

**City Council**  
**2025 November Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170, password 56587**  
**6:30 PM on Tuesday, November 18, 2025**

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
  - A. Council Minutes October 21, 2025
  - B. Bills paid between Council meetings and Council bills
  - C. Liquor Store bills for October 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. LG230 Gambling Application- T.I.P.
  - I. Committee Reports:
    1. EDA/HRA
    2. Event Advisory Board
    3. Water Sewer Committee Meeting
    4. Park Advisory Board
- 5. Street Closing Request**

November 29, 2025, from 1 pm to 6 pm. Main Street from 1st Ave to Railway Ave.
- 6. Committee Reports**
  1. Planning Commission
    - A. Conditional Use Permit
  2. Personnel
- 7. Staff Reports**
  - A. Utilities Superintendent Report
  - B. Clerk-Treasurer Report
- 8. 2026 General Fund Budget**
- 9. Information & Announcements**

Events:

  - A. Small Town Christmas - November 29, 2025
  - B. 2026 Board of Review, Wednesday, April 8, 2026, 1:00 pm Vergas Event Center Council Chambers
- 10. Adjournment**



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**City Council**  
**2025 November Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170, password 56587**  
**6:30 PM on Tuesday, November 18, 2025**

**3. Agenda Additions and Deletions**

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**Files Attached**

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- Holsen Solar Change Order.pdf
- 2025 Draft West Lake Street LRIP Application.pdf
- RESOLUTION 2025-015 W Lake Street.pdf
- Resolution 2025- Sales Tax.pdf
- Vergas\_Park\_Improvement\_Supporting\_Documentation (1).pdf
- 10.23.25 Energy and Resilency Advisory Board Minutes.pdf
- 11.17.25 Liquor Store Meeting Minutes.pdf
- 11.18.25 Additions to Council Meeting.pdf



## Holsen Solar Change Order Form

Project Name: Vergas Solar Energy System with Energy Storage

Project Address: 140 W Linden Street, Vergas, N 56587

Owner/Client Name: City o Vergas

Original Contract Date: 8/5/2025

Change Order Number: CO-140

### 1. Description of Change

Changing the 30kW 208V Sol-Ark inverter to two EG4 18KPV-12LV 12kW 240V inverters to meet OTPC system design requirements. Solar Panels will not change.

New system specs: 26.16kW DC / 24kW AC (240V), 48 545W Panels, 27,450kWh Estimated Annual Generation.

Old system specs: 26.16kW DC / 30kW AC (208V), 48 545W Panels, 27,170kWh Estimated Annual Generation.

### 2. Reason for Change

(Check one or more)

☐ Owner Request

☐ Unforeseen Condition

☐ Code Compliance Requirement

☐ Design Modification

☒ Other: tility company interconnection requirement.

### 3. Change in Contract Price

Original Contract Price: \$ 104,280.23

Net Change (Increase/Decrease): \$ NO C ANGE

New Contract Price: \$ 104,280.23

### 4. Change in Contract Time

Original Completion Date: \_\_\_\_\_

Additional Days Required: \_\_\_\_\_

Revised Completion Date: \_\_\_\_\_



5. Authorization

By signing below, both parties agree to the terms outlined in this Change Order and understand that this document modifies the original contract.

Project Representative

Holsen Solar

\_\_\_\_\_  
(Signature)

*Jessica Grondahl*  
\_\_\_\_\_  
Jessica Grondahl, COO (Signature)

\_\_\_\_\_  
Date Signed

11/17/2025  
\_\_\_\_\_  
Date Signed





# 240v System - Under 120% Cooperative Purchasing Connection - Vergas, 140 W Linden St, Vergas, MN 56587

## Report

Project Name	Cooperative Purchasing Connection - Vergas
Project Address	140 W Linden St, Vergas, MN 56587
Prepared By	Benjamin Holsen holsenb@gmail.com

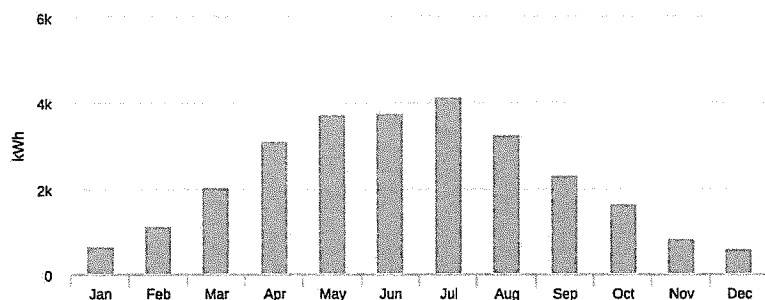
## System Metrics

Design	240v System - Under 120%
Module DC Nameplate	26.16 kW
Inverter AC Nameplate	24.00 kW Load Ratio: 1.09
Annual Production	27.45 MWh
Performance Ratio	81.8%
kWh/kWp	1,049.2
Weather Dataset	TMY, 10km Grid (46.65, -95.85), NREL (prospector)
Simulator Version	c48caa2351-44327059d6- a5eacfebcd-29f963356f

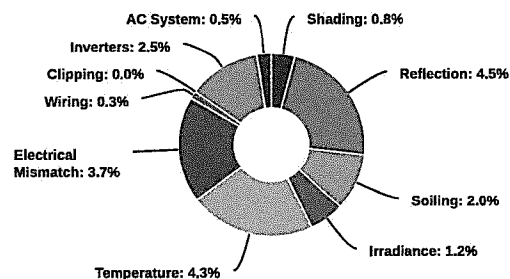
## Project Location



## Monthly Production



## Sources of System Loss







⚡ Annual Production			
	Description	Output	% Delta
Irradiance (kWh/m <sup>2</sup> )	Annual Global Horizontal Irradiance	1,343.4	
	POA Irradiance	1,281.9	-4.6%
	Shaded Irradiance	1,271.5	-0.8%
	Irradiance after Reflection	1,214.6	-4.5%
	Irradiance after Soiling	1,190.3	-2.0%
	Total Collector Irradiance	1,190.6	0.0%
Energy (kWh)	Nameplate	31,155.5	
	Output at Irradiance Levels	30,782.4	-1.2%
	Output at Cell Temperature Derate	29,454.0	-4.3%
	Output after Electrical Mismatch	28,364.9	-3.7%
	Optimal DC Output	28,291.3	-0.3%
	Constrained DC Output	28,291.1	0.0%
	Inverter Output	27,583.8	-2.5%
	Energy to Grid	27,445.9	-0.5%
Temperature Metrics			
	Avg. Operating Ambient Temp	9.1 °C	
	Avg. Operating Cell Temp	21.0 °C	
Simulation Metrics			
	Operating Hours	4669	
	Solved Hours	4669	

☁ Condition Set												
Description	Condition Set 1											
Weather Dataset	TMY, 10km Grid (46.65,-95.85), NREL (prospector)											
Solar Angle Location	Meteo Lat/Lng											
Transposition Model	Perez Model											
Temperature Model	Sandia Model											
Temperature Model Parameters	Rack Type	a	b	Temperature Delta								
	Fixed Tilt	-3.56	-0.075	3°C								
	Flush Mount	-2.81	-0.0455	0°C								
	East-West	-3.56	-0.075	3°C								
	Carport	-3.56	-0.075	3°C								
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D
	2	2	2	2	2	2	2	2	2	2	2	2
Irradiation Variance	5%											
Cell Temperature Spread	4° C											
Module Binning Range	-2.5% to 2.5%											
AC System Derate	0.50%											
Module & Component Characterizations	Type	Component							Characterization			
	Module	LR5-72HPH-545M (2022) (Longi)							Spec Sheet Characterization, PAN			
	Inverter	EG4® 18KPV-12LV (EG4 Electronics)							Spec Sheet			





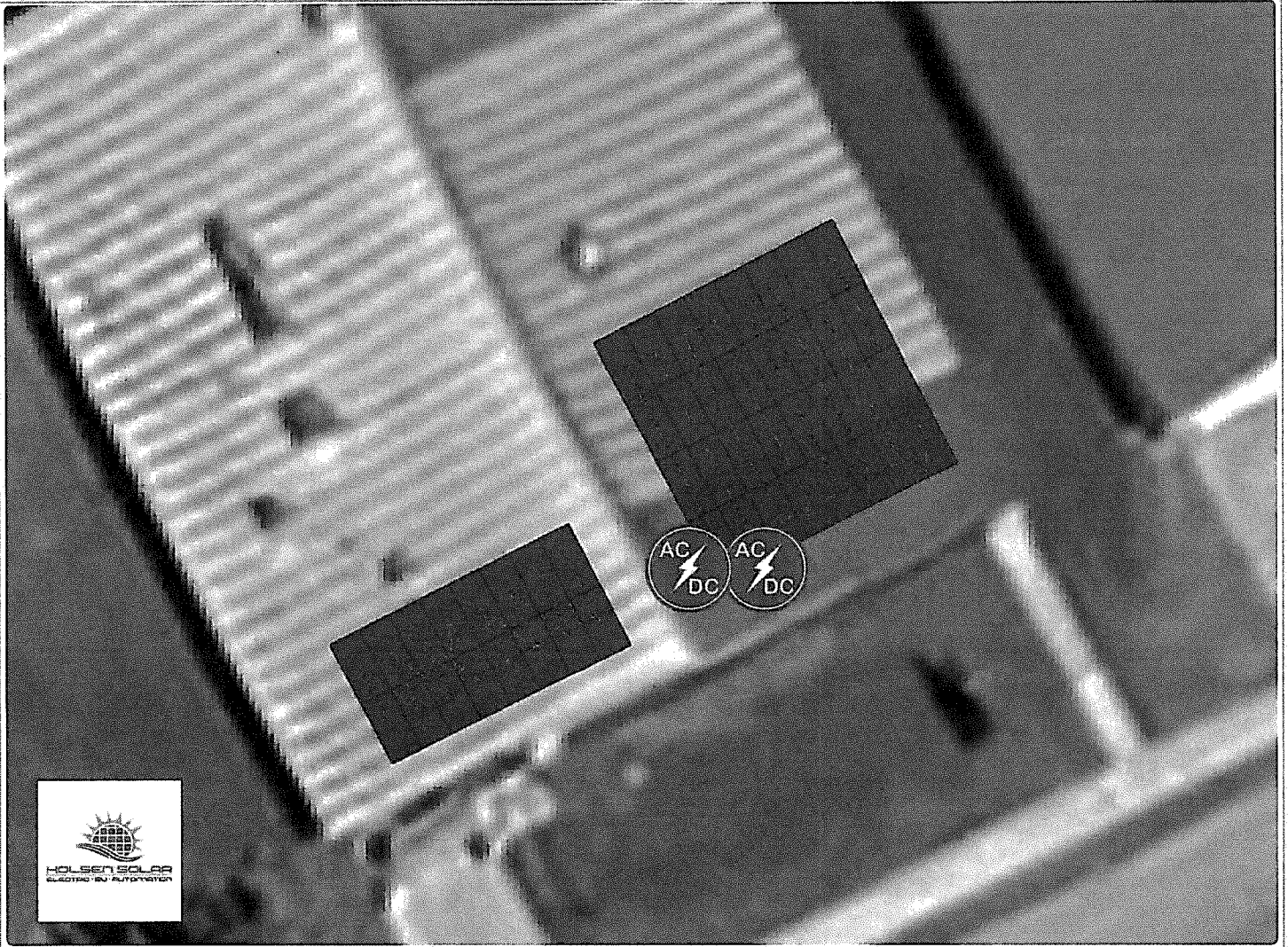
Components		
Component	Name	Count
Inverters	EG4® 18KPV-12LV (EG4 Electronics)	2 (24.00 kW)
Strings	10 AWG (Copper)	6 (204.7 ft)
Module	Longi, LR5-72HPH-545M (2022) (545W)	48 (26.16 kW)

Wiring Zones			
Description	Combiner Poles	String Size	Stringing Strategy
Wiring Zone	-	3-10	Along Racking

Field Segments									
Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Field Segment 1	Flush Mount	Landscape (Horizontal)	10°	63°	0.0 ft	1x1	32	32	17.44 kW
Field Segment 2	Flush Mount	Landscape (Horizontal)	10°	63°	0.0 ft	1x1	16	16	8.72 kW



Detailed Layout2







# 208v System - Under 120% Cooperative Purchasing Connection - Vergas, 140 W Linden St, Vergas, MN 56587

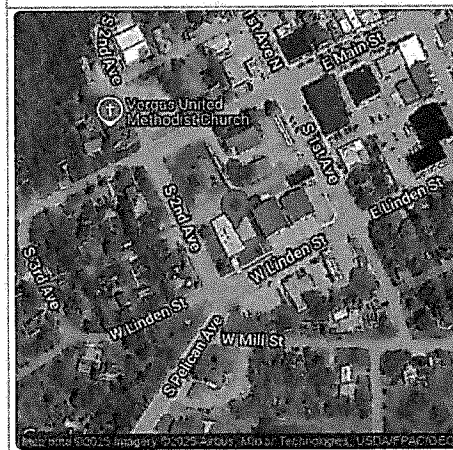
## Report

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Project Address	140 W Linden St, Vergas, MN 56587
Prepared By	Benjamin Holsen holsenb@gmail.com

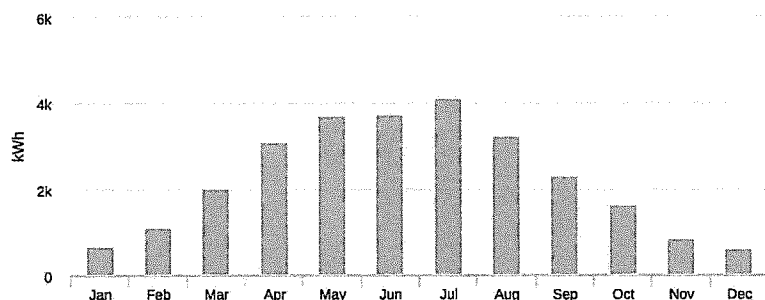
## System Metrics

Design	208v System - Under 120%
Module DC Nameplate	26.16 kW
Inverter AC Nameplate	30.00 kW Load Ratio: 0.87
Annual Production	27.17 MWh
Performance Ratio	81.0%
kWh/kWp	1,038.7
Weather Dataset	TMY, 10km Grid (46.65,-95.85), NREL (prospector)
Simulator Version	39df44ffcb-e2e15aa632-6dbe468a4a-3744ec5a22

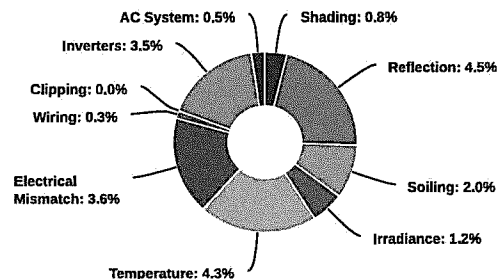
## Project Location



## Monthly Production



## Sources of System Loss







⚡ Annual Production			
	Description	Output	% Delta
Irradiance (kWh/m <sup>2</sup> )	Annual Global Horizontal Irradiance	1,343.4	
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	Irradiance after Reflection	1,214.6	-4.5%
	Irradiance after Soiling	1,190.3	-2.0%
	Total Collector Irradiance	1,190.4	0.0%
Energy (kWh)	Nameplate	31,147.3	
	Output at Irradiance Levels	30,774.1	-1.2%
	Output at Cell Temperature Derate	29,446.9	-4.3%
	Output after Electrical Mismatch	28,379.0	-3.6%
	Optimal DC Output	28,299.9	-0.3%
	Constrained DC Output	28,299.6	0.0%
	Inverter Output	27,309.1	-3.5%
	Energy to Grid	27,172.6	-0.5%
Temperature Metrics			
	Avg. Operating Ambient Temp	9.1 °C	
	Avg. Operating Cell Temp	21.0 °C	
Simulation Metrics			
	Operating Hours	4669	
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☁ Condition Set													
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Weather Dataset		TMY, 10km Grid (46.65,-95.85), NREL (prospector)											
Solar Angle Location		Meteo Lat/Lng											
Transposition Model		Perez Model											
Temperature Model		Sandia Model											
Temperature Model Parameters	Rack Type	a		b		Temperature Delta							
	Fixed Tilt	-3.56		-0.075		3°C							
	Flush Mount	-2.81		-0.0455		0°C							
	East-West	-3.56		-0.075		3°C							
	Carport	-3.56		-0.075		3°C							
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D	
	2	2	2	2	2	2	2	2	2	2	2	2	
Irradiation Variance	5%												
Cell Temperature Spread	4° C												
Module Binning Range	-2.5% to 2.5%												
AC System Derate	0.50%												
Module & Component Characterizations	Type	Component						Characterization					
	Module	LR5-72HPH-545M (2022) (Longi)						Spec Sheet Characterization, PAN					
	Inverter	Sol-Ark 30K-3P-208V (Sol-Ark)						Spec Sheet					





Components		
Component	Name	Count
Inverters	Sol-Ark 30K-3P-208V (Sol-Ark)	1 (30.00 kW)
Strings	10 AWG (Copper)	5 (243.8 ft)
Module	Longi, LRS-72HPH-545M (2022) (545W)	48 (26.16 kW)

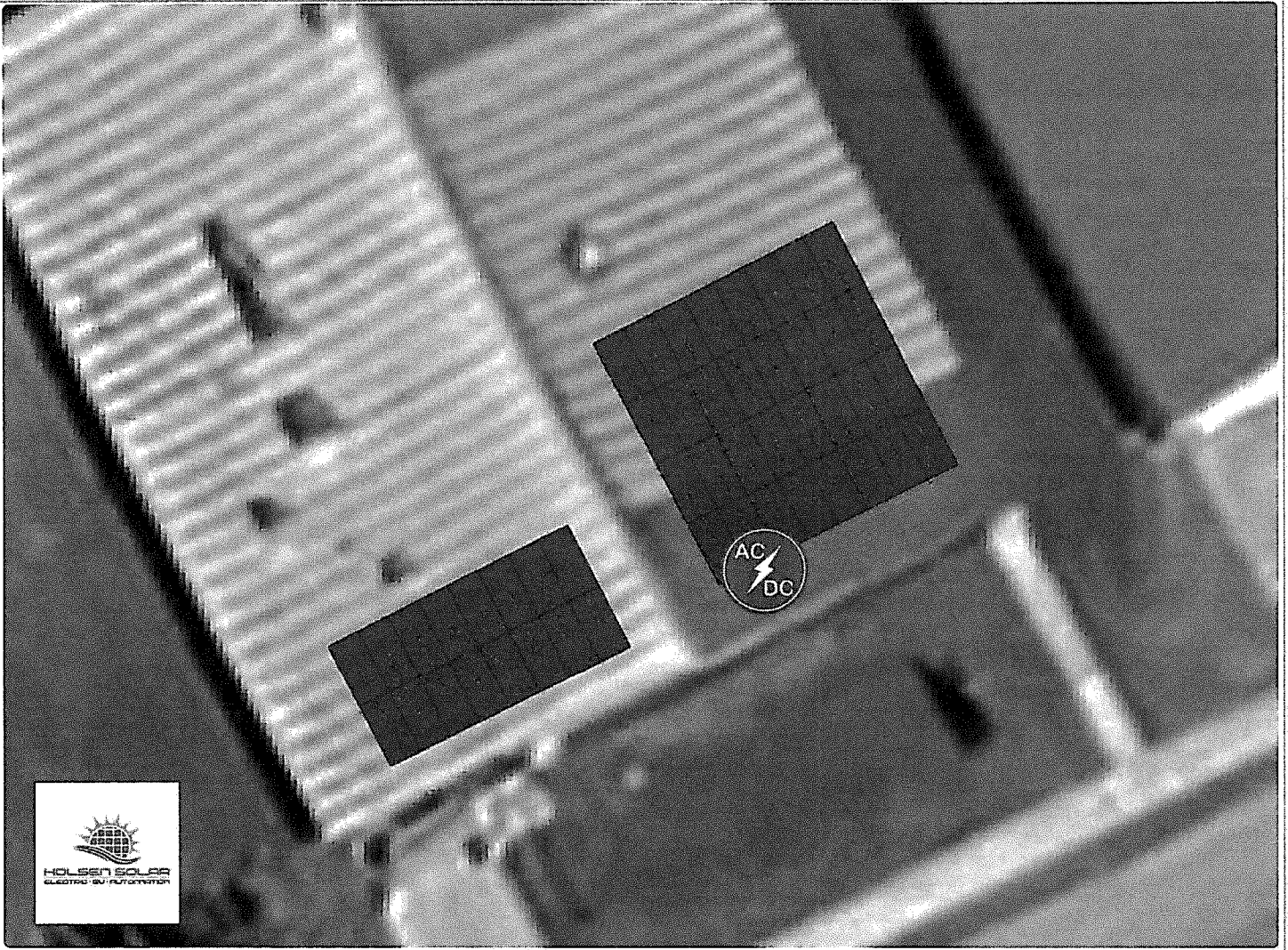
Wiring Zones			
Description	Combiner Poles	String Size	Stringing Strategy
Wiring Zone	-	4-10	Along Racking

Field Segments									
Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Field Segment 1	Flush Mount	Landscape (Horizontal)	10°	63°	0.0 ft	1x1	32	32	17.44 kW
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🔍 Detailed Layout2





**MnDOT District\***

District 3

**County\***

Ottertail

**City**

Vergas

**Name/Designation of Road\***

West Lake Street

**Type of Road\***

Local Street

**Functional Classification of Road\***

Local

**Average Daily Traffic (ADT) Count\***

100

**Year of ADT Data Collection\***

Estimate based on observable traffic patterns. (2025)

**Road Authority Type (agency who owns and has jurisdiction of the road)\***

Non-State Aid City

**Road Authority Name\***

Vergas

**Project Termini - From\***

From the intersection of West Lake Street and CSAH 17

**Project Termini - To\***

To the end of the City Limits at West Lake Street

**Beginning Point - Latitude\***

46°39'33.66"N

**Beginning Point - Longitude\***

95°48'28.92"W



**General Environment (the general environment that represents the majority of the project)\***

Rural

**Type of Project\***

Reconstruction

**Select the LRIP Account requested for funding\***

Routes of Regional Significance

**Provide a description of the proposed project corridor's existing transportation deficiencies, including any current operational or safety concerns. Also, include supporting data (e.g. pavement condition index (PCI) ratings, percentages of heavy truck traffic, etc.). Attaching pictures (via Section I. Attachments) can be helpful supplements yet are not required. (1838/2000)**

West Lake Street is a 0.38-mile city street in Vergas, Minnesota. The street is currently unpaved, with roadside slopes exceeding 1:3, no shoulders, and no clear zone. These conditions create significant safety risks, especially as daily traffic continues to increase.

Initially designed as a minimally maintained gravel road, the street's estimated traffic of ~100 vehicles/day is rising due to several new homes recently constructed along the corridor. In 2024, the city also extended Glenn Street, which intersects with West Lake Street. This project shifted additional traffic onto West Lake, as commuters now use it as an alternative route to County Road 17/Main Street around Downtown Vergas.

The City of Vergas is proposing to reconstruct West Lake Street to a 7-ton structural design with a 22' driving surface, 2' shoulders, and a 9' clear zone. Improvements include a new aggregate base, bituminous surfacing, ditch grading, slope reduction, and new culverts to correct ongoing drainage deficiencies. The city is respectfully requesting \$253,810.98 to complete the reconstruction, which is designed for a minimum useful life of 20 years.

The proposed project offers several operational and safety benefits. Replacing the loose gravel surface with stable pavement and reducing steep slopes will lower skidding and rollover risks. Adding shoulders will improve driver recovery space and provide a safer area for pedestrians. The project will also strengthen connectivity to the regional transportation system. West Lake Street connects to CSAH 17, a major collector, which provides access to Highways 59 and 10. People in Vergas have an average commute time of 21.3 minutes (ACS 2023), and improvements to this network will support reliable access to major employment hubs including Perham, Detroit Lakes, Frazee, and Pelican Rapids.

**Provide a robust and specific description of the proposed project, including roadway dimensions, lane configurations and all other associated improvements. Attaching a proposed typical section to the application can be helpful as a supplement to conveying the intent of the proposed project (yet a typical section is not an LRIP application submittal requirement). Address how the proposed project will eliminate transportation deficiencies and improve operations and safety along the corridor. Note, that projects seeking funding from the Rural Road Safety Account will need to provide a more detailed description of safety issues and benefits under the Section E3. Rural Road Safety Account Considerations and Eligibility page of the application. (1862/2000)**

The current street does not meet the requirements set by Minnesota State Rules 8820.9922. West Lake Street's unpaved gravel surface is highly susceptible to erosion, potholes, rutting, and washouts, resulting in slippery conditions and diminished traction. The existing roadway cross section is also



unsafe: the traveled way varies in width, and roadside slopes exceed 1:3 in multiple locations. These conditions reduce driver stability and control, particularly during winter months when compacted gravel and ice amplify skidding and sliding risks. Braking performance is reduced, creating longer stopping distances and a higher likelihood of collisions. These deficiencies have already contributed to documented crashes, including a rollover in which a resident sustained injuries.

The road's variable width and lack of a defined clear zone further increase the likelihood of severe run-off-road crashes, as vehicles that leave the roadway have no recoverable space. The absence of shoulders forces pedestrians, cyclists, and any disabled vehicles into the travel lane, creating avoidable conflicts and limiting operational reliability.

Reconstruction of West Lake Street in Vergas, MN, will corrects these deficiencies and make travel safer for residents, businesses, and tourists. A uniform 22-foot-wide roadway will replace the erosion-prone gravel with durable pavement. This will provide smoother, more predictable driving conditions year-round. Steep slopes will be reduced to safer grades. 2-foot shoulders on both sides of the road support non-motorized users and emergency pull-offs and establishing a 9-foot clear zone allows drivers room to safely recover from skids. Collectively, these upgrades bring West Lake Street into full compliance with Minnesota Rules 8820.9922 and substantially improve safety, mobility, and reliability along the corridor.

**For Routes of Regional Significance projects, which of the following criteria does your project meet (select all that apply)?\***

- Farm to Market route
- Part of an economic development plan
- Provides capacity or congestion relief to a parallel trunk highway system or county road.
- Part of a 10-ton route network
- Connect to regional tourist destination.
- Project provide a direct connection to the regional system, trunk highway, or a county road

**Describe the potential number of persons and multiple local entities who will be positively impacted and how they will benefit by the proposed project. \* (1496/1500)**

The proposed project will positively impact a wide range of people and groups in Vergas and surrounding region. It will directly benefit the 348 residents of Vergas, as well as the hundreds of visitors, and local and regional employers.

The benefits will grow as the traffic volume increases. Current AADT is approximately 100. In the past three years, \_\_\_ new homes were built on West Lake, additional new construction is expected and is consistent with countywide trends: in 2023, Otter Tail County added 320 new homes, and 90 multifamily units (Bierschbach, MinnPost, 8/28/24).

Vergas serves as a bedroom community for Detroit Lakes, Frazee, Perham, and Pelican Rapids, each are within a 25-mile commute. This expands the regional reach of this project by, reducing congestion and improving circulation for residents, visitors, and emergency services. Improved access to CSAH 17 and the regional highway system will support hundreds of workers who travel daily to these employment centers, reducing commute times and improving quality of life.

Local businesses in Vergas will benefit as the road provides safer and improved accessibility for visitors. Vergas is in the heart of the Otter Tail County lakes region, one of MN's premier vacation destinations. A



2019 University of Minnesota study found that 12.1% of Otter Tail County visitors identified Vergas as their destination, with 90% arriving by car, placing added demand on local roads during peak tourism months (UMN Conservancy, 2020).

**Describe the project's contribution to the local, regional or state economy, including economic development or redevelopment efforts. Specifically reference plans and letters of support addressing anticipated business and community impacts. (1507/2000)**

This project aligns with local and regional economic development efforts. The Region, like much of Greater Minnesota, faces labor shortages while workforce participation declines. Attracting and retaining workers is a priority at both local and regional levels. The City of Vergas has focused on developing new housing and community amenities to support workforce retention, which is as a key priority in the city's Comprehensive Plan. Regionally, West Central Initiative Foundation's Comprehensive Economic Development Strategy for the region cites. *"Alleviate labor market stress,"* and *"Expand housing availability and mix"* as regional economic development goals. Ottertail County Community Development has listed "Infrastructure strategies build and grow the things that people need to live in our region – housing, broad-band, childcare, and outdoor recreation," as a priority strategy for the organization.

Improved infrastructure is essential to achieving these goals. The proposed project will enhance access to employment centers, reduce commute times, and improve safety for residents and visitors. By supporting safe, reliable transportation, the project strengthens workforce retention and attraction, facilitates the development of workforce housing, and increases the community's overall attractiveness to businesses and residents. Enhanced accessibility and safety will also support local businesses by ensuring a stable workforce and enabling greater economic activity throughout the community.

**Identify infrastructure improvements for non-motorized, multi-modal, and/or transit users on this project and how they align with elements of Complete Streets. (Adoption of a Complete Streets policy is not required for grant eligibility). (1581/2000)**

Reconstruction of West Lake Street brings significant improvements for non-motorized, multi-modal, and transit users, aligning with the principles of Complete Streets. Currently the road is unpaved and lacks shoulders. As the number of homes in the project area increases, the number of families using this road will also increase. Paving the road not only creates a smoother and more stable surface for motorists but will encourages more families to walk and bike, which can lead to a healthier and more active community.

Given its proximity to downtown Vergas many residents can use non-motorized transportation to access local businesses, services, and community amenities. The paved surface and 2-foot shoulders will provide defined, safer space for pedestrians and bicyclists, reducing crash risk and making them more comfortable and attractive. A paved surface also enhances mobility for users of wheelchairs, walkers, and strollers, ensuring accessibility for people of all ages and abilities.

Finally, unpaved roads can often be dusty, completing this project will improve visibility makes roads safer for all users. This comprehensive approach will help create a safe, and inclusive environment that accommodates the needs of all users and supports a safe, inclusive, and multimodal transportation network for the community.



**Estimated Construction Year\***

2024

**Are there railroad impacts (RR crossing or RR tracks within 600' of the project)?\***

No

**What is the status of the engineering and design work on the project?\***

Design completed.

**Has this project been selected for federal funding?\***

No

**Is Right of Way acquisition required?\***

No

**Describe the local entity's ability to adequately provide for the safe operation and maintenance of the facility upon completion.\***

The City of Vergas has the experience and expertise to adequately provide for safe operation and maintenance of their roads, including the newly reconstructed West Lake Street. The city maintains a Capital Improvement Plan to plan and budget for infrastructure maintenance.

The City of Vergas contracts with Widseth for engineering and construction management. Widseth's considerable experience with local street projects will ensure that the project meets milestones and dates; is advertised, let, and awarded as per state requirements.

Otter Tail County is experienced in sponsoring MnDOT funded projects. They are well-qualified to be the fiscal agent on behalf of the community. The County will submit pay requests and communicate with the State Aid Program Engineer, among other responsibilities.



# Resolutions



**CITY OF VERGAS RESOLUTION # \_\_\_\_\_**  
**LOCAL ROAD IMPROVEMENT PROGRAM**  
**FUNDING FOR WEST LAKE STREET RECONSTRUCTION**

WHEREAS, the City of Vergas desires to reconstruct West Lake Street adjacent to County State Aid Highway 17

WHEREAS, the desired road reconstruction will provide contribute to city economic development efforts, and provide a connection to the regional road system, in Otter Tail County, MN, and

WHEREAS, the City of Vergas desires to apply for a Local Road Improvement Program (LRIP) grant for reconstruction of the above road, and

WHEREAS, cities and townships with populations less than 5,000 must have a County sponsor for the Local Road Improvement Program, and

NOW THEREFORE BE IT RESOLVED that the City of Vergas supports the application to the Local Road Improvement Program with Otter Tail County acting as Sponsoring Agency for the reconstruction of the above road, and

BE IT FURTHER RESOLVED that the City of Vergas acknowledges and commits to funding 40 percent of the construction costs, 100 percent of the engineering and all other costs that are not eligible for Local Road Improvement Program funding and will provide future maintenance and comply with all applicable laws, rules and regulations of the funding agency.

ADOPTED this 18<sup>th</sup> day of November 2025.

---

Julie Bruhn, Mayor  
City of Vergas

**CERTIFICATION**

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of Vergas on November 18, 2025

---

Julie Lammers Clerk/Treasurer  
City of Vergas



## Sponsoring Agency Resolution

City of Vergas LRIP Application

### OTTER TAIL COUNTY RESOLUTION NO. 2025 - 101

WHEREAS, the City of Vergas has requested Otter Tail County sponsor their Local Road Improvement Program (LRIP) project since non-state aid cities and townships must have a county sponsor, AND

WHEREAS, the City of Vergas understands that it will be responsible for all costs not covered by LRIP including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award, AND

WHEREAS, the City of Vergas has agreed to maintain such improvements for the lifetime of the improvements, AND

NOW THEREFORE Otter Tail County agrees to sponsor the City of Vergas for a Local Road Improvement Program (LRIP) project identified as West Lake Street between the west city limits & CSAH 17. Sponsorship includes acting as the fiscal agent, keeping the project on schedule, and ensuring that all program documentation and requirements are met, with compliance of all applicable laws, rules and regulations.

BE IT ALSO RESOLVED, Jodi Teich, P.E., County Engineer, is hereby authorized to act as agent on behalf of this applicant.

The motion for the adoption of the foregoing resolution was introduced by Commissioner Bucholz, duly seconded by Commissioner Lohman and, after discussion thereof and upon vote being taken thereon, passed unanimously.

Adopted at Fergus Falls, MN this 28th day of October 2025.

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: Wayne Johnson  
Wayne Johnson, Board of Commissioners Chair

Attest: Nicole Hansen  
Nicole Hansen, Clerk

STATE OF MINNESOTA       )  
  )  
COUNTY OF OTTER TAIL    )

I, Nicole Hansen, the County Administrator, do hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by Otter Tail County at a duly authorized meeting therefore held on the 28th day of October 2025.

Nicole Hansen  
Nicole Hansen, Clerk



# Cost Estimate



**PRELIMINARY ENGINEER'S ESTIMATE**  
**Vergas, MN**  
**W Lake Street Improvements**  
**11/14/2025**



W. Lake St 22-24' wide, no C&G, 1' agg shoulders, with 3.5" bit and 8" class 5

W:\Projects\City of Vergas-47174\2025-10043\Calculations\[10-16-25 W Lake St Estimate .xlsx]W Lake Street

<b>W LAKE STREET, HWY 17 TO ~2010' WEST (ROAD BASE -- 6" AGG)</b>						
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	CONTINGENCY QUANTITY	UNIT PRICE	AMOUNT
1	MOBILIZATION	LS	1	1.15	\$5,000.00	\$5,750.00
2	CLEARING & GRUBBING	ACRE	1.5	1.73	\$15,000.00	\$25,875.00
3	AGGREGATE BASE (CV) CLASS 5	CU YD	1085	1247.75	\$30.00	\$37,432.50
4	COMMON EMBANKMENT	CU YD	3200	3680.00	\$10.00	\$36,800.00
5	EXCAVATION	CU YD	5600	6440.00	\$14.00	\$90,160.00
6	24" RC PIPE CULVERT	LIN FT	200	230.00	\$85.00	\$19,550.00
7	24" RC PIPE APRON	EACH	8	9.20	\$2,000.00	\$18,400.00
8	TRAFFIC CONTROL	LS	1	1.15	\$500.00	\$575.00
9	INLET PROTECTION	LS	1	1.15	\$500.00	\$575.00
10	EROSION CONTROL	LS	1	1.15	\$5,000.00	\$5,750.00
11	TURF ESTABLISHMENT	LS	1	1.15	\$15,000.00	\$17,250.00
Total						\$258,117.50

<b>W LAKE STREET, HWY 17 TO ~2010' WEST (ROAD SURFACE -- 2" AGG, 3.5" BIT)</b>						
1	MOBILIZATION	LS	1	1.15	\$10,000.00	\$11,500.00
2	AGGREGATE BASE (CV) CLASS 5	CU YD	362	415.92	\$30.00	\$12,477.50
3	CLASS 5 AGGREGATE SURFACING	CU YD	223	256.45	\$30.00	\$7,693.50
4	BITUMINOUS MATERIAL FOR TACK COAT	GAL	246	282.90	\$2.00	\$565.80
5	TYPE SP 12.5 WEARING COURSE MIXTURE (3	TON	1088	1251.20	\$95.00	\$118,864.00
6	COMMON TOPSOIL BORROW	CU YD	400	460.00	\$30.00	\$13,800.00
Total						\$164,900.80

<b>SUMMARY</b>				
PROJECT	CONSTRUCTION TOTAL	DESIGN ENGR	STAKING & INSP	PROJECT TOTAL
ROAD BASE (6" AGG)	\$258,117.50	\$ 25,800.00	\$ 25,800.00	\$ 309,717.50
ROAD SURFACE (2" AGG, 3.5" BIT)	\$164,900.80	\$ 16,500.00	\$ 16,500.00	\$ 197,900.80
<b>TOTAL:</b>	<b>\$423,018.30</b>	<b>\$ 42,300.00</b>	<b>\$ 42,300.00</b>	<b>\$ 507,618.30</b>
CITY SHARE (40% CONSTRUCTION COST, 100% SOFT COSTS)	\$169,207.32	\$ 42,300.00	\$ 42,300.00	\$253,807.32
GRANT REQUEST (60% CONSTRUCTION COST)	\$253,810.98	\$0.00	\$0.00	\$253,810.98




# Maps

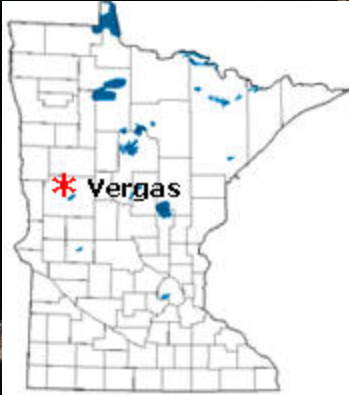


# West Lake Street LRIP

Vergas, MN, Ottertail County

## Legend

 West Lake Street






# West Lake Street LRIP

Vergas, MN, Ottertail County

## Legend

 West Lake Street

Little Long Lake

Project Termini-To

Project Termini-From

Vergas Recycling

W Lake St

W Lake St

E Lake St

W Glenn St

1st Ave N

Google Earth

800 ft





# Photos





1

West Lake Street facing east at the intersection with CSAH 17.



2

West Lake Street no shoulder, steep ditch





3

West Lake Street facing west



4

West Lake Street no shoulder, steep ditch





5

West Lake Street no shoulder, no clear zone adjacent to road



6

West Lake Street facing east



**CITY OF VERGAS RESOLUTION #2025-015  
LOCAL ROAD IMPROVEMENT PROGRAM  
FUNDING FOR WEST LAKE STREET RECONSTRUCTION**

WHEREAS, the City of Vergas desires to reconstruct West Lake Street adjacent to County State Aid Highway 17

WHEREAS, the desired road reconstruction will provide contribute to city economic development efforts, and provide a connection to the regional road system, in Otter Tail County, MN, and

WHEREAS, the City of Vergas desires to apply for a Local Road Improvement Program (LRIP) grant for reconstruction of the above road, and

WHEREAS, cities and townships with populations less than 5,000 must have a County sponsor for the Local Road Improvement Program, and

NOW THEREFORE BE IT RESOLVED that the City of Vergas supports the application to the Local Road Improvement Program with Otter Tail County acting as Sponsoring Agency for the reconstruction of the above road, and

BE IT FURTHER RESOLVED that the City of Vergas acknowledges and commits to funding 40 percent of the construction costs, 100 percent of the engineering and all other costs that are not eligible for Local Road Improvement Program funding and will provide future maintenance and comply with all applicable laws, rules and regulations of the funding agency.

ADOPTED this 18<sup>th</sup> day of November 2025.

---

Julie Bruhn, Mayor  
City of Vergas

**CERTIFICATION**

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of Vergas on November 18, 2025

---

Julie Lammers Clerk/Treasurer  
City of Vergas



# CITY OF VERGAS, MINNESOTA

## RESOLUTION NO. 2025-016

### A RESOLUTION PROPOSING A GENERAL LOCAL SALES TAX TO FUND THE VERGAS PARK IMPROVEMENT PLAN AND DOCUMENTING ECONOMIC BENEFITS TO RESIDENTS, BUSINESSES, AND VISITORS

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**WHEREAS**, the City of Vergas seeks to enhance its public park facilities to improve quality of life, promote economic vitality, and attract visitors; and

**WHEREAS**, Minnesota Statutes §297A.99 require legislative approval for imposing a general local sales tax and mandate documentation of regional significance and economic benefits; and

**WHEREAS**, the proposed **Vergas Park Improvement Plan** includes upgrades to playgrounds, trails, picnic shelters, and accessibility features within the city's primary park and recreation area, creating a safe, inclusive, and attractive destination for residents and visitors; and

**WHEREAS**, the total estimated cost of the Park Improvement Plan is **\$1,200,000**, to be raised within **five (5) years** through a local sales tax; and

**WHEREAS**, the improvements will provide substantial **economic benefits**, including:

- **Increased Property Values:** Homes near improved parks typically see a 5% or greater increase in value, boosting local property tax revenues.
- **Business Growth:** Enhanced parks attract visitors who spend at local restaurants, retail shops, and lodging establishments, generating additional sales tax revenue and supporting local jobs.
- **Tourism and Regional Draw:** Upgraded facilities will host community events, festivals, and recreational activities, drawing visitors from outside Vergas and contributing to the regional economy.
- **Health and Productivity Benefits:** Parks encourage physical activity, reducing healthcare costs and improving workforce productivity.
- **Environmental Benefits:** Green spaces improve stormwater management and air quality, reducing municipal infrastructure costs. [\[library.we...ervepa.org\]](#), [\[tpl.org\]](#), [\[brec.org\]](#)

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF VERGAS, MINNESOTA:**

1. The City proposes a **general local sales tax** at a rate of **0.5%** on applicable retail sales within the city limits, to commence upon legislative approval and voter authorization.
2. The tax shall remain in effect until **\$1,200,000** is raised, estimated to occur within **five (5) years**.



3. All revenues shall be dedicated exclusively to the **Vergas Park Improvement Plan**, as described herein.
4. The City Clerk-Treasurer is directed to submit this resolution and supporting documentation to the Minnesota Legislature by **January 31**, in accordance with statutory requirements.
5. Upon legislative approval, the City shall place the proposed tax and project question(s) on the ballot for voter consideration at the next general election.

**Adopted this 18th day of November 2025.**

---

Julie Bruhn, Mayor  
City of Vergas

**CERTIFICATION**

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City Council of Vergas on November 18, 2025

---

Julie Lammers Clerk/Treasurer  
City of Vergas



# Vergas Park Improvement Plan

## Supporting Documentation

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### Economic Impact Summary

The Vergas Park Improvement Plan will generate measurable economic benefits for residents, businesses, and visitors. Key impacts include:

- **Increased Property Values:** Homes near improved parks typically see a 5% or greater increase in value, boosting local property tax revenues.
- **Business Growth:** Enhanced parks attract visitors who spend at local restaurants, retail shops, and lodging establishments, generating additional sales tax revenue and supporting local jobs.
- **Tourism and Regional Draw:** Upgraded facilities will host community events, festivals, and recreational activities, drawing visitors from outside Vergas and contributing to the regional economy.
- **Health and Productivity Benefits:** Parks encourage physical activity, reducing healthcare costs and improving workforce productivity.
- **Environmental Benefits:** Green spaces improve stormwater management and air quality, reducing municipal infrastructure costs.

### Estimated Economic Figures:

- Annual visitor spending projected at \$250,000, with a local economic multiplier of 1.5 (total impact: \$375,000/year).
- Property value increase projected to add \$50,000 annually to city tax base.

### Regional Significance Statement

Vergas Park serves as a regional recreation hub for surrounding communities and visitors from across Minnesota. The planned improvements align with state goals for enhancing outdoor recreation and tourism infrastructure. Key points:

- Vergas hosts annual festivals and events attracting thousands of visitors from outside city limits.
- The park connects to regional trail systems, supporting cycling and hiking tourism.
- Improved facilities will increase accessibility for seniors and individuals with disabilities, serving a broader population.
- Project supports Minnesota's regional economic development and tourism objectives.



## Public Information Sheet

Purpose: To inform residents about the proposed local sales tax and park improvement plan.

- Project Cost: \$1,200,000 to be raised within 5 years.
- Funding Source: 0.5% local sales tax on applicable retail sales.
- Use of Funds: Playground upgrades, trail improvements, picnic shelters, accessibility features.
- Timeline: Tax effective upon legislative and voter approval; estimated completion within 5 years.

### Frequently Asked Questions (FAQs)

- Q: Why is this needed?

A: To enhance community amenities, attract visitors, and support local businesses.

- Q: Will property taxes increase?

A: No, funding will come from a local sales tax, not property taxes.

- Q: Who pays the tax?

A: Anyone making taxable purchases in Vergas, including visitors from outside the city.

- Q: How long will the tax last?

A: Until \$1.2 million is raised, estimated within 5 years.



## Energy and Resiliency Advisory Board City of Vergas

The Energy and Resiliency Advisory Board met on Thursday, October 23, 2025, 5:30pm, at the Vergas Event Center Meeting Room

### Attendance:

2025	Aug 14	Sept 25	Oct 23	Nov 20	Dec
Julie Bruhn	P	P	P		
Alex Ohman	P	P	P		
Bruce Albright	A	p	P		
Cal Miller		p	P		
Jeff Laney		p			
Kara Trupka	A	A	A		
Virginia Satrom	A	A	A		
Luca Moser	A	A	A		
Guest: Dan Osbow			P		

- **P: Present. A: Absent**

1. One addition to the agenda to discuss membership.
2. Minutes from September 25, 2025 meeting were approved as written.
3. Dan Osbow was a guest at the meeting to present his experience with residential solar energy. Dan's residence has had solar for 2 years. It is ground mounted and was purchased through Lake Region Electric with a 30% incentive. Does not have battery back-up. When building his home 2 years ago was wanting clean efficient energy. Previous home had geothermal, but not an option with new build. Based on usage the solar panels will be paid for in 7 years. Electric bills are difficult to interpret with sold energy and own energy used and available. Overall, Dan is very happy with solar and would recommend. The committee was invited to come out to his home and look at. Will consider this with spring. There is another home being built by Vergas that is installing solar. Will follow up with these owners and see if they would share their experience. Reviewed with Dan the city's solar plan at the event center. Dan's only caution was to ensure the roof can handle the additional weight of the panels and snow. Dan was thanked for coming and sharing his experience.
4. Julie Bruhn provided an update on where the city is at with the energy grant. The city has received the funds for the solar panels and batteries. Post weatherization blower test pending. The company was wanting cooler weather. The installation of solar at the event center is scheduled to begin November 10 and continue into week of November 17<sup>th</sup>. Installation is estimated to take 5-7 days. This is followed by inspection and testing that can take up to 4 weeks. Looking at completion of the city energy & resiliency plan early 2026. Would like to have blower test and solar installation completed.

CERTS seed grant was submitted to fund a city energy fair. Funded recipients will be announced in January. Plan is for energy fair in March.

5. Based on discussion at last meeting, Board members have been looking at sections of interest and expertise with GreenStep Cities best practices. Alex Ohman noted applying for Tree City USA; but based on the requirements would look at applying in 2026. Julie Bruhn noted the DNR evaluated proposed site for prairie garden at Lawrence Acres. Due to sloop of land and water collection, they deemed it was a feasible site. Members will continue to review GreenSteps with areas as previously discussed.
  - 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
- Community Trees- Alex Ohman
- Incorporation of city solar installation and data- Julie Bruhn

6. Jeff Laney has resigned from the Board. He would be happy to volunteer when needs, as events. Discussed options for another member. Board members will follow up with some contacts.
7. Next meeting will be November 20, 2025. Hopefully we will be able to tour new solar installation and battery hub. Will be looking at a future meeting with WCI, CERTS, and Central Region RSDP.

No Recommendations for action for City Council

Recorder  
Julie Bruhn



**City of Vergas**

**Liquor Store, Municipal Buildings, License Committee Meeting**

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

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

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

**Call to order**

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

**Additions and Deletions**

None

**Municipal Building**

**A. Step Up Thrift Boutique Lease Signage**

Lammers reported that the Step-Up Thrift has requested to add the following signage: a 30x24 outdoor metal sign on bricks by entrance, ornament on window, and pictures along the entrance door to the step up.

Lammers read the following snippets from the lease:

Location of premises. Lessor shall lease to Lessee the entire second floor of the Vergas Municipal Building and shall have the use of the restroom on the first floor of the building located at 117 East Main Street, Vergas MN.

Signs. Lessee shall ensure that all signs for Lessees business are attractive, of reasonable size, and do not detract from the Berga Municipal Liquor Store signs or other signs advertising business or enterprises in which the Lessor is engages in. Lessor shall obtain prior approval for all signs from the Mayor of the City of Vergas.

Theisen discussed building and not wanting to put holes in brick or stucco as it may cause permanent damage. Committee discussion about liquor store signage, no other businesses on Main Street having this much signage, and the blocking of view with a window cling. Discussed options of making permanent mounting plates for signs to protect the building and adding permanent hooks to hold signs.

Motion by Stenger, seconded by Haarstick to recommend to Council to have wall signs including the Liquor Store in sign and for it to be mounted with a mounting plate, to allow signage on wall by entrance with the following restrictions: wall restored when removing or lease is finalized and no other items are located in the entry way. Motion passed unanimously.

Motion by Stenger, seconded by Haarstick, to recommend to Council to not allow drilling into building. Motion passed unanimously. Theisen was asked to investigate permanent hooks for the pillars.

**B. Front remodel**

**1. Roof - Snow break and gutter system**

Snow break is complete, and dormer has been removed from the plan.



## **2. Signage**

Theisen is waiting for JH Signs to provide documentation. Theisen will provide the committee with samples for approval as soon as he receives them.

### **THC**

Discussed if committee would like to allow children under twenty-one into the liquor store as the city does not have to register with the county due to having their own ordinance. Theisen stated he has had only a small number of complaints and feels we can leave the policy in place.

### **Financial Update**

Lammers provided a financial update on the liquor store's status. She reported that as of October 31, 2025, the liquor store had a balance of \$22,302.50. Theisen stated he is trying to get the transfer amount as close to \$30,000 as possible and will bring a recommendation to Council at the December meeting.

### **Adjournment**

The meeting was adjourned at 2:10 PM.

Secretaty,

Julie Lammers, CMC  
Vergas City Clerk-Treasurer

### **Council Recommendations**

Approve wall signs including the Liquor Store in sign and for it to be mounted with a mounting plate, to allow signage on wall by entrance with the following restrictions: wall restored when removing or lease is finalized and no other items are located in the entry way. Motion passed unanimously.

Council to make policy to not allow drilling into municipal building.

### **Follow Up Actions**

- Theisen to investigate permanent hooks for the pillars.
- Theisen to provide the committee with samples of signs for approval as soon as he receives.



## Vergas Council Meeting Additions

November 18, 2025

### **Consent Agenda:**

Holsen Solar Change Order

2026 Liquor License and Sunday License for Billy's Corner Bar

Energy and Resiliency Advisory Minutes

### **Committee Reports:**

Vergas-CDH Fire Board

Liquor Store Committee

### **Agenda Item:**

W Lake Street Local Road Improvement

A. Application

B. Resolution

Sales Tax

A. Resolution

B. Supporting Information

**Move Personnel Report from Committee Report to Consent Agenda**



**City Council**  
**2025 November Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170, password 56587**  
**6:30 PM on Tuesday, November 18, 2025**

**4. Approval of Consent Agenda**

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- A. Council Minutes October 21, 2025
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for October 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. LG230 Gambling Application- T.I.P.
- I. Committee Reports:
  - 1. EDA/HRA
  - 2. Event Advisory Board
  - 3. Water Sewer Committee Meeting
  - 4. Park Advisory Board

**Files Attached**

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- City Council Minutes 10.21.25.pdf
- 11.18.25 City Bill Listing.pdf
- 2025 City Bill Listing.pdf
- 2025 Liquor Store Bill Listing.pdf
- 11.past\_due\_customers (2) (1).pdf
- LG230 Gambling Application-T.I.P..pdf
- 11.5.25 EDA.HRA Minutes.pdf
- 10.28.25 Event Center.pdf
- 11.5.25 Water and Sewer Minutes.pdf
- Park Board 11.13.25 (1).pdf
- 11.2025 Investment Schedule & Bond Schedule.pdf
- 11.2025 General Fund\_Special Revenue Money Market Account Report.pdf



**CITY OF VERGAS  
COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, October 21, 2025**

The City Council of Vergas met at 6:30 pm, on Tuesday, October 21, 2025 at the Vergas Event Center and on a Zoom for a hybrid regular public hearing.

<b>2025</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Dwight Lundgren, Mayor	P/P	P	P/P	P	P	P	P <sup>7/2</sup>					
Julie Bruhn, Mayor								P	P/P	P		
Bruce Albright, Member	P/P	P	P/P	P	P	P	P/A/A	P	P/P	P		
Paul Pinke, Member	P/P	P	P/P	A	P	A	P/P/P	P	P/P	P		
Dean Haarstick, Member	P/A	P	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	P		
Julie Lammers, Clerk-Treasurer	P/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	P		
Kyle Theisen, Liquor Store Manager	P/A	P	P/P	P	P	P	A/P/A	A	A/A	P		

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

Also present: Attorney Karen Skoyles, Engineer Blaine Green of Widseth, Patrick Hollister of Partnership for Health, Editor Bob Williams of the Frazee-Vergas Forum; and Citizens, Marcia Huddleston, Brian Lende, Paul Bruhn and Cal Miller.

**Call to Order**

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

**Citizen's Concerns**

None.

**Agenda Additions and Deletions**

Mayor Bruhn noted that the 2025 Council Portfolio would be removed from the consent agenda as it would be addressed with the new year. Additionally, a gaming resolution for the T.I.P. was added to the consent agenda.

Motion by Albright, seconded by Pinke, to amend the agenda as noted. The motion passed unanimously.

**Approval of Consent Agenda**

Motion by Pinke, seconded by Stenger to approve the consent agenda as amended. The motion passed unanimously.

**Transportation Alternatives Grant**

Patrick Hollister presented information about the Transportation Alternatives grant opportunity. He had previously worked with the city in 2023 when Partnership Health funded a trail plan for Vergas. Hollister brought three boards from the original trail plan and explained that there was an upcoming grant opportunity that Vergas could use to build a portion of the planned trail.

Hollister discussed two primary connections that were examined in the original plan:

1. Connecting Vergas to Frazee (and by extension to the Heartland Trail)
2. Connecting Vergas to Maplewood State Park



He noted that for the Maplewood connection, Ottertail County had already completed work on County Road 35 this summer, widening shoulders on both sides of the road to accommodate pedestrians and cyclists, though it was too soon to evaluate usage as the project had just been completed.

Hollister explained the Transportation Alternatives grant details:

- Federal money distributed by MnDOT
- Two funding pools available in MnDOT District 4:
- \$620,000 available in 2029
- \$800,000 available in 2030
- 20% local match required
- Projects must be completed by the funding year or earlier
- Letter of intent deadline: November 7, 2025
- Full application deadline: January 9, 2026

He noted that MnDOT District 4 typically prefers to split each year's funding between two communities, meaning a successful application might receive approximately \$310,000 (from 2029 funding) or \$400,000 (from 2030 funding). Hollister recommended that the city authorize submission of a letter of intent, which would not commit the city to a full application but would provide time to consider options and receive feedback from MnDOT.

City Clerk Lammers noted that before moving ahead with an application, the city would want to coordinate with Ottertail County, Becker County, and Frazee, and would use Ottertail County's engineering services.

Motion by Albright, seconded by Pinke, to authorize the Lammers to submit a letter of intent for the Transportation Alternatives grant by the November 7th deadline. The motion passed unanimously.

#### **Utility Bill - 123 Main Street**

Paul Bruhn addressed the council regarding a utility bill he had received for water service to his storage building located behind the Post Office. The bill reflected a three-year lookback charge plus the current month's service. P. Bruhn explained that the water service was installed in 1993 but had never been used, and he had never received a water bill since acquiring the building in 2015.

P. Bruhn provided a timeline of his attempts to get the water service disconnected during the recent parking lot construction:

- September 11: First notified about forthcoming water bill by Lammers.
- September 16: Council apparently approved the lookback charge (P. Bruhn was not present).
- September 17: Met with Albright to discuss disconnection.
- September 19: Curb stops were installed and water reconnected during construction.
- September 28: Further communication with Albright about disconnection.



P. Bruhn expressed frustration that despite multiple attempts to request disconnection, the water service was maintained during construction. He argued that since the water had never been used or metered, he should not be charged a lookback fee or monthly service fee.

City Attorney Karen Skoyles noted that communication appeared to break down and that proper formal communication with the city as a whole, rather than individual officials, would have been appropriate. Utilities Superintendent Mike DuFrane explained that proper abandonment requires disconnection at the corporation valve at the main, not just at the curb stop.

It was also revealed that the water line to P. Bruhn's building may be connected to the same service line that feeds the city offices, complicating disconnection.

Stenger raised the question about city policy, noting that residents who temporarily shut off their water are still charged the base rate.

P. Bruhn further raised concerns about an easement agreement, as the water line and curb stops were placed on his property during construction.

Motion by Albright, seconded by Pink, to table the issue until the November meeting, with the Water and Sewer Committee to meet in the interim and bring a recommendation to the full council. The motion was amended to include waiving any late fees on the bill during this period of review. The motion passed unanimously.

#### **Committee Reports**

##### ***EDA/HRA***

Albright reported on two items from the EDA/HRA:

1. A lot on Dianne Street that someone has expressed interest in purchasing, but the road ends before the lot begins. Albright and DuFrane examined the site and determined that extending the road would be complicated, requiring removal of approximately 30 trees and significant earthwork. They recommended withdrawing the EDA's proposal to extend the road and instead suggesting that any potential buyer take responsibility for access to the lot. The matter will be returned to the EDA for further discussion.
2. Resignation of DuWayne Ditterich from the EDA, effective December 31, 2025.

Motion by Albright, seconded by Pinke, to accept the resignation of DuWayne Ditterich from the EDA effective December 31, 2025. The motion passed unanimously.

Lammers mentioned that the EDA has been working with a private party interested in building a daycare facility near a church. The party has requested waiving water and sewer hookup fees as well as the \$400 conditional use permit fee for having a daycare in a residential area. The council requested to have this request in writing with specific dollar amounts for consideration at the November meeting.

##### ***Streets/Sidewalk/Yard Waste Committee***

Albright reported that the Streets Committee recommended applying for a Local Road Improvement Project program grant for Glenn Street and West Lake Street. The application deadline is December 1, 2025. The city had previously applied for this grant a couple of years ago and narrowly missed being funded.

Motion by Albright, seconded by Pinke, to authorize Widseth and Lammers to resubmit an application for the Local Road Improvement Project program for Glenn Street and West Lake Street, in conjunction with approval from Ottertail County Highway Department, at a cost not to exceed \$2,500. The motion passed unanimously.



### ***Liquor Store Committee***

Stenger reported that the Liquor Store Committee discussed new regulations regarding low-potency THC drinks. According to new rules, if the liquor store sells THC products, no one under the age of 21 is allowed in the store. The committee weighed the financial benefit of continuing to sell THC products against the inconvenience of barring underage customers who might accompany parents.

Motion by Stenger, seconded by Pinke, to prohibit anyone under age 21 from entering the liquor store and to continue selling THC products. The motion passed unanimously.

It was noted that this policy would take effect on October 31, 2025.

Additionally, the committee discussed the requirement to register THC sales under an individual's name. Since the current liquor store manager is already affiliated with the dispensary in town, the committee recommended using the City Clerk-Treasurer's name for the THC permit application.

Motion by Albright, seconded by Haarstick, to authorize the City Clerk-Treasurer position to be used for the THC permit application. The motion passed unanimously.

### **Staff Reports**

#### ***Utilities Superintendent Report***

DuFrane submitted a written report. Stenger asked if the water usage data provided was comparable to previous years. DuFrane stated that the wastewater numbers were comparable to previous years, with variations depending on rainfall and runoff.

#### ***Liquor Store Manager Report***

Liquor Store Manager Theisen reported that:

- The final coat of sealer had been applied to the new concrete.
- He was waiting to hear back regarding gutter installation and signage.
- THC sales were increasing, while alcohol sales were of concern.
- Five or six product samplings were scheduled for the next month and a half.
- He was exploring potential advertising collaborations with a local business.
- Employee Shawna Jones had submitted her resignation effective October 29, 2025.
- The position would not be replaced during the winter season when staffing is typically reduced.
- Wine sales during the wine walk had been strong, consistent with it being the biggest wine sales week of the year.

Motion by Albright, seconded by Pinke, to accept the resignation of Shawn Jones. The motion passed unanimously.



**Clerk-Treasurer Report**

Lammers provided a written report with no additional updates.

**2026 General Fund Budget**

Lammers discussed the 2026 budget, noting that the 2025 income may be less than anticipated because the liquor store might not be able to transfer the full \$30,000 that was budgeted. She estimated they might be able to transfer \$10,000-\$15,000 instead, creating a potential \$15,000 shortfall.

She suggested the council consider whether to reduce the planned transfers to savings for either the parks or streets departments. She noted that streets were facing expensive projects and equipment needs, while parks might benefit from a potential sales tax if approved. The council was asked to consider these options before the November/December meetings when the final budget would be approved. She also mentioned that the Fire Department Board had not yet met, so their funding request for 2026 was still unknown.

**Information & Announcements**

Small Town Christmas event scheduled for November 29, 2025.

**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 8:02 PM.

Recorded by  
Deputy Clerk  
Rachel Nustad (assisted by ClerkMinutes)

Julie Lammers, CMC  
Vergas City Clerk-Treasurer



Date Range : 10/14/2025 To 11/18/2025

<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>
11/06/2025	Franklin Fence Company, Inc.	HRA, cement for mailbox installation	25648	\$93.75	290-41010-210-	GENERAL GOVERNMENT	\$93.75
11/06/2025	Elan Financial Services	All Depts, supplies	25649	\$432.43	100-41010-200- 100-45110-210- 100-41010-300-	GENERAL GOVERNMENT EVENT CENTER GENERAL GOVERNMENT	\$193.46 \$101.99 \$136.98
11/18/2025	A.S.P. of Moorhead, Inc	Event, Gaurds 11.1.25	25650	\$162.45	100-45110-300-	EVENT CENTER	\$162.45
11/18/2025	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium 2025	25651	\$4,164.29	100-41405-131- 601-49440-131- 602-49490-131- 100-43110-131- 100-45210-131- 609-49751-131-	Clerk Water Utilities - Administration and General Sewer Utilities - Administration and General Highways, Streets & Roadways Parks Liquor Store - Manager - Off-Sale	\$371.26 \$640.86 \$640.86 \$267.59 \$267.59 \$1,976.13
11/18/2025	City of Detroit Lakes	St, sweeping (4/22 and 8/6)	25652	\$1,640.32	100-43110-400-	Highways, Streets & Roadways	\$1,640.32
11/18/2025	Colonial Life	2025 Employee Reimbursed Insurance Inv 5553771-1008864	25653	\$232.82	100-41405-999- 609-49751-999- 100-43110-999- 100-45210-999- 100-41405-999-	Clerk Liquor Store - Manager - Off-Sale Highways, Streets & Roadways Parks Clerk	\$135.66 \$51.26 \$11.87 \$11.87 \$22.16
11/18/2025	Corporate Technologies, LLC	All Depts, Tech, Computer Inv #205579	25654	\$660.00	100-41010-200- 609-49751-200-	GENERAL GOVERNMENT Liquor Store - Manager - Off-Sale	\$304.04 \$39.60



Date Range : 10/14/2025 To 11/18/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-45110-200-	EVENT CENTER	\$42.20
					100-43110-200-	Highways, Streets & Roadways	\$42.20
					100-45210-200-	Parks	\$42.20
					601-49440-200-	Water Utilities - Administration and General	\$60.00
					602-49490-200-	Sewer Utilities - Administration and General	\$54.76
					100-41110-200-	Council/Town Board	\$60.00
					100-41310-200-	Mayor	\$15.00
11/18/2025	Crestline Software, LLC	Utility Billing Program Service	25655	\$10.00			
					601-49440-200-	Water Utilities - Administration and General	\$5.00
					602-49490-200-	Sewer Utilities - Administration and General	\$5.00
11/18/2025	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	25656	\$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
11/18/2025	Matthew Engebretson	St, Pk, reimbursed cell phone	25657	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
11/18/2025	Gopher State One Call	Wtr, Swr, One Calls INV #5100812	25658	\$20.25			
					602-49490-210-	Sewer Utilities - Administration and General	\$10.12
					601-49440-210-	Water Utilities - Administration and General	\$10.13
11/18/2025	Great Plains Natural Gas Company	Event Center utility	25659	\$174.03			
					100-45110-380-	EVENT CENTER	\$174.03



Date Range : 10/14/2025 To 11/18/2025

<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>
11/18/2025	Hansons Plumbing & Heating, Inc.	Park & Water, supplies	25660	\$33.28			
					100-45210-210-	Parks	\$22.34
					601-49440-210-	Water Utilities - Administration and General	\$10.94
11/18/2025	Lakes Community Cooperative	Streets, operating fuel	25661	\$81.97			
					100-45210-210-	Parks	\$81.97
11/18/2025	Lakes Area Truck Repair Inc	St, snow plow repairs	25662	\$2,431.35			
					100-43110-400-	Highways, Streets & Roadways	\$2,431.35
11/18/2025	Julie Lammers	Clerk, cell phone reimbursement	25663	\$75.00			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
11/18/2025	Leighton Broadcasting	Event, 2025 advertising	25664	\$54.00			
					100-45110-340-	EVENT CENTER	\$54.00
11/18/2025	Marco Inc	Copier, contract Inv# 559673348 May-Aug	25665	\$748.61			
					100-41010-200-	GENERAL GOVERNMENT	\$249.54
					601-49440-200-	Water Utilities - Administration and General	\$249.54
					602-49490-200-	Sewer Utilities - Administration and General	\$249.53
11/18/2025	Newling Asphalt Services	St, crack seal	25666	\$7,500.00			
					100-43110-407-	Highways, Streets & Roadways	\$7,500.00
11/18/2025	Olson Oil Co.	St & PK, operating supplies	25667	\$334.28			
					100-43110-210-	Highways, Streets & Roadways	\$307.32
					100-45210-210-	Parks	\$26.96
11/18/2025	Otter Tail Power	Park, ballfield electricity	25668	\$22.84			
					100-45210-380-	Parks	\$22.84



Date Range : 10/14/2025 To 11/18/2025

<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>
11/18/2025	Precision Printiing of Minnesota,	Yard Waste, 2026 permits	25669	\$95.00	100-43128-210-	YARD WASTE	\$95.00
11/18/2025	Productive Alternatives, Inc.	Event Center, 2025 Cleaning Inv#5385	25670	\$172.52	100-45110-300-	EVENT CENTER	\$172.52
11/18/2025	Ramstad, Skoyles & Bakken, PA	Attorney fees	25671	\$225.00	100-41010-304-	GENERAL GOVERNMENT	\$225.00
11/18/2025	RMB Environmental Laboratories, Inc	Water & Sewer, 2025 Chemicals Inv D082574, D082622	25672	\$387.70	602-49490-218-	Sewer Utilities - Administration and General	\$330.22
					601-49440-218-	Water Utilities - Administration and General	\$57.48
11/18/2025	Steve's Sanitation, Inc.	Event, Parks, garbage pickup	25673	\$447.33	100-45110-384- 100-45210-384-	EVENT CENTER Parks	\$139.53 \$307.80
11/18/2025	TEAM LAB	WW, super bugs	25674	\$1,100.00	602-49490-210-	Sewer Utilities - Administration and General	\$1,100.00
11/18/2025	Thein Well	Water, annual inspection of pumps & wells Inv#9792	25675	\$315.00	601-49440-300-	Water Utilities - Administration and General	\$315.00
11/18/2025	Kyle Theisen	LS, Cell Phone Reimbursement	25676	\$25.00	609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
11/18/2025	Verizon	GG & Event, 2025 internet and cell phone	25677	\$156.83			



Date Range : 10/14/2025 To 11/18/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-45110-321-	EVENT CENTER	\$76.81
					100-41010-321-	GENERAL GOVERNMENT	\$80.02
11/18/2025	Vestis	Event, rugs and supplies	25678	\$134.51			
					100-45110-210-	EVENT CENTER	\$134.51
11/18/2025	Widseth	Engineering; Inv 241453 Parking Lot	25679	\$6,360.00			
					100-43110-303-	Highways, Streets & Roadways	\$6,360.00
11/18/2025	Zitzow Electric, Inc.	Event, Park, labor and supplies	25680	\$321.59			
					100-45110-400-	EVENT CENTER	\$231.08
					100-45210-400-	Parks	\$90.51
11/18/2025	Adkins Equipment, Inc.	Park, Tractor Repairs Inv 274035	25681	\$1,595.55			
					100-43110-400-	Highways, Streets & Roadways	\$1,595.55
Total For Selected Claims				\$30,307.70			\$30,307.70



Date Range : 10/14/2025 To 11/18/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Bruce E Albright		City Council/Town Board				Date
	Dean Haarstick		City Council/Town Board				Date
	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 Oct. 22 to Nov. 13, 2025

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
City of Vergas	Payroll	5,673.92
City of Vergas	Water/Sewer	62.05
Internal Revenue Services	Withholding Tax	1,928.84
Lake Region Electric	Sign & Camera, electricity	58.83
Robin Garza	Event, Deposit	75.00
Donna Hetland	Event, Deposit	75.00
Mn Dept of Revenue	Withholding Tax	314.68
MN Dept. of Revenue	Sales Tax	221.00
Public Employees Retirement Assoc	Payroll Expense	1,131.57
Linda Motzko	Event, Deposit	75.00
Vergas State Bank	HSA contributions	600.00
Total for bills paid between Council Meetings		<u><u>\$10,215.89</u></u>



City of Vergas Liquor Store Checks Paid in October 2025

Vendor	Description	Total
Absolute Ice		175.65
Artisan Beer Company		612.90
Arvig	Internet, Security	120.65
Bergseth Bros		16,112.75
Beverage Wholesalers		3,655.35
BlueCross Blue Shield of MN	Employee Insurance	1,976.13
Breakthru Beverages		2,001.03
Bucks Mills Brewing		321.60
City of Vergas	Utility	64.44
City of Vergas	Payroll	6,363.73
Colonial Life	Employee Reimbursed Ins	102.52
Corporate Technologies, LLC	Technology	79.20
D-S Beverage		5,658.77
Elan Financial Services	Supplies	167.07
Fricke Consultin Sale	POS service fee	165.00
Great Plains Natural Gas	Utility	50.40
Internal Revenue Service	2025 Withholding Tax	1,013.25
Johnson Brothers Liquor Co		4,079.92
MMBA	Membership	800.00
MN Dept. Revenue	2025 Withholding Tax	273.84
MN Dept. Revenue	Sales Tax	7,817.79
Otter Tail Power Company	Utility	382.78
Phillips Wine & Spirits		2,559.45
Public Employees Retirement Assoc.	Payroll	1,206.63
Southern Glazer's of MN		9,410.32
Theisen, Kyle	Cell Phone	25.00
The Wine Company		111.00
Vergas Hardware	supplies	13.57
Vergas State Bank	HSA Contributions	461.00
Viking Coca-Cola		237.10
Vinocopia		426.75
Victor Lundeen Company	Check blanks	93.48
Wine Merchants		233.84
	Total	<u>66,772.91</u>
	October Receipts	<u>74,600.46</u>
<b>October Balance</b>		<u>\$7,827.55</u>
	January -September Operating Income (Loss)	<b>(\$34,644.89)</b>
	Transfer to General Fund	\$0.00
<b>2025 Total Operating Income (Loss)</b>		<b>(\$26,817.34)</b>
(\$49,119.84 transferred from Investmer Building Front Project		<u>49119.84</u>
(Dec. 14, 2025)	2025 Income/Loss	<u>\$22,302.50</u>



**Past Due Customers**

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	1346	Moe, Clifford	Active	82000990120000	101 E Mill St	101	50.51	853.45	0.00	10/10/2025	350.00	86126237	WATER	No
2	0	1765	Cissell, Gregory & Rebecca	Active	82000990184000	105 Park View Dr	101	84.80	329.39	0.00	07/06/2025	260.56	86271543	WATER	No
2	0	3001	Meyer, Jesse	Active	82000990214000	102 Altona Ave	101	83.30	393.00	0.00	07/23/2025	193.98	88707172	WATER	No
2	0	530	Hoard, Daniel	Active	82000990130000	390 S Pelican Ave	101	68.38	359.85	0.00	07/28/2025	400.00	87476693	WATER	No
2	0	621	Woods, Cassandra	Active	82000990123000	304 S Pelican Ave	101	83.65	389.06	0.00	08/08/2025	125.00	87137796	WATER	No
2	0	7701	Estate, BJ's Real	Active	82000990046000	130 E Elm St	101	81.05	400.44	0.00	07/17/2025	653.21	88917785	WATER	No
2	0	230	Weldon, Ben & Nicole	Active	82-000-50-0015-000	125 N 3rd Ave	113	153.86	775.96	0.00	11/07/2025	150.00	88805354	WATER	Yes
<b>Total</b>							<b>Count: 7</b>	<b>605.55</b>	<b>3,501.15</b>						



**LG230 Application to Conduct Off-Site Gambling****No Fee****ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_, MN Zip: \_\_\_\_\_

Chief Executive Officer (CEO) Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Gambling Manager Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Check the type of games that will be conducted:

\_\_\_\_ Raffle    \_\_\_\_ Pull-Tabs    \_\_\_\_ Bingo    \_\_\_\_ Tipboards    \_\_\_\_ Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: \_\_\_\_\_

Street address and  
City (or township): \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

\_\_\_\_ **Yes** If yes, a lease is not required.\_\_\_\_ **No** If no, the lease agreement below must be completed, and signed by the lessor.**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$\_\_\_\_\_ (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

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Lessor's Signature: Julie Lammers Date: 11/10/25Print Lessor's Name: Julie Lammers Clerk-Treasurer



**Acknowledgment by Local Unit of Government: Approval by Resolution**

<b>CITY APPROVAL</b> <b>for a gambling premises</b> <b>located within city limits</b>	<b>COUNTY APPROVAL</b> <b>for a gambling premises</b> <b>located in a township</b>
<div style="display: flex; justify-content: space-between;"> <div>City _____</div> <div>Name: _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ 11/18/2025 _____</div> <div>Date _____</div> </div> <div style="margin-top: 10px;">                     Approved by City Council: <u>2025-014</u> </div> <div style="margin-top: 10px;">                     Resolution Number: _____                      Signature of City Personnel: _____ (If none, attach meeting minutes.)                 </div> <div style="margin-top: 10px;">                      _____                      Title: <u>Clerk-Treasurer</u> Date Signed: <u>11/10/2025</u> </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <b>Local unit of government must sign.</b> </div>	<div style="margin-top: 10px;">                     County Name: _____                 </div> <div style="margin-top: 10px;">                     Date Approved by County Board: _____                 </div> <div style="margin-top: 10px;">                     Resolution Number: _____                      (If none, attach meeting minutes.)                 </div> <div style="margin-top: 10px;">                     Signature of County Personnel: _____                 </div> <div style="margin-top: 10px;">                     Title: _____ Date Signed: _____                 </div> <div style="margin-top: 10px;">                     TOWNSHIP NAME: _____                 </div> <div style="margin-top: 10px;"> <b>Complete below only if required by the county.</b>                      On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)                 </div> <div style="margin-top: 10px;">                     Print Township Name: _____                 </div> <div style="margin-top: 10px;">                     Signature of Township Officer: _____                 </div> <div style="margin-top: 10px;">                     Title: _____ Date Signed: _____                 </div>

**CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT**

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

\_\_\_\_\_  
**Signature of CEO (must be CEO's signature; designee may not sign)**

11/8/25

 \_\_\_\_\_  
 Date

<b>Mail or fax to:</b>  Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 <b>Fax: 651-639-4032</b>	<b>No attachments required.</b>  Questions? Contact a Licensing Specialist at 651-539-1900.
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This publication will be made available in alternative format (i.e. large print, braille) upon request.	
<p><b>Data privacy notice:</b> The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.</p>	<p>If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>



**Vergas EDA/HRA  
Government Services Center & Zoom  
2:00 PM on Wednesday, November 5<sup>th</sup>, 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, November 5<sup>th</sup>, 2025, at 2:00 pm in a hybrid meeting at the Vergas Government Services building and on Zoom.

<b>2025</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
DuWayne Ditterich, President	N/A	P/P	P	P	P	P	P	P	P	P	A	
Bruce Albright, President/Council Liaison	N/A	P/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	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	A	
Vanessa Perry, Member	N/A						P	P	A	A	P	
Julie Lammers, City Clerk-Treasurer	N/A	P/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 Jordan Grossman and SBDC Representative Ian Carlstrom.

#### **Call to Order**

The meeting was called to order by Albright at 2:06 PM.

#### **Agenda Additions and Deletions**

Grossman added "My Town" video to the agenda. Motion by Sonnenberg, seconded by Perry to approve the agenda with the addition made by Grossman. The motion passed unanimously.

#### **Status of Recommendations to City Council**

##### **Extension of Dianne Avenue**

Albright reported that he and Utilities Superintendent Mike DuFrane had inspected the site before the last council meeting. He noted it was a difficult site with a lower area, though the road does extend all the way to the property line with the right of way in place. Albright expressed his opinion that if someone were interested in the lot, they should take the existing dirt pile on the site, level the lot, and install the approach themselves, as it would be expensive just to put a driveway in. Albright did not believe the EDA should spend money on a lot that may not be saleable, and suggested that if someone is interested in the lot, they should make an offer below asking price and incorporate the excavation work into their plans. Sonnenberg added that there is currently a barricade where the road ends, and it drops about 15 feet down. He noted they wouldn't want to end the street in case of future development. Lammers clarified that lot 415 was sold, leaving only two lots still available - one on Eva and the lot on Dianne Avenue. She mentioned that two people had looked at the Dianne Avenue lot but were concerned about access. She would inform them that they could install a driveway across the basement area. Discussion ensued about whether someone buying the lot would be required to put in a driveway or could access it through adjacent property. Albright suggested informing potential buyers that the road right-of-way is there for access, or they could negotiate an easement with neighboring property owners.



## **Resignation**

Albright reported that the Council accepted DuWayne's resignation effective at the end of the year. Lammers suggested reaching out to Joshua Carlson, a realtor with The Carlson Group, as a potential replacement. She also mentioned that Joy Summers was leaving and Kevin Zitzow would be taking her position. Discussion followed about meeting times, with Lammers noting that Zitzow had indicated afternoon meetings don't work for his repair business schedule. Sonnenberg mentioned that Kevin proposed changing meeting times to 5:30 PM or allowing remote participation through Zoom. Perry shared that she has difficulty with morning meetings. Lammers said she would look into potential board members and meeting time options.

## **Minutes**

Motion by Sonnenberg, seconded by Albright to approve the minutes from October 1<sup>st</sup>, 2025. The motion passed unanimously.

## **Financial Update**

### **2025 Income and Expenses**

Lammers reported that Pickleball expenses amounted to \$12,000 from West Central Initiative fund. The EDA also paid \$3,182 to CEDA for the quarter. She noted that grant funds approved last month had not yet been distributed as the projects were not completed. Albright clarified that the mailbox expense was for Lawrence Lake Acres and had already been taken care of, with the developer Josh having paid for it. Motion by Perry, seconded by Sonnenberg, to accept the financial update. The motion passed unanimously.

## **CEDA Representative Jordan Grossman**

### **Child Care**

Grossman began by expressing concern about the changing narratives in public meetings regarding the childcare project. She asked how involved the board wanted to be with monthly updates on the project to ensure accurate information was being shared. Grossman reported they were continuing to explore options for childcare solutions in the area. She had compiled a list of potential providers who had expressed interest, which she noted was typically the more challenging aspect. She had connected with the county licenser and Mahube regarding available programming. Grossman emphasized the need to focus on securing a location first before determining who would run, own, or operate the facility. She reviewed previously discussed potential locations including the Schmid's property next to Jesus' Little Lambs, Jesus' Little Lambs itself, various churches, and the Eva and Dianne properties. She suggested that taking the initiative to designate a specific location would be a good first step, as it would provide a concrete foundation for funding and programming discussions. Albright offered to meet with the Schmid's alongside Grossman to discuss land acquisition and pricing. Albright noted that a traditional approach would be to negotiate a purchase agreement with contingencies that would allow enough time to address the remaining details of the project. Albright volunteered to accompany Grossman to meet with the Schmid's, as he has a personal connection with them. Sonnenberg asked if there was an outside entity that had completed a daycare in Otter Tail that might be interested. Grossman explained that in Otter Tail they had spent nine months establishing nonprofit status, which could be an option for Vergas but should have happened a year ago. The board discussed potential funding sources, with Sonnenberg suggesting there would likely be donors willing to support the project. Grossman emphasized the importance of having visual plans and secured land to attract larger donors.

Grossman then announced that Maddi Petrick had successfully applied for the RCCIP program, a technical assistance initiative. Only three communities in Minnesota were selected, with Vergas being one of them. Due to Vergas's size and lack of current providers, they would participate in the "Child Care Strategic Supply Plan" program, a condensed 9-month version rather than the 18-month program. Grossman was working on revising the task force list, which included Ruby and Greg Schmid, Perry, Albright, Lammers, and Kelsey. The board agreed to focus on communication with Greg and Ruby Schmid in the next 30 days to discuss land acquisition. Albright noted



that the RCCIP program would provide valuable knowledge and assistance, particularly regarding business planning aspects such as determining how many children would be needed to break even. Discussion followed about operational models, including who would own the building, potential rental costs, and whether the city would charge reduced rent to make it feasible for providers. Grossman mentioned that parent-aware rated providers can accept grants for low-income families, and that the maximum charge in a town of Vergas's size would be approximately \$300 per month per provider. Grossman also offered to arrange tours of daycare facilities in Perham or New York Mills to see their city-led operations. Albright suggested waiting until after the initial group meeting so interested task force members could join.

#### **Vergas EDA Community Rehab Grant**

Grossman reported there were no new applications this month. She noted there had been a delay in signing paperwork, but the previously approved grant funds would be distributed once projects were completed. She offered to reach out to local businesses to remind them of the program. Grossman also introduced a potential marketing opportunity called "My Town," an online blog series featuring WCCO anchor Corey partnering with a local production company from Pelican Rapids. Communities can apply to be featured, resulting in a dedicated episode and 5-10 promotional videos that the community would own. Grossman noted the service costs approximately \$25,000-\$40,000, but she had spoken with Sherry at the bank who expressed interest in potential partnership. Sonnenberg commented on the quality of the productions and their effectiveness at attracting visitors to featured communities. The board discussed the promotional value but made no decisions, with Grossman suggesting they keep it in mind while focusing on the childcare initiative.

#### **Adjournment**

Motion by Sonnenberg, seconded by Perry to adjourn the meeting at 2:50 PM. The motion passed unanimously.

Recorded by Rachel Nustad (assisted by ClerkMinutes)

Julie Lammers, CMC  
City Clerk-Treasurer  
City of Vergas

#### **Council Recommendations**

None.

#### **Follow up Actions**

- Lammers: Contact Joy regarding lot access and driveway options for potential buyers
- Lammers: Reach out to Joshua Carlson about joining the EDA board
- Lammers: Distribute approved grant funds once recipients complete their projects
- Albright and Grossman: Meet with Greg and Ruby Schmid to discuss property purchase for childcare facility location
- Grossman: Revise task force list created by Maddi and share with EDA members
- Grossman: Reach out to businesses in the next month about Facade Improvement Program
- Grossman: Send email with link to all "My Town" videos for EDA members to review
- Grossman: Look for grant opportunities related to marketing/My Town program
- Committee : Schedule tour of daycare facilities in Perham or New York Mills



CITY OF VERGAS  
Event Center Advisory Minutes  
Vergas Event Center & Zoom Teleconference  
5:30 P.M. on Tuesday, August 26, 2025

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
James Stenger, Council Appointment	P	P	P	N/A	P	P	P	P	N/A	P		
Vanessa Perry, Member	P	P	P	N/A	P	A	A	A	N/A	P		
Rachel Nustad, Member						P	P	P	N/A	P		
Deb Jacoby, Member	P	P	A	N/A	P	P	P	P	N/A			
Robert Jacoby, Member	P	P	P	N/A	P	P	P	P	N/A	P		

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

#### **Call to order**

The meeting was called to order by Stenger at 5:30 PM. He noted he was attending via Zoom from Fergus Falls.

#### **Additions and Deletions**

Nustad requested adding a discussion item about potentially waiving security fees for benefits held for local residents.

#### **Minutes**

Motion by R. Jacoby, seconded by Nustad, to approve the minutes from August 26, 2025. The motion passed unanimously.

#### **Status of Recommendations to City Council**

##### ***Resignation***

Stenger reported that the City Council accepted Deb Jacoby's resignation.

##### ***Projector***

Stenger informed the board that the Council accepted the proposal for the new projector, which was installed last week and used for the fireman's banquet. He noted it was a major improvement from the previous projector and people were very happy with it. Stenger mentioned that he would like to get pictures of the projector in a meeting setup for promotional purposes and would coordinate that with Nustad in the near future.

#### **Income and Expense**

##### ***2025 Income and Expense***

Nustad presented the 2025 income and expense and asked if there were any questions from the board.

R. Jacoby inquired about the significant increase in insurance costs, noting it appeared to have gone up from \$3,900 to \$5,900. Perry explained that insurance rates have increased dramatically across the board in the past year for both residential and commercial properties. Stenger added that the city had changed some insurance details, including deductibles that were no longer available, though he wasn't sure if those changes specifically affected the Event Center. Nustad offered to get more details from Clerk Treasurer Julie Lammers for the next meeting.

#### **Rental**

##### ***Free and Reduced Rental Form***

Stenger reported that Lammers had searched through past council meetings for references to free and reduced rental policies. He explained that they found very little documentation, but noted that the current metric system used for determining eligibility doesn't work effectively for some events.



The only clear guidance from previous council meetings was that the former council did not want to provide free or reduced rent for any organizations except the fire department, Lions, and Community Club. Perry added historical context, noting that there was significant pushback from the council even for those organizations, and they had to argue that their substantial donations to the Event Center justified their reduced rates.

The board agreed that the current metric system for determining eligibility is confusing. Nustad offered to research how other event centers handle free and reduced rentals. The board decided to revisit this issue at the next meeting after gathering more information.

Stenger also mentioned an issue with the rental form from the previous weekend, noting that the form contains a confusing line about contacting Spanky's Stone Hearth for bar services. The form wasn't filled out at all. It was mentioned that the Lions, Community Club, and fire department are consistently the most difficult to get completed forms from. The board agreed that the form needed clarification and emphasized the importance of all groups filling out the required paperwork.

### **Schedule of Events**

Nustad reported increasing rental activity with numerous bookings for birthday parties, an upcoming insurance company event, and another wedding. She mentioned that rentals are already being booked for 2026, including high school reunions and family reunions. Nustad noted she's been encouraging renters to pay the full amount upfront to streamline the process.

She also reported that information about graduation party rentals is in the newsletter and would remain there for the next month. She mentioned that she could create another Facebook post specifically targeting graduation parties.

### **Building Review**

#### **A. Kitchen**

##### **1. Window/Door Closure**

The board discussed the window/door closure issue that has been on the agenda for several months. Perry recalled that a company (believed to be Overhead Door Company) had visited to measure the area but encountered issues because it's a load-bearing wall with concrete on top. Nustad agreed to follow up with Lammers to determine the current status and whether this issue should be removed from future agendas if it's not feasible to address.

##### **2. Stove Top**

Stenger reported that the stove top project is on hold until after the solar panel installation, which is scheduled to begin on November 10th. Nustad added that the maintenance room is ready for installation, but they need to wait until after the next benefit to move the griddles and other large equipment to the bar area. She noted there's a wedding scheduled just two days before the installation begins, and they've been working to organize the space.

#### **B. Large Meeting Room**

##### **1. Tables (donation from Lion's)**

The board discussed the need to clarify exactly which tables need to be replaced through the Lions' donation. There appeared to be confusion about which specific tables were being referenced. The board identified heavy, non-folding rectangular tables with laminate tops as likely candidates for replacement. R. Jacoby offered to bring a specific request to the Lions once the board clarifies exactly what is needed. The preference was for folding tables that could be easily stored when not in use.



### **C. Committee: "To-Do" List**

The board discussed adding the cooler behind the bar to the to-do list. Stenger noted that during the Fireman's Banquet, the cooler froze up and had to be unplugged. The board debated whether to replace it with a more energy-efficient model or consider alternatives.

R. Jacoby suggested consulting with the bar service providers about their preferences, noting that some venues simply use ice rather than refrigerators. Perry expressed concerns about using ice, citing potential health code issues, messiness, and practical considerations for bartending. The board agreed to research costs for replacement options, with Stenger offering to look into cooler costs and Nustad agreeing to measure the space.

### **Members**

#### ***Lions Member***

The board noted that they were still waiting for the Lions to designate a representative for the Event Center Advisory Board. Nustad offered to email the Lions president to follow up.

#### ***Member Terms - Robert Jacoby***

Stenger informed Robert Jacoby that his term is ending at the end of the year and asked if he would like to continue for another three-year term. R. Jacoby stated he would provide his decision at the next meeting.

### **Digital Sign Upgrade**

Stenger reported that the company that maintains the digital sign outside had contacted Lammers about potentially upgrading the nine-year-old sign to a color version. Stenger noted there is approximately \$16,000 in an account for sign maintenance/replacement, funded by businesses that advertise on the sign.

The board discussed the sign's current performance, noting it has worked well with no issues. They agreed there was no need to upgrade at this time, preferring to wait until there are problems before considering a replacement. Stenger will inform Lammers of this decision as she prepares to renew advertising agreements with local businesses.

### **Meeting Date and Time**

The board discussed potentially changing the meeting date and time. Perry expressed a preference for daytime meetings rather than evening sessions if possible. The board noted that the current meeting date occurs nearly 3.5 weeks before the next city council meeting and considered moving it closer to the council meetings.

After discussion, the board decided to wait until they know who the new Lions representative will be and whether R. Jacoby will continue on the board before making any changes to the schedule.

Nustad brought up her earlier suggestion about waiving security fees for benefits for local residents. The board discussed the challenges of determining eligibility, such as how to handle requests from those who live just outside city limits or for fundraisers that aren't for specific individuals. They agreed to add this topic to the discussion of free and reduced rental policies at the next meeting.

The board also discussed confusion with the current rental form, noting issues with pricing structure, inconsistencies in the fees, and unclear language. Nustad suggested working with Lammers to redesign the form to make it more user-friendly, and the board agreed to review this at the next meeting as well.

### **Adjournment**

Motion by R. Jacoby, seconded by Perry, to adjourn the meeting at 6:23 PM. The motion passed unanimously.



Respectfully submitted,

Rachel Nustad, Deputy Clerk  
Event Center Coordinator  
(Assisted by ClerkMinutes)

**Council Recommendations**

None.

**Follow Up Actions**

- Nustad to find out why insurance went up so much.
- Nustad to contact surrounding towns with Event Centers to see what they do for Free and Reduced Rent events.
- Nustad to measure the space where the cooler currently is in the bar area so Stenger can research potential replacements.
- Nustad to check with Otter Tail Power about possible grants or rebates for replacing the cooler in the bar area.
- Nustad to talk with Lammers about the company that came to look at the window/door closure.
- Nustad to find out which tables need to be replaced and get that to R. Jacoby to present to the lions.
- Nustad to review current Event Center rental form with Lammers to see if it can be revised and more user friendly.



## Water Sewer Committee Meeting

The Vergas Water/Sewer Committee met at the Vergas Government Services Center on  
Wednesday, November 5, 2025, at 9:00 AM.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dwight Lundgren, Mayor	N/A	N/A	P	P	P	N/A					P	
Bruce Albright, Liaison											P	
Dean Haarstick, Liaison	N/A	N/A	P	P	P	N/A	N/A	N/A	N/A	N/A	P	
Julie Lammers, Clerk-Treasurer	N/A	N/A	P	P	P	N/A	N/A	N/A	N/A	N/A	P	
Mike DuFrane, Utilities Superintendent	N/A	N/A	P	P	P	N/A	N/A	N/A	N/A	N/A	P	

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

Also present: Engineer Blaine Green with Widseth.

### Call to Order

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

### Additions and Deletions

None.

### Minutes

Motion by Albright, seconded by Haarstick to approve the minutes from May 21, 2025. The motion passed unanimously.

### Ordinance Review

Lammers presented ordinances from Frazee, Detroit Lakes, and Audubon that were provided by the city attorney for reference. Albright acknowledged he had not thoroughly reviewed all the materials yet. Lammers explained that she brought copies of the 2010 ordinance, the proposed 2024 ordinance, and the changes that had been made by the water committee. She noted the differences between the documents needed to be analyzed. Discussion ensued regarding the timeline for ordinance adoption. Lammers explained that if there is no Planning Commission meeting in December, the ordinances would go to Planning Commission in January and to the Council in February. After a public hearing and two readings, the ordinances would become effective in April. Albright noted there was a lot of material to review, including ordinances from multiple cities and previous changes. He emphasized the importance of thoroughly examining differences between the ordinances and ensuring they are applicable to Vergas today. The committee discussed issues with water service charges at 123 Main St E. The situation involved his curb stop, which wasn't being used but was still being billed. The resident attended the October council meeting requesting that he not pay the past charges of approximately \$1,050 and that he not be required to pay the \$30.50 monthly service charge going forward. He also raised concerns about the city's water line running through his property without an easement. After extensive discussion about the implications of making exceptions and potential impacts on other property owners, the committee decided to table the ordinance review and make a recommendation at the December council meeting. Motion by Albright, seconded by Haarstick, to table the ordinance review and bring a recommendation to the December council meeting. The motion passed unanimously. Lammers agreed to inform the resident of 123 Main St E of this decision so he wouldn't unnecessarily attend the upcoming meeting.



### **Leaves in storm sewers**

DuFrane, Utilities Superintendent, raised concerns about residents blowing leaves into the streets rather than collecting them. He noted this was creating problems throughout the city, particularly on Pelican Avenue, Elm Street, and Third Street. The leaves were plugging up storm drains, causing issues with drainage when snow melts in the spring. DuFrane mentioned that while it's only certain individuals causing the problems, they likely don't realize the harm they're doing. The committee discussed how to address this issue, considering that the next newsletter wouldn't go out until December 1st, which might be too late. Albright offered to draft content for the newsletter regarding this issue. Albright explained that leaves in storm drains create water quality issues, as they can flush into waterways during rain events, potentially harming fish and wildlife. He shared an example from Fargo-Moorhead where a small rain event flushed debris from storm drains into the Red River, resulting in a massive fish kill.

### **Curb Stops**

DuFrane explained issues with curb stops at several locations:

1. 219 Frazee Ave and 235 Frazee Ave: These curb stops behind Skal's building had been repeatedly hit, likely by delivery trucks. Due to the shallow depth of the water main in that area, the curb stops stick up about 6-8 inches above ground level, making them vulnerable to damage. DuFrane reported that they had recently attempted to shut off water to one of the properties but were uncertain if the curb stop functioned correctly.
2. 430 Pelican Ave: This address was identified as the third problematic curb stop location.

The committee discussed options for addressing these issues. Property owners had reported seeing the curb stops hit at least four times. Potential solutions included putting cement pillars with yellow markers to protect the curb stops or digging deeper holes to lower the curb stops. Albright suggested sending letters to the property owners informing them of the non-functional curb stops and citing ordinance section 52.27, which states that the property owner is responsible for the curb stop and valve. Motion by Albright, seconded by Haarstick, to send notification letters to the property owners at 219 Frazee Ave, 235 Frazee Ave, and 430 Pelican Ave informing them of the non-functional curb stops and their responsibility to repair them. The motion passed unanimously.

### **Lead and Copper**

Engineer Blaine Green provided an update on the lead service line inventory. He reported that MBA (their contractor) had moved up their site visit date and completed about half of the remaining unknown service lines, leaving approximately 29-30 properties still needing verification. DuFrane expressed frustration that the inventory wasn't completed as promised, noting that when he accompanied the contractor previously, they had been able to verify 25 properties in just a couple of hours. Blaine explained the challenges in completing the inventory, including difficulty accessing properties and the strict requirements from the Minnesota Department of Health (MDH). He noted that out of all the properties inspected, only one galvanized line was found, with no lead lines identified.

The committee discussed options for completing the remaining inventory, including:

1. Having city staff complete the remaining checks.
2. Sending letters to remaining property owners.
3. Making phone calls to schedule appointments.



Lammers offered to have the Deputy Clerk call the remaining property owners, and Blaine agreed to send the survey materials to Lammers. Blaine also offered to update the GIS system with the results at no charge if city staff could complete the remaining inspections.

*Haarstick and DuFrane left the meeting on a rescue call.*

### **Projects**

Due to the absence of committee members who were called to a rescue operation, the discussion of projects was brief. Lammers noted she had received a quote for the installation of a new 4-inch base elbow bracket and riser on the main lift station for \$11,600, not including freight or the vac truck required for installation. However, without DuFrane present to provide details, the committee decided to move this item to the December meeting agenda.

### **2026 Budgets**

#### ***Sewer Budget***

Lammers reported that the sewer fund was currently \$51,000 in deficit, with approximately \$40,000 in revenue expected in the remaining two months of the year. The fund would likely end the year with a negative balance due to unexpected pump repairs. The committee noted \$49,000 had been spent on repairs when only \$3,000 had been budgeted.

#### ***Water Budget***

The water budget was in better condition, currently showing a \$12,000 positive balance. Lammers noted that the previous year had ended with a \$3,238 deficit, but this year was looking better. However, she expressed difficulty in preparing future budgets without knowing what projects would be needed and their associated costs.

Albright mentioned that DuFrane had previously discussed the need to replace lift station pumps that were 32 years old and being damaged by sanitary wipes. The committee also discussed the need for a fence around the water treatment plant, which was included in the budget with a potential \$10,000 grant.

After reviewing the financial situation, Albright suggested keeping water rates the same but increasing sewer rates to match water rates (\$31.50 base rate and \$4.50 per 1,000 gallons) to address the deficit and prepare for future infrastructure needs.

The committee agreed to revisit the budget discussion at the next meeting when more members would be present.

The committee agreed to schedule the next meeting for Tuesday, November 25, 2025, at 9:00 AM.

### **Adjournment**

The meeting was adjourned at 10:56 AM.



CITY OF VERGAS  
Park Board Advisory Board Minutes  
Vergas Event Center & Zoom Teleconference  
3:00 P.M. on Thursday, November 13<sup>th</sup>, 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	P	
Sherri Hanson, Member	P	P	A	N/A	P	N/A	A	P	N/A	P	P	
Chuck Hanson, Member	P	P	A	N/A	A	N/A	P	P	N/A	P	A	
Steph Hogan, Member	P	P	P	N/A	P	N/A	P	P	N/A	A	P	
Maggie Puetz, Member	A	P	P	N/A	A	N/A	A	A	N/A	A	A	
Tony Sailer, Member	P	P	P	N/A	P	N/A	P	P	N/A	P	P	
Rachel Nustad, Secretary of the board						N/A	P	P		P	P	
Mike DuFrane, Utilities Superintendent	P	P	P	N/A	P	N/A	P	A	N/A	P	P	

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

Also present: Citizen Tiffany Prindle.

### Call to Order

The City of Vergas Park Advisory Board was called to order by Sherri Hanson on Thursday, November 13<sup>th</sup>, 2025 at 3:00 PM.

### Additions or Deletions

Nustad noted that there was an error on the date of the minutes on the agenda. It should be October 9<sup>th</sup>, 2025 not August 28<sup>th</sup>, 2025.

### Minutes

Sailer pointed out a correction needed in the baseball committee section, where it stated 400 games had been played at the field, which should be changed to 40 games per year. Motion by Sailer, seconded by Haarstick to approve the minutes with the noted correction. The motion passed unanimously.

### Status of Recommendations to City Council

None.

### Budget

The board reviewed the 2025 Budget Comparison. Sailer questioned why repair and maintenance was \$5,000 over budget, showing \$8,265.05 spent when only \$3,000 was budgeted. Lammers provided the individual expenses that contributed to this total, including:

- \$300 for Recreational Repair, LLC.
- \$1,486.14 to Barefoot Lawns (for spring weed spraying in all parks).
- \$58.77 to Hansons Plumbing and Heating.
- \$1,475 to Minnesota Boardwalks, LLC.
- \$149 to Hansons Plumbing and Heating.
- Another \$1,486.14 for Barefoot Lawns (for fall weed spraying in all parks).



- \$600 (\$300 from 2024, \$300 from 2025) to remove/install docks at public beach.
- \$2,310 to Haugen Construction Inc. (for bathroom work)
- \$400 to Scott Ehlike

S. Hanson noted that the Community Club would be meeting in December regarding their donation to the baseball field, with an anticipated \$1,500 contribution.

Motion by Sailer, seconded by Hogan to approve the 2025 Budget Comparison. The motion passed unanimously.

### **Story Walk**

S. Hanson reported that the Arts Committee is moving forward with the Story Walk project scheduled for May 16<sup>th</sup> 2026. The project will feature yard signs displaying pages from the book "Little Loon Finds His Voice" by author Yvonne Pearson, who will be present for a book signing and the unveiling. Billy's Corner Bar has donated 50-75 hardcover books for families. The signs will be positioned to not interfere with mowing, and the plan is to potentially change out the book every year or two to keep the content fresh. JH Signs will be creating the signs, which are designed to be replaceable rather than permanent metal installations. The event will be part of the "Bring on Spring" event and will include a class for children on loon calls.

### **Pickleball**

The nets have been taken down for the season. The committee reported that the pickleball courts had a good year. The concrete work has been completed and paid for. The portable toilet was extended for two months, with one month paid by the Community Club and one month by the pickleball group. DuFrane noted there was a pile of dirt left at the courts and asked if he should check with Shannon Carpentier about plans to spread it out to eliminate the lip between the ground and the concrete.

### **Baseball Committee**

No updates.

### **New Park Property on Glenn Street**

The board members who visited the site expressed a preference for keeping the area natural rather than developing it extensively. S. Hanson shared a conversation she had with someone who had successfully used wildflowers on a steep bank, noting it took 2-3 years to establish and look intentional rather than weedy.

The board discussed concerns about aggressive weeds taking over the area. DuFrane expressed reservations about using chemical sprays, particularly given the proximity to water. He also noted challenges with mowing the steep incline, stating that the tractor isn't designed for such grades, and it poses safety concerns. Board members acknowledged the difficulty in pleasing everyone, as some residents want the area mowed while others prefer it natural.



### **City Worker Update**

DuFrane inquired about plans for the skating rink. He noted that last year's rink at the beach area saw less usage, possibly due to the mild winter. The board discussed alternative locations, with the little ball field near the event center suggested as a potential site that would avoid interference with the pickleball courts. DuFrane recalled the cost for boards would be approximately \$2,800. The board also discussed the need for a warming house if they were to establish a dedicated rink. DuFrane agreed to speak with contacts in Frazee about their warming house setup, including how they heat it, staff it, and what size it is. The board mentioned the possibility of fundraising or seeking community club support for the project, noting the lack of winter activities in town currently. DuFrane will report his findings to S. Hanson.

### **Other Business**

Nustad reported that Puetz's term on the board is ending at the end of the year and she will not be renewing. S. Hanson indicated she would be willing to continue serving unless someone else was interested. A potential new member, Tiffany Prindle, was in attendance and was encouraged to consider applying for the vacancy. Nustad will add information about the vacancy to the next newsletter after City Council has accepted Puetz's resignation officially.

### **Comprehensive Plan**

Board members were asked to review the comprehensive plan and provide any additional items for the 2025 column. Nustad requested that members email her with suggestions. The ice rink project and Story Walk were noted as items to be added to the 2025 plan.

### **Next Meeting Date/Time**

The board agreed to skip the December meeting. The next meeting will be held on January 8, 2026. The board also discussed potentially skipping February and March meetings as suggested by the council, since there is typically little activity during those months.

### **Adjournment**

Motion by Sailer, seconded by Hogan, to adjourn the meeting at 3:39 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 email Nustad with updates for the Comprehensive Plan.
- S. Hanson to check with Shannon Carpentier about the dirt pile at pickleball courts.
- DuFrane develop ideas/plan for mowing and maintenance of the New Park Property on Glenn Street.
- DuFrane talk with Frazee Utilities Superintendent about their ice rink set up.
- Nustad put Park Board member opening in next month's newsletter.



**City of Vergas Investments**

	<u>Account Number</u>	<u>12/31/24</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>10/31/25</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	260,495.85	87,584.00	124,359.77	1,066.25	224,786.33	0.75%	MMDA
2019 Street Debt								
Fund	325657	201,559.92	0.00	0.00	1,259.14	202,819.06	0.75%	MMDA
Parking Lot/Alley	325657	0.00	138,000.00	0.00	161.57	138,161.57	0.75%	MMDA
Liquor Store Fund	325657	135,000.00	0.00	0.00	852.65	135,852.65	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>225,584.00</u>	<u>124,359.77</u>	<u>4,795.67</u>	<u>1,171,045.65</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 10/31/2025</u>	<u>Amount Paid in 2025</u>
<b>Street Debt Service Fund</b>									
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
<b>Water Fund</b>									
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				<b>1,253,000.00</b>		1,165,000.00	88,000.00



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

	2024 Balance	Interest	2025 Interest	2025 Purchased	2025 sold	10/31/2025 Balance	
Uncommitted Funds	115,586.18	12.00%	183.07	84,084.00	115,659.77	84,193.48	12.00%
City Shop	8,132.17	1.24%	51.07	500.00	0.00	8,683.24	1.24%
Easements	5,258.92	0.75%	32.03	0.00	0.00	5,290.95	0.75%
Event Center	966.67	0.14%	5.52	0.00	0.00	972.19	0.14%
Event Center Electronic Sign	10,103.96	1.45%	61.56	0.00	0.00	10,165.52	1.45%
General	14,632.42	2.10%	104.38	0.00	0.00	14,736.80	2.10%
Park	35,849.15	5.14%	205.30	0.00	0.00	36,054.45	5.14%
Sand Seal (Seal Coating)	13,098.34	1.88%	79.79	0.00	0.00	13,178.13	1.88%
Sidewalk	15,037.80	1.13%	80.44	1,500.00	8,700.00	7,918.24	1.13%
Street Improvements/Equipment	41,830.28	6.00%	255.66	0.00	0.00	42,085.94	6.00%
Yard Waste	0.00	0.21%	7.43	1,500.00	0.00	1,507.43	0.21%
Liquor Store	135,000.00	19.36%	852.65	0.00	0.00	135,852.65	19.36%
2025 Parking Lot Alley Project	0.00	19.69%	161.57	138,000.00	0.00	138,161.57	19.69%
2019 Street Project	201,559.92	28.91%	1,259.14	0.00	0.00	202,819.06	28.91%
Balance	597,055.81	100.00%	\$3,339.61	\$225,584.00	\$124,359.77	701,619.65 ***	100.00%

446.64

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

Current Committed Total 224,786.37



**City Council**  
**2025 November Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170, password 56587**  
**6:30 PM on Tuesday, November 18, 2025**

**5. Street Closing Request**

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November 29, 2025, from 1 pm to 6 pm. Main Street from 1st Ave to Railway Ave.



**City Council**  
**2025 November Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170, password 56587**  
**6:30 PM on Tuesday, November 18, 2025**

**8. Committee Reports**

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1. Planning Commission
  - A. Conditional Use Permit
2. Personnel

**Files Attached**

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- 10.27.25 Planning Commission Minutes.pdf
- 10.27.25 MOLTZAN LETTER FOR PUBLIC HEARING.pdf
- 2025-001 Conditional Use Permit-Paul and Deb Sonnenberg.pdf
- 11.17.25 Personnel Committee Minutes.pdf



City of Vergas Planning Commission Public Hearing  
Monday, October 27, 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: None. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; and citizens Editor Bob Williams with Frazee-Vergas Forum, Deb Sonnenberg, Paul Sonnenberg, Marcia Huddleston, Mallory Huddleston, Melissa Moltzan, Ricky Moltzan, Ethan Bachmann, Julie Bruhn, Loren Menz and Garrett Boeowicz.

**Call to Order**

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

Conditional Use Permit request for 511 W Glenn Street. Paul Sonnenberg explained that he was applying for a conditional use permit to move his auto dealership license to Vergas. He acknowledged that the area is residential but emphasized that the business would remain inside their building. He stated that their office would be inside their new "shouse" in Vergas with no cars displayed outside, as it's for wholesale use only. They would need to follow Minnesota state rules for their dealer's license, which they have held for over 60 years.

Deb Sonnenberg clarified they wanted to move their business office from their Perham location to Vergas as they are approaching retirement. She explained that while dealer's license requirements state they need a place to display vehicles, they would not be carrying any inventory at the shed in Vergas. She confirmed they would need to display a small magnetic sign (approximately 18" x 22") on their building showing "Marlo Motors" and their phone number as required by the state.

When questioned about traffic, the Sonnenbergs confirmed there would be zero increase in traffic as their business dealings occur at other locations. P. Sonnenberg explained that when buying vehicles for other dealerships, he goes to their locations to transfer paperwork, with no customers or vehicles coming to their Vergas property.

Mallory Huddleston asked what would happen if the business was sold someday, specifically if future owners could display vehicles on the property. P. Sonnenberg confirmed that the conditional use permit would only apply to the original applicant and their dealer's license would end at that point.

Loren Menz expressed concern that approving this request might set a precedent for other commercial uses in the development. Lammers clarified that while anyone in the residential area can apply for a conditional use permit, each application would go through the same process independently, though she acknowledged it does make it more difficult to deny similar requests in the future.

Ohman read a letter from Erik and Ellie Moltzan expressing opposition to the proposed conditional use permit, citing concerns about changing the character of the residential area, potential impacts on property values, and disruption to the residential atmosphere. See attached letter from the Moltzans.

Ohman called three times for public comments. Hearing none, he closed the public hearing at 6:30 PM.



City of Vergas Planning Commission Minutes

Monday, October 27, 2025 at 6:30 pm

Government Services Building and Zoom

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, October 27, 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	P		
Bruce Albright, Liaison	P	P	P	P	P	P	N/A	P/P	P	P		
Shane Hasse, Member	P	P	A	P	P	P	N/A	A/P	P	P		
Rebecca Hasse, Member	P	P	P	P	A	P	N/A	P/P	P	P		
Jim Courneya, Member	P	P	P	P	P	P	N/A	A/P	P	P		
Julie Lammers, Clerk-Treasurer	P	P	P	P	P	P	N/A	P/P	P	P		
Mike Dufrane, Utilities Superintendent	P	P	P	P	P	P	N/A	A/P	A	P		

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

Also present: Citizens; Editor Bob Williams with Frazee-Vergas Forum and Marcia Huddleston.

### Call to Order

Chair Ohman called the planning Commission meeting to order at 6:30 PM.

### Agenda Additions or Deletions

Lammers requested the conditional use permit be added as item #6, with subsequent items renumbered accordingly.

Motion by Albright, seconded by Courneya, to approve the agenda with the addition of the conditional use permit. The motion passed unanimously.

### Minutes

Motion by Ohman, seconded by R. Hasse, to approve the minutes of September 22, 2025. The motion passed unanimously.

### Status or Council Recommendations

None.

### Conditional Use Permit

Ohman opened discussion on the conditional use permit application from Paul and Deb Sonnenberg.

Motion by Albright, seconded by Ohman, to recommend to City Council to approve the conditional use permit. The motion passed unanimously.

Albright discussed the city ordinances that should guide their decision, noting the purpose of zoning regulations is to ensure public health, safety, and general welfare, as well as to protect and maintain property values. He determined the application would be considered a commercial use since it involves financial gain.

Ohman reviewed the specific standards for home occupations in Section 151.21(C) of the ordinance, confirming with the Sonnenbergs that:

- The occupation would be carried on in the main building.
- Not more than 25% of the floor space would be used.



- No articles for sale would be displayed visibly from the street.
- There would be no change in outside appearance except for one small sign.
- No increased traffic would be generated.
- No retail sales activity would occur.
- No outside employees would be involved.
- No outside storage would occur.
- Business hours would be within 8:00 AM to 9:00 PM.
- Only one commercial vehicle would be parked on site.

Ohman proposed amending the motion to include these specific standards.

Motion by Ohman, seconded by Courneya, to amend the motion to include compliance with the specific standards outlined in Section 151.21(C). The amendment passed unanimously.

Motion by Ohman, seconded by Courneya, to recommend approval of the conditional use permit to the City Council with compliance with Section 151.21(C) required. The motion passed unanimously.

Ohman advised the applicants that the City Council would consider their application at their November 18, 2025 meeting, and reminded them they would need approval for any signage.

### **Construction Permits**

#### **A. Active Construction Permits**

None.

#### **B. Approved by Clerk-Treasurer Permit**

Lammers reported approving permits for:

1. 136 & 146 E Main St to replace roof.
2. 320 E Frazee Avenue to replace shingles.

#### **C. Approved by Otter Tail County**

None.

#### **D. Permits Needing Approval**

The commission reviewed a permit application for 123 W Mill St to remove hop buildings (21' x 36') and a wood building and shed, and to build a greenhouse (24' x 66').

Lammers explained that the corner of the proposed greenhouse would be 11 feet from the property line (exceeding the 10-foot minimum requirement) and 52 feet from the property line at the back of the building. She noted that Olson Oil owns the lot and has provided signed forms giving permission for the construction. The contractor was identified as Scott Orvik.

Motion by Albright, seconded by Courneya, to approve the permit for 123 W Mill St. The motion passed unanimously.



## **Old Business**

### **A. Nuisance Properties**

The commission discussed three nuisance property issues:

1. **Demolition Vehicles:** The commission reviewed advice from the city attorney regarding demolition/derby cars. After discussion, they decided to follow the attorney's recommendation to enforce the ordinance as written without special exceptions for demolition vehicles.

Motion by Albright, seconded by S. Hasse to adopt the attorney's recommendation to read the ordinance as is. The motion passed unanimously.

2. **350 S Pelican Avenue:** Lammers reported that the property has been under a court order since 2019 requiring abatement of hazardous and unsanitary conditions. The attorney recommended that city staff compile a specific list of items needing correction and set a deadline, after which the city would abate the issues at the owner's expense if not addressed.

Motion by Albright, seconded by R. Hasse, to require abatement of the nuisance problem (removal of garbage and either removal or repair of garage to city codes) by May 1, 2026, or the city will take appropriate action. The motion passed unanimously.

3. **Property behind the nursing home:** Lammers noted this property receives frequent complaints. The attorney recommended a similar approach as with 350 S Pelican Avenue, but the commission decided to address this in the spring.

Ohman requested that Lammers send him a nuisance letter regarding leaf bags at his property so he could experience the process from the citizen's perspective and potentially help improve communication.

Motion by Albright, seconded by Courneya, to send Ohman a nuisance letter regarding leaf bags at his property. Voting Yes: Albright, Courneya, R. Hasse, and S. Hasse. Voting No: None. Abstained: Ohman. The motion carried.

DuFrane, Utilities Superintendent, expressed frustration that while he and Lammers enforce ordinances, they sometimes feel unsupported when issues come before the commission. The commission acknowledged these concerns and discussed ways to improve the narrative around enforcement and better support staff.

### **B. City Ordinance Update**

Lammers mentioned that water source-related ordinances need review, but no specific updates were provided at this time.

## **New Business**

None.

## **Adjournment**

Motion by Albright, seconded by S. Hasse, to adjourn the meeting at 7:13 PM. The motion passed unanimously.

Recorded by Rachel Nustad (assisted by ClerkMinutes)

Secretary,

Julie Lammers, CMC

Vergas City Clerk-Treasurer



### **Council Recommendations**

To recommend approval of the conditional use permit for 511 W Glenn St to the City Council with compliance with Section 151.21(C) required.

### **Follow Up Actions**

- Paul and Deb Sonnenberg: Obtain sign permit from Lammers when installing the magnetic sign on their building at the Vergas location.
- Lammers: Prepare written agreement for property owner at 360 South Pelican Avenue outlining abatement requirements with May 1st, 2026 deadline, including consent for city to place expenses on property taxes if not completed.
- DuFrane and Lammers: Meet with property owner at 360 South Pelican Avenue to discuss and obtain signature on abatement agreement.
- Lammers: Have Deputy Clerk send nuisance letter to Ohman regarding leaves next to his garage
- Planning Commission: Consider purchasing 500 custom business cards with nuisance complaint submission information to distribute to Utility Employees.
- Lammers: Prepare list of specific ordinance violations and required actions for property on Frazee Avenue for discussion at May meeting.
- Planning Commission: Review comprehensive plan items from 2025 at next month's meeting.
- City Council: Final decision on Sonnenberg conditional use permit at November 18th meeting.



October 25, 2025

To the Vergas City Planning Commission,

We are writing to express our opposition to the proposed conditional use permit for the Auto Dealership Business Office and Indoor Showroom within the Glenn St. Development area.

The site in question sits in the very center of a newly developed/developing residential area and within approximately 100 yards of a lake. This placement dramatically alters both the intended character of the development and the views/privacy of surrounding residents. The original vision for this area was to create a cohesive, community-focused environment that blends naturally with the surrounding landscape and preserves the scenic quality near the lake. A commercial auto showroom, especially one in the heart of the neighborhood, conflicts with that vision and disrupts the residential atmosphere that families were envisioning when purchasing their lots and building their homes. If we had known about a commercial showroom prior to our purchase of our lot, we would not have purchased the lot we did. The change(s) would potentially lower the property value of our current space.

If this type of business were located on the outer edge of the development—closer to main roadways and away from residential homes—it could serve its commercial purpose without compromising the integrity and peacefulness of the development community. However, placing it at the very center puts an intrusive commercial operation directly in the view of nearly every resident, reducing both visual appeal, property value, and property enjoyment.

For these reasons, we respectfully urge the Vergas City Planning Commission to deny the conditional use permit for this unideal location.

Thank you for your time and attention to the concerns of residents who value the thoughtful planning and livability of our shared community.

Sincerely,  
Erik and Ellie Moltzan  
470 Glenn St.  
Vergas, MN 56587



\$400.00

No. 2025-001

Owner

Applicant Paul & Deb Sonnenberg

City of Vergas

General Contractor Paul & Deb Sonnenberg

## Conditional Use Permit

IN CONSIDERATION OF The statements and representations made by Paul & Deb Sonnenberg, Applicant, whose address is 511 W Glenn St, Vergas MN 56587 in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said a Paul & Deb Sonnenberg owners to described as follows: Auto Dealership in residential zone upon that tract of land described as follows :plat or addition 82000990302000 which tract is of the size and area specified in said application. The following specific standards for home occupations must be adhered to:

- The occupation would be carried on in the main building.
- Not more than 25% of the floor space would be used.
- No articles for sale would be displayed visibly from the street.
- There would be no change in outside appearance except for one small sign.
- No increased traffic would be generated.
- No retail sales activity would occur.
- No outside employees would be involved.
- No outside storage would occur.
- Business hours would be within the hours of 8 am and 9 pm.
- Only one commercial vehicle would be parked on site.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workers and employees, shall comply in all respects with the ordinances of the City of Vergas;

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 18<sup>th</sup> day of November 2025.

Attest:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

Permit Expires in one year

Receipt of Conditional Use Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.



**City of Vergas**

**Liquor Store, Municipal Buildings, License Committee Meeting**

The Liquor Store/Municipal Building/License Committee was called to order on Monday, October 26, 2025, at 8:30 am at 131 E Main St at the Government Services Center.

<b>2025</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Dwight Lundgren, Mayor Appointment	P/P	N/A	N/A	P/P	N/A	N/A	N/A					
James Stenger, Council Appointment	P/P	N/A	N/A	P/P	N/A	N/A	N/A	N/A	N/A	N/A	P	
Julie Bruhn, Mayor Appointment								N/A	N/A	N/A	P	
Julie Lammers, Clerk-Treasurer	P/P	N/A	N/A	P/P	N/A	N/A	N/A	N/A	N/A	N/A	P	
Mike Dufrane, Utilities Superintendent	N/A/P	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

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

**Call to order**

Lammers called the meeting to order at 11:00 AM.

**Additions and Deletions**

None

**Paid Family and Medical Leave (PFML)**

Reviewed current state law regarding PFML beginning January 1, 2025. Bruhn stated employers having less than 50 employees are exempt. Committee decided not to move forward with PFML.

**Personnel Policy**

Discussed advance resignation notice program to be added to personnel policy. The purpose is designed to improve efficiency and stability of the city's workforce by encouraging employees to give City advance notice of their intent to resign. The purpose of this program is to begin replacing an employee who is leaving he City as soon as possible after notice is received, reducing the time and position remains unfilled. Current policy states: Any employee wishing to leave municipal service in good standing shall file with the City Council at least 14 days before leaving, provided a written resignation stating the effective date of the resignation and the reason for leaving. Committee felt the advance resignation notice program was not needed at this time. Committee asked Lammers to check state law about requiring a 30-day notice.

**Employee Reviews**

Micheal DuFrane and Julie Lammers will have their annual job review on December 17, 2025, beginning at 10:00 am.

**Adjournment**

The meeting was adjourned at 11:35 AM.

Secretary,

Julie Lammers, CMC  
Vergas City Clerk-Treasurer

**Council Recommendations**

None.

**Follow Up Actions**

Lammers to review state law regarding 30-day notice.



**City Council**  
**2025 November Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170, password 56587**  
**6:30 PM on Tuesday, November 18, 2025**

**9. Staff Reports**

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

**Files Attached**

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- 11.25 Utilities Superintendent Report.pdf
- 11.25 Clerk\_Treasurer\_Report.pdf



Utilities Superintendent  
Council Report  
October 2025

1. Streets
  - a. Speed limit signs on W. Glenn posts installed, signs will be in place by 11.17.25.
  - b. Dead end signs
    1. Installed on Unit Avenue.
    2. Will be installed by 11.17.25 W. Lake Street
2. Wastewater
  - a. No discharge this month. The influent was .681 Mg.
3. Water
  - a. Water tower levels are set for winter mode.
  - b. .751mg have been treated in October 2025. 1.65 Gallons of fluoride, 51 gallons of polymer. 90 gallons of  $\text{KMnO}_4$  and 15.5 gallons of  $\text{Cl}_2$ .
4. Parks
  - a. Nothing to report on, all are closed currently.
5. Other
  - a. LMC, MMUA Safety Meeting 11-21-2025 in Fergus Falls  
Topic: Snowplow Safety/Cold Weather Emergencies



## **Clerk-Treasurer Council Report**

Date: November 2025

### **Grants**

#### **LRIP (Local Road Improvement Projects)**

Street Committee recommends applying for. Council approved applying for October 21, 2025. Funding for W Lake Street (same grant as 2023) Have received Resolution from Otter Tail County.

#### [Transportation Alternatives grant-letter of intent submitted](#)

#### [OSHA Safety Grant-Received](#)

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

#### [WCI Solar Grant-Received](#)

Total Grant Approved: \$75,384.00

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

Installation scheduled to begin November 17, 2025.

#### [MDH Implementation Grant-Submitted](#)

Wellhead Protection Plan is for a fence around the water plant

\$15,000 grant with no match

#### [LCA Implementation Grant-Received and completed](#)

Awarded Amount: \$21,500

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

Otter Tail Power will be doing another blower test to compare results on Nov. 25, 2025.

### **Current Projects**

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



**City Council**  
**2025 November Council Meeting**  
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**6:30 PM on Tuesday, November 18, 2025**

**11. Information & Announcements**

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Events:

- A. Small Town Christmas - November 29, 2025
- B. 2026 Board of Review, Wednesday, April 8, 2026, 1:00 pm Vergas Event Center Council Chambers