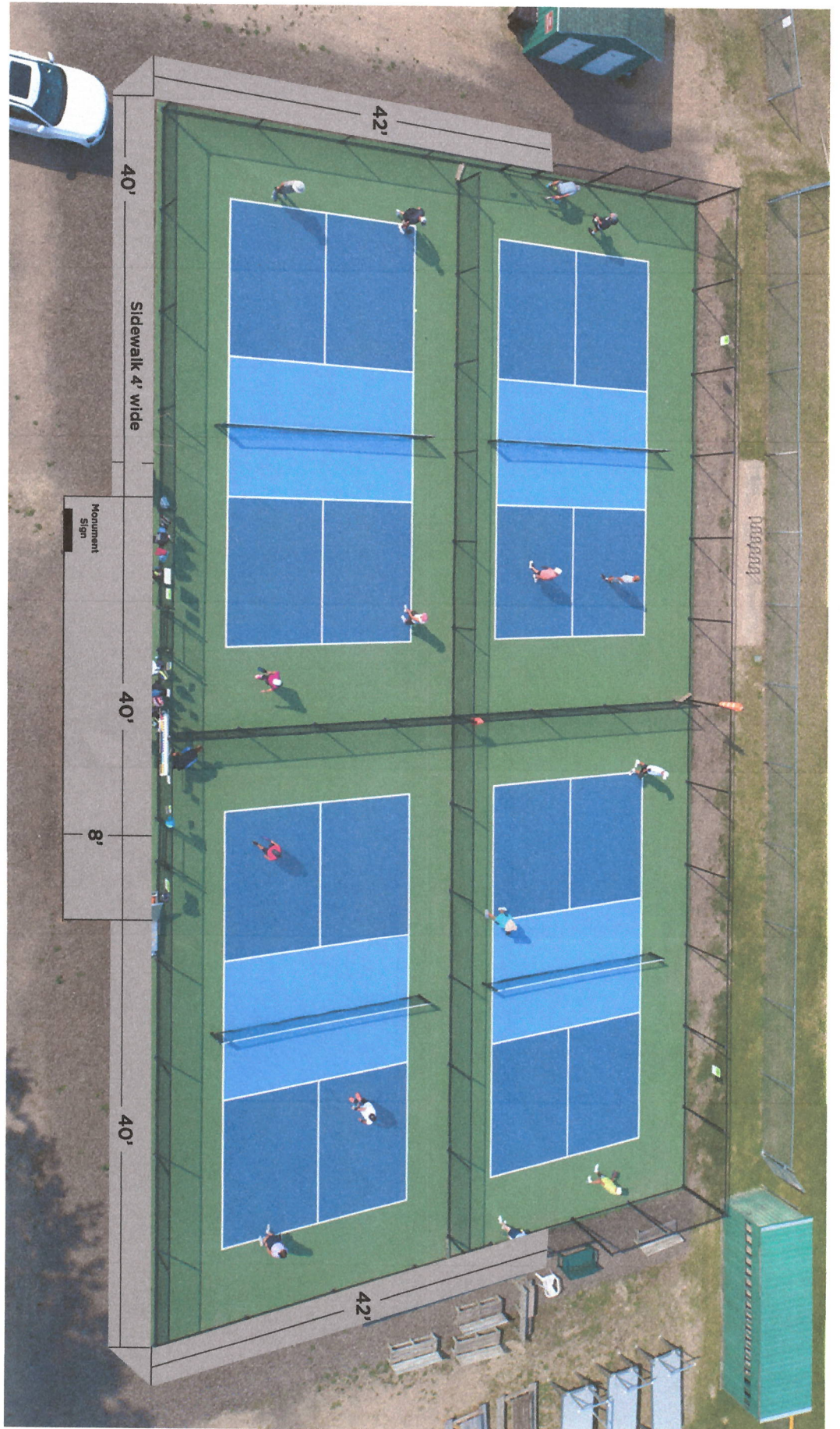
- 6' x 6' treated posts set in concrete
- 8' x 40' concrete pad
- 2 rectangular sails
- 1 triangular sail
- Misc hardware

Cost \$5,500

Vendors:

- Franklin Fence
- Amazon
- Haugen Construction, Moorhead - Concrete





**2026
Vergas Pickleball
PHASE TWO**

**Sidewalk on three sides of courts
COST: \$8,100**

City of Vergas Planning Commission Minutes
Monday, August 4th, 2025 at 6:00 pm
Government Services Building and Zoom

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, August 4, 2025, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, and Rebecca Hasse. Absent: Jim Courneya, and Shane Hasse; Also present: Clerk-Treasurer Julie Lammers.

Call to Order

Chairman Ohman called the meeting to order at 6:13 PM

Agenda Additions or Deletions

No additions or deletions were made to the agenda.

Motion by Hasse, seconded by Ohman to approve the agenda as presented. The motion passed unanimously.

Minutes

Motion by Ohman, seconded by Albright to approve minutes for June 23, 2025. The motion passed unanimously.

Status of Council Recommendations

None

Construction Permits

Lammers, City Clerk/Treasurer, informed the commission that several construction permits that were scheduled to be approved at the July 24th meeting had already begun work without formal approval. She noted that the lean-to and driveway projects were already completed, though she was unsure about the status of the shed and garage. The chicken coop project had not yet started.

The commission discussed the issue of projects beginning before approval. Given the delay in the approval process due to the missed July meeting, the commission determined that it would be appropriate to waive any fees associated with the premature starts.

Lammers presented information on permits approved by Otter Tail County. Ohman requested that future county permit reports include property addresses and descriptions of work being done, in addition to the parcel numbers currently provided. Lammers agreed to add this information to future reports.

Motion by Ohman, seconded by Hasse to approve all pending construction permits and waive any associated fees due to the delay in approval. The motion passed unanimously.

Old Business

Nuisance Properties

Lammers informed the commission that a resident at 371 South Pelican Avenue has had a demolition derby car in their front yard for most of the summer and recently acquired a second one. The commission discussed whether this violated city ordinances. Hasse noted that other demolition derby participants in town keep their cars at locations outside city limits to comply with ordinances.

Ohman suggested that Albright and Stenger (code enforcement) should visit the property to discuss the issue with the owners and inform them of the ordinance requiring vehicles to be licensed, operable, and insured. The commissioners agreed that starting a conversation would be the appropriate first step before pursuing enforcement action.

Hasse reported that she had driven by the 120 E Elm property and noticed that the windows that were previously broken had been completely removed from the garage rather than repaired.

Lammers mentioned that the city now has a new attorney who specializes in nuisance properties and would be willing to assist with enforcement.

The commission also discussed a complaint about the fire department siren that sounds at 7:00 AM, 12:00PM, 1:00 PM, and 6:00 PM daily. Albright shared that a resident found the siren disruptive, particularly for visitors unfamiliar with the schedule. The commission reviewed the city's noise ordinance and discussed whether the siren could be considered a violation, especially considering its impact on individuals with sensory sensitivities and young children.

While some commissioners noted the siren was a traditional part of Vergas life, they acknowledged it could be problematic for those living close to it. The commission decided to recommend that the City Council review the issue and conduct a survey to gather public input.

Motion by Ohman, seconded by Albright to recommend the City Council review the fire department siren schedule and conduct a survey to gather public input on whether to continue the practice. The motion passed unanimously.

City Ordinance Update

The commission deferred discussion on city ordinance updates to the next meeting. Lammers requested that commissioners review the three chapters she had previously sent them and offered to resend the materials with a reminder.

New Business

RV Permit

Lammers presented a request from a resident wanting to place a 22-foot camper on his property at 1150 and 1155 Kelley Shores. The resident plans to use the camper on weekends while building a house on the property.

The commission discussed the city's ordinance prohibiting camping within city limits without a permit. Lammers noted that while campers can be parked on private property, people cannot camp in them without permission. She also mentioned that during special events like Looney Days, the city typically does not enforce this ordinance.

Albright suggested issuing a one-year permit to allow the temporary use of the camper, with the requirement that the resident would need to renew it if needed beyond that timeframe.

Motion by Albright, seconded by Ohman to approve a one-year RV permit for 1150/1155 Kelley Shores, requiring renewal after one year if needed. The motion passed unanimously.

Adjournment

Motion by Ohman, seconded by Hasse, to adjourn at 6:43pm. The motion passed unanimously.

Recorded by Rachel Nustad

Secretary,
Julie Lammers, CMC
Vergas City Clerk-Treasurer

Council Recommendations:

To recommend that the City Council review the fire department siren schedule and conduct a survey to gather public input on whether to continue the practice.

DRAFT

General Awareness

1. Are you aware that the sirens in our community are used to indicate the time?
 - Yes
 - No

Effectiveness

2. Do you find the sirens helpful for keeping track of time?
 - Very helpful
 - Somewhat helpful
 - Not helpful
 - I don't use them
3. How often do you rely on the sirens to know the time?
 - Daily
 - Occasionally
 - Rarely
 - Never

Timing & Frequency

4. Do you think the current schedule for the sirens (e.g., 7 AM, noon, 1 PM, and 6 PM) is appropriate?
 - Yes
 - No (please explain)
5. Would you prefer:
 - More frequent time signals
 - Fewer time signals
 - Keep it as is

Noise & Disturbance

6. Do the sirens disturb your daily activities or rest?
 - Yes, often
 - Occasionally
 - No

Suggestions

7. What improvements would you suggest for the siren system?
 - (Open-ended response)

City Council
2025 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Monday, August 11, 2025

12. Staff Reports

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

Files Attached

- 08.2025 Clerk-Treasurer Report.pdf
- Mn Department of Public Health letter to Council.pdf

Clerk-Treasurer Council Report
August 2025

Meetings Attended:

MCFOA Region 1 Clerk's Meeting in Detroit Lakes 7.18.25
Energy Resilience 7.22.25, 8.7.25
Safety Meeting in Fergus Falls 7.24.25

Council Meetings:

Other communities post their meetings on YouTube either live or after their meeting. I would propose that for the City of Vergas, the following morning after a Council meeting. Zoom allows recording meetings, and they can be posted on YouTube. Nustad would be able to post on Tuesday morning.

Grants:

OSHA Safety Grant

Proposing to reapply for a safety grant to include a panic button for the city office, 2nd door out of the Clerk-Treasurer Office, and cameras both inside and outside of the city offices. This is a 50/50 grant for up to \$10,000. I have requested quotes from Arvig and S & S Security Services.

LCA Implementation Grant Application

Received \$21,500 for energy improvements at the event center, fire hall, and municipal building. Met with Refine Homes regarding the work to be done. The work will begin in September.

MN Dept of Health

Distributed letters to properties giving samples for lead and copper testing.
Filed report with MN Dept of Health (See Attached letter)

Website Form Update:

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

Projects Currently Working on:

EDA/HRA: Daycare.

Park: City Sales Tax

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

Council Recommendations

Permission to apply for the OSHA safety grant.
Interest in having Council Meetings on YouTube.



Protecting, Maintaining and Improving the Health of All Minnesotans

July 23, 2025

Vergas City Council
c/o Julie Lammers, City Clerk
P.O. Box 32
Vergas, Minnesota 56587

Dear Council Members:

SUBJECT: Lead/Copper Tap Water Monitoring Report, PWSID 1560029

This letter is to report the results of your recent lead/copper monitoring that is required by the Safe Drinking Water Act. The results revealed the following 90th percentile levels:

90th percentile lead level = 5 µg/l (rounded as 0.005 mg/l).

The action level for lead is 15.0 µg/l.

90th percentile copper level = 1150 µg/l (rounded as 1.150 mg/l).

The action level for copper is 1300 µg/l.

Based on these results, your public water system **has not exceeded** the action level for lead and **has not exceeded** the action level for copper.

By federal rule, 40 CFR 141.85, you are required to provide the lead/copper results to persons served at the sites that were tested. In addition, you must provide them with an explanation of the health effects of lead/copper, list steps consumers can take to reduce exposure to lead/copper in drinking water, and water utility contact information. The notification must also provide the maximum contaminant level goals, the action levels for lead/copper, and the definitions for these two terms.

Notification must be made within 30 days by U.S. Mail, hand/direct delivery, or posting. Please refer to the enclosed Lead/Copper Results Delivery Certification form for delivery method requirements. If the residence is a rental property, both the occupant(s) of the residence and rental property owner must be notified. To assist you in meeting the notification requirements, we have enclosed the results notification letters which must be delivered to the homeowners along with a copy of the fact sheet on lead/copper in drinking water.

The lead/copper sampling site addresses are private data. This information was classified as "nonpublic" by the Minnesota Department of Administration in October 2004, upon the request of Minnesota Department of Health (MDH) and Minnesota community water supply systems. When notifying the persons served at the sites that were tested, provide them with the results for that address only.

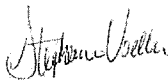
Within 10 days after notifying the residents of their results, you must complete the enclosed Lead/Copper Results Delivery Certification form and return it to us. If you chose not to use the results notification letters MDH sent to you and created your own results notification letters, you must submit a copy of one of the letters along with this certification form. The letter you create must contain the same language as the enclosed results notification letters as this is EPA required language. A return envelope is enclosed for your convenience.

Please note that all enclosures are sent to the addressee of this letter. Persons receiving a copy (cc) of the letter do not receive any enclosures. It is the responsibility of the addressee to follow through with the requirements.

A sampling kit will be sent to you prior to your next scheduled sampling date. The enclosed report should be placed in your records and a copy maintained on or near the water supply premises and available for public inspection for not less than ten (10) years.

If you have any questions, please contact me at 651-201-3974 or Jackie Becker at 651-478-0805.

Sincerely,



Stephanie Voeller
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

PAW
Enclosures
cc: Water Superintendent

City Council
2025 August Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:00 PM on Monday, August 11, 2025

13. Information & Announcements

Trainings:

- A. Clerks Advanced Academy- September 18-19, 2025 (Lammers) Rochester