

**City Council
2025 October Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, October 21, 2025**

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
 - A. Council Minutes September 16 and 26, 2025
 - B. Bills paid between Council meetings and Council bills
 - C. Liquor Store bills for September 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. 2025 Council Portfolio
 - I. Committee Reports:
 1. Planning Commission
 2. Park Advisory Board
- 5. Transportation Alternatives Grant**
- 6. Utility Bill - 123 Main Street**
- 7. Committee Reports**
 1. EDA.HRA
 2. Streets/Sidewalk/Yard Waste Committee
 3. Liquor Store Committee
- 8. Staff Reports**
 - A. Liquor Store Manager Report
 - B. Utilities Superintendent Report
 - C. Clerk-Treasurer Report
- 9. 2026 General Fund Budget**
- 10. Information & Announcements**

Events:

Small Town Christmas - November 29, 2025
- 11. Adjournment**

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 - 1. Planning Commission
 - 2. Park Advisory Board

Files Attached

- Special City Council 9.26.25.pdf
- 10.2025 Claims List for Approval.pdf
- 10.2025 City Bill Listing.pdf
- 10.17.25 past_due_customers.pdf
- 9.22.25 Planning Comission Minutes DRAFT.pdf
- 10.9.25 Park Board Minutes.pdf
- 9.2025 General Fund_Special Revenue Money Market Account Report.pdf
- 9.2025 Investment Schedule & Bond Schedule.pdf
- 2025 Liquor Store Bill Listing.pdf
- City Council Minutes 9.16.25.pdf
- Sept Energy and Resiliency Advisory Board Minutes.pdf

**CITY OF VERGAS
SPECIAL CITY COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM**

Friday, September 26, 2025

The City Council of Vergas met at 9:00 AM, on Friday, September 26, 2025 at the Vergas Event Center and on a Zoom for a hybrid special City Council Meeting.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dwight Lundgren, Mayor	P/P	P	P/P	P	P	P	P ^{7/2}					
Julie Bruhn, Mayor								P	P/P			
Bruce Albright, Member	P/P	P	P/P	P	P	P	P/A/A	P	P/P			
Paul Pinke, Member	P/P	P	P/P	A	P	A	P/P/P	P	P/P			
Dean Haarstick, Member	P/A	P	P/P	P	P	P	P/P/P	P	P/P			
James Stenger, Member	P/P	P	P/P	P	P	P	P/P/P	P	P/P			
Julie Lammers, Clerk-Treasurer	P/P	P	P/P	P	P	P	P/P/P	P	P/P			
Mike Dufrane, Utilities Superintendent	P/A	P	P/A	P	P	P	P/P/P	P	P/P			
Kyle Theisen, Liquor Store Manager	P/A	P	P/P	P	P	P	A/P/A	A	A/A			

P: Present. A: Absent N/A: No meeting

Also present: Editor Bob Williams of the Frazee-Vergas Forum; and Citizens, Steve and Joanne Knutilla.

Call to Order

Mayor Bruhn called the meeting to order at 9:00 AM.

Hairy Man Temporary On-Sale License-Beer Garden

Mayor Bruhn presented the request for a temporary on-sale license for the Hairy Man beer garden.

Motion by Pinke, seconded by Stenger, to grant the temporary on-sale license for the beer garden. The motion passed unanimously.

Liquor Store Snow Break and Gutter System

Stenger explained that several items were missed or omitted from the original liquor store building project: a snow break, gutters, and a dormer above the building where the sign was supposed to be placed. He noted that without the snow break, a snow avalanche could damage the electronic sign. The original plan had included gutters across the front that would direct water along the building into the storm drain.

Stenger reported that when speaking with Refine Homes, they stated the dormer was left off for aesthetic reasons, though this decision was never brought to the committee. Regarding the snow break and gutters, they had no recollection of these items being discussed, so they were not included in the original bid.

A quote of \$3,733.37 was obtained for these items. Stenger recommended proceeding with this bid to complete the necessary work as soon as possible.

Mayor Bruhn inquired about funding, and Lammers explained that funds would come from a city investment that will mature on December 14th in the amount of \$152,802. The new expenses would be added to the \$45,386 already spent on the project from that investment.

Motion by Albright, seconded by Pinke, to proceed with the project items noted by James Stenger. The motion passed unanimously.

Motion by Albright, seconded by Pinke, that when the investment matures, the funds for both the original expenses and the additional items will be transferred from that account. The motion passed unanimously.

Liquor Store Sign

Stenger reported that Liquor Store Manager Kyle Theisen was not at the morning meeting and had not yet provided quotes for the liquor store sign. The liquor store committee recommended proceeding with obtaining a sign as soon as possible and suggested a budget of up to \$1,000, with graphics to be approved by the liquor store committee. Stenger noted that based on previous signage costs, this amount should be sufficient for the smaller sign that would be placed on top of the entry.

Council members confirmed that the electronic sign would also be retained.

Motion by Albright, seconded by Pinke, to approve up to \$1,000 for a sign for the liquor store to be placed on the dormer, with approval by both Theisen and the committee. The motion passed unanimously.

Step Up Thrift Boutique Lease Agreement

Lammers explained that the current lease for Step Up Thrift Boutique would expire soon. The original one-year lease was signed October 1, 2022, followed by a two-year lease in 2023. The lease agreement was reviewed by the city attorney, who suggested minor wording changes, changing "extraordinarily cost to clean" to "cleaning above normal cost."

The liquor store committee discussed the monthly rental payments earlier that morning. Lammers noted that at a previous meeting on November 12, 2024, they had discussed that the rent was not covering the building's expenses, including a furnace replacement. The committee recommended another two-year lease with increased rent: October would remain at \$550, November 2025 through September 2026 would be \$650, and October 2026 through September 2027 would be \$700.

J. Knuttila of Step Up Boutique expressed concern about the increase, suggesting it was a significant jump. She noted that they pay property taxes on the building (approximately \$1,300 per year) in addition to rent, and that their business provides value to the community with reasonably priced items for families. S. Knuttila mentioned that the upstairs location has disadvantages compared to street-level businesses, including lack of water facilities and bathroom access.

The council acknowledged the recent improvements to the space, including sealing the elevator shaft to improve energy efficiency and installing LED lighting. Albright noted that if the space were vacant, the city would still incur costs for heating, taxes, and electricity.

Motion by Albright, seconded by Pinke, to approve a two-year lease with rent set at \$650 per month for the entire lease period. The motion passed unanimously.

The Knuttilas requested that the windows be washed on the outside as part of the winterization project, noting they hadn't been cleaned since they began renting the space. The council agreed to look into getting estimates for this service after the parking lot renovation is completed.

Clerk-Treasurer Computer

Lammers presented a quote for a new computer system at \$2,253.03. She explained that she had researched options at Best Buy and Costco, which were about \$200 less expensive, but would require additional setup fees from Corp Technologies. Purchasing directly from Corp Technologies would include complete setup of the system before delivery.

The purchase would include an elite desktop computer (the same model recently purchased for the office), a notebook computer for remote work, an active cable, and a keyboard. The system would have a Pro 665 chip and Windows 11. Corp Technologies would transfer all data from the old system to the new one.

Lammers explained that her current computer is seven years old, and Microsoft will no longer support the operating system after October 14, creating security concerns. She noted that \$3,000 is available in the budget: \$2,000 from the office equipment budget and \$1,000 from improvements other than building.

Motion by Albright, seconded by Pinke, to purchase the computer from Corp Technologies with funding as noted. The motion passed unanimously.

Adjournment

Motion by Pinke, seconded by Stenger, to adjourn the meeting. The motion passed unanimously. The business for which the meeting called as completed and adjourned at 9:30 AM.

Follow Up Tasks

- Council will look into getting bids on washing the windows on the outside of the Step Up Thrift Boutique building.

Recorded by
Deputy Clerk
Rachel Nustad (assisted by ClerkMinutes)

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Date Range : 9/17/2025 To 10/21/2025

<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>
10/21/2025	A.S.P. of Moorhead, Inc	Event, Gaurds 9.27.25	25573	\$210.00	100-45110-300-	EVENT CENTER	\$210.00
10/21/2025	Arvig	All Depts, security and internet	25574	\$723.66	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	\$448.66
10/21/2025	Barefoot Lawns, LLC	PK, Herbicide inv#1070104	25575	\$1,486.14	100-45210-400-	Parks	\$1,486.14
10/21/2025	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium 2025	25576	\$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
10/21/2025	CDH-Vergas Fire Department	Fire and Rescue, 2025 3rd and 4th Quarter	25577	\$7,529.67	100-42010-405-	PUBLIC SAFETY	\$3,764.83
					100-42010-405-	PUBLIC SAFETY	\$3,764.84
10/21/2025	Colonial Life	2025 Employee Reimbursed Insurance Inv 5553771-0910013	25578	\$443.48	100-41405-999-	Clerk	\$249.16
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$102.52
					100-43110-999-	Highways, Streets & Roadways	\$23.74
					100-45210-999-	Parks	\$23.74
					100-41405-999-	Clerk	\$44.32

Date Range : 9/17/2025 To 10/21/2025

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10/21/2025	Core & Main LP	Water & Sewer, Curb boxes, rod and metersInv # 12744, 13371	25579	\$4,446.11			
					601-49440-530-	Water Utilities - Administration and General	\$1,524.21
					602-49490-530-	Sewer Utilities - Administration and General	\$1,524.22
					601-49440-530-	Water Utilities - Administration and General	\$1,397.68
10/21/2025	Corporate Technologies, LLC	All Depts, Tech, Computer Inv #198492, 198014, 197380, 203816, 203160, 202624, 201414	25580	\$3,164.23			
					100-41010-200-	GENERAL GOVERNMENT	\$143.28
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$79.20
					100-45110-200-	EVENT CENTER	\$86.40
					100-43110-200-	Highways, Streets & Roadways	\$86.40
					100-45210-200-	Parks	\$86.40
					601-49440-200-	Water Utilities - Administration and General	\$120.00
					602-49490-200-	Sewer Utilities - Administration and General	\$109.52
					100-41110-200-	Council/Town Board	\$120.00
					100-41310-200-	Mayor	\$30.00
					100-41010-570-	GENERAL GOVERNMENT	\$2,000.00
					100-41010-530-	GENERAL GOVERNMENT	\$303.03
10/21/2025	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	25581	\$75.00			
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
10/21/2025	Matthew Engebretson	St, Pk, reimbursed cell phone	25582	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50

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10/21/2025	Elan Financial Services	All Depts, supplies	25583	\$4,706.66			
					100-41010-200-	GENERAL GOVERNMENT	\$193.46
					100-41405-331-	Clerk	\$112.00
					601-41405-331-	Clerk	\$112.00
					602-41405-331-	Clerk	\$112.00
					100-45110-210-	EVENT CENTER	\$57.32
					290-41010-530-	GENERAL GOVERNMENT	\$2,454.91
					100-45110-530-	EVENT CENTER	\$1,561.90
					100-43110-220-	Highways, Streets & Roadways	\$103.07
10/21/2025	Scott Ehlke	Parks, blow out water lines	25584	\$400.00			
					100-45210-400-	Parks	\$400.00
10/21/2025	Frazee-Vergas Forum	Gg, publications, legal ads Event, ads	25585	\$2,311.20			
					100-41010-350-	GENERAL GOVERNMENT	\$2,256.20
					100-45110-340-	EVENT CENTER	\$55.00
10/21/2025	Flow Measurement and Control	WW, Certification Closed Pipe Flow Meter	25586	\$469.00			
					602-49490-400-	Sewer Utilities - Administration and General	\$469.00
10/21/2025	Great Plains Natural Gas Company	Event Center utility	25587	\$76.34			
					100-45110-380-	EVENT CENTER	\$76.34
10/21/2025	Hawkins, Inc	Wtr, 2025 chemicals INv #7205041	25588	\$701.50			
					601-49440-218-	Water Utilities - Administration and General	\$701.50
10/21/2025	Haugen Construction Inc.	Park, cement slab by ballfiled bathhouse	25589	\$2,310.00			
					100-45210-400-	Parks	\$2,310.00
10/21/2025	Julie Lammers	Clerk, cell phone reimbursement	25590	\$75.00			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00

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					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
10/21/2025	Lakes Community Cooperative	Park, operating fuel	25591	\$140.16			
					100-45210-210-	Parks	\$140.16
10/21/2025	Lakes Area Jetting, LLC	Sewer, jetting Inv # 42627	25592	\$27,298.00			
					602-49490-400-	Sewer Utilities - Administration and General	\$27,298.00
10/21/2025	League of MN Cities Insurance Trust	Planning, deductible for claim Rosendahl	25593	\$1,000.00			
					100-41910-210-	Planning and Zoning	\$1,000.00
10/21/2025	KPRW-FM	Event, advertising	25594	\$54.00			
					100-45110-340-	EVENT CENTER	\$54.00
10/21/2025	Minnesota Pump Works	WW, service agreement	25595	\$7,574.79			
					602-49490-400-	Sewer Utilities - Administration and General	\$7,574.79
10/21/2025	ND Sewage Pump Lift Station	Sewer, Service at Main Lift #1 and 2 Pump	25596	\$6,972.50			
					602-49490-400-	Sewer Utilities - Administration and General	\$1,937.50
					602-49490-400-	Sewer Utilities - Administration and General	\$5,035.00
10/21/2025	Devan Nelson	Park, 2024 and 2025 removal of buoys and swim rope	25597	\$600.00			
					100-45210-400-	Parks	\$600.00
10/21/2025	Olson Oil Co.	St& PK, operating supplies	25598	\$333.09			
					100-43110-210-	Highways, Streets & Roadways	\$251.02
					100-45210-210-	Parks	\$82.07
10/21/2025	Otter Tail Power	Park, ballfield electricity	25599	\$22.71			
					100-45210-380-	Parks	\$22.71

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10/21/2025	Otter Tail Power Company	All depts, utility	25600	\$2,001.52			
					602-49490-380-	Sewer Utilities - Administration and General	\$368.49
					100-43160-380-	Street Lighting	\$363.24
					100-45110-380-	EVENT CENTER	\$590.39
					100-45210-380-	Parks	\$303.82
					601-49440-380-	Water Utilities - Administration and General	\$224.16
					100-41010-380-	GENERAL GOVERNMENT	\$50.37
					100-43010-380-	City Shop	\$101.05
10/21/2025	Perham Printing	All Depts, envelopes	25601	\$361.17			
					601-49440-200-	Water Utilities - Administration and General	\$180.59
					602-49490-200-	Sewer Utilities - Administration and General	\$180.58
10/21/2025	Ramstad, Skoyles & Bakken, PA	Attorney fees	25602	\$100.00			
					100-41010-304-	GENERAL GOVERNMENT	\$100.00
10/21/2025	RMB Environmental Laboratories, Inc	Sewer, 2025 Chemicals Inv D080839, D080929	25603	\$501.61			
					602-49490-218-	Sewer Utilities - Administration and General	\$501.61
10/21/2025	Steve's Sanitation, Inc.	Event, Parks, garbage pickup	25604	\$447.33			
					100-45110-384-	EVENT CENTER	\$139.53
					100-45210-384-	Parks	\$307.80
10/21/2025	Kyle Theisen	LS, Cell Phone Reimbursement	25605	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
10/21/2025	Sign Solutions	St, signs	25606	\$275.80			
					100-43110-210-	Highways, Streets & Roadways	\$275.80
10/21/2025	Widseth	Engineering; Inv 23905240255, 240256 perffessional services	25607	\$9,027.00			

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					100-43110-303-	Highways, Streets & Roadways	\$7,872.00
					100-43110-303-	Highways, Streets & Roadways	\$1,155.00
10/21/2025	Verizon	GG & Event, 2025 internet and cell phone	25608	\$156.80			
					100-45110-321-	EVENT CENTER	\$76.78
					100-41010-321-	GENERAL GOVERNMENT	\$80.02
10/21/2025	Vergas Hardware	All Departments, supplies	25609	\$433.67			
					100-45210-210-	Parks	\$212.89
					100-43010-210-	City Shop	\$201.68
					602-49490-210-	Sewer Utilities - Administration and General	\$19.10
10/21/2025	Vestis	Event Center, rugs and supplies 2520659927, 2520667188	25610	\$269.02			
					100-45110-210-	EVENT CENTER	\$269.02
10/21/2025	Victor Lundeen Company	All Depts, check blanks	25611	\$467.42			
					100-43110-200-	Highways, Streets & Roadways	\$93.48
					100-45210-200-	Parks	\$93.49
					601-49440-200-	Water Utilities - Administration and General	\$93.49
					602-49490-200-	Sewer Utilities - Administration and General	\$93.48
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$93.48
Total For Selected Claims				\$91,378.87			\$91,378.87

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	Bruce E Albright		City Council/Town Board				Date
	Dean Haarstick		City Council/Town Board				Date
	James Stenger		City Council/Town Board				Date
	Julie A Bruhn		City Council/Town Board, Mayor				Date
	Paul Pinke		City Council/Town Board				Date

CITY OF VERGAS

Bill Listing for Sept 18 to Oct. 16, 2025

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Cash	Reimbursed Cash Drawer	58.64
BWRH Ltd	Event, soloar contract	83,424.18
Arvig	Security and Internet	260.71
City of Vergas	Payroll	14,305.37
City of Vergas	Water/Sewer	63.05
Crestline Software	Utility Billing Program Service	902.23
Internal Revenue Services	2025 Withholding Tax	3,830.71
Lake Region Electric	Sign, electricity	59.42
Lammers, Julie	Meeting, Mileage	424.20
MN Dept. of Revenue	Sales Tax	157.00
MN Dept. Revenue	2025 Withholding Tax	630.75
Public Employees Retirement Assoc.	Payroll	2,381.37
MN Life Insurance Company	Employee, Life Ins	28.60
Madison National Life Ins	Employee Short Term Ins	124.91
Chelsey Aasness	Event Center, deposit refunded	75.00
Kennedy & Graven	St, Gen Obligation Tax Abatement fees	2,000.00
Lanne Aho	Event Center, deposit refunded	300.00
Helen Hornung	Event Center, deposit refunded	75.00
Vestis	Event, rugs and supplies	534.69
Vergas State Bank	HAS contributions	410.00
CDH-Vergas Fire and Rescue	MN Fire State Aid and Supp Fire Aid	38,694.67
Total for bills paid between Council Meetings		<u>\$148,740.50</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	1190	Skal Inc Water is shut off.	Active	82000500012001	219 E Frazee Ave	107	129.37	526.56	0.00	06/20/2025	378.68	62392578	WATER	No
2	0	1651	Weibye, Ryan	Active	82000500188000	1156 E Frazee Ave	107	63.27	677.07	0.00	01/16/2025	692.00	86271542	WATER	No
2	0	21	Krieg, Benjamin	Active	21	149 E Elm St	107	15.71	251.19	0.00	06/11/2025	200.00	88805360	WATER	No
2	0	80	Penney, Joyce	Active	82000990045000	120 E Elm St	107	66.05	363.65	0.00	08/06/2025	125.00	88707227	WATER	No
2	0	230	Weldon, Ben & Nicole	Active	82-000-50-0015-000	125 N 3rd Ave	136	277.78	838.33	0.00	10/07/2025	50.00	88805354	WATER	Yes
Total							Count: 5	552.18	2,656.80						

City of Vergas Planning Commission Public Hearing
Monday, September 22, 2025 at 6:00 pm
Government Services Building and Zoom

The City of Vergas Planning Commission held a Public Hearing on Monday, September 22, 2025, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, Shane Hasse, Rebecca Hasse, and Jim Courneya. Absent: Utilities Superintendent Mike Dufrane. Also present: Clerk-Treasurer Julie Lammers; and citizens Marcia Huddleston, Cindy Hurt, Bruce Hurt, Tami Rust, Brian Lende, Kadin Lende, Tyler Lende and Mike Strege.

Call to Order

Chairman Ohman called the public hearing to order at 6:00 PM.

Variance request for 880 E Scharf Ave. Strege, explained that he was requesting a variance for a retaining wall approximately 25 feet from the lake where the land slopes down about 8-10 feet. The purpose was to level the area to make it more accessible for mowing and according to Scott Orvig from Crossroads, it would also help with drainage to the lake.

The applicant clarified that his lot is 115 feet wide, and the retaining wall would be 1 foot wide across the full 115 feet. He estimated that approximately 20-25 feet could be used without a variance, so they were seeking a variance of roughly 1 percent.

Ohman called three times for public comments. Hearing none, he closed the public hearing at 6:03 PM.

City of Vergas Planning Commission Minutes
Monday, September 22, 2025 at 6:00 pm
Government Services Building and Zoom

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, September 22, 2025, on Zoom and at the Vergas Government Services Building.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Alex Ohman, Chair	A	P	P	P	P	P	N/A	P/P	P			
Bruce Albright, Liaison	P	P	P	P	P	P	N/A	P/P	P			
Shane Hasse, Member	P	P	A	P	P	P	N/A	A/P	P			
Rebecca Hasse, Member	P	P	P	P	A	P	N/A	P/P	P			
Jim Courneya, Member	P	P	P	P	P	P	N/A	A/P	P			
Julie Lammers, Clerk-Treasurer	P	P	P	P	P	P	N/A	P/P	P			
Mike Dufrane, Utilities Superintendent	P	P	P	P	P	P	N/A	A/P	A			

P: Present. A: Absent N/A: No Meeting

Also present: Citizens; Marcia Huddleston, Cindy Hurt, Bruce Hurt, Tami Rust, Brian Lende, Kadin Lende, Tyler Lende and Mike Strege.

Call to Order

Chair Ohman called the Planning Commission meeting to order at 6:03 PM.

Agenda Additions or Deletions

None.

Minutes

Motion by Ohman, seconded by Courneya, to approve the minutes of August 25, 2025. The motion passed unanimously.

Status of Council Recommendations

Lammers reported that the council discussed the sirens that the Planning Commission had brought to their attention. After reviewing a survey and considering the options, the council decided to leave the sirens as they currently are. Ohman noted that the sirens are quite loud, sharing that he recently had to cover his daughter's ears when they went off during a walk.

Variance for Impervious Surface – 880 E Scharf Ave

Lammers confirmed that the county did not have issues with the proposal, noting that while the county handles permits, the city is responsible for variances and conditional use permits. Ohman remarked that one percent seemed like a reasonable variance request. No further discussion followed.

Motion by Ohman, seconded by R. Hasse to approve the variance for 880 E Scharf Ave. The motion passed unanimously.

Following the approval, Strege thanked the commission.

Lot Split of Oak Circle

C. Hurt presented a request to split a portion of her property. She explained that they had purchased lots 2 and 3 and joined them together last year. Now, her neighbor on lot 1 would like to purchase 0.44 acres from her property. The neighbor would then adjoin this portion to her existing property, making it one parcel.

Upon questioning from Ohman, it was clarified that the split would add approximately 31 feet of lakeshore and 37 feet at about 30 feet back from the shoreline to the neighbor's property. C. Hurt explained that her house is on one portion of the property and the neighbor's house is on another, with the neighbor wanting the prairie area while the Hurts preferred to keep the wooded area.

Motion by Albright, seconded by Courneya to approve the split as designated in the correspondence reviewed. The motions passed unanimously.

Construction Permits

Active Construction Permits

The commission reviewed the active construction permits. No significant discussion occurred.

Approved by Clerk-Treasurer Permit

None.

Approved by Otter Tail County

Lammers reported that Otter Tail County had approved one structure and shoreline alteration permit for the Hurts. C. Hurt mentioned that the approval was for a cold storage shop that would match the look of their house, noting that the county was primarily concerned with location rather than aesthetics.

Permits needing approval

None.

Old Business

Nuisance Properties

B. Lende addressed the commission regarding his property that had been listed under nuisance properties. He explained that his cars were now registered and licensed and maintained that his property was clean and well-kept. He emphasized that the cars were not visible from the street and were kept alongside his garage. B. Lende noted he lives on a dead end street and requested a sign to notify the public it is a dead end street.

B. Lende shared that the derby cars served as therapy for a family member with mental health issues, noting that working on the cars was part of the therapeutic treatment recommended by the therapist. He mentioned that he had spent \$500 on licensing two cars that would never be driven on public roads.

He further explained that the cars were part of their hobby of participating in demolition derbies, and that the vehicles come and go as they are built, used in competitions, and then replaced. He stated that he respects his neighbors by limiting work on the cars to reasonable hours.

Albright, who had participated in an inspection of the property, confirmed that B. Lende's property was very orderly and neat. He also noted that no formal complaints had been filed against B. Lende's property.

Motion by Ohman, seconded by R. Hasse, to remove the nuisance designation from Mr. Lende's property. The motion passed unanimously.

Regarding the other nuisance property listed (350 S Pelican Ave), Lammers reported that she was still consulting with the attorney about how to proceed. Albright noted that they needed to review what had occurred previously, including any court orders, before determining next steps. He mentioned that the city already has a lien on the property and that the attorney is reviewing all relevant information.

City Ordinance Update

None.

New Business

Ohman added a discussion item regarding demo car ordinances. He noted that there were multiple properties in town with demolition derby or autocross cars, and there might be a need for clarification in the ordinances.

The commission discussed the current ordinance language, with Lammers reading the relevant section prohibiting motor vehicles that are not in operating condition, partially dismantled, or not properly licensed. She noted that the ordinance does not specifically address demolition cars.

B. Lende suggested that demolition cars should be treated differently from abandoned vehicles since they are actively used for recreation and competition. He proposed language that would allow demo cars to be kept on properties as long as they are stored neatly and not visible from the street.

Various commission members offered perspectives, with Albright suggesting that the current language, which exempts vehicles kept out of view from streets, roads, or alleys, might be sufficient. Ohman proposed new language stating that "vehicles used for demo derbies or autocross may be exempt from the requirement to be licensed so long as they are stored neatly."

Motion by Ohman seconded by R. Hasse, to have the city attorney review language around demo vehicles used for demo derbies or autocross and how they might fit into section 92.2 of the Minnesota code. Voting yes: Ohman, Courneya, R. Hasse and S. Hasse. Voting no: Albright. Motion passed.

Adjournment

Motion by Courneya, seconded by S. Hasse, to adjourn the meeting at 6:45 PM. The motion passed unanimously.

Recorded by Rachel Nustad (assisted by ClerkMinutes)

Secretary,

Julie Lammers, CMC

Vergas City Clerk-Treasurer

Council Recommendations

None.

Follow Up Actions

- City attorney to review language in section 92.2 of the Minnesota Code.
- Dufrane to install Dead End street sign on B. Lende's road.

CITY OF VERGAS
Park Board Advisory Board Minutes
Vergas Event Center & Zoom Teleconference
3:00 P.M. on Thursday, October 9th, 2025

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dean Haarstick, Council Appointment	P	P	P	N/A	P	N/A	A	P	N/A	A		
Sherri Hanson, Member	P	P	A	N/A	P	N/A	A	P	N/A	P		
Chuck Hanson, Member	P	P	A	N/A	A	N/A	P	P	N/A	P		
Steph Hogan, Member	P	P	P	N/A	P	N/A	P	P	N/A	A		
Maggie Puetz, Member	A	P	P	N/A	A	N/A	A	A	N/A	A		
Tony Sailer, Member	P	P	P	N/A	P	N/A	P	P	N/A	P		
Rachel Nustad, Secretary of the board						N/A	P	P		P		
Mike DuFrane, Utilities Superintendent	P	P	P	N/A	P	N/A	P	A	N/A	P		

P: Present A: Absent N/A: No meeting

Also present: Council Member James Stenger.

Call to order

The City of Vergas Park Advisory Board was called to order by Sherri Hanson on Thursday, October 9th, 2025 at 3:00 PM.

Additions or Deletions

Comprehensive Plan Update 2025

Minutes

Motion by S. Hanson, seconded by C. Hanson, to approve the minutes from August 28, 2025. Motion passed unanimously.

Status of Recommendations to City Council

None

Budget

Stenger provided an update on the budget, noting that they mostly maintained the previous year's budget with a few exceptions for major purchases. He mentioned that planned purchases include a replacement lawnmower after approximately seven years of use. Sailer inquired about how many years they typically get out of the lawnmowers, to which DuFrane responded about seven years on average.

Stenger explained that the budget had already been sent to the county and would be returned in November for final approval in December. He noted that the budget increase was minimal at about 3.1 percent, down from an initial 17 percent based on all department requests.

S. Hanson confirmed with DuFrane that most items he requested were included in the budget, though a skid steer was not approved. There was also confirmation that a chalk filed marker for the baseball field was included.

Story Walk

S. Hanson explained that the Community Club, through the arts group, is planning to install a "Story Walk" along Tin Can Alley on Long Lake Beach Trail. The Story Walk will feature pages from a children's book displayed on signs along the path for children to read as they walk. The book selected is "Little Loon Finds Its Voice" by a Minnesota author who will visit Vergas for a book signing when the Story Walk opens.

The signs will be made of waterproof corrugated plastic, similar to real estate signs, and will be displayed for the entire season. The plan is to feature a different book each year. The Community Club is considering purchasing copies of the book to sell or distribute.

S. Hanson noted that coordination with DuFrane would be needed to ensure the signs don't interfere with mowing. The timing for the Story Walk opening was initially planned to coincide with a spring event, but there was a scheduling conflict, so they are now considering Maplefest as an alternative.

Pickleball

An update was provided on the concrete work completed for the pickleball courts. S. Hanson mentioned that billing had come through from West Central Initiative for approximately \$12,000. The work in front of the restrooms was also completed.

It was clarified that the pickleball group fundraised for their portion of the improvements, while the city contributed \$2,500 for the area in front of the restrooms. DuFrane confirmed the work was completed the previous Tuesday and looked very nice.

Baseball Committee

Sailer reported that someone had completed reseeding on the infield, which has grown in well. DuFrane noted the only issue he's observed is erosion at the entrance gate by third base where vehicles drive through. He suggested possibly adding class 5 or crushed asphalt to prevent further erosion, though he mentioned it hasn't damaged the inside of the field yet.

S. Hanson mentioned there had been about 400 games played at the field. Sailer indicated the baseball committee hasn't met recently but would likely reconvene early next year. There was also discussion about potentially adding names to the recognition board.

New Park Property on Glenn Street

Nustad reported on her meeting with East Otter Tail Soil and Water regarding the property on Glenn Street. She explained that beautifying the area with wildflowers would be more work and expense than initially anticipated. The agency indicated no funding was available for enhancement projects since there's nothing wrong with the area. They warned that the aggressive weeds currently growing there would likely return even after clearing.

Nustad recommended possibly leaving the area as is, adding a walking path and seating area, noting it's a quiet, beautiful spot away from town. She reported the property is 4.8 acres with a steep hill. DuFrane confirmed they have been mowing what they can of the area.

After discussion, the board decided to keep the item on the agenda for future meetings and encouraged members to visit the site to generate ideas. They acknowledged that maintaining wildflowers or other enhancements would require significant commitment.

City Worker Update

DuFrane reported that the docks had been removed and the pier would be coming out on Wednesday. He also raised the issue of finding a location for two bike racks, noting challenges with potential locations. Someone had suggested not placing one in the new parking lot since it would take up valuable parking space. The board discussed various potential locations but decided to postpone the decision since they were out of bike season.

DuFrane also brought up the planter at the entrance to town, suggesting it could benefit from cultured stone around it to enhance its appearance. He felt the current gray concrete appearance was not aesthetically pleasing and remembered previous discussions about improving it. S. Hanson acknowledged this was a legitimate concern for enhancing the area.

DuFrane concluded by reporting that all water had been shut off in the parks for the season, and a portable toilet had been placed near the pickleball courts.

Other Business

S. Hanson added a discussion about the comprehensive plan update. Nustad provided copies and S Hanson suggested the board members review the documents at home before discussing at the next meeting. The board agreed to this approach.

Members

Member Terms

S. Hanson and Puetz's terms were noted as expiring. S. Hanson expressed interest in remaining on the board to focus on park upgrades over the next couple of years. The board discussed finding a replacement for Puetz position, who has missed several meetings due to her new job. DuFrane suggested approaching Jim Courneya as a potential candidate. Nustad offered to include a notice in the next newsletter and on Facebook about the open position. The board also discussed the policy regarding missed meetings, noting that Vergas' policy is three missed meetings within a year.

Next Meeting Date/Time

The next meeting was scheduled for November 13, 2025, at 3:00 PM. It was noted this falls during deer hunting season, which might affect attendance.

Adjournment

Motion by Sailer, seconded by C. Hanson to adjourn at 3:36 PM. The motion passed unanimously.

Respectfully submitted,

Rachel Nustad, Deputy Clerk (assisted by ClerkMinutes)
Secretary of the Park Board

Follow Up Actions

- Members are to go look at the new park property on Glenn Street.
- Members are to review the comprehensive plan for 2025 and make notes of progress for the year to review at the next meeting.

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

	2024 Balance	Interest	2025 Interest	2025 Purchased	2025 sold	08/31/2025 Balance	
Uncommitted Funds	115,586.18	0.00%	129.47	84,084.00	115,659.77	84,139.88	12.00%
City Shop	8,132.17	1.24%	45.54	500.00	0.00	8,677.71	1.24%
Easements	5,258.92	0.75%	28.66	0.00	0.00	5,287.58	0.75%
Event Center	966.67	0.14%	4.90	0.00	0.00	971.57	0.14%
Event Center Electronic Sign	10,103.96	1.45%	55.09	0.00	0.00	10,159.05	1.45%
General	14,632.42	2.10%	94.87	0.00	0.00	14,727.29	2.10%
Park	35,849.15	5.14%	182.35	0.00	0.00	36,031.50	5.14%
Sand Seal (Seal Coating)	13,098.34	1.88%	71.40	0.00	0.00	13,169.74	1.88%
Sidewalk	15,037.80	1.13%	75.40	1,500.00	8,700.00	7,913.20	1.13%
Street Improvements/Equipment	41,830.28	6.00%	228.87	0.00	0.00	42,059.15	6.00%
Yard Waste	0.00	0.21%	6.47	1,500.00	0.00	1,506.47	0.21%
Liquor Store	135,000.00	19.36%	766.17	0.00	0.00	135,766.17	19.36%
2025 Parking Lot Alley Project	0.00	19.69%	73.62	138,000.00	0.00	138,073.62	19.69%
2019 Street Project	201,559.92	28.91%	1,130.03	0.00	0.00	202,689.95	28.91%
Balance	597,055.81	88.00%	\$2,892.84	\$225,584.00	\$124,359.77	701,172.88 ***	100.00%

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

Current Committed Total 224,643.14

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/24</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>09/30/25</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	260,495.85	12,200.00	124,359.77	803.27	149,139.35	0.75%	MMDA
2019 Street Debt Fund	325657	201,559.92	0.00	0.00	1,130.03	202,689.95	0.75%	MMDA
Parking Lot/Alley	325657	0.00	138,000.00	0.00	73.62	138,073.62	0.75%	MMDA
Liquor Store Fund	325657	135,000.00	0.00	0.00	766.17	135,766.17	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		<u>816,306.21</u>	<u>150,200.00</u>	<u>124,359.77</u>	<u>4,229.15</u>	<u>1,095,095.13</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 09/30/2025</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	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

City of Vergas Liquor Store Checks Paid in September 2025

Vendor	Description	Total
Absolute Ice		\$385.55
Arvig	Security and Internet	\$120.65
Artisan Beer Company		\$949.15
Bergseth Bros. Co Inc		\$11,117.67
Beverage Wholesalers		2,962.90
Blue Cross Blue Shield of MN	Employee Health Insurance	1,976.13
Breakthru Beverage MN Wine and Spirits		2,281.11
City of Vergas	Payroll	6,190.27
City of Vergas	Utility - water and sewer	67.01
D-S Beverage		12,665.71
Elan Financial Services	Receipt Paper	210.62
Fricke Consultin Sale	POS System	165.00
Internal Revenue Service	2025 Withholding Tax	1,880.24
Johnson Brothers Liquor Co		5,549.39
Klockow Brewing Co		204.00
League of Mn Cities, Insurance Trust	Insurance, Workers Comp	1,893.00
League of Mn Cities, Insurance Trust	Insurance Property	4,616.00
MN Dept. of Revenue	Sales Tax	12,174.00
MN Dept. Revenue	2025 Withholding Tax	\$260.89
MN Life Ins Company	Employee, Life Ins	68.70
Madison National Life Ins.	Employee Short Term Ins (Oct-Dec)	86.92
Otter Tail Power Company	Utility	436.55
Otter Tail Auditor	Reimb Property Tax	660.00
Paustis Wine Company		393.00
Phillips Wine & Spirits		4,747.57
Public Employees Retirement Assoc.	Payroll	1,201.08
Southern Glazer's of MN		6,384.87
Theisen, Kyle	Cell Phone	25.00
Vergas Community Club	Wine Walk Registration	50.00
Vergas Hardware	Supplies	12.99
Vergas Liquor Store	Wine Walk Gift Card	25.00
Vergas State Bank	HSA Contributions	461.00
Vestis	Rugs	41.45
Viking Coca-Cola Bottling Co		274.62
	Total	<u>\$80,538.04</u>
	September Receipts	<u>\$77,726.21</u>
September Balance		(\$2,811.83)
Jan- August Operating Income (Loss)		(\$31,833.06)
2025 Total Operating Income (Loss)		(\$34,644.89)
(\$49,119.84 transferred from Investment)	Building Front Project	<u>\$45,386.47</u>
(Dec. 14, 2025)	2025 Income/Loss	<u>\$10,741.58</u>

**CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, September 16, 2025**

The City Council of Vergas met at 6:30 pm, on Tuesday, September 16, 2025 at the Vergas Event Center and on a Zoom for a hybrid regular public hearing.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dwight Lundgren, Mayor	P/P	P	P/P	P	P	P	P ^{7/2}					
Julie Bruhn, Mayor								P	P			
Bruce Albright, Member	P/P	P	P/P	P	P	P	P/A/A	P	P			
Paul Pinke, Member	P/P	P	P/P	A	P	A	P/P/P	P	P			
Dean Haarstick, Member	P/A	P	P/P	P	P	P	P/P/P	P	P			
James Stenger, Member	P/P	P	P/P	P	P	P	P/P/P	P	P			
Julie Lammers, Clerk-Treasurer	P/P	P	P/P	P	P	P	P/P/P	P	P			
Mike Dufrane, Utilities Superintendent	P/A	P	P/A	P	P	P	P/P/P	P	P			
Kyle Theisen, Liquor Store Manager	P/A	P	P/P	P	P	P	A/P/A	A	A			

P: Present. A: Absent

Also present: Editor Bob Williams of the Frazee-Vergas Forum, Engineer Blaine Green; and Citizens, Attorney Karen Skoyles, Marcia Huddleston, Shannon Charpentier, Ann Richards, and Cal Miller.

Call to Order

Mayor Julie Bruhn called the meeting to order at 6:30 PM

Citizens' Concerns

Lammers reported receiving citizen feedback regarding the lack of handicap parking on Main Street. A gentleman had visited the city office that afternoon and expressed concern about the difficulty of shopping or doing anything in Vergas without handicap parking spots available on Main Street.

Albright explained that the Street Committee had previously examined various locations for handicap parking. The committee initially considered placing a spot near the bank and Loon's Nest, but the incline on the hill made it unsuitable for handicapped individuals. Another option near the hardware store on Main Street was evaluated but would have taken up approximately three parking spaces due to proximity to a fire hydrant.

Stenger noted there was already a handicap spot, but it had been placed on the wrong side of the street rather than on Main Street as intended.

Albright further noted that a brand-new parking lot was coming, but it would be a distance from most businesses. He emphasized that the town wants to be accessible for people with handicap permits but faces challenges due to the street layout and inclines.

Marcia Huddleston mentioned that she had spoken with county commissioners about crosswalks, noting they would be installed this fall between the hardware store and Wildfire Fur by the state's contractor.

The Council requested that the Street Committee re-examine the issue to find a better location for handicap parking on Main Street.

Huddleston also addressed the council regarding the impact of city ordinances on teen activities, specifically mentioning restrictions on derby cars. She noted September is Suicide Prevention Month and expressed concern

that city rules might prevent teens from pursuing certain interests like derby cars, suggesting this could negatively impact teen happiness in Vergas.

Albright explained that planning and zoning rules require vehicles parked in yards to be licensed and operable, with exceptions for vehicles on trailers. He acknowledged the importance of providing activities for teens but emphasized the need to balance this with maintaining the town's appearance. He encouraged residents to bring specific situations to the planning and zoning committee for consideration.

Agenda Additions and Deletions

Mayor Bruhn requested adding a CERTS (Clean Energy Resource Teams) grant as item #10 on the agenda.

Motion by Stenger, seconded by Albright to approve the agenda with the addition of the CERTS grant as item #10. The motion passed unanimously.

Approval of Consent Agenda

Mayor Bruhn requested that the Liquor Store Committee report be pulled from the consent agenda for separate discussion due to concerns raised at the previous meeting about revenue and income loss.

Motion by Stenger, seconded by Haarstick, to approve the consent agenda with the Liquor Store Committee report addressed separately. The motion passed unanimously.

Stenger reported on the Liquor Store Committee meeting. He stated that sales numbers were down according to both the store manager and distributors. The committee identified several concerns, including the lack of proper signage for the liquor store following its remodel. Despite repeated requests, no action had been taken on adding signage, which may be contributing to decreased visibility and sales.

Stenger noted that he had observed patrons at Billy's (where he bartends) asking where the liquor store was located, suggesting the lack of signage was impacting awareness. The committee asked the store manager to provide more inventory information, and he would be presenting his quarterly report at the next council meeting.

Mayor Bruhn added that the liquor store was projected to be unable to transfer the planned \$30,000 to the general fund this year, which would impact the city's budget. She noted this would primarily affect improvements but assured that the city had adequate reserves.

2025 Parking Lot and Storm Drain Project

Engineer Blaine Green provided an update on the parking lot project via Zoom. He reported that significant progress had been made with much of the storm drainage system installed. An additional inlet structure was being added for the hardware store to better manage roof drainage.

Green noted that some soft spots were discovered after removing the pavement, particularly in the area near the former county garage parking lot. This necessitated bringing in sand to properly rebuild the subgrade. The estimated cost for this correction was between \$6,000-\$8,000, which would use most of the project's contingency funds. Green and Lammers had approved this expense to ensure the parking lot would be properly built to last.

The project timeline included finishing the remaining storm drainage work, with concrete pouring likely being delayed until the following week due to anticipated rain. Green estimated concrete work would begin early the next week, with paving to follow late next week or the week after.

Lammers reported that during construction, they discovered an additional curb stop and water service to the building at 123 Main St (behind the city office) that had been in place since 1993 but had never been billed. She explained that legally they could back charge for up to three years of base water rates.

Motion by Albright, seconded by Pinke, to collect three years of water base charges for the property. The motion passed unanimously.

Further discussion ensued about potential water and sewer connections for the 123 Main St property, with concerns about cutting into the new asphalt for future connections. Mayor Bruhn asked Dufrane to speak with property owner regarding water and sewer connection.

Motion by Pinke, seconded by Albright, to approve capping the curb stop at the 123 Main St property if requested. The motion passed unanimously.

Siren

Mayor Bruhn presented the results of a survey regarding the city's warning siren. The survey received 239 responses, with 116 respondents indicating they lived within city limits or owned property in Vergas.

Survey findings included:

- Most respondents (97%) knew the siren was used to indicate time
- 45% of city residents relied on the siren daily, while 55.1% used it rarely or never
- 72% of city residents thought the current schedule was appropriate
- 67% of city residents preferred keeping the schedule as is, while 32% wanted fewer sirens
- 74% of city residents reported the siren did not disrupt their daily activities

Mayor Bruhn highlighted comments from the survey regarding the siren's impact on children, including concerns about it waking children at 7 AM, during naps, and deterring them from visiting the park. Some respondents mentioned the loudness of the siren, and one comment suggested people might move out of Vergas because of it.

Stenger noted some issues with the survey methodology, pointing out that the question about property ownership excluded renters, including long-term residents like those in assisted living. He also emphasized that among 18 comments from city residents, only one or two mentioned each concern cited by the Mayor.

Albright asked if the volume of the siren could be adjusted. Lammers explained that the county controls the siren for emergency purposes and maintains a required decibel level. She noted that the timing system is an older dial mechanism that is difficult to program for different schedules.

Haarstick spoke about the siren being part of the town's heritage and noted that many other sounds in town, such as train whistles and vehicle noise, were also loud.

Pinke explained that while the fire department primarily uses pagers and cell phones for notifications, the siren is still occasionally needed for emergency calls if not enough personnel respond.

Motion by Haarstick, seconded by Pinke, to maintain the current siren schedule. The motion passed unanimously.

Committee Reports

Park Advisory Board

Pickleball

Shannon Charpentier presented plans for improvements to the pickleball courts, including adding a concrete pad with an apron around the court and installing a sail shade structure. She reported that all necessary funds had been

raised through donations, with Franklin France, Vergas Hardware, and Helping Construction of Moorhead as the vendors for the project.

Charpentier explained that while coordinating with Utilities Superintendent Mike DuFrane, they identified an opportunity to add concrete in front of the bathrooms at the park. This additional work would cost \$2,310, which could be covered by funds from the baseball committee and community club. Due to timing constraints, she requested the city consider using park improvement funds for this portion.

Motion by Albright, seconded by Pinke, to approve the pickleball court improvements and bathroom area concrete as presented, with the bathroom concrete expense to be shared through parks budget or baseball committee funds made. The motion passed unanimously.

Event Center

Resignation

Stenger reported that Deb Jacoby had resigned from both the Lions Board and the Event Center Board, as she was the Lions representative on the Event Center Board.

Motion by Albright, seconded by Pinke, to accept Deb Jacoby's resignation. The motion passed unanimously.

Projector

Stenger reported that the Event Center Committee had investigated options for replacing the 11-year-old projector, which was not bright enough to be used with lights on. The committee recommended purchasing a new projector for \$1,400 that would better meet the needs of renters. Stenger explained that while they could spend more, this model would be adequate for the building's usage patterns and would be tested before final installation.

Motion by Stenger, seconded by Pinke to approve the purchase of a new projector for the Event Center for \$1,400. The motion passed unanimously.

Staff Reports

Utilities Superintendent Report

DuFrane reported that he had submitted his written report and mentioned he would be scheduling hydrant flushing before the next council meeting. He also noted that during the parking lot project, they had replaced four curb stops: at the liquor store, city office, 123 Main St property, and one by the post office building that wasn't on any maps.

Council members inquired about the parking lot project progress, and DuFrane confirmed that the contractors were doing excellent work. He also discussed potential water and sewer connections for the 123 Main St building, noting that adding sewer would be particularly expensive due to infrastructure complications in the alley.

Clerk-Treasurer Report

Lammers reported that Corporate Technologies had informed her that Windows 10 would no longer be supported after October 14, and her 7.5-year-old computer would need to be replaced. She was in the process of obtaining quotes for a new computer and would present them at the next meeting.

Lammers reviewed posting council meeting recordings on YouTube with comments disabled, similar to practices in Detroit Lakes and Pelican Rapids. She recommended a policy allowing up to five days for the deputy clerk to upload the recordings.

Motion by Albright seconded by Pinke to begin posting council meeting recordings on YouTube with comments disabled and allowing up to five days for upload. Voting yes: Pinke, Stenger and Albright. Voting no: Haarstick. Motion carried.

Lammers provided an update on the solar project, stating that she had signed the necessary paperwork and would be signing grant papers on Monday. Once completed, West Central Initiative would transfer the funds, allowing the equipment ordering process to continue. Installation was expected in October.

2026 General Fund Budget

Mayor Bruhn presented the preliminary 2026 budget, noting a 4.2% property tax increase and an overall budget increase of 3.52%. Mayor Bruhn and Stenger had served on the budget committee and had thoroughly reviewed each line item.

Lammers noted several budget challenges, including a 14% increase in insurance costs and the new state-mandated Family and Medical Leave Act (FMLA) program starting January 1, 2026. The budget also included funds for necessary equipment replacements, including a lawnmower and a garage door at the shop.

Mayor Bruhn explained that the preliminary budget, once approved, could be reduced but not increased before final adoption in December.

Motion by Stenger, seconded by Albright, to approve the preliminary 2026 budget. The motion passed unanimously.

Mayor Bruhn discussed a request from West Central Initiative for a donation. After discussion, the Council determined that using city funds for such donations would be inappropriate, as noted by Albright and Attorney Karen Skoyles, who questioned the governmental purpose of such donations.

CERT Grant

Mayor Bruhn explained the Clean Energy Resource Teams (CERTS) grant would fund an energy fair to showcase the city's solar panels and battery storage system, with participation from various energy partners. The grant would provide 100% funding (up to \$10,000) without requiring matching funds.

Motion by Stenger, seconded by Pinke, to approve applying for the CERTS grant. The motion passed unanimously.

Information & Announcements

Mayor Bruhn noted that the Holiday Tour of Homes event had been canceled.

Adjournment

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

Recorded by
Deputy Clerk
Rachel Nustad (assisted by ClerkMinutes)

Julie Lammers, CMC
Vergas City Clerk-Treasurer

**Energy and Resiliency Advisory Board
City of Vergas**

The Energy and Resiliency Advisory Board met on Thursday, September 25, 2025, 5:30pm, at the Vergas Event Center Meeting Room

Attendance:

2025	Aug 14	Sept 25	Oct	Nov	Dec
Julie Bruhn	P	P			
Alex Ohman	P	P			
Bruce Albright	A	p			
Cal Miller		p			
Jeff Laney		p			
Kara Trupka	A	A			
Virginia Satrom	A	A			
Luca Moser	A	A			

• **P: Present. A: Absent**

1. Jeff Laney and Cal Miller were welcomed to the Board! They both bring valuable backgrounds.
2. Minutes from August 14, 2025 meeting were approved as written.
3. Julie Bruhn provided an update on the Energy Grant. The city has received the funds for the solar panels and batteries. City Clerk, Julie Lammers, met with Holsen Solar and the ordering is proceeding with installation planned by end of year. The City Energy & Resiliency Plan is being drafted by WCI.
4. Julie Bruhn provided an update on the MPCA Grant. The weatherization work has been completed at the Event Center, Fire Hall and Municipal Liquor Store building. A post work blower test will be conducted. Scheduling pending,
5. Julie Bruhn noted a new CERTS Seed Grant is available, with applications to be submitted by October 1st. The City Council approved applying for the grant and working on a submission to hold an Energy Fair. The Advisory Board supported this. The Grant awards to be announced in January. If funded received, would look to hosting the Energy Fair in March.
6. Copy of the 2025 Vergas GreenStep Cities assessment was provided to the Advisory Board. Reviewed the Best Practices and looked at areas we may want to prioritize for next steps. Based on preliminary discussion will further review the following:
 - Incorporating solar into current city ordinance- Alex Ohman
 - Complete streets section- Bruce Albright
 - Surface Water/Wast Water/Septic Systems- Cal Miller
 - Natural Resources Inventory/Assessment- Julie Bruhn & Jeff Laney
 - Community Trees- Alex Ohman

With completion of the City Energy & Resiliency Plan, a number of best practices can be met.

7. Concern raised regarding the weeds at the city swimming beach and whether weed removal should be looked at versus chemical. Will look at for next season and evaluate weed conditions.
8. Meeting schedule discussed. Will meet in October to further finalize GreenStep best practice steps. Do not anticipate meeting monthly. Will meet when City Energy & Resiliency Plan completed and if funding received for an Energy Fair.

Next Meeting October 23, 2025

No Recommendations for action

Recorder
Julie Bruhn

City Council
2025 October Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, October 21, 2025

5. Transportation Alternatives Grant

Files Attached

- Transportation Alternatives Grant email.pdf
- City of Vergas Trail Feasibility Study.pdf

Hello Julie,

Thank you for giving me time on the October 21 Vergas City Council agenda.

Attached is the Trail Feasibility Study that we completed in 2023.

There is a Transportation Alternatives grant opportunity this fall that could be used to build a portion of the trails proposed in the attached study.

The Letter of Intent is due November 7, 2025, and the full application is due January 9, 2026.

There are two years of funding that Vergas could apply for:

1. \$620,000 available in 2029
2. \$800,000 available in 2030

Also, there is a 20% local match required.

Here is the MnDOT website for the Transportation Alternatives grant statewide:

<https://www.dot.state.mn.us/ta/>

And here is the MnDOT District 4-specific website: [West Central Minnesota ATP - Area Transportation Partnerships - MnDOT](#)

I want to discuss with the Council on October 21 the possibility of submitting a Letter of Intent by November 7.

Then we have until January 9 to determine whether we wish to submit a full application.

Julie, please provide this e-mail and attachment to the Council in advance of the October 21 meeting.

Thanks!

Patrick



CITY OF VERGAS TRAIL FEASIBILITY STUDY

VERGAS TO HEARTLAND TRAIL VERGAS TO HEART OF THE LAKES TRAIL

JULY 2023

Studied prepared by:

WIDSETH

ACKNOWLEDGMENTS

This study was made possible by a grant from PartnerSHIP 4 Health.



Special thanks to the Ottertail County and for their invaluable advice and knowledge.

Feasibility Study Steering Committee

Patrick Hollister, PartnerSHIP 4 Health
Julie Lammers, City of Vergas
Kevin Fellbaum, Ottertail County
Deb Sjostrom, Resident of Vergas
Mary Safgren, MNDOT
Jillian Reiner, WiDSETH





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Introduction

The City of Vergas Trail Feasibility Study stemmed from two separate trail projects. In Becker County engineering is being finalized on the Heartland Regional Trail to the north (connecting Park Rapids and Cass Lake) and in Ottertail County to the south following the completion in 2022 on the Heart of the Lakes Trail to the south (connecting Perham to Pelican Rapids). Vergas could see the opportunity to make trail connections for their community to both regional systems. With a grant from PartnerSHIP 4 Health this study was made possible and focuses on providing safe connections for residents and visitors of Vergas to greater Minnesota's regional trail system.

This document recognizes that a wide variety of factors will influence future trail development. Routes can and likely will change due to factors that cannot be seen by a study of this scope. Financial realities will necessitate construction in phases; new housing or other forms of development will significantly impact both the layout and potential funding sources for different alignments. Flexibility will be key going forward.

This study does not in any way oblige the City or County to construct or fund trails. Instead, it is intended to act as a guide for future trail development, offering suggestions for preferred routes and listing potential funding sources. The proposed network will require interaction and cooperation between the City and Counties, and ongoing input from regional governmental agencies including but not limited to the US Fish and Wildlife and the Minnesota Department of Natural Resources.

By adopting this study, the City of Vergas is showing a commitment towards providing safe transportation and recreation alternatives to community residents, and a willingness to work with partners to provide a higher quality of living for all Vergas residents and visitors.

Project Goals

This study was commissioned to examine the feasibility and routing to construct a multi-purpose trail or similar facility from the City of Vergas to the Heartland Regional Trail in the City of Frazee and the City of Vergas to the Heart of the Lakes Trail, allowing residents to bike to the City of Perham and/or Maplewood State Park. To guide the process, we evaluated alternative routes to meet several goals for the trail:

1. Develop a safe off-road facility connecting the City of Vergas to the Heartland Regional Trail and/or the City of Frazee.
2. Develop a safe off-road facility connecting the City of Vergas to the Heart of the Lakes Regional Trail and/or Maplewood State Park.
3. Serve local and regional nonmotorized transportation needs and provide access to the trails for residents and visitors.
4. Evaluate opportunities to proceed with the development of selected sections of the trails based on funding.
5. Provide economic and health benefits to communities along the trail.

Characteristics such as cost and constraints were identified based on field observations, consultation with local jurisdictions, and review of existing studies.

Benefits of the Vergas Trail Connections

The Vergas trail connections would benefit people by providing an alternative to driving from one place to another, encouraging physical activity, making connections to other trails, and creating a new community resource that has the potential to bring people together.

What is a regional trail connection?

A regional trail is a shared-use (multi-use), regionally significant, off-road path that provides recreational opportunities and enhances regional mobility and travel. These facilities meet regional trail development guidelines for size, grade, and other characteristics and are suitable for nonmotorized uses such as bicycling, hiking, jogging, roller-blading, roller-skating, and other similar activities.



Figure 1 - Perham to Pelican Regional Trailhead

How were alternatives for the Vergas Trail Connections identified?

We reviewed planning documents prepared by the City of Vergas and both Counties. We met with each of them to understand the perspectives and insights of each. Several overarching principles guided our efforts:

- Where available, the preferred alternative would be an off-road facility - a 10' two-way, paved, multi-use path separated as much as possible from roadway traffic and conflicts such as driveways. Where property ownership and cost could delay development, we offered shorter term on-road facilities as alternatives for consideration.
- The objective for shorter-term trail alternatives was to minimize the level of investment and potential known conflicts. Routes were selected that generally required less property conflicts, have a lower cost to construct, and would leave behind an inherent value to the nonmotorized network with the eventual construction of the preferred alignment.
- Preference was given to alignments where nonmotorized investments have already been made or are being made. In some instances, however, these investments may not meet the City's guidelines for an off-road facility at this time.
- We attempted to provide more continuity and consistency for trail users by minimizing the number of times a facility type is switched along a given segment. For example, we advise to minimize switching between off-road and on-road facilities.

In general, recommendations for potential alignments and facility types considered guidelines such as the DNR Trail Development Guidelines, the Guide for the Development of Bicycle Facilities (AASHTO 1999), the Guide for the Planning, Design, and Operation of Pedestrian Facilities (AASHTO 2004) the Minnesota State Department of Transportation (MNDOT) Design Manual, and best professional judgment based on what we have seen work in other locations.

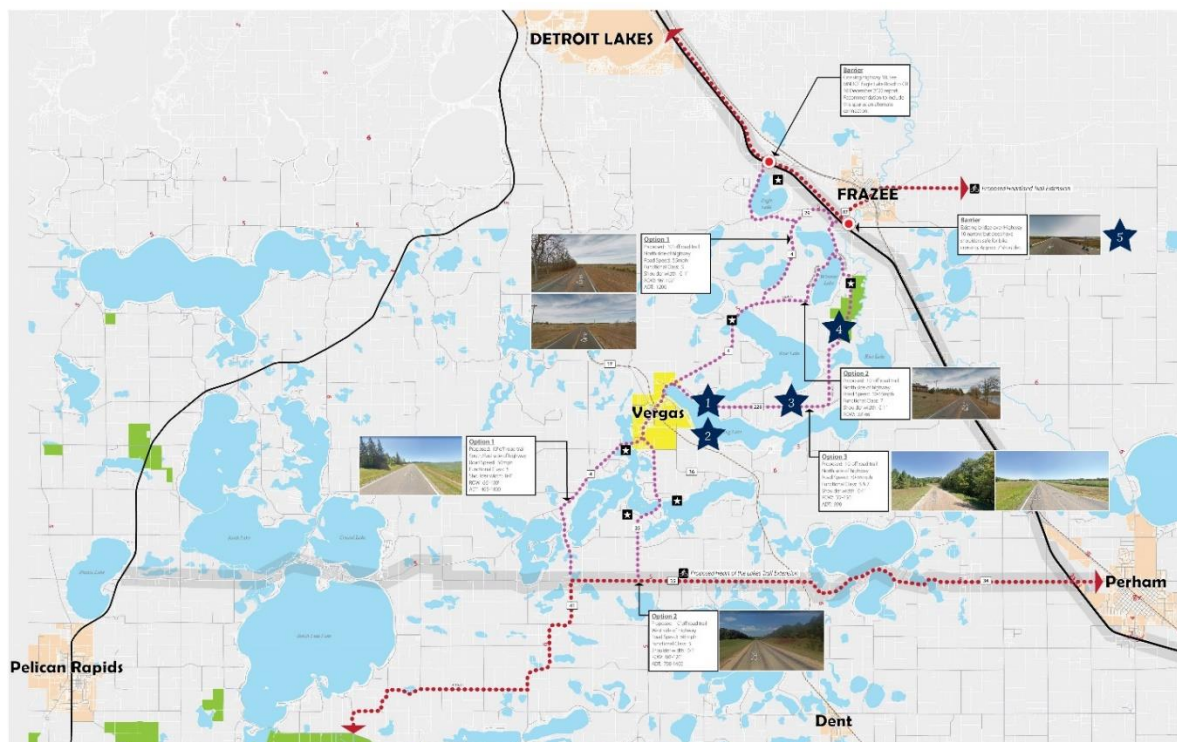


Figure 2-GIS overall analysis map

Feasibility Summary

As we identified and evaluated alignments, we considered the criteria below.

1. **Continuous route and right of way** with a common trail treatment increases the ability of users to follow the trail. It also reduces the likelihood of conflict, such as wrong way cycling when a two-way multi-use trail configuration switches to bike lanes. However, natural, and man-made barriers often constrain the continuous route and right of way. To a certain extent, these constraints can be addressed through the design process, though sometimes at substantial cost. For example, bridges could carry users over obstacles such as roadways and rivers, boardwalks could navigate wet areas, and tunnels could cross under railroad tracks.
2. **Safety** first. Trail facilities either on-road or off-road should provide an environment with reduced chance of confusion and conflicts among all users. Difficult and narrow sections should be avoided. Separation from vehicular use should be maximized. However, where the trail facility must interact with other uses, the consistent use of applicable design standards and guidelines would improve safety in many situations.
3. **Environmental considerations** include potential effects on the transportation system, drainage, the natural environment in undeveloped areas, and adjacent properties where the trail would require widening of an existing right of way. Sometimes these effects are a tradeoff for creating a safer, more enjoyable trail. Many of the impacts can be minimized through design or mitigated. During the trail design phase, these tradeoffs can be evaluated in more detail and mitigation developed where needed.
4. **Grades** that are steep present a challenge. Where very steep grades are present, the preference is to find an alternative route that provides a gentler transition. Design features could include switchbacks and level areas after a section of climbing, depending on the type of facility and users to be accommodated.
5. **Cost-benefit** involves weighing the cost of the solution to the overall benefit that it could provide to all users, including motorized users and adjacent property owners. Often, a solution is available for just about any situation, but it might cost a lot of money to do it. In recommending layouts for the trail, a higher level of cost was often accepted if the outcome was a safer, more enjoyable trail with better separation from adjacent uses.

What would this regional trail look like?

We have identified three layouts that could apply to the various alternative alignments, described in the following section. The layouts may be characterized as off-road or on-road and are as follows:

1) two-way multi-use trail, 2) bike lanes 3) shared-use roadway.

Off-road facilities:



Figure 3 - Typical section 370th Ave. running north and south

Two-way multi-use trail

The preferred two-way multi-use trail would consist of a 10-foot-wide paved section, bounded by 2-foot-wide soft shoulders and 1-foot-wide clear zones on both sides. This section would be consistent with DNR regional trail guidelines.

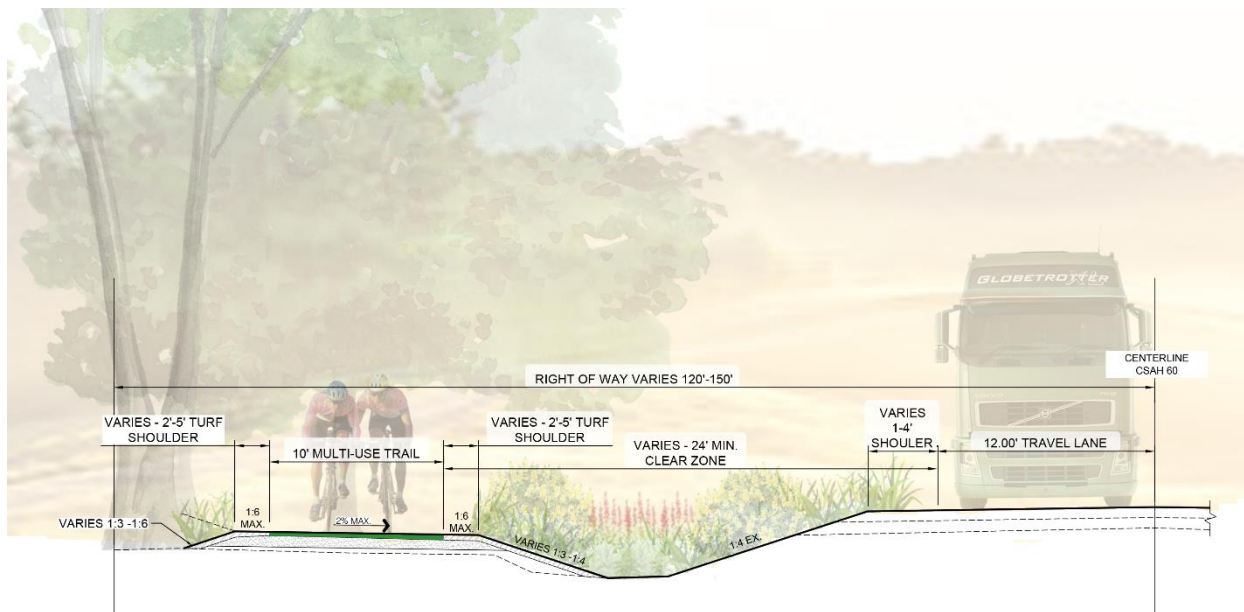
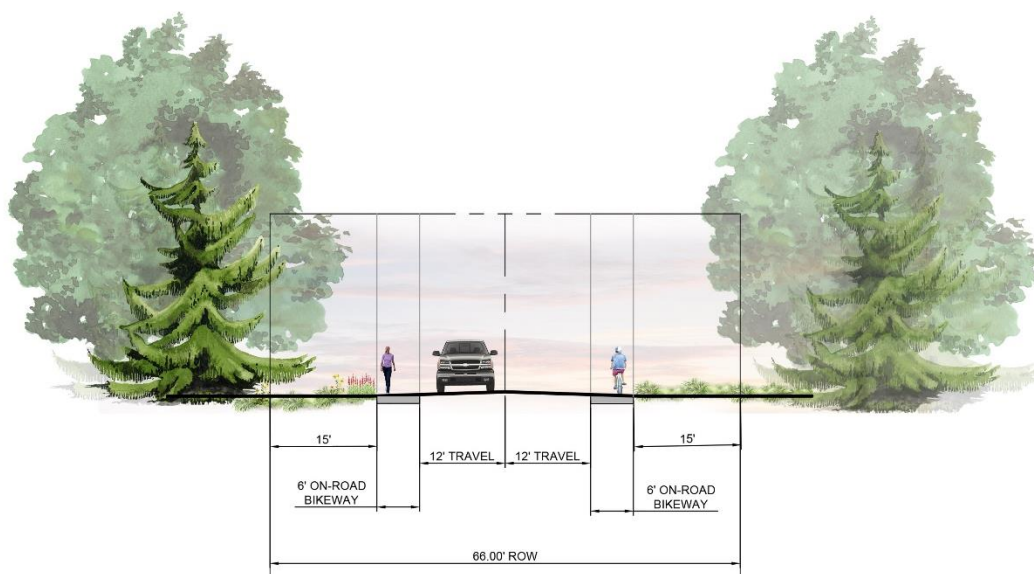


Figure 4 - Typical section CSAH 60 Ave. running east and west

On-road facilities:

Bike lanes

Bike lanes along a roadway provide a cost-effective and safe solution for bicycle and pedestrian users, although they do not technically meet the design criteria of a regional trail. Improvements are typically symmetrical to the existing roadway, avoiding or minimizing the need to shift or reconfigure travel lanes. Often, the roadway surface does not occupy the entire right of way, providing space for

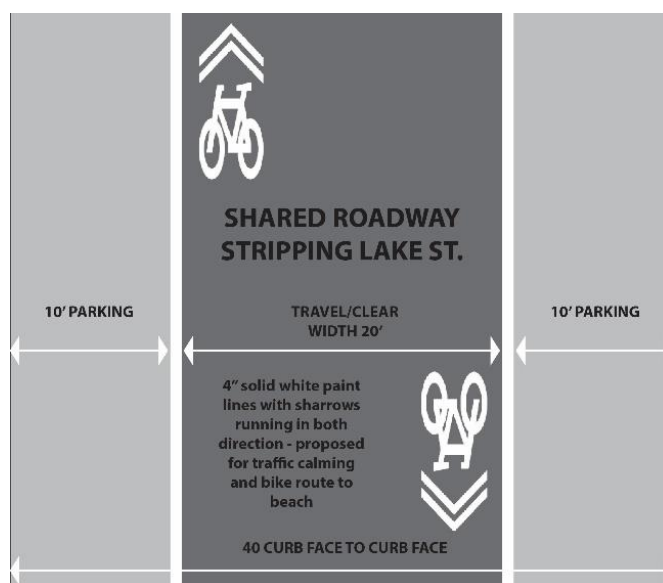


expansion. This layout may be preferred where frequent, multiple driveway crossings occur and adjacent roadway speed and vehicle volumes.

Shared-use roadways

The lowest level of trail accommodation that could be proposed would be a shared-use roadway, which is only recommended on low-volume roadways. This on-road approach essentially uses the street as the trail and would not technically meet the design criteria of a regional trail. These facilities are designated with bike route signage and may include “share the road” striping or “sharrow” markings placed in travel lanes. (i.e. downtown Vergas)

Pictured to the is a “sharrow” roadway marking to alert road users that bicyclists and autos share the roadway



Feasibility Analysis by Trail Segment

As a decision-making tool, this feasibility study evaluated trail segments that begin and end at existing logical locations for each trail connection. Optional trail alignments are also provided where viable alternative alignments are present, and where construction of the preferred alignment could reach considerable challenge or opposition.

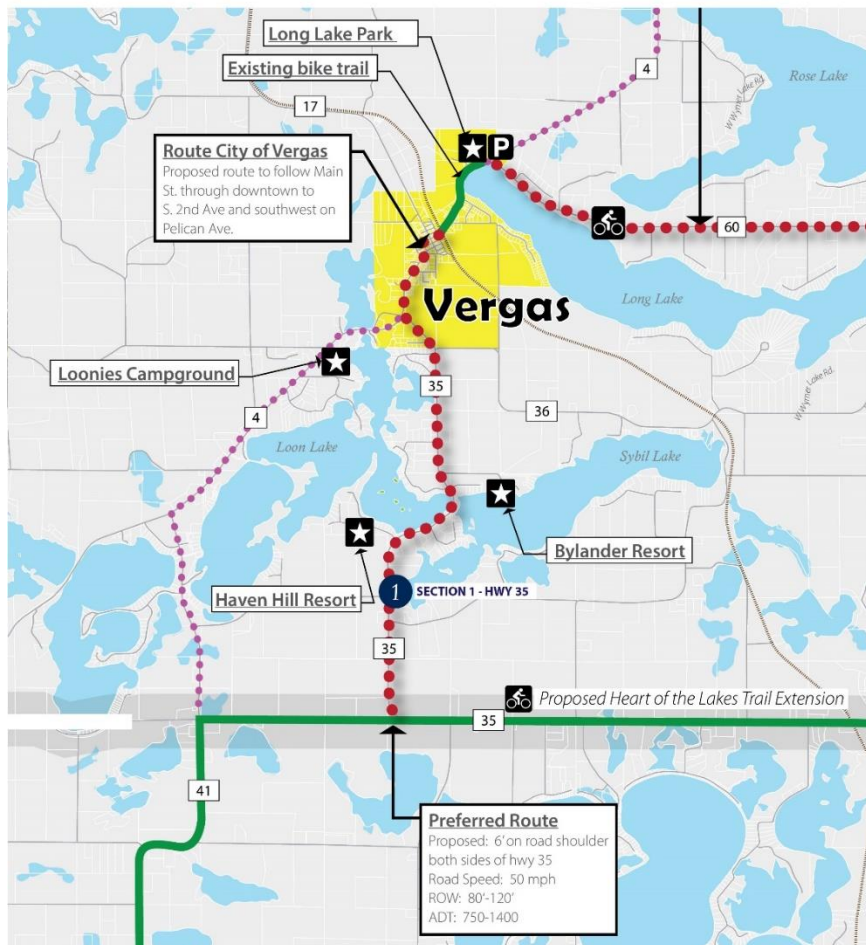
Segment Cost Estimates

The planning level cost estimates included in the segment descriptions indicate the characteristics of the improvements as well as the extent. Cost estimates provided are preliminary and for planning purposes only. They should not be relied upon for budget preparation or contracting because they do not include all project costs (e.g., design, permitting, right of way acquisition, mitigation, and owner administration). Instead, they represent a comparative analysis between segments. Cost estimates were developed based on the preferred alignment's recommended base improvements using the cost-per-mile value from trail projects with similar characteristics.

Reliable cost estimates would require ground survey of the proposed alignments and preliminary engineering design of the trail facility, including more detailed geotechnical evaluation and design for specific solutions.

Heart of the Lakes Trail Connection

This trail segment makes the connection through downtown Vergas to the Heart of the Lakes Regional trail. It begins at the termination of an existing trail and will take trail users near the heart of downtown and its residential neighborhoods, the Vergas Event Center, Loon Lake public water access, and near two resorts.



Preferred Alignment

The northern start of the proposed Heart of the Lake trail connection begins at E Scharf Ave and Hwy 4 intersection. The trail is an extension of a recently built two-way multi use trail that provides safe access for the community to the public beach and largest park on the West end of Long Lake. The trail would be a **two-way multi-use trail** on Hwy 4 running southwest and crossing the Soo Line railroad tracks. This segment of the trail could require a right of way agreement with the County and the railroad.

After crossing the tracks, the trail would turn southeast on S. Railway

Ave. for 2 blocks then turn southwest on E Linden St. for approx. .13 miles before the road bends into Pelican Ave running southwest. The trail would be consistent through this section as a **shared-use roadway** through the residential section south of downtown to the intersection of Pelican Ave and Hwy 35 where the trail section will change. Traffic volumes are expected to be relatively low on these streets and this will allow on street parking to remain. Currently the existing 40' of pavement curb face to curb face is not sufficient to maintain on-street parking and fit in a bike lane facility. We are considering the shared-use roadway as an interim solution based on these project constraints.

ROUTE THROUGH DOWNTOWN VERGAS



Figure 5 - Railroad Ave downtown Vergas



Figure 6 - Pelican Ave south of Downtown

The trail will turn southeast on Hwy 35 and would change to a 6' **bike lane** on both sides of Hwy 35. The right of way along Hwy 35 varies from 75-100' with residences and wetland constraining the corridor. Ottertail County has identified this corridor in the capital improvements plan and heard the city's request for a safe trail connection to the Heart of the Lakes trail and agreed to put the project on hold and include the bike lane facilities in their grant request. As this facility does not meet some of the desired criteria identified in this study it again can be considered a great interim solution with little effort needed from the city of Vergas. The 6' width on both sides of Hwy 35 is based on the current ADT and identified as a safe with per MNDOT guidelines (see criteria below). This will serve the community well until an off-road facility can be constructed in the future.

Planning-Level Cost Estimate:

Preferred Alignment – Approx. 4.3 miles:

\$65,000 to \$95,000

Alternative Alignment Approx. 5 miles: \$1.5 to \$2 million

The trail would connect to the Heart of the Lakes Regional trail at the intersection of Hwy 35 and 440th St. This would require a safe crossing on Hwy 35 as the two-way multi-use trail runs along the south side of Hwy 35 to the east and south side of 440th to the west.

The trail connection would require little cost and future maintenance to the City of Vergas. The trail is set to be constructed in the County plan in 2025.

Alternative Alignments

If the constraints to the preferred alignment would delay construction beyond 10 years, alternative solutions studied included a two-way multi-use path adjacent to Hwy 4 south to the Heart of the Lakes Trail. Depending on future funding opportunities the preferred alignment may be used as an interim solution based on the feasibility studies criteria and a two-way multi-use path could be implemented as a long-term future trail connection in addition to the preferred alignment.

Heartland Trail Connection

This segment of the trail provides a connection between downtown Vergas and the City of Frazee. This connection would offer a transportation alternative to residents of Vergas working in Frazee and/or Detroit Lakes. This segment of trail also connects to the Heartland Regional Trail which is a 49 miles trail connecting the City of Park Rapids to Cass Lake. In addition the City of Frazee is currently beginning the process of development on a 163 acres parcel purchased by the city and will be developed as a regional park. This will allow the residents of Vergas direct trail access to the only regional park within a 20 mile radius.

Preferred Alignment

Northeast of downtown Vergas, the preferred trail alignment is consistently within the road right of way and is bordered by rural residential, wetlands, and residential shoreland districts. The preferred alignment would be a two-way multi-use trail with one section of shared-use roadway. The trail begins at an existing trailhead on the north side of Long Lake adjacent to Hwy 60. Currently there is a small gravel parking area, signage, and it is the terminus of the recently constructed boardwalk that leads you to Long Lake Park and downtown as well as the beginning of what is known to the locals as “Tin Can Alley”, a gravel walking trail along an old roadbed on the north side of Long Lake. Future upgrades to the existing trailhead would include a small asphalt parking area, restroom, and signage.

The trail alignment will begin at the existing trailhead and immediately cross Hwy 60 to run within the right of way along the north side of the highway. No acquisition will be required as the right of way spans from approximately 135-165 ft. The trail will run along the south side of the Ratz Lakeview Subdivision, increasing the property value for homeowners yet to build along the 5 empty parcels and 1 built. The alignment will continue past Wonder Rd. where only 10 additional driveways will be crossed along 3 miles of trail. This segment would require possible construction of a boardwalk and an agreement from the DNR to traverse the existing wetlands that dot this segment of the trail.

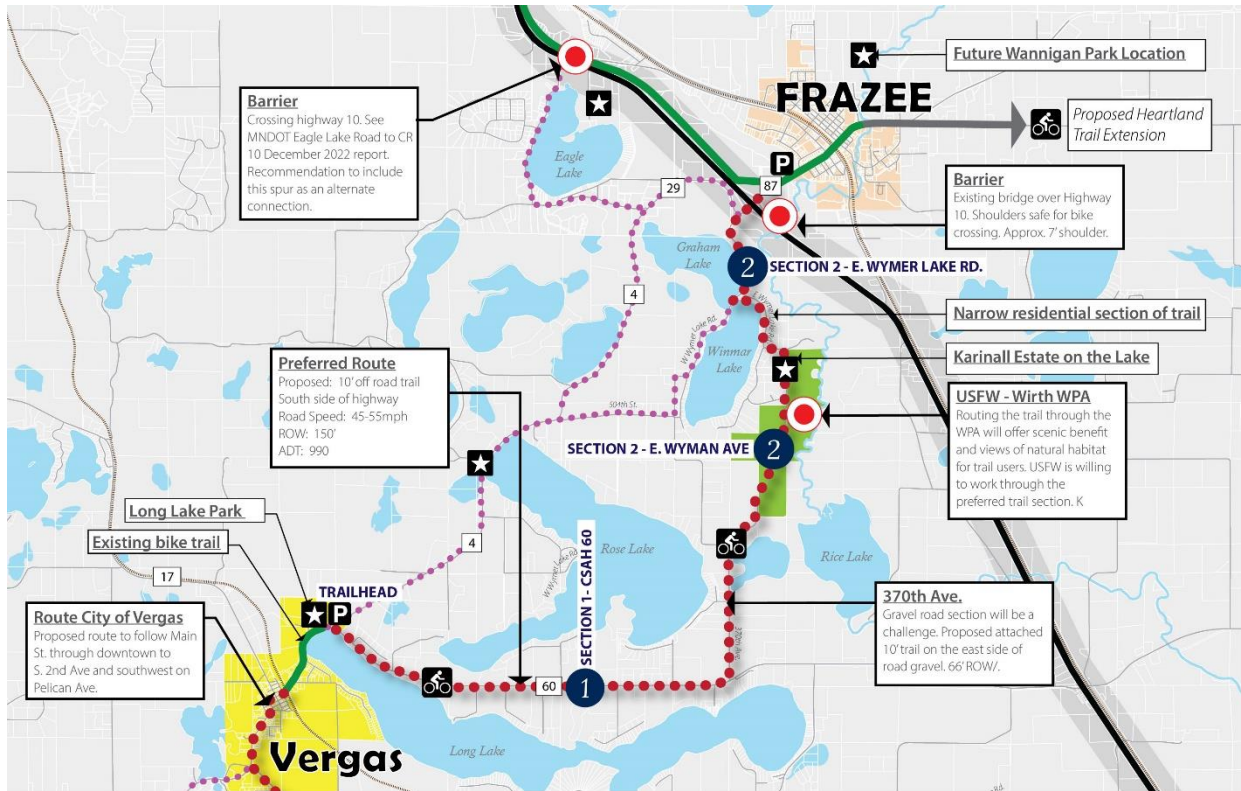
The preferred alignment turns north at 370th St. and is characterized by varying topography, a USFW waterfowl production area, and lakeside residences. This segment would result in more grading and additional permitting, but it was determined that the benefits of this alignment outweigh the constraints. This was not the most direct route as an option for a transportation alternative but was the safest option overall for all trail users alike, offered the least amount of property conflict, and the highest opportunity for ecological benefit.

A two-way multi use trail section would continue to run north along 370th St. and turn east onto E Wymer Lake Rd. The section would continue until E Wymer Lake Rd transitions to along the residential shoreline properties. At this point the trail would transition to a **shared use on road** facility and continue along the east side of Wymer Lake Road until the terminus at the intersection of E Wymer Lake Rd. and W. Wymer Lake Rd. where the trail will turn to the east and crossing Hwy 10 along the overpass. The overpass treatment will be consistent with MNDOT specifications for overpass crossings, a painted green bike box within both shoulders on the overpass bridge. The same treatment was installed to the west on the Hwy 10 overpass on Hwy 35 into the city of

Perham along the Heartland Regional Trail. The preferred alignment will end at an existing trailhead for the Heartland Trail.



Figure 7 - Trailhead at the end of the recently constructed boardwalk



This map illustrates alternative routes in purple and the preferred alignment in red.

Planning-Level Cost Estimate:

Preferred Alignment Approx 8.51 miles: \$1.4 to \$2.1 million

Alternative Alignment Hwy 4 Approx 6.65 miles: \$1.8 to \$2.5 million



Figure 9 - CSAH 60



Figure 8 - 370th Ave Wirth WPA



Figure 10 - East Wymer Lake Road



Figure 11 - Hwy 10 overpass

Alternative Alignments

If the requirements for a trail within the preferred alignment would delay construction beyond 10 years, alternative solutions could include the following:

- If the delays are due to the cost of environmental reviews to cross the existing wetlands after further discussion with the MNDNR and/or the US Fish Wirth WPA the preferred alternative will remain along the north side of Hwy 60 and turn north on 370th. At the intersection of E Wymer Lake Rd. the trail will turn to the west on 493th St. and immediately turn north onto 396th St. and again turn to the east and run adjacent to W Wymer Lake Rd. until it connects to the preferred alignment intersection and crosses Hwy 10.
- This alignment was studied as an alternate because it is the most direct route to the City of Frazee. This option would be a two-way multi use trail running along the west side of Hwy 4. This alignment posed the most constraints, property owner, grading, drainage, and safety for users. This alignment has the highest ADT and fastest posted speed limit. Due to the high costs, safety issues, and constraints this option is the least desirable.

Next Steps

Steps are being taken to maintain the momentum of this project. The two trail connections were recommended to the City Council as ready for preliminary design and environmental review. The City of Vergas is proceeding forward with funding for both design and construction. The two segments that were submitted to the Vergas City Council as the preferred alignments in July of 2023 are:

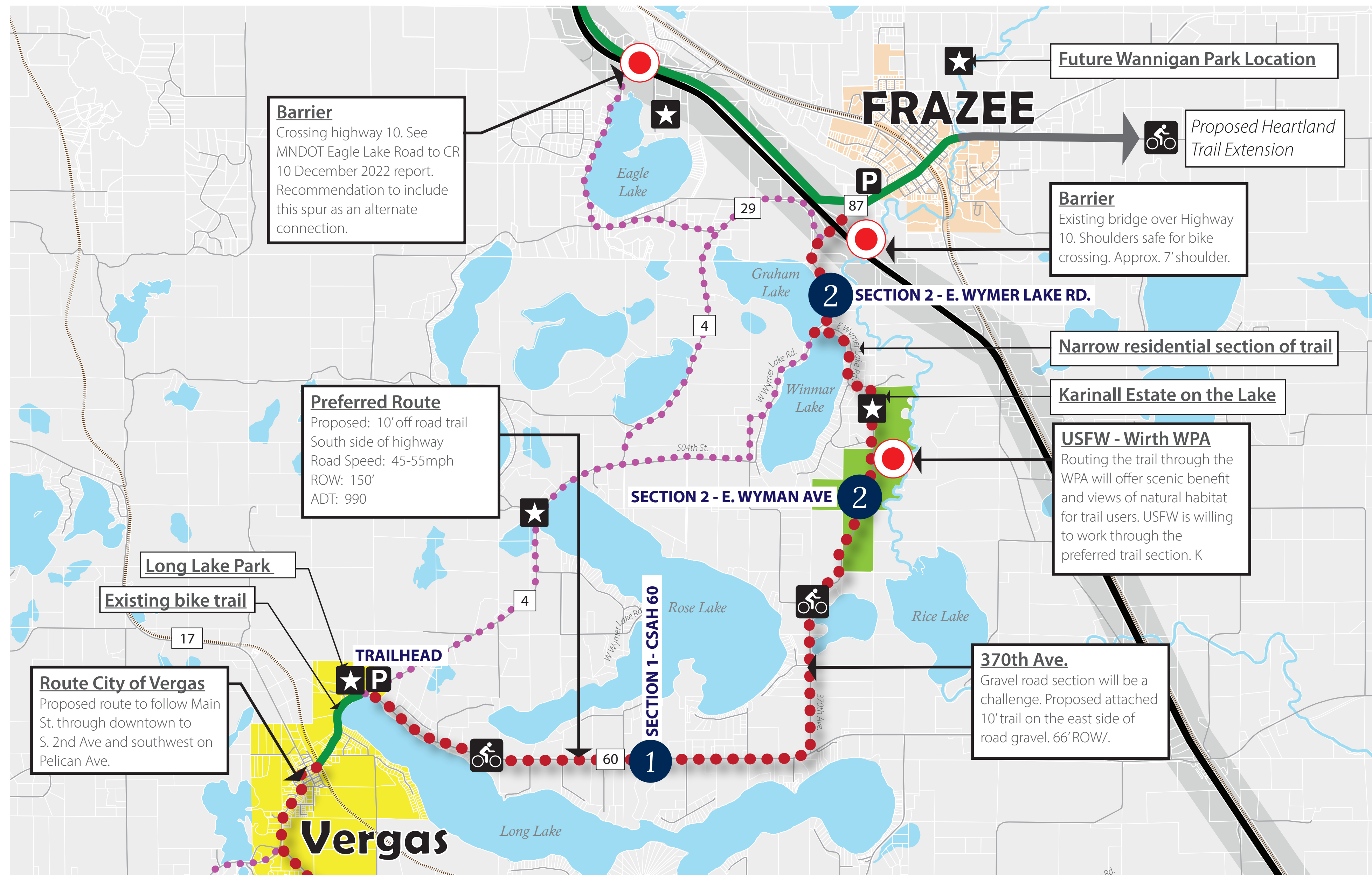
- **Heart of the Lakes Trail Connection:** This trail segment makes the connection through downtown Vergas to the Heart of the Lakes Regional trail. It begins at the termination of an existing trail and will take trail users near the heart of downtown and its residential neighborhoods, the Vergas Event Center, Loon Lake public water access, and near two resorts.
- **Heartland Trail Connection:** This segment of the trail provides a connection between downtown Vergas and the City of Frazee. This connection would offer a transportation alternative to residents of Vergas working in Frazee and/or Detroit Lakes. This segment of trail also connects to the Heartland Regional Trail which is a 49 miles trail connecting the City of Park Rapids to Cass Lake. In addition the City of Frazee is currently beginning the process of development on a 163 acres parcel purchased by the city and will be developed as a regional park. This will allow the residents of Vergas direct trail access to the only regional park within a 20-mile radius.

Project costs (presented here) are higher than Construction costs (presented in map segments) as project costs include such costs as project administration, environmental permitting, wetland mitigation, contingency, and an art budget.

The total project cost for delivering these two segments constructed was estimated to be **\$3.8 million** based on planning-level cost estimates. It also includes expenses for certifying agency administration, construction across multiple jurisdictions, and engineering.

Appendix:

- Full boards presented at the Open Houses.



3 Route Alternatives were explored and discussed as shown. The map, sections, and images show the preferred trail route as discussed with our planning committee for a variety of existing conditions.

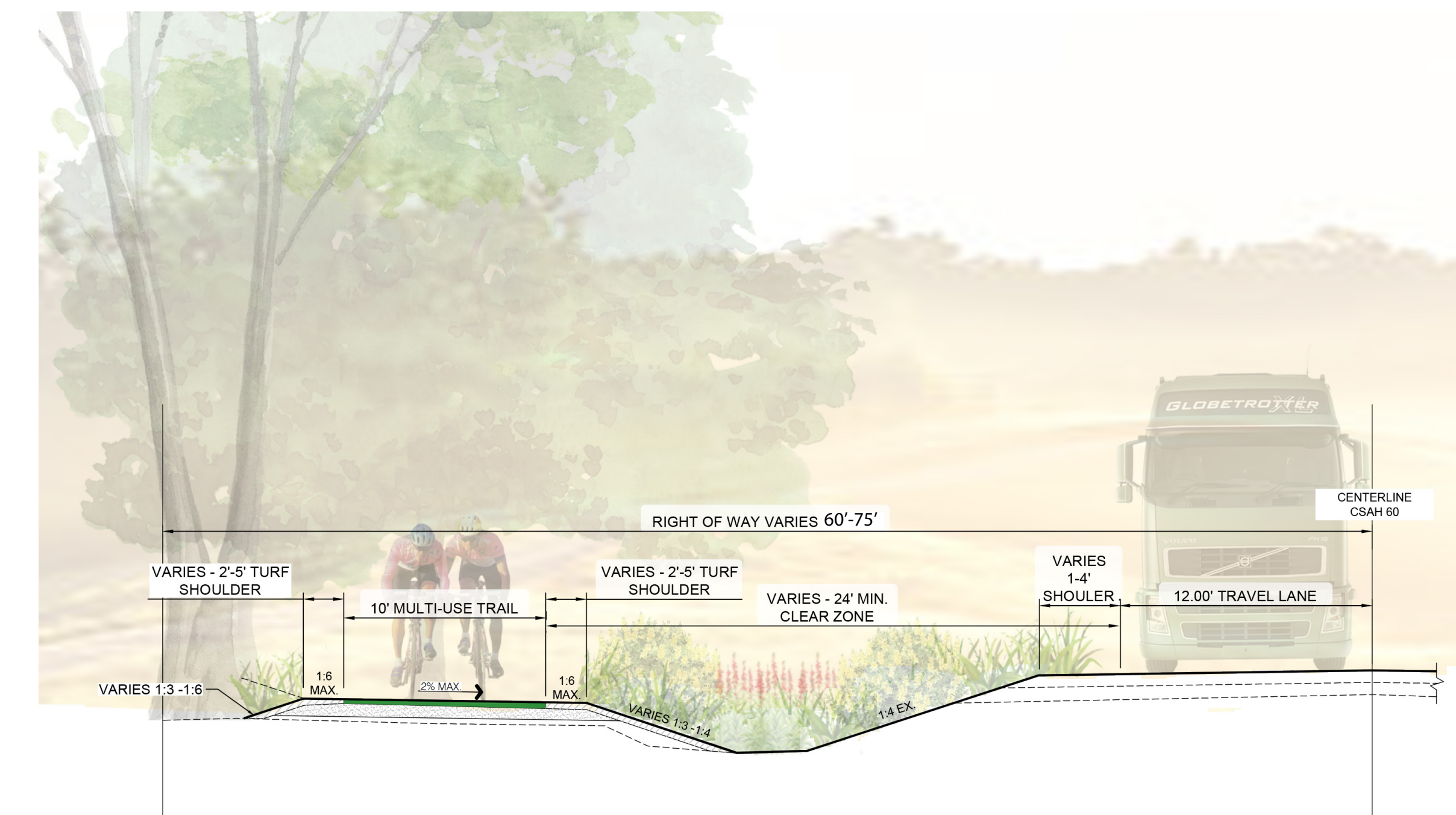
These routes have been discussed with Ottertail County, USFW, and the DNR and we are all in agreement that the preferred trail corridor identified will be a great location for the future trail.



TRAIL SECTIONS



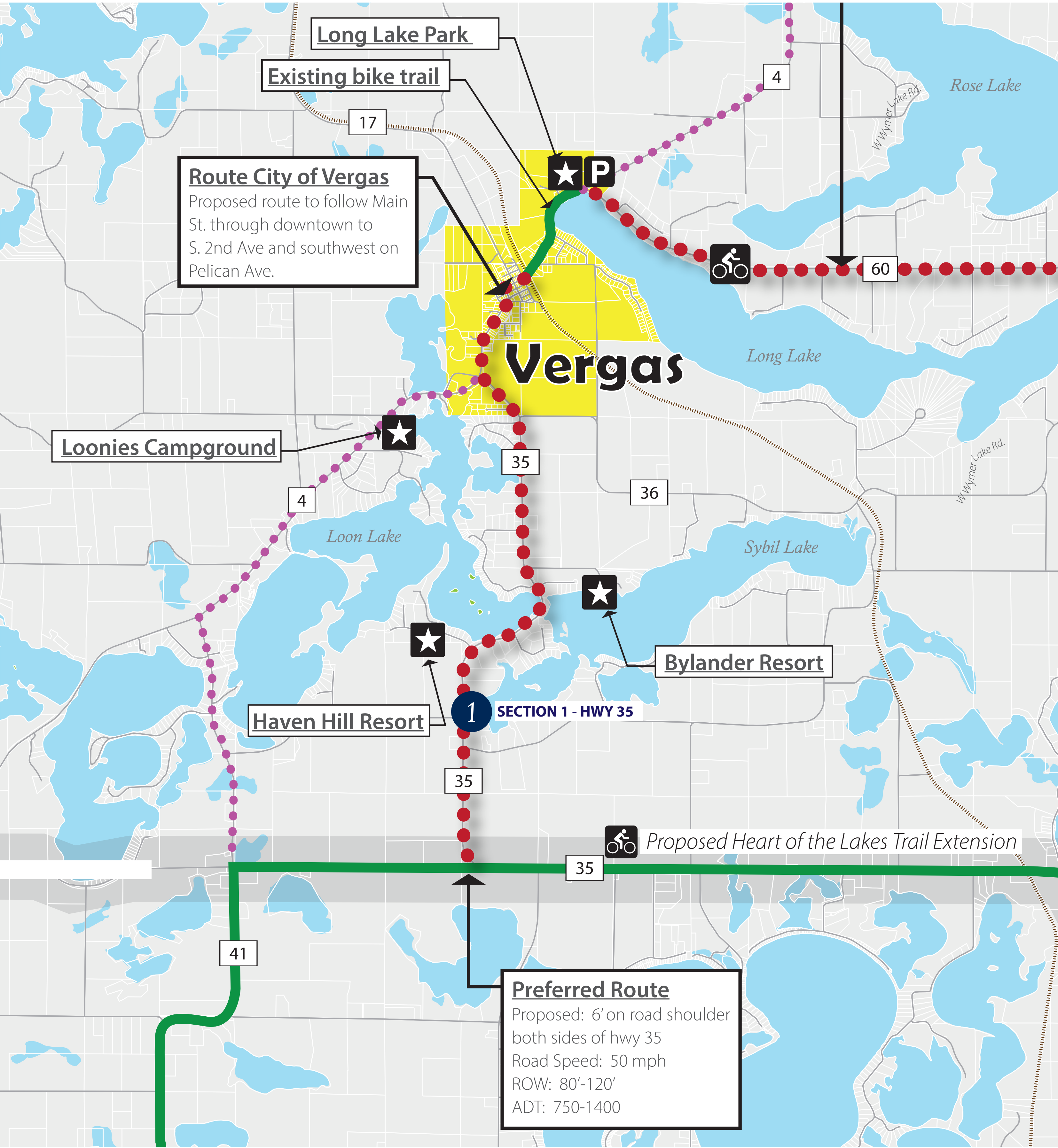
TYPICAL SECTION 2 - E. Wyman Ave & E. Wymer Lake Rd.



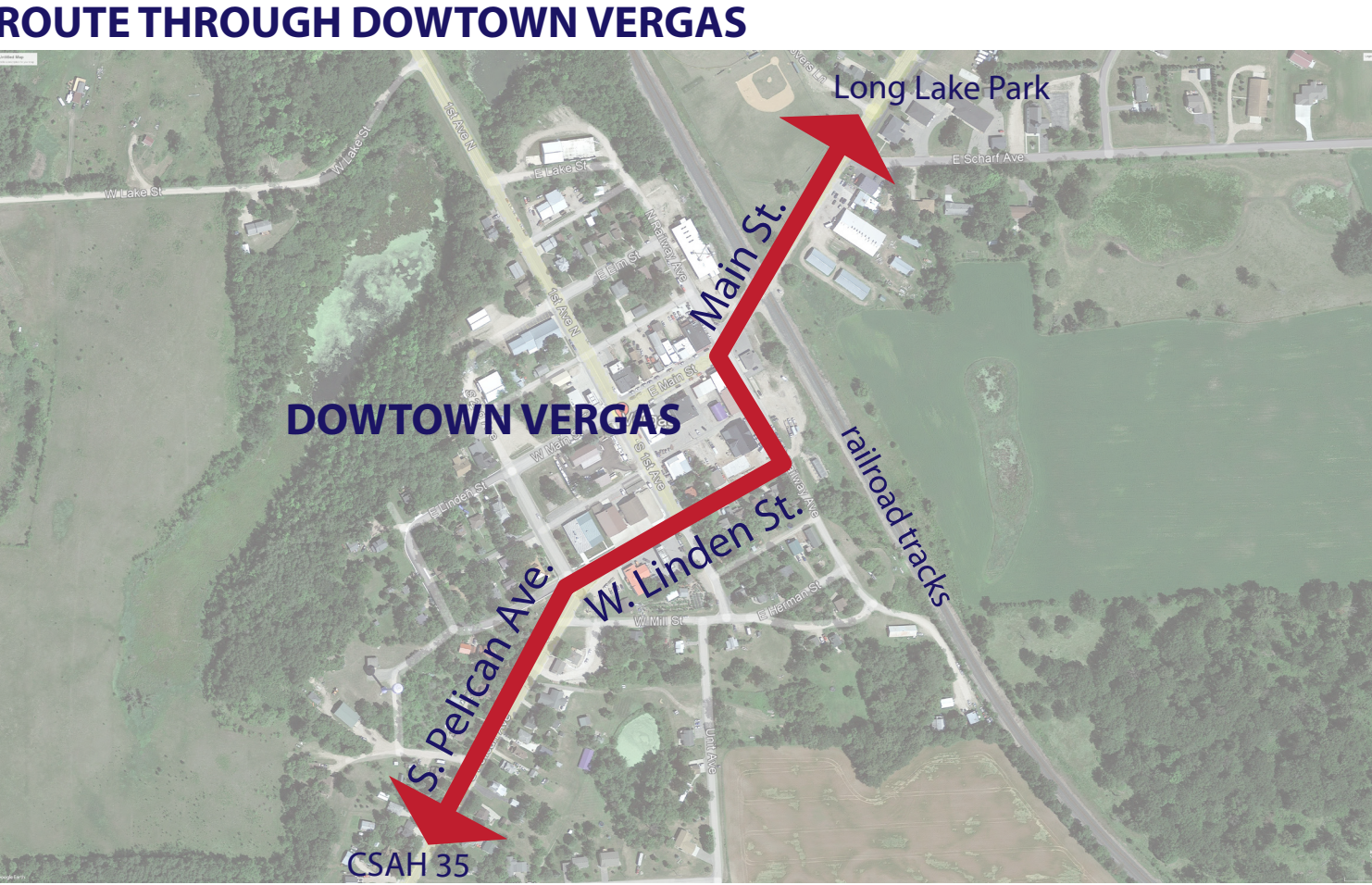
TYPICAL SECTION 1 - CSAH 60

HEARTLAND TRAIL CONNECTION

WIDSETH



2 Route Alternatives were explored and discussed as shown . The map, sections, and images show the preferred trail route as discussed with our planning committee for a varitey of existing conditions. Ottertail County has submitted a grant opportunity to created widened shoulders on both sides of Hwy 35 running to the proposed Heart of the Lakes Trail. We believe this will be a great start to making a connection for the City of Vergas along a very scenic corridor.



BICYCLE FACILITIES: BIKE LANE

Bike Lane



DESIGN OVERVIEW

On-street bike lanes designate a preferential space for bicyclists through the use of pavement markings and signs. Bike lanes are for one-way travel and are normally provided in both directions on two-way streets and/or on one side of a one-way street. On roadways with motor vehicle speeds of 35 mph or less, bike lanes can be an appropriate way to serve Interested but Concerned bicyclists (EXHIBIT 3-4 on page 3-9). In areas where on-street parking or a large percentage of heavy vehicles are expected, a buffered bike lane may be preferable. For two-way bicycle travel on one side of the roadway in urban conditions, see Separated Bike Lanes. For two-way bicycle travel on one side of the roadway in rural or natural conditions, see Sidepaths.

BIKE LANE DIMENSIONS

Preferred and minimum bike lane widths are shown in EXHIBIT 5-37: Bike Lane Dimensions. Bike lane widths are measured from the center of the bike lane line(s) toward the curb. Bicyclists require a nine-inch horizontal clearance from a vertical curb.

If a gutter pan is present, it is not included as part of the bike lane width unless the gutter is incorporated into the width of the bike lane and results in no longitudinal joint or seams parallel to a bicyclist's line of travel. If there are no joints or seams, the nine inches of the gutter pan adjacent to the curb can be considered clearance to the vertical curb. If there is no gutter pan, such as in cases where a roadway has been overlaid to its full width, a nine-inch clearance from the vertical curb is necessary.

Start with preferred widths, as this offers the greatest likelihood of attracting the Interested but Concerned bicyclist. Use minimum dimensions only in constrained situations. When adjacent to parking, wider bike lanes are recommended, as a portion of the bike lane will be within the door zone (EXHIBIT 5-38: Bike Lane Dimensions). Where higher motor vehicle speeds and volumes exist, choose a width at the high end of the ranges noted. Seven feet allows people bicycling to ride side-by-side and pass within the bike lane.

EXHIBIT 5-36: Bike Lane Dimensions		
BIKE LANE	PREFERRED WIDTH (FT)	MINIMUM WIDTH (FT)
Adjacent to edge of pavement or gutter pan	5-7*	4
Between travel lanes or buffers	5-7	4
Adjacent to parking (without buffer)	6-7*	5

* If more than 7 feet are available, consider a buffered bike lane. Drivers may confuse overly wide bike lanes without a buffer or separation as a parking or travel lane.

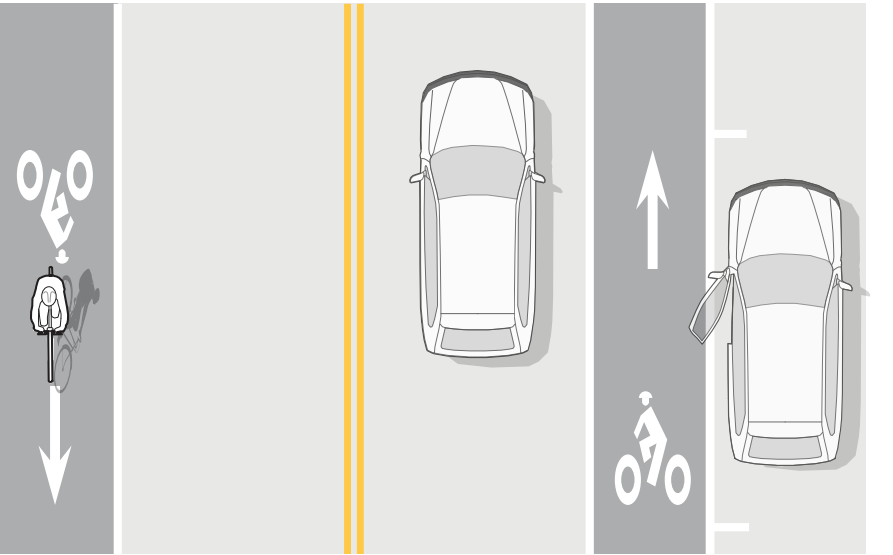
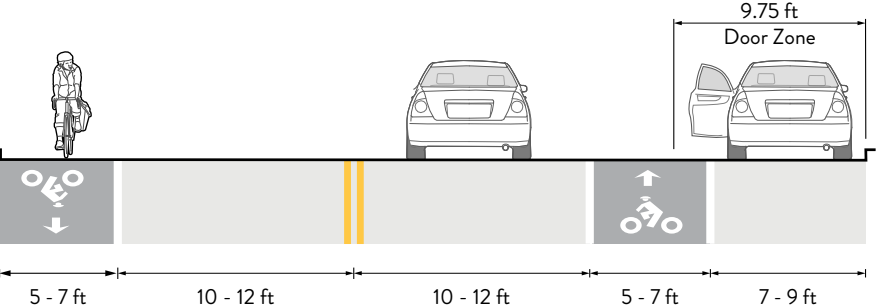


EXHIBIT 5-37: Bike Lane Dimensions

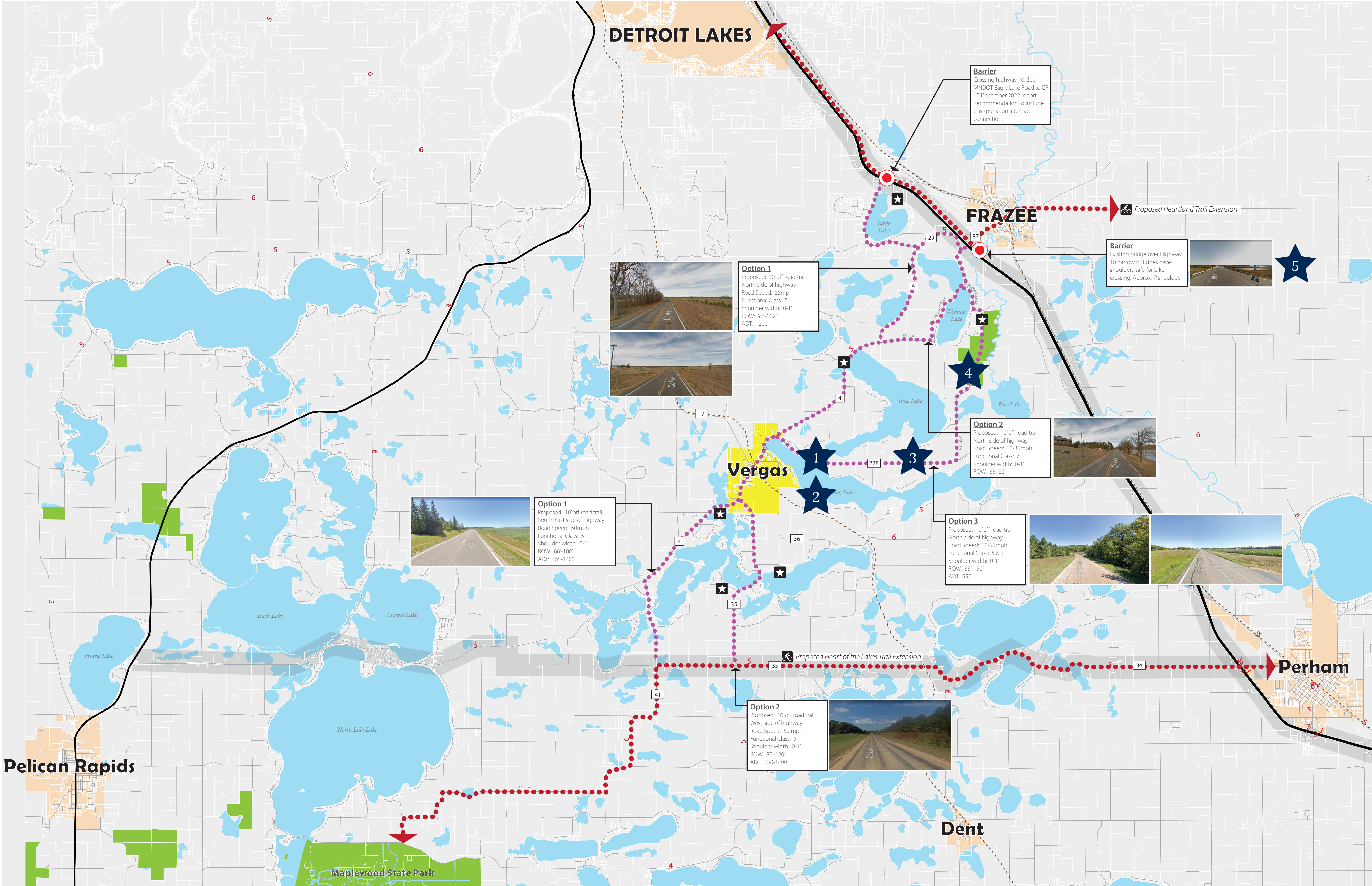
ROADWAY SURFACE INCONSISTENCIES

Manholes, drainage grates, or other obstacles should be set flush with the paved roadway. Roadway surface inconsistencies pose a threat to safe riding conditions for bicyclists. Manholes, access panels or other drainage elements should be constructed with no variation in the surface. The maximum allowable tolerance in vertical roadway surface is a quarter of an inch.

SECTION 1 - HWY 35

HEART OF THE LAKES TRAIL CONNECTION

WIDSETH



Overall study:

All routes in purple were trail route options that were studied and measured on a set of positive and negative metrics.

Goals included:

- low level of ADT,
- not aquisition of ROW necessary
- high levels of natural beauty
- direct routes
- funding opportunites.

After studying these options a clear preferred route jumped out for our planning committee for both the Frazee and Heart of the Lakes Trail connections.



RECTANGULAR RAPID FLASHING BEACON INTERIM APPROVAL

In March 2018, FHWA issued [Interim Approval 21](#)⁶⁴ for pedestrian-actuated rectangular rapid-flashing beacons at uncontrolled marked crosswalks. In April 2018, MnDOT received a statewide approval from FHWA for the use of these pavement markings in all Minnesota jurisdictions. In order to meet the requirements of this statewide approval, MnDOT must maintain a list of locations with RRFBs. If installing an RRFB, please provide the location to the MnDOT Traffic Standards Engineer at 651-234-7388.



BEACONS

Beacons increase the conspicuity of bicycle and pedestrian crossings and have been shown to improve safety, and are especially applicable at marked mid-block crossing locations. FHWA recommends both Rectangular Rapid Flashing Beacons and Pedestrian Hybrid Beacons in the [Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations](#).⁶³ Both devices are user-actuated, either through push buttons or passive detection. Passive detection, as discussed in Chapter 4, does not require bicyclists to dismount in order to activate the beacon. RRFBs and PHBs need to include ADA compliant push buttons and audible warnings.

Rectangular Rapid Flashing Beacons

Rectangular Rapid Flashing Beacons are user-activated warning devices with rectangular-shaped high-intensity LEDs that flash in an alternating stutter flash pattern. RRFBs draw attention to the pedestrian or bicyclists crossing, but the user must start crossing in order to assert their right of way (See MN Statutes in Chapter 2).

RRFBs have been shown to be more effective at increasing driver yielding rates at uncontrolled crossings than traditional warning beacons. RRFB's are particularly effective at improving the visibility of pedestrians and bicyclists when crossing multi-lane roadways. They can be placed overhead and are often used in combination with advanced stop bars. Use the W11-15 warning sign when bikes are expected to use the RRFB. See Interim Approval 21 for guidance on RRFB installation.

Pedestrian Hybrid Beacons

A Pedestrian Hybrid Beacon, also known as a HAWK signal, is a traffic control device designed to help pedestrians and bicyclists safely cross roadways at midblock crossings and uncontrolled intersections where a full traffic signal isn't warranted. PHBs have lower thresholds for warrants than traffic signals and can be used where automobile delay from a signal is a concern because they can be coordinated with nearby traffic signals. When showing the CIRCULAR RED signal indication, a PHB is the same as a red traffic signal, and drivers are required to stop, regardless of where the pedestrian or bicyclist is. See Section 4F of the MN MUTCD for guidance on PHB warrants and installation.

- Warning signs may be installed on one or both sides of the roadway depending on visibility and roadway width.
- Do not use W11-1 or W11-15 signs in advance locations where vehicle movements are stop, yield, or signal controlled.
- Warning signs may be supplemented with "AHEAD" (W16-9P), "TRAIL X-ING" (W11-15P) or "XX Ft" (W16-2P).
- Advance traffic control warning signs should be used when the intersection is not visible within stopping sight distance.
- On shared use paths, place advance warning signs based on the stopping sight distance of the fastest path user in advance of where sign applies.
- Never install advanced warning signs less than 50 feet in advance of traffic control.

For intersection and advance traffic control warning signs on shared use paths, see the MN MUTCD and these guidelines:

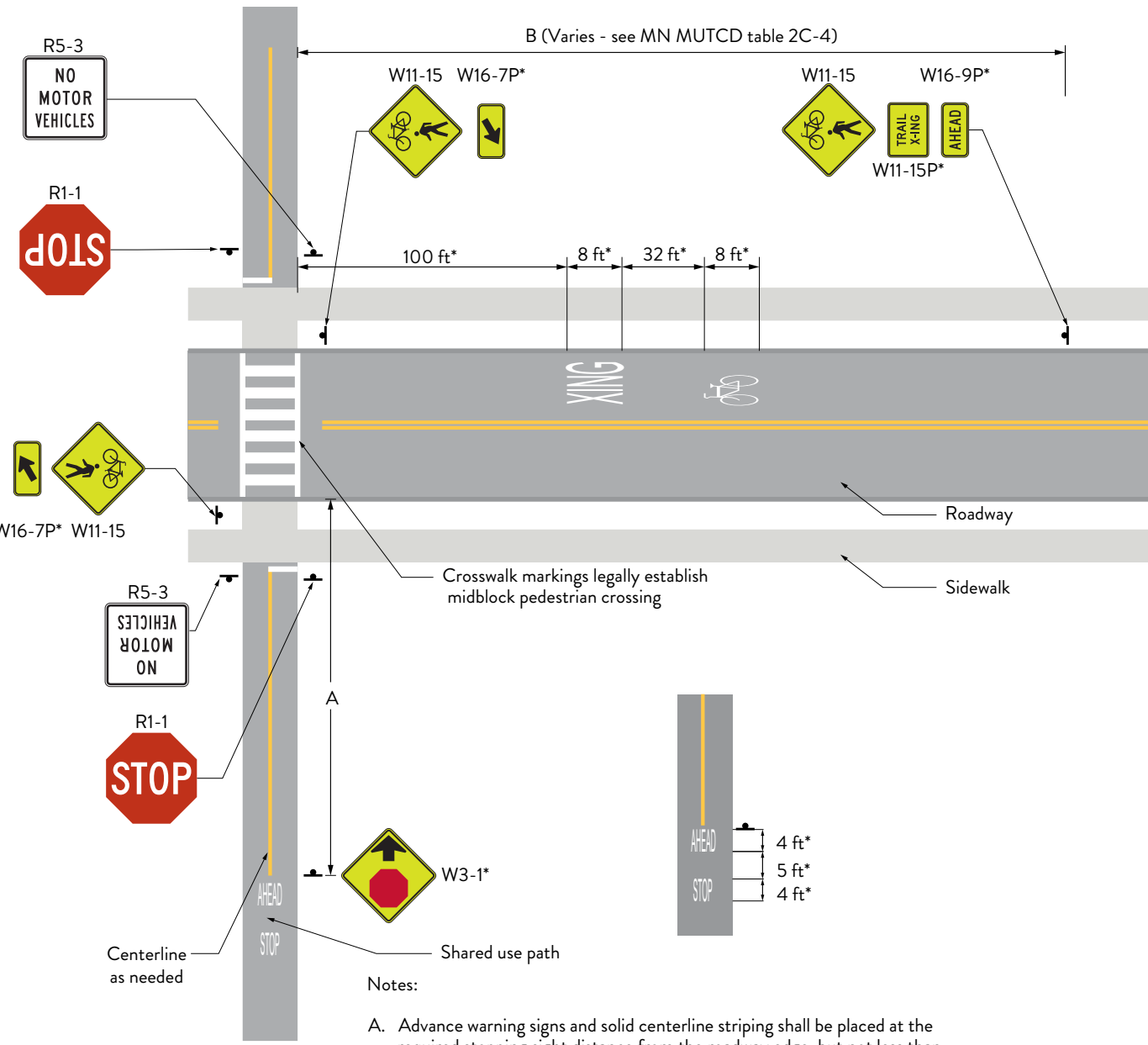


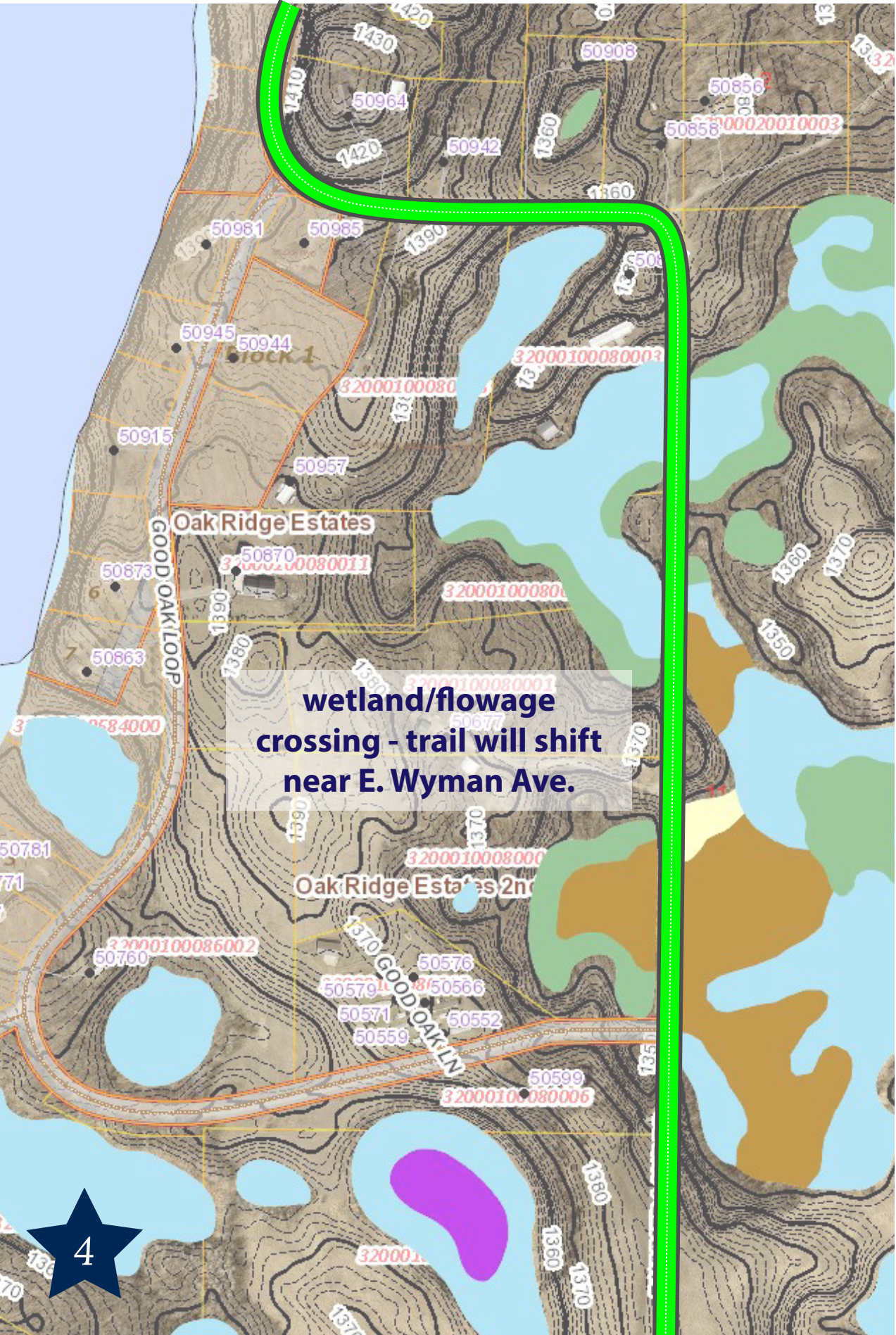
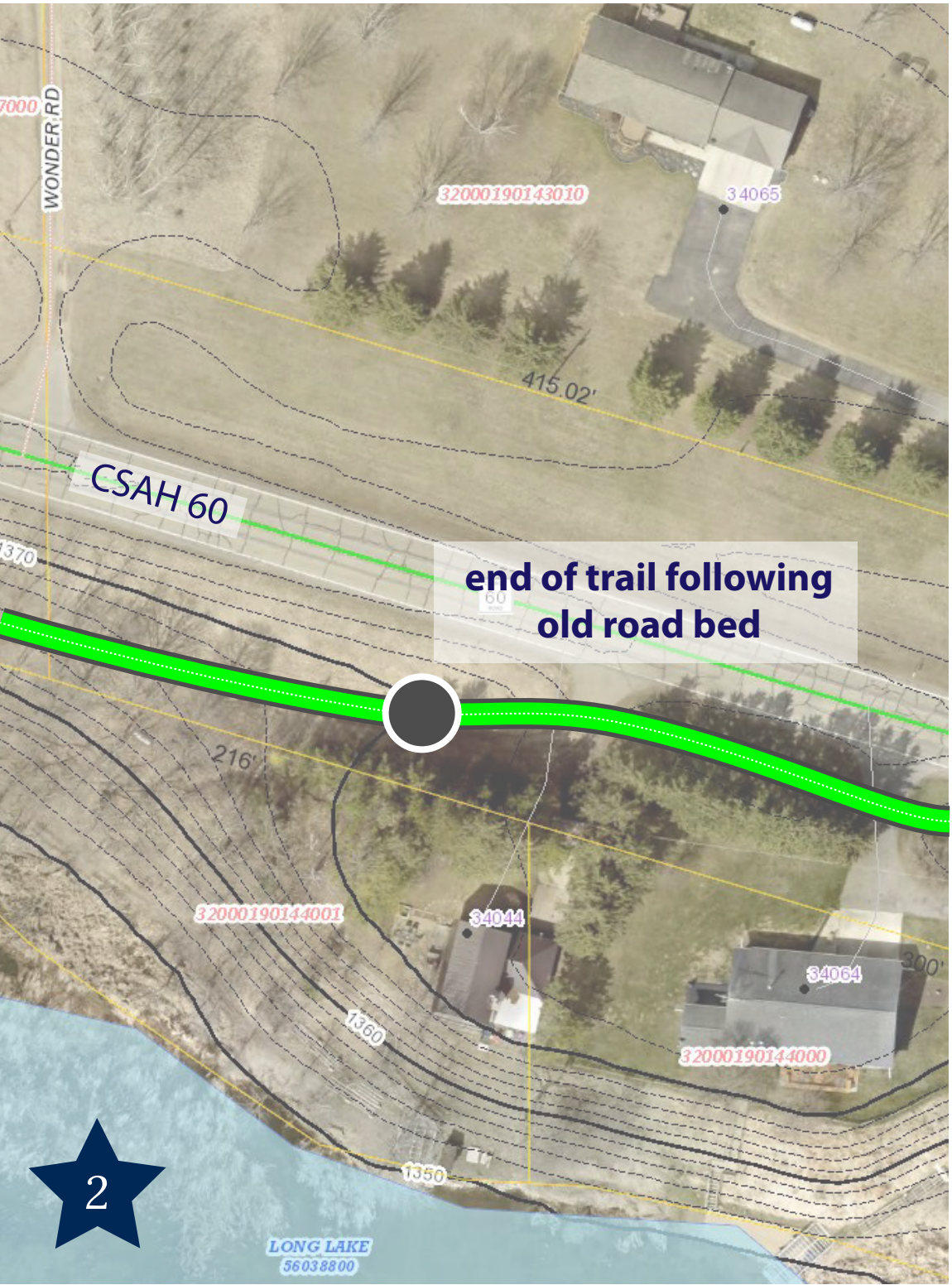
EXHIBIT 5-17: Example of Midblock Path - Roadway Intersection - Stop Controlled for Bicyclists

PEDESTRIAN SIGNAGE
INTERSECTION TREATMENTS
RUMBLE STRIPS ON CSAH 35



Pedestrian signage, low vegetation in the clear zones and rumble strips have been identified as traffic calming measures and items that can supplement this design for higher levels of enjoyment for the trail users and safety for both the pedestrian and the drivers.

We have identified areas of restriction along the Heartland Trail connection. After conversations with the County, the DNR and the USFW we believe this route is feasible.



KEY AREAS & TRAFFIC CALMING

City Council
2025 October Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, October 21, 2025

7. Committee Reports

1. EDA.HRA
2. Streets/Sidewalk/Yard Waste Committee
3. Liquor Store Committee

Files Attached

- 10.1.25 EDA HRA Minutes.pdf
- Sunny Oaks Development.pdf
- Minutes 10.14.25.pdf
- 10.26.25 Liquor Store Meeting Minutes.pdf

**Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, October 1st, 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, October 1st, 2025, at 2:00 pm in a hybrid meeting at the Vergas Government Services building and on Zoom.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
DuWayne Ditterich, President	N/A	P/P	P	P	P	P	P	P	P	P		
Bruce Albright, Vice President/Council Liaison	N/A	P/P	P	P	P	P	P	P	P	P		
Paul Sonnenberg, Member	N/A	P/P	P	P	P	P	P	P	A	P		
Kevin Zitzow, Member	N/A	A/P	A	P	A	A						
Joy Summers, Member	N/A	P/A	P	P	P	P	P	P	P	P		
Vannessa Perry, Member	N/A						P	P	A	A		
Julie Lammers, City Clerk-Treasurer	N/A	P/P	P	P	P	P	P	P	P	P		

P: Present. A: Absent N/A: No Meeting

Also present: Editor Bob Williams of the Frazee-Vergas Forum, CEDA Representative Maddison Clavin, CEDA Representative Jordan Grossman, SBDC Ian Carlstrom, President of the Vergas Lions Jay Norby; and Citizens, Ruby Schmid, Greg Schmid and Tom Bunkowski.

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 Sonnenberg, seconded by Albright, to approve the minutes of September 3rd, 2025. The motion passed unanimously.

Financial Update

2025 Income and Expenses

Lammers reported that the only financial change was the purchase of a mailbox for the Sunny Oaks development. Mailbox will arrive the following day. The utilities department were expected to install it the following week. The post office had designated the installation location.

Sonnenberg inquired whether the cost of \$2,454 included both the mailbox and legs. Lammers confirmed it included everything except the concrete. Ditterich noted that city labor would be provided by the city.

Motion by Sonnenberg, seconded by Albright, to accept the financial update. The motion passed unanimously.

CEDA Update

Child Care

RCCIP Program

Clavin reported on the Rural Child Care Innovation Program (RCCIP) application, noting it was successfully submitted with the required number of core team members. Notifications would be sent by October 6th. She mentioned that the program had received more applications than anticipated and would be accepting three communities this year. Even if Vergas was not selected, she explained they could still use materials from another CEDA community that had participated in the previous session.

Albright clarified that this program is through First Children's Finance, which has a core mission to help advance childcare efforts statewide. Clavin explained they didn't apply for a specific amount, as the program provides funding and assistance to complete childcare goals specific to each community. Vergas's application focused on establishing childcare, which could include funding for provider training and starting family-owned daycares.

Albright provided background on CEDA (Community and Economic Development Associates), explaining that they work with small communities without full-time EDA directors. Vergas was one of a few communities in Minnesota that received funding to bring in CEDA staff. After the initial grant ended, the city council and EDA agreed to hire CEDA for an additional two years, with housing and childcare as priorities.

Municipality-owned daycare

Bunkowski, representing a church, was present to discuss potential childcare options. He reported that the church council had determined they couldn't accommodate childcare in their current building but were interested in exploring options with nearby property.

Lammers clarified that the church doesn't have enough property to add a preschool as they can only use 25% of their lot space, can't take any playground space, and have already built a shed.

Discussion followed regarding potential collaboration between the church and property owners Greg and Ruby Schmid, whose lot is adjacent to the church. Bunkowski indicated that if property was available, the church would consider purchasing it and building a facility to lease to a provider. He emphasized it wouldn't be a moneymaker but would serve the community.

Norby presented information about a Lions Club matching grant program that could potentially fund kitchen equipment or playground equipment for a childcare facility. The minimum application amount is \$10,000, with a maximum of \$150,000 on a 50/50 basis. The club would need to know specific equipment needs for the application, and the nearest application deadline would be February 1st.

The board discussed various models for operating a childcare facility, including the potential involvement of Mahube, which administers childcare facilities in other communities for approximately \$1,500 per month.

Grossman advised the group to focus first on securing a location before pursuing grants, emphasizing the importance of being "shovel-ready." She noted that the state childcare grant program had been reduced and would likely be competitive.

After extensive discussion about options, Grossman offered to connect directly with the property owners to discuss specifics outside of the public meeting format.

Clavin presented two draft mission statements for the EDA's childcare initiative. The board expressed a preference for the first option with some modifications to align with their current mission statement, particularly adding language about keeping Vergas a vital community and attracting residents.

Vergas EDA Community Rehab Grant

Clavin presented applications from American Beauty Salon and Elm Street Boutique, who are working together to

replace the deteriorating roof on their building. Each business submitted a separate application as they are under different ownership, each requesting \$5,000 for a total project cost of approximately \$75,000 (\$37,000 per side).

It was noted that Franklin Fence is currently working on the blueprints for the project, which would feature a metal roof to improve appearance and prevent water damage at the seams between the two sections.

Motion by Albright, seconded by Summers, to approve both \$5,000 grant applications, subject to the applicants providing the Franklin Fence plans when available. The motion passed unanimously.

Lammers noted that after these grants are awarded, approximately \$19,512 would remain in the fund, enough for about three more full projects. Discussion followed about whether to add more funds to replenish the program in the future.

New Business

Eva and Diane Ave

Listing

Summers reported that the current listing for the two lots expires on Saturday and presented renewal paperwork for signature.

Motion by Albright, seconded by Sonnenberg to renew the listing agreement. Voting yes: Albright, Sonnenberg and Ditterich. Voting no: none. Abstained: Summers. Motion carried.

Diane Avenue

Lammers explained that a potential buyer was interested in the last lot on Diane Avenue where the hill is located. However, access to the lot is an issue. Two options were presented: either add the portion of the road area to the lot, or have the city build a road to provide access.

After discussion about the engineering design and future development possibilities, the board determined that extending the road would be the best option to maintain future access to potential development areas behind the property.

Motion to recommend to the city council that they extend the road to provide access for the remaining lot for sale was made by Bruce Albright, seconded by Duane Ditterich. Voting yes: Albright, Sonnenberg and Ditterich. Voting no: none. Abstained: Summers. Motion carried.

Member Terms

Lammers reported that Summers term is ending at the end of the year, and Ditterich had expressed interest in not serving the remainder of his term.

Motion by Albright, seconded by Sonnenberg, to recommend to the city council to accept Ditterich's resignation effective December 31, 2025. The motion passed unanimously.

Lammers mentioned that Kevin Zitzow would like to rejoin the EDA/HRA to take Summers' position but requested that meetings be moved to evenings (6:00 PM) so he could attend. Perry had also expressed that evening meetings would be easier for her to attend. The board agreed to consider this at their first meeting of the new year when meeting times are officially set.

Old Business

SBDC- Rural Edge

Carlstrom provided an update on the Rural Edge program, which was in its third week. He reported that the program had been going well, with topics including what makes Vergas unique for business, marketing, and upcoming sessions on financing and business finances. He explained that the program helps business owners develop skills and form relationships that continue after the program ends.

Ian offered to provide custom workshops or trainings if local businesses had specific needs. The board expressed appreciation for his update and the program's impact on the community.

Adjournment

Motion by Albright, seconded by Summers, to adjourn the meeting at 3:30 PM. Motion passed unanimously.

Recorded by Rachel Nustad (assisted by ClerkMinutes)

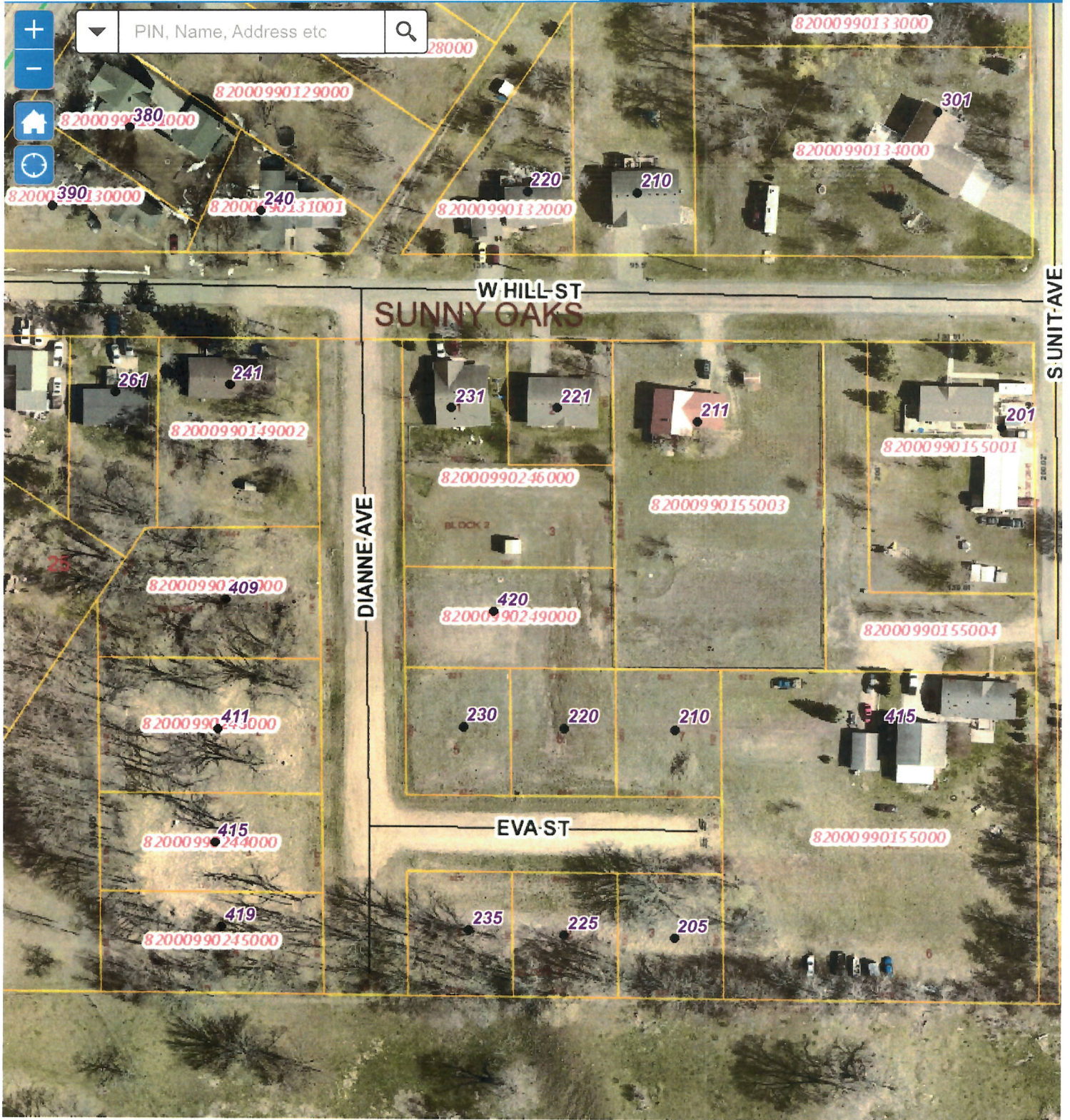
Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Council Recommendations

- To accept Ditterich's resignation as of December 31st, 2025.
- Propose to extend the road to parcel on Diane Ave.

Follow Up Actions

- Grossman and Lammers to meet with the Schmidts' regarding daycare.



Street/Sidewalks/Yard Waste Committee Meeting Minutes
Government Services Center
October 14, 2025 at 10:00 AM.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bruce Albright, Council Liaison	N/A	P	N/A	P	P	N/A	N/A	N/A	N/A	P		
Paul Pinke, Council Liaison	N/A	P	N/A	P	P	N/A	N/A	N/A	N/A	P		
Mike DuFrane, Utilities Superintendent	N/A	P	N/A	P	A	N/A	N/A	N/A	N/A	P		
Julie Lammers, Clerk Treasurer	N/A	P	N/A	P	P	N/A	N/A	N/A	N/A	P		

P: Present. A: Absent N/A: No meeting

A meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Tuesday, October 14, 2025 at 10:00 AM at the Vergas Government Services Center. Also present; Engineer Blaine Green.

Lammers called the meeting to order at 10:00 AM.

1.) Agenda Additions/Deletions. The committee agreed to add "Trail" to the agenda.

2.) Minutes for May 29, 2025 SSYW Committee meeting were presented. Motion by Albright, seconded by Pinke to approve the minutes. Motion passed unanimously.

3.) Alley/parking lot/drainage

Green reported that the project is essentially complete with only striping, possibly a sign or two, and a few punch list items remaining. He noted that there was some overrun on quantities due to the irregular corners and shapes in the parking lot area, as well as additions made by Hanson's for their property. Green stated he would verify measurements and check numbers to ensure proper billing, particularly regarding the concrete work that Hanson's will pay for directly.

The committee discussed concerns about the property line issue where concrete was poured approximately two feet short of where it should have been. Employees expressed frustration that despite being very vocal about wanting the concrete to go all the way to the property line to create a clear division, the line was off by about two feet. The neighbor plans to stripe a line from his property to his property line to mark the boundary, with the stripe to be placed on his property.

Dufrane noted that survey pins were removed during construction. Green explained he would work on getting those reset, particularly noting that one pin was necessarily removed due to its location next to a catch basin. DuFrane and Lammers were concerned that the pins had been in place and should have been observed during construction.

The committee discussed striping plans including:

- The need to have survey points restored first.
- Bruhn's request to have his property perimeter striped on three sides at his expense.

- Confirmation that the stripers will do Bruhn's striping as part of the overall project and charge it to his portion.
- Decision to change the parking stalls along the fence from angled to perpendicular to maximize parking spaces.
- Inclusion of a handicap parking space in the back of the liquor store parking lot (last spot closest to 1st Avenue).
- Need for a handicap sign in addition to the painted symbol.
- Agreement to have limited-hour parking with signs stating "No Parking After 10 PM" to prevent overnight parking.
- The committee also noted concrete splatter on the side of the building that will need to be addressed, and Green said he would look into having that cleaned up.

4.) Yard Waste

The committee discussed recent issues with the yard waste site, including someone dumping large tree stumps at the site. Lammers showed a picture from the surveillance camera of an individual who had dumped stumps, noting that he tied ropes to the stumps and pulled them off using concrete barricades. The individual's license plate was not visible in the footage.

Albright volunteered to write an article for the November newsletter about the incident, explaining why dumping large items is prohibited at the site. The article would include the image of the dumped stumps.

The committee discussed potential improvements for the yard waste site:

- DuFrane suggested investigating the purchase of a grapple attachment for the tractor or loader to help manage large logs and stumps.
- The committee discussed the fire hazard posed by large stumps smoldering under ash.
- Consideration of hiring someone to haul away large items.
- Discussion about limited hours for the site versus keeping it accessible at all times.
- Noting that they sold approximately 275 permits this year.
- Consideration of updating the camera policy to allow using footage for enforcement.
- For next year's permits, the committee agreed to use yellow as the permit color and maintain the current rules, including the 6-inch diameter limit for materials.

5.) Street Inventory

The committee discussed creating a database of streets to track maintenance history. Green recommended using the GIS system rather than a spreadsheet, explaining that it would be more visual and easier for future committees to use. Green noted that clicking on a street segment in the GIS system would allow them to enter maintenance information such as "crack seal 2025."

Green mentioned that he started this process and would send the information once completed. The committee agreed that the GIS approach would be better than a spreadsheet.

DuFrane reported that crack sealing had been done on several streets including Second Avenue, Third Avenue, and portions of Main Street, with plans to continue to Altona.

Regarding the comprehensive street condition survey, Green suggested waiting another year or two before conducting a new survey, noting that the data from the 2022 survey was still relatively solid.

6.) Comprehensive Street Condition Survey

Dianne Avenue

Lammers explained that the EDA has a lot (parcel 82000990245000) at 419 Diana Avenue that cannot be accessed because the road ends before reaching the parcel.

The committee discussed options:

- Extending Dianne Avenue to provide access to the parcel
- Need to ensure emergency vehicle access
- Challenges with the steep slope to the property
- Possibility of taking dirt from the high spots of the area to create access

Albright and DuFrane agreed to visit the site before the next council meeting to develop a recommendation.

W Lake Street/Glenn Street

Lammers noted that the grant application for the W Lake Street project is due December 1st, and the city had previously just missed qualifying for funding. She suggested using the same grant application from last time with updated numbers and new letters of support.

Motion by Albright, seconded by Pinke to resubmit the grant application for the W Lake Street project. The motion passed unanimously.

The committee discussed the dangerous curve on West Lake Street, noting it was difficult to maintain especially during snow removal. They also discussed the potential to note in the grant application that improving the road would increase the possibility of the city annexing additional land in the future, providing additional justification for the project.

Sunset Strip

No new information.

E Lake Street/Railway Avenue

Lammers reported that she was working with the new attorney regarding right-of-way issues on East Lake Street, as they had not received a copy of what the property owner signed from the previous attorney. She noted that property owner along East Lake Street had

approached the committee wanting to discuss the bollards placed on his property without prior consultation. The committee discussed possibly meeting with this property owner after determining the status of the paperwork.

Trail

The committee discussed concerns about the bike path along Highway 35, noting that the shoulders appeared to be only about 3-4 feet wide on each side instead of the recommended 6 feet. Lammers explained that while their committee had recommended 6 feet on one side, the county had opted to split it with narrower shoulders on both sides of the road.

The committee also discussed the need for bike stencils on the pavement to prevent cars from mistakenly using the shoulder as a turn lane. They noted that the mayor had witnessed a car using the trail area as a turning lane, creating a safety hazard.

They also briefly discussed the ongoing efforts to develop a trail connecting Vergas to Frazee, noting that the county was asking the cities to apply for grants with the county serving as the fiscal agent.

7.) Budget-Goal Setting

5-Year Budget

Lammers reported that the 2025 budget for capital outlay improvements of streets had been reduced from \$32,000 to \$15,000. She explained that the liquor store was not performing well this year and would not be able to make the expected \$30,000 contribution to the city budget. Consequently, the council will need to decide which projects to defer, as there will not be sufficient funding to move all budgeted amounts to savings accounts as typically done.

2026 Budget Proposal

The committee discussed the need to plan for infrastructure replacement, particularly for lift stations and pumps that are now 33 years old. Albright noted the importance of proactively budgeting for these replacements rather than waiting for emergency situations.

Lammers mentioned that an infrastructure study would be beneficial to get on the state funding list, but noted that the state had cut funding this year and was not adding any new projects to their list.

The committee agreed to schedule a water and sewer meeting to discuss these issues and set rates for the coming year before the November council meeting.

Adjournment

Motion by Albright, seconded by Pinke, to adjourn the meeting at 12:10 PM. Motion passed unanimously.

Council Recommendations

- Discuss extension of Dianne Ave
- Approve applying for Local Road Improvement Program grant for Glenn Street and West Lake Street.

Follow Up Actions

- Green to verify measurements and costs for the alley parking lot drainage project to ensure proper billing.
- Green to coordinate with the contractor to clean up concrete splatter on the building from the parking lot project.
- Green to check with the contractor about reinstalling the roof drain that was removed during construction.
- Green to coordinate with surveyors to reset property pins that were removed during construction.
- Green to arrange for striping of the parking lot including Paul's property lines and the south side of the city parking lot.
- Green to ensure a handicap sign is installed at the designated handicap parking spot.
- Lammers to work with Attorney regarding right-of-way paperwork for East Lake Street.
- Albright and Dufrane to look at lot #419 on Diane Avenue before the next Council meeting to determine how to provide access to the parcel.
- Lammers to contact Otter Tail County about the crosswalks installation status and ask about the bike path project.
- Lammers to update and resubmit the Westlake Street grant application by December 1st.
- Lammers to update the camera policy for the next street meeting.
- Albright to write an article for the November newsletter about yard waste site rules.
- DuFrane to bring quotes for a grapple for the loader and tractor to the next meeting.
- DuFrane to install bike stencils on the bike path to prevent drivers from using it as a turn lane.

City of Vergas

Liquor Store, Municipal Buildings, License Committee Meeting

The Liquor Store/Municipal Building/License Committee was called to order on Friday, October 17, 2025, at 1:00 pm at 131 E Main St at the Government Services Center and on zoom.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kyle Theisen, Liquor Store Manager	N/A	P/P	N/A	P	P	N/A	N/A	P	A	P		
James Stenger, Council Appointment	N/A	P/P	N/A	P	P	N/A	N/A	P	P	P		
Dean Haarstick, Council Appointment	N/A	A/P	N/A	P	P	N/A	N/A	P	P	P		
Julie Lammers, Clerk-Treasurer	N/A	P/P	N/A	P	P	N/A	N/A	P	P	P		
Mike Dufrane, Utilities Superintendent	N/A	A/A	N/A	A	A	N/A	N/A	P	P	A		

P: Present A: Absent N/A: No Meeting

Call to order

Lammers called the meeting to order at 1:00 PM.

Additions and Deletions

Deleted survey results.

Municipal Building

Front remodel

1. Roof - Snow break and gutter system

Lammers called Refine Homes and snow break and gutter system on the front of the liquor store will be installed next. Committee has concerns regarding building without the snow break; there was a risk of accumulating snow falling and damaging the sign below. Without gutters, rain was washing everything out as demonstrated by recent rainfall.

2. Signage

JH Signs has not returned a layout for a sign for the building. Theisen was asked to contact them and provide sign design to committee by Monday or look for another vendor.

The Council has approved up to \$1,000 for new signage, with the requirement that the Liquor Store Committee approve the graphics before printing. Theisen was asked to make this a high priority.

THC

Lammers reviewed the county ordinance regarding no one under 21 may enter the liquor store if they are selling THC after October 31, 2025. Committee discussion centered around how sales would be affected by not allowing people to bring their children into the liquor store while shopping. THC sales have brought in a profit of around \$11,000 this year. Motion by Stenger, seconded by Haarstick, to recommend the council continue to sell THC and not allow anyone under the age of 21 to be in the liquor store. Motion passed unanimously.

For the liquor store to be allowed to sell THC it needs to be registered and licensed by both the State of MN and Ottertail County by October 31, 2025. Current Liquor Store Manager Theisen has registered the dispensary and is not eligible to have another establishment in his name. Motion by Stenger, seconded by Haarstick, to recommend to Council to have City Clerk-Treasurer Julie Lammers name on registration for the Vergas Liquor store. Motion passed unanimously

Financial Update

Lammers provided a financial update on the liquor store's status. She reported that as of September 30, 2025, the liquor store had a profit of \$10741.58. Past years totals were as follows: 2024 \$69,463.22; 2023 \$66,919.05; 2022 \$28,128.65; 2021 \$90,696.55; and 2020 \$66,838.86.

Lammers reminded the committee that the general fund had been expecting \$30,000 from the liquor store this year, which appeared unlikely to materialize. Committee discussed ways to increase profits: proper signage, tastings, lowering hours worked, and lowering inventory.

Adjournment

The meeting was adjourned at 2:12 PM.

Council Recommendations:

No one under 21 allowed in liquor store.

Expand Clerk-Treasurer position to register liquor store for THC.

Follow Up Items:

Theisen to contact JH Signs and provide drawings to committee.

Theisen to schedule tastings at the liquor store.

City Council
2025 October Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, October 21, 2025

8. Staff Reports

- A. Liquor Store Manager Report
- B. Utilities Superintendent Report
- C. Clerk-Treasurer Report

Files Attached

- 9-2025 Utilities Superintendent council report.pdf
- 9.25 Liquor Store Manager Report.pdf
- 10.25 Clerk_Treasurer_Report.pdf
- Document.pdf

October City Council Report.

1. Water
 - a. 965000 gallons of water was pumped, 1.9 gallons of fluoride, 18.5 gallons of chlorine, 110 gallons of potassium permanganate and 65 gallons of polymer was pumped in the month of September 2025
 - b. Hydrants were flushed.
2. Wastewater
 - a. 1.917 million gallons were discharged in September. A total of 6.783 million gallons were discharged for the total year to date.
3. Parks
 - a. Long lake park and the ballfield have been winterized.
 - b. The docks and the pier have been pulled and placed for winter storage.
4. Streets
 - a. Parking lot is almost complete. A couple of minor details need to be done.
 - b. Crack sealing has been started by Newling sealcoat.

Liquor Store Manager Report

Financials:

The following has been transferred to the general fund:

2020	2021	2022	2023	2024
\$30,000	\$30,000	\$25,000	\$15,000	\$25,000

Employees:

Currently at 2 full-time employees and 3 part-time employees.

- Kyle – Nov 2021
- Tammy – Aug 2015
- Jezmae – June 2020 (on a limited schedule)
- Paul – Oct 2020
- Shawna – April 2025

Misc:

- Final coat of concrete sealer applied to patio
- Refine/JH Signs are aware of council approval for sign to go up. Waiting for them to begin
- Non-alcohol and THC are the only 2 categories consistently above last year
- Alcohol is not raising based on historical trends
- Holiday tasting schedule - currently 5 tastings scheduled over the fall/winter holidays
- Employee resignation

Clerk-Treasurer Council Report

Date: October 2025

Meetings Attended

Energy Resilience Workshop

Clerk Advanced Academy

- Artificial Intelligence in Municipal Governance
- Data Practices
- Digital Government & Cybersecurity
- Writing, Advocacy, and Communication

Upcoming Meetings

Grants

OSHA Safety Grant

Deadline: October 15, 2025 (Applied)

Purpose: Panic button for city office, security cameras for office and shop

Grant Type: 50/50 match, up to \$10,000

Vendors Contacted: Arvig and S&S Security Services

LCA Implementation Grant-Submitted

Awarded Amount: \$21,500

Purpose: Energy improvements at Event Center, Fire Hall, and Municipal Building

WCI Solar Grant-Received

Total Grant Approved: \$75,384.00

Battery Backup Grant: \$28,896.23 (covers full cost)

MDH Implementation Grant

Wellhead Protection Plan is for a fence around the water plant

\$15,000 grant with no match

LRIP (Local Road Improvement Projects)

Street Committee recommends applying for.

Funding for W Lake Street (same grant as 2023)

Quote received for work to be done by Widseth at an hourly rate.

Website Form Update

Foundational work completed: domain names, database, login system, Stripe account

All forms are live.

Daycare Project

Request to remove Conditional Use fee for daycare in residential area.

Cost to city publication in newspaper and mailing to all property owners within 500 feet of address.

Current Projects

- EDA/HRA: Daycare initiative
- Park: City Sales Tax
- Planning Commission: Ordinance book update for review and recommendation to Council

Council Recommendations

- Approve Widseth Quote and applying for LRIP grant.
- Approve allowing daycare to apply for Conditional Use with no fee.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2	2025															
3	Q1	Cost	Retail Value		Q2	Cost	Retail Value		Q3	Cost	Retail Value		Q4	Cost	Retail Value	
4	Liquor	\$128,242	\$166,715		Liquor	\$131,772.00	\$189,728.00		Liquor	\$113,088.00	\$163,410.00		Liquor			
5	Beer	\$39,308	\$51,100		Beer	\$46,163.00	\$63,040.00		Beer	\$39,049.00	\$52,865.00		Beer			
6	Wine	\$29,870	\$38,831		Wine	\$29,892.00	\$48,475.00		Wine	\$25,282.00	\$40,785.00		Wine			
7	THC	\$4,104	\$5,958		THC	\$3,795.00	\$5,834.00		THC	\$4,035.00	\$6,017.00		THC			
8																
9	2024															
10	Q1	Cost	Retail Value		Q2	Cost	Retail Value		Q3	Cost	Retail Value		Q4	Cost	Retail Value	
11	Liquor	\$133,844	\$195,213		Liquor	\$135,626	\$197,143		Liquor	\$112,853	\$163,721		Liquor	\$100,317	\$144,795	
12	Beer	\$30,327	\$39,864		Beer	\$48,089	\$64,413		Beer	\$35,840	\$47,796		Beer	\$31,149	\$41,920	
13	Wine	\$34,285	\$54,420		Wine	\$35,494	\$55,893		Wine	\$28,819	\$45,916		Wine	\$25,805	\$41,301	
14	Everything	\$206,108	\$302,857		Everything	\$227,608	\$330,529		Everything	\$184,327	\$267,668		Everything	\$165,446	\$239,817	
15																
16																
17		Q1	Q2	Q3	Q4											
18	2018	\$154,391	\$168,148	\$181,370	\$171,230		2018	\$227,657	\$252,276	\$267,408	\$253,600					
19	2019	\$175,352	\$203,013	\$207,617	\$212,844		2019	\$255,930	\$294,667	\$300,920	\$314,531					
20	2020	\$236,937	\$249,378	\$239,382	\$235,576		2020	\$548,755	\$362,236	\$351,689	\$351,376					
21	2021	\$245,710	\$253,106	\$230,930	\$221,536		2021	\$367,773	\$373,261	\$336,659	\$327,818					
22	2022	\$219,817	\$220,182	\$214,990	\$203,765		2022	\$322,928	\$321,025	\$310,109	\$302,596					
23	2023	\$222,100	\$219,813	\$181,440	\$183,787		2023	\$324,199	\$318,728	\$265,023	\$268,540					
24	2024	\$206,108	\$227,608	\$184,327	\$165,446		2024	\$302,857	\$330,529	\$267,668	\$239,817					
25	2025	\$204,774	\$217,061.00	\$185,733.00			2025	\$297,239	\$314,797	\$269,105						
26																
27																
28																
29																

	A	B	C	D	E	F
1		2022	2023	2024	2025	Difference
2	Q1	\$ 117,778	\$ 135,547	\$ 144,004	\$ 148,766	103.3%
3	Q2	\$ 222,232	\$ 254,728	\$ 273,230	\$ 280,758	102.8%
4	Q3	\$ 335,375	\$ 378,169	\$ 396,437	\$ 379,933	95.8%
5	Q4	\$ 181,443	\$ 185,125	\$ 200,942		0.0%
6	Total	\$ 856,828	\$ 953,526	\$ 1,015,637		0.0%

	J	K	L	M	N	O	P	Q	R	S
Sales	J	F	M	A	M	J	J	A	S	O
2022	\$ 39,171	\$ 36,567	\$ 42,040	\$ 43,222	\$ 75,756	\$ 103,254	\$ 140,385	\$ 110,926	\$ 84,064	\$ 67,460
2023	\$ 46,164	\$ 44,182	\$ 45,201	\$ 50,198	\$ 89,656	\$ 114,874	\$ 160,449	\$ 124,341	\$ 93,379	\$ 63,204
2024	\$ 44,733	\$ 45,764	\$ 53,507	\$ 57,202	\$ 98,648	\$ 117,380	\$ 172,385	\$ 136,552	\$ 87,500	\$ 73,140
2025	\$ 50,372	\$ 42,529	\$ 55,865	\$ 57,586	\$ 109,953	\$ 113,218	\$ 160,811	\$ 139,986	\$ 79,135	

Expense	J	F	M	A	M	J	J	A	S	O
2023	\$ 48,898	\$ 51,272	\$ 64,292	\$ 40,394	\$ 69,113	\$ 121,228	\$ 96,857	\$ 109,670	\$ 96,446	\$ 71,263
2024	\$ 46,777	\$ 57,835	\$ 67,651	\$ 66,063	\$ 101,509	\$ 105,587	\$ 151,262	\$ 90,241	\$ 58,466	\$ 74,327
2025	\$ 82,914	\$ 59,987	\$ 56,668	\$ 61,260	\$ 91,915	\$ 135,138	\$ 163,431	\$ 105,534	\$ 80,538	

City Council
2025 October Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, October 21, 2025

9. 2026 General Fund Budget

Files Attached

- 2026 Proposed Budget comparison.pdf

As on 9/17/2025 Receipts:

	<u>2025 Budget</u>	<u>Actual</u>	<u>Proposed 2026 Budget</u>	
General Property Taxes (31001 through 31299)	290,165.00	161,286.41	302,378.00	
Total Acct 310	290,165.00	161,286.41	302,378.00	4.20%
10% Gambling Tax	7,000.00	1,769.79	7,000.00	
Total Acct 313	7,000.00	1,769.79	7,000.00	
LICENSES AND PERMITS	9,000.00	9,400.00	9,400.00	
Alcoholic Beverages	6,400.00	0.00	3,200.00	
Cannabis	0.00	50.00	500.00	
Non-Intoxicating Malt Liquor	500.00	0.00	250.00	
Set-Up License	200.00	625.00	375.00	
Cigarette Licenses	400.00	0.00	400.00	
Total Acct 321	16,500.00	10,075.00	14,125.00	
Conditional Use/Variance	0.00	1,200.00	0.00	
Building Permits (Excludes surcharge)	2,000.00	4,091.00	5,000.00	
Grade and Fill Permit	300.00	300.00	75.00	
GOLF CART PERMIT	140.00	160.00	160.00	
Camper Permit	0.00	50.00	100.00	
YARD WASTE PERMIT	17,000.00	18,451.00	18,300.00	
Animal Licenses	700.00	673.00	700.00	
Total Acct 322	20,140.00	24,925.00	24,335.00	
Federal Grants and Aids	0.00	0.00	0.00	
Total Acct 331	0.00	0.00	0.00	
INTERGOVERNMENTAL REVENUES	131.00	0.00	131.00	
Total Acct 332	131.00	0.00	131.00	
State Aids/Fire Relief	31,000.00	4,968.00	31,000.00	
Total Acct 333	31,000.00	4,968.00	31,000.00	
Local Government Aid	40,321.00	20,160.50	36,911.00	
Small Cities Assistance	11,270.00	3,991.50	13,258.00	
Total Acct 334	51,591.00	24,152.00	50,169.00	
County Grants and Aids for Highways	3,000.00	0.00	3,000.00	
Total Acct 336	3,000.00	0.00	3,000.00	
CHARGES FOR SERVICES	1,200.00	207.64	1,200.00	
Letter Delivery Charge	0.00	240.00	0.00	
Total Acct 340	1,200.00	447.64	1,200.00	
PUBLIC SAFETY	16,000.00	38694.67	16,000.00	
Total Acct 342	16,000.00	38694.67	16,000.00	
OTHER CHARGES	0.00	0.00	0.00	
Total Acct 349	0.00	0.00	0.00	
MISCELLANEOUS REVENUES	0.00	33,897.54	0.00	
Interest Earning	350.00	293.62	400.00	
Rent/Municipal Building	7,200.00	4,950.00	7,200.00	
RENT/EVENT CENTER	10,000.00	10,709.75	13,000.00	
Event Center/Keg Deposit/Lions	0.00	1,953.20	2000.00	
EVENT CENTER/SECURITY AND OTHER RELATED	1,000.00	165.00	1,000.00	
Contributions and Donations from Private Sources	2,000.00	0.00	500.00	
Contributions and Donations to Event Center	0.00	347.00	0.00	
Contributions and Donations to Parks	0.00	14.83	0.00	
Refunds and Reimbursements	0.00	14,675.58	0.00	
DIVIDENDs	1,356.00	59.78	1,356.00	
Total Acct 362	21,906.00	67,066.30	25,456.00	
Total Revenues	458,633.00	333,384.81	474,794.00	3.52%
Other Financing Sources:	30,000.00	0.00	30,000.00	
Total Acct 392	30,000.00	0.00	30,000.00	
Total Revenue and Financing Sources	488,633.00	333,384.81	504,794.00	

Disbursements:

	<u>2025 Budget</u>	<u>Actual</u>	<u>Proposed 2026 Budget</u>
GENERAL GOVERNMENT			
Operating Supplies (211 through 219)	1,300.00	2,730.23	4,600.00
PROFESSIONAL SERVICES (301 through 319)	0.00	1,156.94	2000.00
Professional Services: Auditing and Accounting Services	2,150.00	2,225.00	2,225.00
Professional Services: Legal Fees	0.00	897.65	1000.00
Communications: Telephone	5,000.00	1,887.38	3,000.00
Transportation: Travel Expense	0.00	295.00	500.00
Dues	2,300.00	1004.50	2,300.00
Printing and Binding (351 through 359)	5,000.00	3439.20	4,000.00
Utility Services (381 through 389)	1,650.00	7,241.00	3,300.00
REPAIRS AND MAINTENANCE - CONTRACTUAL	400.00	670.00	1,100.00
City Share/Assessments	800.00	1640.00	800.00
Refund & Reimbursments	11,825.00	406.45	814.00
WAGES AND SALARIES (101 through 109)	0.00	0.00	0.00
Wages and Salaries: Part-time Employees	0.00	1,680.53	2460.00
Employer Contributions for Retirement: FICA			
Contributions	8,000.00	2,296.43	7,880.00
Repair and Maintenance Supplies (221 through 229)	500.00	3181.08	500.00
Insurance (361 through 369)	6,500.00	2048.34	6,500.00
Capital Outlay: Office Equipment and Furnishings	2,000.00	0.00	2,000.00
Capital Outlay: Improvements Other Than Buildings	1,000.00	0.00	1,000.00
Total Acct 410	48,425.00	32,799.73	45,979.00
Council/Town Board			
Operating Supplies (211 through 219)	100.00	0.00	100.00
WAGES AND SALARIES (101 through 109)	5,600.00	2,474.81	5,600.00
Wages and Salaries: Part-time Employees	0.00	1,134.95	1880.00
Employer Contributions for Retirement: FICA	2,100.00	715.04	2,100.00
Workers	0.00	100.00	0.00
Compensation			
Office	250.00	496.00	600.00
Supplies			
Transportation: Travel Expense	2,000.00	2,592.74	3,000.00
Insurance (361 through 369)	300.00	100.00	300.00
Total Acct 411	10,350.00	7,613.54	13,580.00
Mayor			
WAGES AND SALARIES (101 through 109)	1,200.00	683.43	1,200.00
Employer Contributions for Retirement: FICA	0	113.26	0
Office	0.00	124.00	200.00
Supplies			
Transportation (331 through 339)	0.00	594.78	600.00
Transportation: Travel Expense	1,000.00	732.80	1,000.00
Dues	30.00	30.00	30.00
Miscellaneous (431 through 499)	100.00	0.00	100.00
Employer Contributions for Retirement: PERA	200.00	0.00	200.00
Total Acct 413	2,530.00	2,278.27	3,330.00
Clerk			
Worker's Compensation (151 through 159)	300	0	300
WAGES AND SALARIES (101 through 109)	21,245.00	16,828.93	31,245.00
Wages and Salaries: Part-time Employees	0.00	1,067.91	6000.00
Employer Contributions for Retirement: FICA Contributions)	10,000.00	10,680.25	10,000.00
Employer Paid Insurance: Health	4,400.00	3,380.90	4,500.00
Workers Compensation	0.00	361.00	0.00
Communications: Telephone	250.00	225.00	250.00
Transportation (331 through 339)	0.00	20.00	0.00
Transportation: Travel Expense	1,500.00	1110.86	1,500.00

	<u>2025 Budget</u>	<u>Actual</u>	<u>Proposed 2026 Budget</u>
Dues	0.00	230.00	165.00
Insurance (361 through 369)	0.00	205.00	205.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401	0.00	162.28	200.00
Capital Outlay	0.00	480.72	500.00
Refund & Reimbursements	0.00	658.54	0.00
Total Acct 414	37,695.00	35,411.39	54,865.00
City/Town Attorney			
Professional Services: Legal Fees	3,000.00	0.00	6,000.00
Total Acct 416	3,000.00	0.00	6,000.00
Planning and Zoning			
OFFICE SUPPLIES (201 through 209)	0.00	0.00	300.00
Operating Supplies (211 through 219)	3,000.00	1035.00	1,000.00
Refund & Reimbursements	9,000.00	0.00	9,000.00
Total Acct 419	12,000.00	1,035.00	10,300.00
PUBLIC SAFETY			
Operating Supplies (211 through 219)	0.00	44.62	50.00
PROFESSIONAL SERVICES (301 through 319)	0.00	545.58	600.00
Transportation: Travel Expense	0.00	67.19	70.00
Refund & Reimbursements	0.00	34,508.88	0.00
Total Acct 420	0.00	35,166.27	720.00
Fire Administration			
Refunds and Reimbursements	16,600.00	45022.67	16,600.00
V-CDH Maintenance	15,200.00	7529.66	15,200.00
Total Acct 422	31,800.00	52,552.33	31,800.00
City Shop			
Repair and Maintenance Supplies (221 through 229)	200.00	570.96	200.00
Insurance (361 through 369)	1,157.00	897.00	1,157.00
City Share/Assessments	0.00	442.00	0.00
Capital Outlay: Improvements Other Than Buildings	500.00	0.00	500.00
Operating Supplies (211 through 219)	300.00	267.96	300.00
Small Tools and Minor Equipment	1,000.00	301.21	1,000.00
Communications: Telephone	975.00	626.37	975.00
Utility Services (381 through 389)	5,500.00	2,665.16	5,500.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	350	156.3	1000 garage door
Total Acct 430	9,982.00	5,926.96	10,632.00
Highways, Streets & Roadways			
Dust Gaurd	2,500.00	3351.04	3,500.00
WAGES AND SALARIES (101 through 109)	29,125.00	23,801.73	29,855.00
Employer Contributions for Retirement: FICA Contributions	16,000.00	12,242.74	17,000.00
Employer Paid Insurance: Health	4,500.00	2,512.19	4,500.00
OFFICE SUPPLIES (201 through 209)	400.00	485.50	500.00
Operating Supplies (211 through 219)	9,000.00	6,259.62	8,000.00
Repair and Maintenance Supplies (221 through 229)	3,600.00	702.36	3,600.00
PROFESSIONAL SERVICES (301 through 319)	0.00	1,983.00	0.00
Professional Services: Engineering Fees	28,000.00	20,930.12	28,000.00
Communications: Telephone	375.00	281.25	375.00
Transportation: Travel Expense	0.00	20.00	0.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	7,000.00	7,876.30	8,000.00 gravel, tractor tires
Transportation (331 through 339)	20.00	0.00	20.00
Worker's Compensation (151 through 159)	1,400.00	2326.00	1,400.00
Small Tools and Minor Equipment	600.00	0.00	600.00
Clothing Allowance	350.00	0.00	350.00 jackets

	<u>2025 Budget</u>	<u>Actual</u>	<u>Proposed 2026 Budget</u>
Insurance (361 through 369)	7,400.00	7206.04	7,400.00
Seal Coating Roads	7,500.00	0.00	7,500.00
Capital Outlay: Improvements Streets	32,000.00	0.00	15,000.00 W Lake St
Capital Outlay: Other Equipment	7,500.00	0.00	20,000.00 snow plow
Sidewalk			
REPAIRS AND MAINTENANCE - CONTRACTUAL (401	500.00	0.00	500.00
Capital Outlay Buildings and Structures	0.00	9,500.00	500.00
Ice and Snow Removal			
Operating Supplies (211 through 219)	0.00	1,516.78	1500.00
Rentals: Other Equipment	750.00	0.00	750.00
Operating Supplies: Lubricants and Additives	1,500.00	0.00	1,500.00
Capital Outlay: Improvements Other Than Buildings	500.00	0.00	0.00
Yard Waste			
OFFICE SUPPLIES (201 through 209)	400.00	0.00	400.00
Repair and Maintenance Supplies (221 through 229)	2,000.00	0.00	2,500.00 Gravel and
Printing and Binding (351 through 359)	400.00	0.00	400.00
Capital Outlay: Improvements Other Than Buildings	1,000.00	0.00	3,000.00 Brick Boards, Loader, skidsteer
WAGES AND SALARIES (101 through 109)	8,420.00	4,315.33	5,400.00
Wages and Salaries: Part-time Employees	0.00	0.00	0.00
Employer Contributions for Retirement: FICA Contributions	5,000.00	2,320.43	5,000.00
Operating Supplies (211 through 219)	0.00	473.11	0.00
Utility Services (381 through 389)	200.00	116.39	200.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0	950	2250 3 Fire Calls
City Share/Assessments	416.00	442.00	416.00
Refunds& Reimbursements	0.00	65.00	0.00
Street Lighting			
Utility Services (381 through 389)	9,000.00	5,480.05	12,000.00
Total Acct 431	187,356.00	114,206.98	191,916.00
EVENT CENTER			
WAGES AND SALARIES (101 through 109)	0.00	101.89	0.00
Wages and Salaries: Part-time Employees	8,000.00	1,351.57	4,940.00
Employer Contributions for Retirement: FICA Contributions	0.00	526.44	0.00
Workers Compensation	0.00	5,896.00	0.00
OFFICE SUPPLIES (201 through 209)	100.00	376.80	500.00
Operating Supplies (211 through 219)	3,000.00	2,372.89	3,165.00
Repair and Maintenance Supplies (221 through 229)	2,000.00	150.07	2,000.00
PROFESSIONAL SERVICES (301 through 319)	2,500.00	1,392.89	2,231.00
Communications: Telephone	2,110.00	1,176.44	1,800.00
Advertising (340 through 349)	4,000.00	1,884.50	2,000.00
Licenses/Permits	0.00	25.00	25.00
Utility Services (381 through 389)	8,200.00	4,608.67	4,400.00
Utility Services: Refuse Disposal	1,600.00	1023.64	1,600.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401	3,000.00	5,819.70	4,570.00
City Share/Assessments	800.00	680.00	680.00
Refunds and Reimbursements	0.00	1203.20	0.00
Insurance (361 through 369)	4,000.00	0.00	1,500.00
Capital Outlay: Improvements Other Than Buildings	5,000.00	0.00	10,000.00
Employer Contributions for Retirement: PERA	1,600.00	446.92	1,976.00
Total Acct 451	45,910.00	29,036.62	41,387.00

	<u>2025 Budget</u>	<u>Actual</u>	<u>Proposed 2026 Budget</u>
Worker's Compensation (151 through 159)	2,400.00	2883.06	2,400.00
Clothing Allowance	100.00	0.00	100.00 t-shirts, waders
Insurance (361 through 369)	3,000.00	4586.00	3,300.00
Capital Outlay: Improvements Other Than Buildings	15,000.00	0.00	15,000.00 Lawn Mower
Professional Services: Engineering Fees	5,000.00	0.00	5,000.00
Ball Field	1,500.00	900.00	1,500.00
WAGES AND SALARIES (101 through 109)	29,000.00	15,645.45	25,000.00
Other Pay (111 through 119)	0.00	1,382.50	0.00
Employer Contributions for Retirement: FICA Contributions	12,840.00	7,383.20	9,840.00
Employer Paid Insurance: Health	4,200.00	2,515.09	3,900.00
OFFICE SUPPLIES (201 through 209)	350.00	485.50	350.00
Operating Supplies (211 through 219)	7,000.00	3,497.58	3,500.00 wood chips
Repair and Maintenance Supplies (221 through 229)	2,000.00	118.74	1,500.00
Communications: Telephone	375.00	281.25	375.00
Transportation: Travel Expense	20.00	20.00	20.00
Licenses/Permits	360.00	35.00	360.00
Utility Services (381 through 389)	4,000.00	2,668.73	4,000.00
Utility Services: Refuse Disposal	3,500.00	2,777.78	4,200.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401	3,000.00	3,468.91	3,000.00
City Share/Assessments	700.00	800.42	700.00
Refund & Reimbursements	240.00	23.74	240.00
Total Acct 452	94,585.00	49,472.95	84,285.00
Economic Development and Assistance			
Interfund Transfers	5,000.00	10,000.00	10,000.00 CEDA Rep \$5,000, donation
Total Acct 465	5,000.00	10,000.00	10,000.00
Total Disbursements	488,633.00	410,911.43	504,794.00
Beginning Cash Balance		(35,888.57)	
Total Receipts and Other Financing Sources		379,760.02	
Total Disbursements and Other Financing Uses		252,923.08	
Cash Balance as of 12/31/2025		90,948.37	

City Council
2025 October Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, October 21, 2025

10. Information & Announcements

Events:

Small Town Christmas - November 29, 2025