

City Council
2025 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, December 16, 2025

1. Call to Order

2. Citizens' Concerns

3. Agenda Additions and Deletions

4. Approval of Consent Agenda

- A. Council Minutes November 18, 2025
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for November 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. Committee Reports:
 - 1. EDA/HRA
 - 2. Energy and Resiliency Advisory Minutes
- I. 2026 Cigarette Licenses
 - a. Olson Oil
 - b. Lakes Community Co-op
- J. Employee 2026 Trainings
 - 1. MN Rural Water Conference – March 3-5, 2026 in St Cloud (Utilities Superintendent)
 - 2. MN Clerks and Finance Officers – March 24-27, 2026 in Brooklyn Center (Clerk-Treasurer)
 - 3. Clerks Advanced Academy- September 2026 (Clerk-Treasurer)
 - 4. LMC, Loss Control Workshop April 1, 2026 in Alexandria (Utilities Superintendent, Maintenance Operator, Clerk-Treasurer)
 - 5. Municipal Beverage Association (MMBA) April 18 - 21, 2206 Cragun's Resort (Liquor Store Manager)
 - 6. League of MN Cities Annual Conference June 24-26, 2026 in Rochester (Mayor, Council & Clerk-Treasurer)
 - 7. 16th Annual Operator Expo, (MN Rural Water) August 25, 2026 (Utilities Superintendent and Maintenance Operator)
 - 8. Minnesota Clerks and Finance Officers Region 1 Meetings, various dates, (Clerk-Treasurer)
- K. Resolution 2025-014 Deciding the Polling Place for the City of Vergas

5. City Center Parking Lot

- 1. Engineer Update
- 2. 1st Installment Payment

6. Committee Reports

- 1. Yard Waste
 - A. Closing of Yard Waste
 - B. Community Survey
- 2. Water and Sewer Committee
 - A. Mounting System
 - B. Setting and Televising Policy
 - C. 123 Main Street
 - 1. Easment
 - 2. Water and Sewer Charges
 - 3. Past fees
 - D. 2026 Fee Changes
 - 1. Reinstate fee
 - 2. Sewer Rates
 - a. base Rate
 - b. Usage rate
- 3. Event Center
 - A. Free and Reduced Rentals
 - B. Rental Checklist

7. Staff Reports

- A. Utilities Superintendent Report
 - 1. Winter Mainenance Agreement with Otter Tail County
- B. Clerk-Treasurer Report
- C. Liquor Store Manager Report

8. 2026 General Fund Budget

- A. 2026 Salary Structure
- B. 2026 Fee Schedule
- C. 2026 Final Budget

9. Information & Announcements

Meeting:

- A. 2026 Board of Review, Wednesday, April 8, 2026, 1:00 pm Vergas Event Center Council Chambers

10. Adjournment

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Files Attached

- City Council Minutes 11.18.25 (1).pdf
- 12.2025 Claims List For Approval.pdf
- 2025 City Bill Listing.pdf
- 12.2025 Liquor Store Bill Listing.pdf
- past_due_customers (3) (1).pdf
- 11.2025 Investment Schedule & Bond Schedule.pdf
- 11.2025 General Fund_Special Revenue Money Market Account Report.pdf
- 12.4.25 EDA.HRA Minutes (1).pdf
- 11.20.25 Energy and Resiliency Advisory Board Minutes.pdf
- Resolution 2025-014 Designating Polling Place.pdf

**CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, November 18, 2025**

The City Council of Vergas met at 6:30 pm, on Tuesday, November 18, 2025 at the Vergas Event Center and on a Zoom for a hybrid regular public hearing.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dwight Lundgren, Mayor	P/P	P	P/P	P	P	P	P ^{7/2}					
Julie Bruhn, Mayor								P	P/P	P	P	
Bruce Albright, Member	P/P	P	P/P	P	P	P	P/A/A	P	P/P	P	P	
Paul Pinke, Member	P/P	P	P/P	A	P	A	P/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	P	
James Stenger, Member	P/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	P	
Mike Dufrane, Utilities Superintendent	P/A	P	P/A	P	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	A	

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

Also present: Attorney Karen Skoyles, Engineer Blaine Green and Funding Specialist Ryan Zemek of Widseth, Editor Bob Williams of the Fraze-Vergas Forum; and Citizens, Marcia Huddleston, Paul Sonnenberg and Deb Sonnenberg.

Call to Order

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

Citizens' Concerns

None.

Agenda Additions and Deletions

Mayor Bruhn noted several additions to the agenda. Three items were added to the consent agenda: a change order for solar with no change in price, the 2026 liquor store license and Sunday license for Billys Corner Bar, and the energy and resiliency advisory board. Two committee reports were added under item 6: the Vergas CDH fire board and the liquor store committee. Additionally, two new numbered items were added: #7 - West Lake Street road improvement, and #8 - sales tax resolution.

Motion by Albright, seconded by Stenger, to approve the revised agenda. The motion passed unanimously.

Approval of Consent Agenda

Motion by Albright, seconded by Stenger, to approve the consent agenda with the noted additions. The motion passed unanimously.

Street Closing Request

Mayor Bruhn explained the street closure was for Small Town Christmas on November 29, 2025, from 1-6 PM, closing Main Street from First to Railway Avenue. She noted the city notifies the county of the closure, and signage will be placed at Linden to direct traffic, though Highway 17 will remain open.

Motion by Albright, seconded by Stenger, to approve the street closing request for Small Town Christmas. The motion passed unanimously.

Committee Reports

1. Planning Commission

Albright reported on the October 27th Planning Commission meeting regarding a conditional use permit for Paul and Deb Sonnenberg. A hearing was held, and after reviewing the requirements, the Commission determined the applicants had met all necessary conditions and recommended approval to the Council. Albright clarified that contrary to what he stated at the hearing, conditional use permits run with the land, not with the applicant. He verified this information with the League of Minnesota Cities. He also noted that the one-year expiration date on the permit template should be removed as conditional use permits do not expire. Albright added that should the permit conditions be violated, the Council would have the right to revoke the permit. The applicants were present at the meeting. Albright explained their request would allow them to conduct bookkeeping in Vergas rather than in Perham, requiring an auto dealer's license. The applicants had met with neighbors who had questions and with the developer to address concerns.

Motion by Albright, seconded by Stenger, to approve the conditional use permit with the stipulations noted on the sample, correcting the one-year expiration, and noting the right to revoke should conditions be violated. The motion passed unanimously.

2. Personnel

Lammers reported that the personnel committee met to discuss the new Minnesota family and medical leave requirement. The program covers all employees including council members, planning commission members, full-time and part-time staff. Lammers explained two options: 1) Going through DEED at a cost of \$0.88 per hundred dollars of payroll 2) Using ShelterPoint through the city's health insurance at a cost of \$0.59 per hundred dollars. The total cost would be \$1,795 annually. The state requires employers to pay at least 50% of the cost (\$897.57). The personnel committee recommended the city go with ShelterPoint and pay 50% of the cost.

Motion by Albright, seconded by Stenger, to adopt the personnel committee's recommendation regarding the Minnesota Medical Leave Act and going with the \$0.59 rate through the insurance carrier. The motion passed unanimously.

3. CDH Fire Board

Mayor Bruhn reported that the CDH Fire Board did not increase their budget, so there would be no impact on the city's budget. Lammers was appointed as the new treasurer for the fire board. The board scheduled their annual meeting for February 2nd and their audit meeting for January 26th. The board is discussing revamping their parking lot and requested quotes for the cost of the project.

4. Liquor Store Committee

Stenger reported that the liquor store committee met to discuss a request from Step Up Boutique for new signage. The committee recommended approval of interior signage on the wall inside the building, with the condition that the business remove other non-wall signage to reduce clutter and restore the walls if they ended their lease. The committee did not approve signage for the side of the door as it would detract from the liquor store business. Stenger noted that Step Up Boutique already has two signs on their business, more than other Main Street businesses. The committee was open to revisiting a modified proposal that included liquor store signage. Similarly, temporary window clings were not approved due to safety concerns and because they appeared to advertise only the boutique.

Motion by Albright, seconded by Stenger, to approve only the signs inside on the wall inside the building with the recommendation provided by the liquor store committee, with the other two sign proposals requiring further review. The motion passed unanimously.

The committee also addressed a request for holiday decorations. The committee recommended against allowing drilling into the brick of the municipal building. Instead, they suggested installing permanent hooks on the front pillars for decoration attachment points.

Motion by Albright, seconded by Pinke, to establish a policy prohibiting drilling in the wood, stucco, and brick of the liquor store building regarding Christmas decorations. The motion passed unanimously.

West Lake Street Road Improvement

Ryan Zemek from Wideth presented information about the Local Road Improvement Program (LRIP) application to the Minnesota Department of Transportation for West Lake Street. The city had applied in 2023 but wasn't funded. Based on feedback from MNDOT, the application was revised to better quantify the improvements and impact on Vergas residents. Albright identified two errors in the application: an incorrect construction year (listed as 2024) and an incorrect response about right-of-way acquisition. Zemek explained that including right-of-way acquisition in the grant application would create significant legal requirements, suggesting the city handle that separately. Lammers noted that the average daily traffic count of 100 vehicles seemed low, estimating it was closer to 250-300 vehicles per day, with higher counts in summer months. The road is used as a cutoff route to avoid going through Vergas. Albright mentioned that he had met with an application reviewer at a recent funding workshop. He requested time to review the application further before submission, as the deadline is December 12th. Zemek agreed to coordinate with Lammers to arrange a meeting with Albright to finalize the application.

Motion by Albright, seconded by Pinke, to approve the resolution to apply for the Local Road Improvement Program. The motion passed unanimously.

Sales Tax Resolution

Lammers presented a resolution for a 0.5% sales tax to fund the Long Lake Park master plan. The resolution would request permission from the state to bring the sales tax proposal to voters in the November election. If approved, collection could begin the following February. The resolution proposes a 0.5% tax on all retail sales for five years to raise \$1.2 million for park improvements. Lammers noted she would update the supporting document to change "playground upgrades, trail improvements, and picnic shelter" to "restroom facility and accessible features." Albright asked about the possibility of combining the sales tax revenue with grants, and Lammers confirmed that the tax would terminate once the specified projects were completed, even if that occurred before the five-year period ended.

Motion by Pinke, seconded by Albright, to approve the general sales tax resolution of 0.5 percent for Park improvements. The motion passed unanimously.

Staff Reports

A. Utilities Superintendent Report

DuFrane provided his written report in the council packet. There were no questions from the council.

B. Clerk-Treasurer Report

Lammers provided her written report and additional documentation. She requested permission to sell a sit-to-stand desk she no longer uses for \$150, as she now has two monitors on a stand. She would advertise it in the newsletter or on Facebook.

Motion by Albright, seconded by Pinke, to approve selling the sit-to-stand desk for \$150. The motion passed unanimously.

Lammers reported that the city received a security grant for panic buttons for employees and cameras inside the office, in back, and at the city shop over the water tower. This was a 50/50 matching grant up to \$10,000. The panic buttons will connect to the sheriff's department.

2026 General Fund Budget

Mayor Bruhn reminded council members that the final approval of the 2026 general fund budget would take place at the next meeting.

Information & Announcements

Mayor Bruhn announced that the 2026 Board of Review date had been set for April 8th at 1:00 PM. Lammers distributed performance review forms for the Utility Superintendent and herself to council members, asking them to return completed forms in sealed envelopes by December 1st. Mayor Bruhn noted that she and Stenger would use the input for evaluations.

Adjournment

Motion by Albright, seconded by Pinke, to adjourn the meeting. The motion passed unanimously. The business for which the meeting was called was completed and adjourned at 7:10 PM.

Recorded by

Deputy Clerk

Rachel Nustad (assisted by ClerkMinutes)

Julie Lammers, CMC

Vergas City Clerk-Treasurer

Date Range : 12/16/2025 To 12/16/2025

<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>
12/16/2025	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium Dec 2025 (\$4164.29) Jan 2026 (4164.29)	25730	\$8,328.58			
					100-41405-131-	Clerk	\$746.53
					601-49440-131-	Water Utilities - Administration and General	\$1,281.72
					602-49490-131-	Sewer Utilities - Administration and General	\$1,281.71
					100-43110-131-	Highways, Streets & Roadways	\$535.18
					100-45210-131-	Parks	\$535.18
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$3,948.26
12/16/2025	Colonial Life	2025 Employee Reimbursed Insurance	25731	\$232.82			
					100-41405-999-	Clerk	\$135.66
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$51.26
					100-43110-999-	Highways, Streets & Roadways	\$11.87
					100-45210-999-	Parks	\$11.87
					100-41405-999-	Clerk	\$22.16
12/16/2025	Core & Main LP	Water & Sewer, Curb stop Inv Y122056	25732	\$91.85			
					601-49440-530-	Water Utilities - Administration and General	\$91.85
12/16/2025	Dacotah Paper Company	Event, City Office, supplies (Inv 58331, 61329, 7428)	25733	\$176.97			
					100-45110-210-	EVENT CENTER	\$112.96
					100-41010-210-	GENERAL GOVERNMENT	\$64.01
12/16/2025	DVS Renewal	St, PK, Vehicle tabs	25734	\$63.75			
					100-43110-210-	Highways, Streets & Roadways	\$42.50
					100-45210-211-	Parks	\$21.25
12/16/2025	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	25735	\$75.00			
					601-49440-321-	Water Utilities - Administration and General	\$18.75

Date Range : 12/16/2025 To 12/16/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
12/16/2025	Elan Financial Services	GG, programs	25736	\$611.59			
					100-41010-210-	GENERAL GOVERNMENT	\$64.39
					100-41010-200-	GENERAL GOVERNMENT	\$193.46
					100-45110-211-	EVENT CENTER	\$98.36
					100-41010-210-	GENERAL GOVERNMENT	\$255.38
12/16/2025	Matthew Engebretson	St, Pk, reimbursed cell phone	25737	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
12/16/2025	Frazee-Vergas Forum	Gg, legal ads	25738	\$160.16			
					100-41010-350-	GENERAL GOVERNMENT	\$160.16
12/16/2025	Franklin Fence Company, Inc.	St, sakrete	25739	\$6.25			
					100-43110-210-	Highways, Streets & Roadways	\$6.25
12/16/2025	Gopher State One Call	Wtr, Swr, One Calls INV #5110812, 5090912	25740	\$16.20			
					602-49490-210-	Sewer Utilities - Administration and General	\$8.10
					601-49440-210-	Water Utilities - Administration and General	\$8.10
12/16/2025	Hansons Plumbing & Heating, Inc.	water, St, Yard Waste, supplies	25741	\$41.34			
					100-43128-210-	YARD WASTE	\$19.00
					601-49440-210-	Water Utilities - Administration and General	\$5.86
					100-43110-210-	Highways, Streets & Roadways	\$16.48
12/16/2025	MN DEPT OF HEALTH/DRINKING WATER	Wtr, 4th Quarter connection fee	25742	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00

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<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/16/2025	Marco Inc	Copier, contract Inv#566248134 Sept-Nov	25743	\$314.77			
					100-41010-200-	GENERAL GOVERNMENT	\$104.92
					601-49440-200-	Water Utilities - Administration and General	\$104.92
					602-49490-200-	Sewer Utilities - Administration and General	\$104.93
12/16/2025	Rachel Nustad	Gg, 5 pictures for web and Facebook	25744	\$75.00			
					100-41010-200-	GENERAL GOVERNMENT	\$75.00
12/16/2025	Olson Oil Co.	St & PK, operating supplies	25745	\$195.97			
					100-43110-210-	Highways, Streets & Roadways	\$191.19
					100-45210-210-	Parks	\$4.78
12/16/2025	Otter Tail Power	Park, ballfield electricity	25746	\$23.88			
					100-45210-380-	Parks	\$23.88
12/16/2025	OtterTail Power	Blower Test, Energy Savings	25747	\$300.00			
					100-41010-400-	GENERAL GOVERNMENT	\$300.00
12/16/2025	Otter Tail Power Company	All depts, utility	25748	\$1,635.72			
					602-49490-380-	Sewer Utilities - Administration and General	\$239.36
					100-43160-380-	Street Lighting	\$537.59
					100-45110-380-	EVENT CENTER	\$336.38
					100-45210-380-	Parks	\$83.60
					601-49440-380-	Water Utilities - Administration and General	\$314.80
					100-41010-380-	GENERAL GOVERNMENT	\$47.11
					100-43010-380-	City Shop	\$76.88
12/16/2025	Julie Lammers	Clerk, cell phone reimbursement and mileage to LMC meeting	25749	\$100.20			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00

Date Range : 12/16/2025 To 12/16/2025

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
					100-41405-331-	Clerk	\$25.20
12/16/2025	Productive Alternatives, Inc.	Event Center, 2025 Cleaning Inv#5765	25750	\$105.74			
					100-45110-300-	EVENT CENTER	\$105.74
12/16/2025	Ramstad, Skoyles & Bakken, PA	Attorney fees	25751	\$350.00			
					100-41010-304-	GENERAL GOVERNMENT	\$350.00
12/16/2025	Sign Solutions	St, signs	25752	\$411.44			
					100-43110-210-	Highways, Streets & Roadways	\$411.44
12/16/2025	Soland Rock & Gravel	Streers, Class -5	25753	\$580.00			
					100-43110-220-	Highways, Streets & Roadways	\$580.00
12/16/2025	Steve's Sanitation, Inc.	Event, Parks, garbage pickup	25754	\$464.88			
					100-45110-384-	EVENT CENTER	\$157.08
					100-45210-384-	Parks	\$307.80
12/16/2025	Kyle Theisen	LS, Cell Phone Reimbursement	25755	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
12/16/2025	Verizon	GG & Event, 2025 internet and cell phone	25756	\$78.45			
					100-45110-321-	EVENT CENTER	\$38.44
					100-41010-321-	GENERAL GOVERNMENT	\$40.01
12/16/2025	Vestis	Event, rugs and cleaning supplies Inv 2520696121	25757	\$134.51			
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$134.51
12/16/2025	Widseth	Engineering; Inv 241712	25758	\$951.75			
					100-43110-303-	Highways, Streets & Roadways	\$951.75
12/16/2025	Victor Lundeen Company	All Depts, receipt books	25759	\$146.44			
					100-43110-200-	Highways, Streets & Roadways	\$36.61

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<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-45210-200-	Parks	\$36.61
					601-49440-200-	Water Utilities - Administration and General	\$36.61
					602-49490-200-	Sewer Utilities - Administration and General	\$36.61
Total For Selected Claims				\$16,133.26			\$16,133.26

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 Nov. 20, 2025 to Dec. 11, 2025

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Aaron Sletter	Event Center, deposit refund	182.37
City of Vergas	Water and Sewer	129.27
City of Vergas	Payroll	5,458.93
DVS	Street, Vehicle tabs	21.25
Internal Revenue Services	Withholding Tax	3,814.94
Lake Region Electric	Sign, electricity	59.14
MN Dept. of Revenue	Sales Tax	221.00
MN Dept. Revenue	Withholding Tax	632.03
Public Employees Retirement Assoc.	Payroll	2,216.54
Total for bills paid between Council Meetings		<u><u>\$12,735.47</u></u>

City of Vergas Liquor Store Checks Paid in November 2025

Vendor	Description	Total
Absolute Ice		\$61.25
Artisan Beer Company		\$199.05
Arvig Communication	Security System	\$120.65
Bergseth Bros		10,006.74
Beverage Wholesalers		2,769.25
Bloom Bar	Christmas Garland	161.07
BlueCross Blue Shield of MN	Employee Insurance	1,976.13
Breakthru Beverage MN Wine and Spirits		1,735.36
City of Vergas	Utility	66.22
City of Vergas	Payroll	6,167.05
Colonial Life	Employee Reimbursed Ins	51.26
Corporate Technologies, LLC	Technology	57.60
D-S Beverage		6,004.98
Elan Financial Services	Silverware, bags	231.19
Forest Edge Gallery	Front, planters	1,210.00 *
Fricke Consultin Sale	POS service fee	165.00
Great Plains Natural Gas	Utility	38.21
Internal Revenue Service	2025 Withholding Tax	1,851.90
Johnson Brothers Liquor Co		4,683.17
Menards	Christmas Decorations	94.15
Merchant Services	Credit Card Fees	1,341.53
MN Life Ins Company	Employee, Life Ins	36.00
MN Dept. of Revenue	Sales Tax	6,736.00
MN Dept. Revenue	2025 Withholding Tax	263.75
Otter Tail Power Company	Utility	291.21
Paustis Wine Company		516.00
Phillips Wine & Spirits		1,299.10
Public Employees Retirement Assoc.	Payroll	\$1,141.24
Refine Homes	Front Entrance snow break	\$281.01 *
Southern Wine & Spirits of MN		3,178.54
Theisen, Kyle	Cell Phone	\$25.00
Vergas Hardware	Supplies	\$11.99
Vergas State Bank	HSA Contributions	\$461.00
Vestis	Rugs	\$124.35
Viking Coca-Cola		347.00
Zitzow Electric	Energy Savings	\$331.54 *
	Total	<u>54,035.49</u>
	November Receipts	<u>64,097.42</u>
November Balance		<u>\$10,061.93</u>
	January - October Operating Income (Loss)	(\$26,017.34)
	Transfer to General Fund	\$0.00
2025 Total Operating Income (Loss)		(\$15,955.41)
(\$58625.45 transferred from Investment)	Building Front Project	<u>58625.45</u>
(Dec. 14, 2025)	2025 Income/Loss	<u>\$42,670.04</u>

City of Vergas
Past Due Customers

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

Route	Sort	Account #	Customer Name	Status	Parcel #	Service Address	Aged Days	Past Due Amt.	Total Balance	Deposit Balance	Last Pymt. Date	Last Pymt. Amount	Meter #	Meter Type	Pay Plan
2	0	230	Weldon, Ben & Nicole	Active	82-000-50-0015-000	125 N 3rd Ave	99	49.80	585.51	0.00	12/05/2025	150.00	88805354	WATER	Yes
2	0	570	Licence, Tony	Active	82000990127000	350 S Pelican Ave	99	79.48	353.23	0.00	09/18/2025	67.00	92089898	WATER	No
2	0	621	Woods, Cassandra	Active	82000990123000	304 S Pelican Ave	99	79.82	367.11	0.00	11/24/2025	100.00	87137796	WATER	No
2	0	7701	Estate, BJ's Real	Active	82000990046000	130 E Elm St	128	183.71	542.99	0.00	07/17/2025	653.21	88917785	WATER	Yes
Total							Count: 4	392.81	1,848.84						

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/24</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>11/30/25</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	260,495.85	87,584.00	124,359.77	1,204.97	224,925.05	0.75%	MMDA
2019 Street Debt Fund	325657	201,559.92	0.00	0.00	1,384.10	202,944.02	0.75%	MMDA
Parking Lot/Alley	325657	0.00	138,000.00	0.00	246.71	138,246.71	0.75%	MMDA
Liquor Store Fund	325657	135,000.00	0.00	0.00	936.38	135,936.38	0.75%	MMDA
Sewer Reserve	19753	27,975.18	0.00	0.00	488.22	28,463.40	3.50%	12/27/2026
Sewer and Water Debt Service	19759	38,473.23	0.00	0.00	967.84	39,441.07	2.50%	7/17/2026
Liquor Fund	20338	152,802.03	0.00	0.00	0.00	152,802.03	2.50%	12/14/2025
Totals		816,306.21	225,584.00	124,359.77	5,228.22	1,171,478.20		

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 11/30/2025</u>	<u>Amount Paid in 2025</u>
Street Debt Service Fund									
General Obligation Improvement Refunding Bonds, Series 2015A	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	90,000.00	2,000.75	61,000.00	29,000.00
General Obligation Improvement Refunding Bonds, Series 2019A (412)	6/11/2019	\$985,000.00	3.26%	First National Bank of Omaha	2/1/40	825,000.00	25,046.26	785,000.00	40,000.00
Taxable Lease, 2023	10/24/2023	\$230,000.00	5.90%	Vergas State Bank	2/1/39	230,000.00	14,068.00	224,000.00	6,000.00
Parking Lot, 2025	9/10/2025	\$147,000.00	5.20%	Vergas State Bank	2/1/36	147,000.00	0.00	147,000.00	0.00
Water Fund									
General Obligation Water Revenue Note, Series 2022A	2/1/2022	\$132,000.00	3.25%	Vergas State Bank	2/1/32	108,000.00	2,030.00	95,000.00	13,000.00
Total		\$1,793,000.00				1,400,000.00		1,312,000.00	88,000.00

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

			2025	2025		11/30/2025	
	2024 Balance	Interest	Interest	Purchased	2025 sold	Balance	
Uncommitted Funds	115,586.18	12.00%	234.97	84,084.00	115,659.77	84,245.38	12.00%
City Shop	8,132.17	1.24%	56.42	500.00	0.00	8,688.59	1.24%
Easements	5,258.92	0.75%	35.29	0.00	0.00	5,294.21	0.75%
Event Center	966.67	0.14%	6.12	0.00	0.00	972.79	0.14%
Event Center Electronic Sign	10,103.96	1.45%	67.83	0.00	0.00	10,171.79	1.45%
General	14,632.42	2.10%	113.59	0.00	0.00	14,746.01	2.10%
Park	35,849.15	5.14%	227.52	0.00	0.00	36,076.67	5.14%
Sand Seal (Seal Coating)	13,098.34	1.88%	87.91	0.00	0.00	13,186.25	1.88%
Sidewalk	15,037.80	1.13%	85.32	1,500.00	8,700.00	7,923.12	1.13%
Street Improvements/Equipment	41,830.28	6.00%	281.60	0.00	0.00	42,111.88	6.00%
Yard Waste	0.00	0.21%	8.36	1,500.00	0.00	1,508.36	0.21%
Liquor Store	135,000.00	19.36%	936.38	0.00	0.00	135,936.38	19.36%
2025 Parking Lot Alley Project	0.00	19.69%	246.71	138,000.00	0.00	138,246.71	19.69%
2019 Street Project	201,559.92	28.91%	1,384.10	0.00	0.00	202,944.02	28.91%
Balance	597,055.81	100.00%	\$3,772.12	\$225,584.00	\$124,359.77	702,052.16 ***	100.00%

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

Current Committed Total 224,925.05

**Vergas EDA/HRA
Government Services Center & Zoom
2:00 PM on Wednesday, December 4th, 2025**

EDA/HRA Mission: Retain and promote business in our community, adding housing so that we prosper and increase our tax base, keeping Vergas a vital community.

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, December 4th, 2025, at 2:00 pm in a hybrid meeting at the Vergas Government Services building and on Zoom.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
DuWayne Ditterich, President	N/A	P/P	P	P	P	P	P	P	P	P	A	A
Bruce Albright, President/Council Liaison	N/A	P/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	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	P
Vanessa Perry, Member	N/A						P	P	A	A	P	P
Julie Lammers, City Clerk-Treasurer	N/A	P/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 Citizen James Stenger.

Call to Order

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

Agenda Additions and Deletions

Lammers suggested adding the CEDA contract under the CEDA section.

Motion by Sonnenberg, seconded by Summers, to approve the agenda with the addition made by Lammers. The motion passed unanimously.

Status of Recommendations to City Council

None.

Minutes

Motion by Summers, seconded by Sonnenberg, to approve the minutes from November 5th, 2025. The motion passed unanimously.

Financial Update

2025 Income and Expenses

Lammers reported that there had been no changes since the previous month's report except for making the third payment to CEDA. Lammers also mentioned that additional funds for the Veterans Memorial would be coming out of and going into the account, resulting in a wash for the final year-end report.

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

CEDA Representative Jordan Grossman

CEDA Contract

The board discussed the 2026 CEDA contract for continued services focusing on childcare and economic development. The annual contract amount is \$16,400, to be billed quarterly. The city will pay \$5,000 of this

amount, while the EDA will need to pay \$11,400. Albright expressed that CEDA's professional services and expertise are valuable, particularly for pursuing childcare initiatives in Vergas. Perry noted that communities working with organizations like CEDA tend to receive more grants and funding, and mentioned that the amount of grants already received exceeds the contracted amount.

Motion by Albright, seconded by Perry, to enter into the 2026 CEDA contract. The motion passed unanimously.

Vergas EDA Community Rehab Grant

Grossman presented a grant application from Keystone Storage and Rentals requesting the maximum grant amount of \$5,000 and provided the budget breakdown and requested quotes. Grossman recommended approval of the grant application.

Motion by Summers, seconded by Sonnenberg, to approve the Keystone Storage and Rentals grant application. Voting yes: Sonnenberg, Albright and Summers. Abstained: Perry. The motion passed unanimously.

Child Care

The board entered into closed session at 2:12 PM to discuss a potential land contract for a daycare facility.

The meeting was reopened at 2:27 PM.

Motion by Summers, seconded by Sonnenberg, to move forward with the terms as discussed during the closed session. The motion passed unanimously.

Albright noted that a state grant opportunity would likely open in February. The board discussed applying for the grant and the need for a January meeting to prepare for this.

Motion by Perry, seconded by Sonnenberg, to apply for the DEED Economic Growth Childcare Grant. The motion passed unanimously.

Albright suggested forming a subcommittee to work with Lammers on the daycare facility project, including budget development, fundraising goals, and facility requirements like ADA compliance. Perry suggested waiting until the January meeting to form this committee when new members Kevin Zitzow and Jennifer Carlson would be present. Grossman also mentioned that part of the finance grant awarded includes forming a task force of local champions to address the daycare shortage in town. Albright proposed that one of the first actions should be arranging visits to similar facilities in Perham and Otter Tail to learn from their experiences.

Next Meeting Date and Time

The board discussed changing their meeting schedule as Ditterich and Summers would no longer be serving, and new members Kevin Zitzow and Jennifer Carlson would be joining. Since Zitzow cannot meet during daytime hours, the board agreed to move January meeting to 5:30 PM on January 7, 2026, if needed. The official annual meeting schedule would be set at the January meeting.

Adjournment

Before adjourning, Bruce Albright thanked Joy for her expertise, service, and valued contributions to the committee.

Jordan Grossman provided information about the Promise Act grant program through West Central Initiative, which offers funding for businesses for payroll, capital, and building improvements. Information has been posted on the City's Facebook page and the EDA/HRA page.

Motion by Summers, seconded by Sonnenberg, to adjourn the meeting at 2:35 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

- Develop the purchase agreement for the land for the potential daycare facility, per the terms discussed in closed session.
- EDA (or designated subcommittee): Apply for the DEED Child Care Economic Development Grant when it opens (likely in February).
- EDA: Form a subcommittee (to be determined at January meeting) to work with CEDA on the potential daycare facility, including developing a budget, exploring fundraising, and reporting back to the full EDA.
- EDA: Schedule and hold the next regular meeting on January 7th at 5:30 PM, pending need (especially regarding grant applications and daycare project updates).
- Lammers: Serve as a resource to connect local businesses with West Central Initiative contacts regarding the Promise Act grant program and other available business grants.

Energy and Resiliency Advisory Board City of Vergas

The Energy and Resiliency Advisory Board met on Thursday, November 20, 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	P	
Alex Ohman	P	P	P	A	
Bruce Albright	A	p	P	P	
Cal Miller		p	P	P	
Jeff Laney		p			
Kara Trupka	A	A	A	A	
Virginia Satrom	A	A	A	A	
Luca Moser	A	A	A	A	
Guest: Dan Osbow			P		
				P	

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

1. No additions or deletions to the agenda.
2. Minutes from October 23, 2025 meeting were approved as written.
3. Alex Ohman was following up on new member. Remains pending.
4. Julie Bruhn provided an update on the energy grant. Due to change order with Holsen Solar; the solar installation was delayed. This was related to change in the inverters to meet OTPC system design. Anticipate installation starting November 25, 2025. Meeting held earlier today with WCI, RSDP and CERTS to discuss next steps with city energy & resiliency plan and action plan and reviewed green step best practices that Vergas could focus on.
5. Griffin Peck, WCI, was present at the meeting and provided a summary of draft City Energy & Resiliency plan, proposed actions, and green step best practices to work on consistent with the plan. There was consensus to focus on the areas of Energy, Green Space, Water, and climate related emergency management.
6. Discussed date to hold a city Energy/Environmental fair. Proposed March 21, 2026. Anticipate City Energy & Resiliency plan would be completed to share. Anticipate review by the Advisory Board in February and review by City Council in March.
7. Next meeting will be January 15, 2026.

Advisory Board Action: Continue review and completion of Green Step Best practice actions.

- 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

No Recommendations for action for City Council

Recorder
Julie Bruhn

CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
RESOLUTION 2025-014

RESOLUTION DESIGNATING THE POLLING PLACE FOR THE CITY OF VERGAS

WHEREAS, The City Council of the City of Vergas has discussed the designation of the polling place for the City of Vergas;

WHEREAS, The City Council of the City of Vergas designates the Vergas Event Center, 140 W Linden St in said city, as the polling place for the elections;

WHEREAS, The City Council of the City of Vergas agrees that the polling place is:

- Fully accessible
- Large enough to accommodate the election activities
- Free of other non-election activities
- Smoke free
- Liquor free; and
- Located within the precinct.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Vergas is designating the Vergas Event Center, 140 W Linden St, Vergas MN as the polling place for the 2026 elections.

Adopted this 16th day of December 2025 by the City Council of the City of Vergas.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk/Treasurer

City Council
2025 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, December 16, 2025

5. City Center Parking Lot

1. Engineer Update
2. 1st Installment Payment

City Council
2025 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, December 16, 2025

6. Committee Reports

1. Yard Waste
 - A. Closing of Yard Waste
 - B. Community Survey
2. Water and Sewer Committee
 - A. Mounting System
 - B. Setting and Televising Policy
 - C. 123 Main Street
 1. Easment
 2. Water and Sewer Charges
 3. Past fees
 - D. 2026 Fee Changes
 1. Reinstate fee
 2. Sewer Rates
 - a. base Rate
 - b. Usage rate
3. Event Center
 - A. Free and Reduced Rentals
 - B. Rental Checklist

Files Attached

- 12.4.25 Yard Waste Meeting (1).pdf
- Proposed Yard Waste Survey 2025 (1).pdf
- 11.25.25 Water and Sewer Minutes (1).pdf
- Sewer Line Jetting and Televising Policy.pdf
- 12.10.25 Event Center Minutes.pdf
- Proposed Event Center Rental Checklist (1).pdf
- 2026 Proposed Water Budget.pdf
- 2026 Proposed Sewer Budget .pdf

Street/Sidewalks/Yard Waste Committee Meeting Minutes
Emergency Yard Waste Meeting
Government Services Center
December 4th, 2025 at 3:00 PM.

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

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

An Emergency Yard Waste meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Thursday, December 4th, 2025 at 3:00 PM at the Vergas Government Services Center and Zoom. Also present; citizen James Stenger.

Lammers called the meeting to order at 2:55 PM.

Agenda Additions or Deletions

None

Yard Waste

Fire Dec. 3

DuFrane provided details about the recent fire at the yard waste site. He explained that staff attempted to burn the yard waste on Monday and Tuesday but couldn't get the fire started. However, at approximately 8:45 PM on Tuesday, a fire call went out. The Vergas Fire Department responded and called in mutual aid from surrounding departments to help extinguish the fire. Over 150,000 gallons of water were used, including water from the tower and from the lake using pumper trucks. After the initial response at 8:45 PM Tuesday, the fire rekindled and Vergas was called out again at approximately 2:44 AM on Thursday, December 4. Mike noted that he was embarrassed by the situation and that he had not called the sheriff's department or DNR to inform them they were attempting to start a burn as he normally would, since they were unsuccessful in lighting the fire. Lammers reported that the estimated cost of the fire could be approximately \$2,000 for fire calls, plus other costs including damage to an Otter Tail County recycling dumpster valued at \$3,400, staff time, sand for the roads due to water, and approximately 40,000 gallons of water from the city tower.

Yard Waste Rules & Regulations

The committee discussed the current operation of the yard waste site. Lammers reported that the city had issued 291 permits this year. DuFrane expressed concern about the volume of material being brought to the site, noting that it has grown significantly over time, with many users coming from outside Vergas. He also expressed concern that some contractors were obtaining permits and bringing large quantities of material to the site despite the rules prohibiting commercial use. Committee members discussed the current rules, with DuFrane and Albright both mentioning that the site was originally intended primarily for Vergas residents. Albright mentioned other communities like Perham restrict their yard waste sites to residents only. The committee also discussed potential regulatory issues, with DuFrane mentioning that after reviewing ordinances, he believes the city may need permits from the MPCA for operating the site, which they currently don't have.

Solutions to yard waste violations

The committee discussed several potential solutions to address the yard waste site issues:

1. Contact the county to see if they would be willing to take over operation of the yard waste site.
2. Close the site temporarily until a permanent solution can be determined.
3. Close the site permanently.
4. Limit access to Vergas residents only.
5. Restrict the site to only grass clippings and leaves (no brush).
6. Have fire personnel present whenever burning occurs at the site.

After discussion, the committee reached consensus that the yard waste site should be temporarily closed effective immediately. A sign would be posted at the site, and the closure would be announced on social media. The city would not sell 2025 permits while the closure is in effect. The committee also agreed that Lammers should contact Otter Tail County to inquire about the possibility of the county taking over management of the yard waste site. DuFrane would develop survey questions for residents to gather input on possible long-term solutions.

Motion by Albright, seconded by Pinke to recommend to the City Council that the yard waste site be closed immediately as of the next council meeting date. The motion passed unanimously.

Adjournment

Motion by Albright, seconded by Pinke, to adjourn the meeting at 3:50 PM. The motion passed unanimously.

Council Recommendations

- Recommend to the City Council that the yard waste site be closed immediately until further notice.
- Recommend to City Council the approval of community survey.

Follow Up Actions

- DuFrane: Call about the dumpster damage costs after the committee decides on recommendations.
- Lammers: Research MPCA permit requirements and regulations for the yard waste site.
- Lammers: Create survey questions about yard waste site options for residents with help from the Deputy Clerk.
- DuFrane: Put up a "Yard waste closed" sign at the disposal site. 12/4/25.
- Lammers: Post on Facebook that the yard waste site is temporarily closed due to the fire. 12/8/25
- Lammers: Stop selling yard waste permits for 2025. 12/4/25
- Committee: Contact the county to see if they would be willing to take over the yard waste site.
- Committee: Put yard waste discussion on the next Council meeting agenda.

Community Input Needed: Yard Waste Site Fires & Rule Compliance

Recently, multiple fires have started at the Vergas yard waste site. In addition, we've noticed an increase in materials being dropped off that do not follow the site rules—such as trees or branches longer than 4 feet and over 6 inches in diameter and leaves left in bags. These issues create safety hazards and make it harder to manage the site effectively.

We want to hear from you! Your feedback will help us understand community concerns and explore solutions to prevent fires and improve compliance. Please take a few minutes to share your thoughts in this survey.

Residency

- What is your residency status in relation to Vergas?
 - ☐ Year-round resident
 - ☐ Seasonal Resident
 - ☐ Non-resident

Usage

- *How often do you use the Yard Waste Site?*
 - ☐ Weekly
 - ☐ Monthly
 - ☐ A few times per year
 - ☐ Never
- *What do you use the yard waste site for?*
 - ☐ Grass clippings
 - ☐ Cleaning out your garden
 - ☐ Branches

Importance

- *How important is having a Yard Waste Site to you and your household?*
 - ☐ Very important
 - ☐ Somewhat important
 - ☐ Not important

Safety Concerns

- *Do you have concerns about fire risk or safety at the current site?*
 - ☐ Yes
 - ☐ No
 - ☐ Unsure

Future Options

- *Which option do you prefer for the future of the Yard Waste Site?*
 - ☐ Reopen the current site with added safety measures
 - ☐ Close the site permanently
 - ☐ Added restrictions
 - ☐ Other (please specify)

Safety Measures

- *If the site remains open, which safety measures do you think are most important?*
(Select all that apply)
 - ☐ Regular monitoring
 - ☐ Fire prevention barriers
 - ☐ Restricted hours
 - ☐ Security cameras
 - ☐ Other (please specify)

Open Feedback

- *Do you have any suggestions or concerns about the Yard Waste Site?*
(Open text box)

Water Sewer Committee Meeting

The Vergas Water/Sewer Committee met at the Vergas Government Services Center on Wednesday, November 25, 2025, at 9:00 AM.

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

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						
Bruce Albright, Liaison											P	P
Dean Haarstick, Liaison	N/A	N/A	P	P	P	N/A	N/A	N/A	N/A	N/A	P	P
Julie Lammers, Clerk-Treasurer	N/A	N/A	P	P	P	N/A	N/A	N/A	N/A	N/A	P	P
Mike DuFrane, Utilities Superintendent	N/A	N/A	P	P	P	N/A	N/A	N/A	N/A	N/A	P	P

Also present: Engineer Blaine Green with Widseth.

Call to order

Lammers called the meeting to order at 9:15 AM.

Additions and Deletions

None.

Minutes

Albright noted a correction needed on page 1 of the November 5, 2025 minutes. The minutes incorrectly stated that the committee discussed issues with water service charges at 123 Main Street involving a curb stop "which wasn't being used but was still being billed" when it should have stated "and was not being billed."

Motion by Albright, seconded by Haarstick, to approve the minutes with the noted correction. The motion passed unanimously.

Ordinance Review

The committee discussed the city ordinances regarding water service responsibility, particularly focusing on the property at 123 Main Street. Lammers noted she had provided additional ordinance information but had not found documentation of when the city changed the policy regarding responsibility for service lines. She recalled this change happened during a freeze-up year when multiple cities experienced problems. The committee discussed the timeline of ordinance changes, with Lammers noting that in 2013, ordinances 83 and 84 were amended, but the changes regarding water line responsibility must have occurred sometime after. The members recalled it was related to a particularly cold winter when many cities experienced frozen water lines. Albright noted that current ordinance 78 clearly states that from the curb stop to the house is the owner's responsibility, and from the curb stop to the street is the city's responsibility. Lammers confirmed this was still the language in the 2013 ordinance as well. The committee also discussed requirements for sealing unused wells in the city. Lammers reported that the city had received a grant to seal wells, with 8 of 10 identified wells being sealed. Two wells inside homes were not sealed due to the high cost. She mentioned that three more property owners would like their wells sealed, and the city may apply for another grant after completing the water plant fence project.

Regarding the property at 123 Main Street, the committee discussed billing issues for an unused curb stop. Albright recommended that the property owner should be billed going forward but not be charged retroactively for past service since the curb stop location was unknown. He also noted the property owner does not require a new easement as any existing easements would have been conveyed with the property.

Motion by Albright, seconded by Haarstick, to recommend to the City Council to forgive the last 3 years of charges for the property at 123 Main Street, charge going forward from August 2025, raise the reconnection fee to \$40, and not require an easement. The motion passed unanimously.

Sewer Line Jetting and Televising Policy

Lammers and DuFrane presented a draft policy regarding sewer line jetting and televising as requested at the previous meeting. DuFrane discussed the benefits of televising sewer lines, noting that it has helped identify problems that weren't previously known. He shared examples of issues found through televising, including root intrusion at properties on Glenn Street. The committee discussed whether property owners should be informed of potential issues discovered during televising. While informing residents could be helpful, there were concerns about creating expectations that the city would address problems on private property.

Motion by Albright, seconded by Haarstick, to recommend adoption of the Sewer Line Jetting and Televising Policy to the City Council. The motion passed unanimously.

Lead and Copper

Lammers reported that 24 properties still need to be inspected for lead and copper compliance. She noted that approximately 6 would likely be completed by the end of the month, but others might be more difficult to access. DuFrane mentioned that he had already inspected some properties and could provide the information without needing to take additional photos. Green from Widseth offered to create documentation for properties DuFrane had already inspected. Green also discussed the possibility of adding the televising information to the city's GIS system, estimating it would cost approximately \$1,000 per year as the city televises one-third of the system annually.

Projects

A. Sewer Projects

1. Pumps

DuFrane presented a quote from Minnesota Pump Works for replacing the mounting systems in the main lift station. He explained that the metal components have deteriorated over time, reducing pumping capacity from 130 gallons per minute to around 70 gallons per minute, resulting in increased electrical costs and reduced efficiency. The committee reviewed utility cost data showing that expenses had increased significantly from previous years, with Lammers noting that costs had risen by approximately \$1,000 from 2024 to 2025.

Motion by Albright, seconded by Haarstick, to recommend to the City Council that they replace both mounting systems in the main lift station for approximately \$12,000, with the work to be done in 2026 from the new budget. The motion passed unanimously.

2. Smoke Testing

DuFrane suggested conducting smoke testing to identify illegal connections to the sewer system. He explained that during work on a lift station, they observed water flowing into the system when no water service was being used, suggesting possible improper connections from sump pumps or other sources. He described how smoke testing works by blowing smoke into manholes, which then reveals leaks or illegal connections where the smoke emerges.

Motion by Albright, seconded by Haarstick, to recommend investigating smoke testing due to acknowledged problems with water entering the system improperly, and to bring cost information to a future meeting. The motion passed unanimously.

B. Water Projects

The committee briefly discussed water projects, including three properties with curb stops that need attention. Lammers noted that letters would be sent to these property owners, as repairs would be at their expense.

2026 Budgets

A. Sewer Budget

The committee discussed the need to increase sewer rates to address the current deficit. Lammers reported that the sewer fund is currently \$50,000 in the hole, while the water fund has an approximately \$12,000 of surplus. After discussion of various options, the committee agreed that both the base rate and the usage rate needed to be increased to adequately fund the system.

Motion by Albright, seconded by Haarstick, to recommend increasing the sewer monthly base fee from \$28.50 to \$33.50 and the usage rate from \$3.00 to \$4.00 per thousand gallons. The motion passed unanimously.

The committee discussed the rationale for the increase, noting the aging infrastructure (over 30 years old), increasing maintenance costs, and the need to prepare for future upgrades. They agreed to prepare information for the January newsletter to explain the rate increases to residents.

Water Budget

No changes were recommended to the water rates at this time, as the water fund is currently stable.

Adjournment

The meeting was adjourned at 10:45 AM.

Council Recommendations

- Recommend to the City Council that they replace both mounting systems in the main lift station for approximately \$12,000, with the work to be done in 2026 from the new budget.
- Recommend to the City Council the adoption of the Sewer Line Jetting and Televising Policy.
- Recommend to the City Council to forgive the last 3 years of charges for the property at 123 Main Street, charge going forward from August 2025 and not require an easement.
- Recommend to the City Council to raise the reconnection fee to \$40.
- Recommend to the City Council to change sewer monthly base fee to \$33.50.
- Recommend to the City Council to change the sewer monthly usage fees to \$4.00.

Follow Up Actions

- Investigate smoke testing due to acknowledged problems with water entering the system improperly, and bring cost information to a future meeting.

Employee Recommendation regarding property at 123 E Main Street:
Recommend denying all of the following requests.

1. Owner has requested easement:
 - A. Owner knew about connections when selling the city, the property and did not mention.

Attorney stated: Assuming that the deed to the city used the language of the "standard" deed regarding the hereditaments and appurtenants thereto, the Bruhn's conveyed the easement when they signed the deed. The city has an easement, and Mr. Bruhn is not entitled to any additional compensation for that which his mother conveyed.

2. Owner would like to remove three years of back service.
 - A. Owner knowledge knows he should have been charged for water and questioned staff on why this was not done in 2014.
 - B. State law allows the city to back charge for 6 years, Council has only charged for 3.
- C. Owner has requested not to have a water bill.

MN Statutes 444.075 Waterwork Systems, Storms, Sanitary Sewer Systems

Subd. 3. **Charges; net revenues.** (a) To pay for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the facilities, and of obtaining and complying with permits required by law, the governing body of a municipality or county may impose just and equitable charges for the use and for the availability of the facilities and for connections with them and make contracts for the charges as provided in this section. The charges may be imposed with respect to facilities made available by agreement with other municipalities, counties or private corporations or individuals, as well as those owned and operated by the municipality or county itself.

Subd. 3c. **Minimum charges.** (a) Minimum charges for the availability of water or sewer service may be imposed for all premises abutting on streets or other places where municipal or county water mains or sewers are located, whether or not connected to them.

§ 52.06 CONNECTION TO SYSTEM REQUIRED; USE OF PRIVATE WELLS.

(A) Connection Mandatory. Except where municipal water is not available, it shall be unlawful to construct, reconstruct, or repair any private water system which is designed or intended to provide water for human consumption. Private wells, to provide water for other than human consumption, may be constructed, maintained and continued in use after connection is made to the water system; provided, there is no means of cross-connection between the private well and municipal water supply at any time. Hose bibbs that will enable the cross-connection of the two systems are prohibited on internal piping of the well system supply. Where both private and city systems are in use, outside hose bibbs shall not be installed on both systems.

(B) Existing Dwelling Unit or Buildings. Each lot, piece or parcel of property in the City of Vergas, abutting on any street, avenue or alley in which a municipal water main is laid, and having an existing dwelling unit or any other buildings thereon, is required to be connected with the municipal water system of the City not later than November 1, 2010, or within three (3) months after a municipal water main is constructed provided the dwelling unit or building is served is within 200 feet of the edge of the street closest to the dwelling unit or building.

City of Vergas

Sewer Line Jetting and Televising Policy

Purpose

To maintain the integrity and functionality of the City's sanitary sewer system, this policy establishes a routine schedule for jetting and televising sewer lines to prevent blockages, identify defects, and support long-term infrastructure planning.

1. Jetting Policy

1.1 Routine Jetting Schedule

The City will implement a 4-year jetting cycle for all sanitary sewer lines.

Each year, approximately one-third (1/3) of the City's sewer system will be cleaned using high-pressure jetting equipment.

No jetting will be performed in the fourth year of the cycle, allowing equipment maintenance, evaluation, and planning.

1.2 Emergency Jetting

Jetting may also be performed outside the routine schedule in response to blockages, backups, or other operational needs.

1.3 Documentation

All jetting activities will be logged, including date, location, footage cleaned, and any observed issues.

2. Televising Policy

2.1 Routine Televising Schedule

The City will televise all sanitary sewer lines on a 10-year cycle to assess pipe condition and identify structural or maintenance issues.

2.2 Project-Based Televising

Televising will also be conducted prior to or during major capital improvement projects involving road reconstruction, utility replacement, or other infrastructure work that may impact the sewer system.

2.3 Documentation and Review

All televising footage will be archived and reviewed by Public Works or Engineering staff.

Findings will be used to prioritize repairs, replacements, and future maintenance.

3. Policy Review

This policy shall be reviewed every five years or as needed to reflect changes in technology, staffing, or system needs.

Adopted this day by the City Council of the City of Vergas

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk-Treasurer

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
3:00 P.M. on Wednesday, December 10, 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	N/A	P
Vanessa Perry, Member	P	P	P	N/A	P	A	A	A	N/A	P	N/A	A
Rachel Nustad, Member						P	P	P	N/A	P	N/A	P
Deb Jacoby, Member	P	P	A	N/A	P	P	P	P				
Robert Jacoby, Member	P	P	P	N/A	P	P	P	P	N/A	P	N/A	P
Jay Norby, Member											N/A	P

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

Call to Order

The meeting was called to order by Stenger at 3:00 PM.

Additions and Deletions

Nustad requested to add a review of the Comprehensive Plan as it relates to the event center, to determine if items have been completed and provide updates.

Motion by R. Jacoby, seconded by Nustad, to approve the agenda as amended. The motion passed unanimously.

Minutes

Motion by R. Jacoby, seconded by Nustad, to approve the minutes from October 28, 2025. The motion passed unanimously.

Status of Recommendations to City Council

None.

Income and Expense

2025 Income and Expense

Nustad addressed previous questions about insurance costs, noting that insurance increased by 14% in 2025 and will increase by another 14% in 2026. R. Jacoby pointed out that the insurance costs had actually increased more significantly, from \$3,900 to \$5,900. He questioned why the proposed 2026 budget only included \$1,500 for insurance. He also noted that the utilities budget was substantially reduced, which Stenger confirmed was due to the installation of solar panels. Stenger requested information about the total number of events held at the center for the year. Nustad agreed to provide this information at the next meeting to establish a baseline for setting goals for 2026.

Rental

Free and Reduced Rental Form

Nustad shared research she had conducted on free and reduced rental policies from other venues in the area:

- Otter Tail Community Center allows local nonprofits to use their facility at no charge for special events or meetings, provided they follow cleaning protocols.
- Lakeside Golf Course offers reduced rates for people using multiple services (golfing and venue rental).
- Fair Hills provides complimentary room rental for groups with lodging blocks.

R. Jacoby expressed concern about comparing Vergas (population 350) to larger communities, noting that Vergas taxpayers ultimately subsidize any free rentals. He also pointed out that other venues like Frazee Event Center have additional revenue sources like a bar that Vergas lacks.

The board discussed the current policy and metrics for evaluating free or reduced rental requests. Stenger expressed frustration that the current evaluation process is ineffective, as requests are consistently denied despite the lengthy review process. He suggested either eliminating the option entirely or creating a more workable system.

Motion by Stenger, seconded by R. Jacoby, to recommend to the City Council that the free or reduced rental form be eliminated. The motion passed unanimously.

The board also discussed concerns about the \$500 resident discount, noting that it makes three-day events cheaper than one-day events in some scenarios, which doesn't make logical sense.

Schedule of Events

Nustad indicated she is working on a new system to track events to make it easier to monitor payments and maintain records.

Rental Checklist

The board reviewed the rental checklist drafted by Nustad. They discussed several revisions and adjusting the layout of the rental checklist so it will be simple for the renters to follow. Nustad confirmed she would require renters to return the completed checklist before receiving their deposit back.

Motion by R. Jacoby, seconded by Nustad to recommend to City Council to approve the rental checklist as amended. The motion passed unanimously.

Rental Form

The board discussed concerns about the rental rates structure, specifically the large price difference between the \$800 three-day event without alcohol and the \$1,500 three-day event with alcohol. The board questioned the rationale behind the \$700 difference when security only costs about \$140 (4 hours at \$35/hour).

R. Jacoby suggested the difference might be related to insurance costs or bar usage fees, but no one was certain of the original reasoning. The board decided to seek clarification before making recommendations.

Accountability of Rental Forms

Nustad expressed concerns about inconsistent policies regarding rental forms and deposits. She noted situations where people fill out rental forms for others (such as benefits) but those actually using the facility don't know the requirements. She also mentioned instances where deposits were waived for certain groups, like bank-sponsored benefits, but then problems occurred (such as a broken sink).

The board agreed that all renters should be treated consistently and required to provide deposits regardless of who they are, as deposits are returned if no problems occur. They also discussed the need for clearer instructions with pictures showing how tables and chairs should be stored.

Building Review

Kitchen

Stove Top

The stove top replacement is on hold pending the completion of the solar panel installation. The board discussed concerns about delays with the solar panel project, noting it needs to be completed in time to install the new stove for Maple Syrup Fest in April.

Large Meeting Room

Tables (donation from Lion's)

Nustad confirmed that Clerk-Treasurer Julie Lammers had discussed the table donation with Norby, and everything is set to move forward with requesting funds.

Bar Cooler

Stenger reported that after consulting with Tom Winters, who handles catering events, a four-door cooler would be preferable to a three-door model for efficiency. He is researching options but noted that four-door models are harder to find. Nustad mentioned that Otter Tail Power offers custom rebates on used coolers less than five years old. It was also mentioned that cleaning the coils might resolve some of the current cooler's freezing issues.

Ash Tray

Stenger reported that the ashtray mounted on the side of the building has created fire hazards, with people having to put out fires in

the ash tray during recent events. The board agreed to recommend removing it and potentially replacing it with a movable ashtray placed farther from the building.

Committee: "To-Do" List

No specific additions were made to the to-do list.

Members

Lions Member

Norby has decided to fill the Lions Member spot, that was previously Deb Jacoby, for the time being.

Member Terms - Robert Jacoby

R. Jacoby's term was up for renewal.

Motion by Stenger, seconded by Nustad, to recommend to City Council to appoint Norby as the new Lions member and accept R. Jacoby for another term as citizen member. The motion passed unanimously.

Meeting Date and Time

The board discussed changing the meeting schedule to better accommodate members' availability and to better align with City Council meetings. After discussing various options and conflicts (including Lions meetings on second Tuesdays), the board agreed on a new schedule.

Motion by Stenger, seconded by Nustad, to schedule meetings for the second Wednesday of each month at 3:00 PM, starting January 14, 2026. The motion passed unanimously.

Comprehensive Plan

The board reviewed the comprehensive plan to identify items related to the event center that had been completed in 2025, including the new oven and stovetop, new projector, and backsplash. They also noted progress on expanding the use of the event center for non-traditional events and rental opportunities.

Adjournment

Motion by Stenger, seconded by R. Jacoby, to adjourn the meeting at 4:00 PM. The motion passed unanimously.

Respectfully submitted,

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

Council Recommendations

- Recommend to City Council to eliminate the Free and Reduced Rental Form.
- Recommend to City Council to approve the Rental Checklist with the changes.
- Recommend to City Council to accept Jay Norby as the new Lions Member on the board.
- Recommend to City Council to accept Robert Jacoby for another term as a citizen on the board.

Follow Up Actions

- Look into changing the door code more often.
- Ask Utilities Superintendent Mike DuFrane to remove the ash tray from the side of the building and the board will discuss a replacement.
- Review the Rental Form and discuss the differences in pricing of rentals.
- Nustad will put together and end of year report to present at the next meeting to establish a baseline for setting goals for 2026.

Vergas Event Center Arrival Checklist

(Important info for your event day)

Access & Security

- ☐ Confirm you have the door security code (provided before your rental time).

Your Code: _____

- ☐ Unlock doors when you arrive and lock them when you leave.

Wi-Fi

- ☐ Wireless Internet Password: Verga\$2021

Event Center Layout

- ☐ Tables & Chairs: Chairs are along the back wall of the main room; racks and tables are near the stage wall by the bar.
- ☐ The meeting room has 5 tables on wheels and 16 chairs, you may bring these out of the room, but they must be returned back into the room at the end of the event.
- ☐ Kitchen: Includes coffee makers, pots, and basic equipment. **YOU MUST BRING YOUR OWN FOLGERS BRAND COFFEE. (Failure: \$50 deduction)** Clean rags are located in the maintenance room.
- ☐ Dumpster: Outside near the back of the building for garbage disposal. Liners for garbage's are in the kitchen.
- ☐ Use only damage-free command strips for hanging decorations, **DO NOT USE tape, tacks or masking tape on walls or posts.**
- ☐ If using candles, place candles in enclosed holders, you must bring your own holders. (Wax on tables/floor: \$25 deduction)

Digital Sign

- ☐ If you requested a message on the outdoor sign, confirm it is displayed.

Bar & Entertainment

- ☐ DJ/Music Group: Ensure they know all equipment must be removed after the event.
- ☐ Sound equipment and projector accessories are located on the right-hand side of the stage.

Date of Event: _____

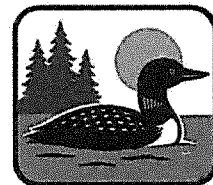
Responsible Party:

Phone Number:

Signature:

Any concerns on arrival (please call right away):

Report and damage to the property or building that occurred here:



VERGAS
EVENT CENTER

Vergas Event Center Contact: Rachel Nustad 218-850-0594 call or text
Email: eventcenter@cityofvergas.com



Vergas Event Center Departure Checklist

(Important info for your event day)

Complete all tasks to receive your deposit back:

- ☐ Wipe off all tables. (Failure: \$25 deduction)
- ☐ If applicable, place all 5 meeting room tables and 16 chairs back into the meeting room.
- ☐ Place tables in racks and move racks to the stage wall near the bar. (Failure: \$50 deduction)
- ☐ Stack chairs in groups of eight (8) and place them by the outside wall. (Failure: \$50 deduction)
- ☐ Remove all decorations at the end of your event. Including the damage-free command strips.
- ☐ Clean kitchen thoroughly.
- ☐ All dirty rags go in the laundry bag that's located in the maintenance room.
- ☐ Rinse all coffee makers and pots.
- ☐ Take out all garbage's and replace liners. Liners are in the kitchen and the dumpster is located right outside the door of the back parking lot. (Failure: \$25 deduction)
- ☐ Ensure DJ/Music Group removes all equipment when rental ends.
- ☐ Lock and unlock doors during rental period (security code provided).

Once we have received this checklist back, we will process your deposit check. Thank you!

Please return this checklist to the City Office 131 E Main St, Vergas, MN 56587 Monday-Thursday 10am-4pm or the Vergas Liquor Store 111 W Main St, Vergas, MN 56587. Mail to: PO Box 32, Vergas, MN 56587. You may also email it to eventcenter@cityofvergas.com.

Make deposit refund check payable to:

Mailing Address:

**Vergas Event Center Contact: Rachel Nustad 218-850-0594 call or text
Email: eventcenter@cityofvergas.com**

City of Vergas

Water Fund	12-31-2023		12-31-2024		12-16-2025		2026 Proposed	
	2023 Budget	Actual	2024 Budget	Actual	2025 Budget	Actual	Budget	
Refunds and Reimbursements	0.00	508.14	0.00	10,257.66	10,000.00	189.52	10,000.00	Grant for fence
Water User Charges	128,970.00	118,851.51	130,000.00	115,054.45	148,278.00	116,078.96	164,540.50	
Water Connection Fee	2,250.00	2,184.04	4,000.00	3,058.10	4,000.00	4,511.67	4,000.00	
Water Late Fees	2,000.00	3,781.48	2,000.00	3,310.51	2,500.00	2,341.03	2,500.00	
Letter Delivery Fees	180.00	805.57	200.00	809.16	500.00	1,741.08	800.00	
Sale of Water	300.00	1,400.00	1,000.00	400.00	400.00	2,295.00	600.00	
Replaced Parts	0.00	55.88	0.00	3,120.29	0.00	197.60	0.00	
Total Revenues	\$133,700.00	\$127,586.62	\$137,200.00	136,010.17	165,678.00	127,354.86	182,440.50	
Disbursement Legislative (Council/Board)								
Wages and Salaries	3,125.00	3,170.89	4,000.00	2,868.36	3,000.00	3,142.19	3,500.00	
Employer Cont./Soc.Sec./PERA	1,000.00	666.10	1,000.00	618.00	1,000.00	617.00	1,000.00	
Total Acct 411	4,125.00	3,836.99	5,000.00	3,486.36	4,000.00	3,759.19	4,500.00	
Executive (Mayor/Manager)								
Wages and Salaries	1,300.00	899.02	1,300.00	777.12	1,000.00	857.32	1,000.00	
Employer Cont./Soc.Sec./PERA	250.00	148.96	250.00	128.74	250.00	113.04	250.00	
Travel, Mtgs. & Schools	300.00	510.78	600.00	0.00	6,000.00	0.00	6,000.00	
Total Acct 413	1,850.00	1,558.76	2,150.00	905.86	7,250.00	970.36	7,250.00	
Water Administration & General								
Bond Payment	0.00	14,958.24	14,960.00	14,280.00	14,000.00	15,030.00	16,000.00	
Wages and Salaries	32,332.00	32,975.16	33,830.00	34,373.86	35,200.00	28,280.55	35,200.00	
PERA/Employer Cont./Soc.Sec.	17,000.00	18,500.25	17,800.00	19,811.16	20,000.00	17,255.26	20,000.00	
Health/Life Insurance	5,200.00	5,951.52	5,200.00	6,257.86	7,500.00	7,057.90	7,500.00	
Unemployment/Workers Comp	0.00	0.00	0.00	1,810.00	0.00	592.00	750.00	
Office Supplies	2,000.00	3,126.76	2,300.00	5,177.22	2,300.00	4,818.69	5,000.00	
Operating Supplies	5,000.00	254.17	3,000.00	2,281.02	3,000.00	2,630.83	3,000.00	
Chemicals & Chem Products	6,000.00	7,470.32	9,000.00	7,037.33	9,000.00	4,375.00	9,000.00	
Small Tools	0.00	293.46	300.00	0.00	300.00	208.98	300.00	
Repair & Maint. Supplies	500.00	621.21	500.00	878.59	1,500.00	412.49	1,500.00	
Auditor	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
Telephone	525.00	547.30	525.00	687.50	625.00	616.52	687.50	
Professional Services	3,000.00	315.00	3,000.00	357.50	500.00	465.00	500.00	
Engineer/Water Tower	4,633.00	1,834.00	4,633.00	0.00	4,633.00	259.25	4,633.00	
Travel, Mtgs. & Schools	1,600.00	1,527.40	2,000.00	1,373.92	3,000.00	1,811.21	3,000.00	
Dues	400.00	61.67	400.00	481.66	70.00	580.00	580.00	
Annual Fees/Permits	1,435.00	420.00	1,435.00	231.01	500.00	1,092.00	500.00	
Insurance	2,500.00	2,702.00	2,500.00	2,613.00	2,500.00	2,240.00	2,500.00	
Utility Services	5,000.00	5,300.50	5,768.00	5,712.52	6,000.00	5,609.40	7,000.00	
Repair & Maintenance	1,500.00	888.40	1,500.00	3,251.15	3,500.00	202.28	3,500.00	
Water Connection Fees	1,500.00	997.14	1,640.00	1,640.00	1,300.00	1,230.00	1,640.00	
Water Use Fees	0.00	1,640.00	0.00	0.00	0.00	219.16	300.00	
Improvements	36,600.00	5,338.49	18,759.00	17,000.00	28,000.00	6,615.57	36,600.00	
Refunds & Reimbursements	0.00	1,205.33	0.00	21,280.89	10,000.00	0.00	10,000.00	Fence
Total Acct 494	127,725.00	107,928.32	130,050.00	147,536.19	154,428.00	102,602.09	170,690.50	
Total Disbursements	133,700.00	113,324.07	137,200.00	151,928.41	165,678.00	107,331.64	182,440.50	
Difference	0.00	14,262.55	0.00	(15,918.24)	0.00	20,023.22	0.00	

*Bond Payments 2023-2032

Audit (including depreciation)

2020	2021	2022	2023	2024	2025
(5,037.00)	6,389.00	(15,420.00)	(1,580.00)	(3,238.00)	

City of Vergas
Sewer Fund

	2023 Budget	12-31-2023 Actual	2024 Budget	12-31-2024 Actual	2025 Budget	12-16-2025 Actual	2026 Proposed Budget	
Refunds and Reimbursements	0.00	0.00	0.00	407.62	0.00	0.00	0.00	
Sewer User Charges	120,275.00	111,148.08	120,275.00	101,441.23	133,290.00	94,944.86	150,038.00	
Sewer Connection Fee	2,250.00	750.00	2,250.00	1,500.00	3,000.00	3,000.00	3,000.00	
Sewer Late Fees	3,400.00	3,513.10	3,400.00	2,803.21	3,000.00	1,995.06	3,000.00	
Miscellaneous Revenue	0.00	55.88	0.00	34.75	0.00	32.60	0.00	
Total Revenues	125,925.00	115,467.06	125,925.00	106,186.81	139,290.00	99,972.52	156,038.00	
Disbursement Legislative (Council/Board)								
Wages and Salaries	2,800.00	3,170.89	3,000.00	2,868.36	3,000.00	3,142.19	3,250.00	
Employer Cont./Soc.Sec./PERA	800.00	503.81	800.00	488.66	550.00	616.99	700.00	
Total Acct 411	3,600.00	3,674.70	3,800.00	3,357.02	3,550.00	3,759.18	3,950.00	
Executive (Mayor/Manager)								
Wages and	800.00	926.27	1,000.00	800.66	850.00	869.79	900.00	
Employer	200.00	153.48	225.00	262.02	275.00	114.22	275.00	
Travel, Mtgs. &	100.00	510.79	600.00	0.00	0.00	0.00	1,000.00	
Total Acct 413	1,100.00	1,590.54	1,825.00	1,062.68	1,125.00	984.01	2,175.00	
Sewer Administration & General								
Wages and	31,000.00	31,524.59	32,080.00	31,853.94	33,280.00	29,578.33	34,278.00	
Pensions/PERA/E	15,000.00	17,443.23	16,500.00	18,004.75	17,160.00	18,071.86	17,675.00	
Health/Life	5,200.00	5,341.51	5,200.00	6,257.86	7,000.00	7,057.90	7,980.00	
Workers	450.00	634.00	450.00	1,784.00	1,200.00	2,267.00	3,000.00	
Office Supplies	2,000.00	3,126.78	2,000.00	4,787.91	4,500.00	4,760.97	4,500.00	
Operating Supplies	3,200.00	5,144.89	5,000.00	9,476.60	8,500.00	10,710.94	10,000.00	
Chemicals & Chem	1,000.00	5,252.04	4,095.00	2,595.38	4,000.00	3,113.38	4,000.00	
Clothing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Repair & Maint.	900.00	1,707.85	900.00	0.00	900.00	412.49	900.00	
Professional Service	8,000.00	11,842.84	5,000.00	320.00	5,000.00	1,208.99	3,000.00	GIS Lines \$1,000
Auditor	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
Telephone	525.00	547.29	525.00	350.00	550.00	341.52	525.00	
Travel, Mtgs. &	1,000.00	207.69	1,000.00	270.42	1,000.00	1,013.97	2,500.00	
Dues	175.00	850.00	175.00	61.67	100.00	130.00	130.00	
Printing &	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
License/Permits	900.00	850.00	900.00	850.00	850.00	873.00	850.00	
Insurance	1,375.00	228.00	1,375.00	3,084.00	4,000.00	0.00	4,000.00	
Utility Services	2,500.00	2,917.13	2,600.00	2,966.47	3,000.00	3,390.02	5,000.00	
Repair &	1,200.00	2,077.38	1,200.00	2,596.84	3,000.00	49,128.57	5,000.00	
City	500.00	408.27	500.00	273.00	275.00	265.72	275.00	
Small Tools	300.00	0.00	300.00	0.00	300.00	412.49	300.00	
Refunds &	0.00	969.77	0.00	221.82	0.00	0.00	0.00	
Improvements	45,000.00	20,658.95	39,500.00	4,525.00	39,000.00	11,649.84	45,000.00	Pump \$12,000
Total Acct 494	121,225.00	112,732.21	120,300.00	91,279.66	134,615.00	145,386.99	149,913.00	
Total	125,925.00	117,997.45	125,925.00	95,699.36	139,290.00	150,130.18	156,038.00	
Difference	0.00	-2,530.39	0.00	10,487.45	0.00	-50,157.66	0.00	
Auditor								
2020	2021	2022	2023	2023	2024	2025		
(7,033.00)	6,727.00	16,686.00	83.00	83.00	7,228.00			

City Council
2025 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, December 16, 2025

7. Staff Reports

- A. Utilities Superintendent Report
 - 1. Winter Mainenance Agreement with Otter Tail County
- B. Clerk-Treasurer Report
- C, Liquor Store Manager Report

Files Attached

- Resolution 2025-013 Winter Maintenance Agreement with Otter Tail County.pdf
- 12.25 Clerk_Treasurer_Report.pdf

RESOLUTION 2025-013

WINTER MAINTENANCE AGREEMENT

BE IT RESOLVED, that the following request is approved by the City or Township and Otter Tail County is hereby authorized to provide the materials and or services as requested below.

BE IT RESOLVED, that the work will be included in our regular maintenance or after our regular maintenance work is completed.

BE IT RESOLVED, that there is a 5 Ton minimum with no returns or dump backs.

CITY/TOWNSHIP

Vergas

APPROX. QTY.

WINTER SAND COST \$51.34 Per Cubic Yard or \$36.67 Per Ton

STRAIGHT SALT COST \$153.09 Per Cubic Yard or \$139.17 Per Ton

STRAIGHT SAND COST \$16.53 Per Cubic Yard or \$11.81 Per Ton

SALT/SAND TO BE HAULED BY

Vergas

City/Township/Contractor

SALT/SAND TO BE LOADED BY COUNTY PERSONNEL ONLY

BE IT FURTHER RESOLVED, that the City or Township will be responsible for all cost of materials and services provided.

Adopted this 16 day of December, 2025.

City or Township Official

Comments:

Clerk-Treasurer Council Report

Date: December 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. Applied on December 11, 2025.

Transportation Alternatives (TAP) grant

Letter of intent submitted – tour and application review completed and WCI encouraged city to apply for both TAP Grant and Carbon Reduction Program (CRP). We have received Resolutions from Otter Tail County and DuFrane is attending Hobart Township meeting tonight to get permission to put trail in their road right-a-way. Discussing other grants and funding with Otter Tail County for engineering and 20% match funding. Application due January 9, 2025, **City Resolution required to proceed with application.**

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 January 2026 for electrical and battery. Solar panels can be installed when snow melts.

MDH Implementation Grant-Submitted

Wellhead Protection Plan is for a fence around the water plant
\$15,000 grant with no match

Otter Tail County

\$25,000 for parking lot improvement project. **Need to provide documentation for project to the county.**

LCA Implementation Grant-Received and completed

Awarded Amount: \$21,500
Purpose: Energy improvements at Event Center, Fire Hall, and Municipal Building
Otter Tail Power conducted blower test comparison and results are available at the Clerk-Treasurer office.

Current Projects

- EDA/HRA: Daycare initiative
- Park: City Sales Tax
- Planning Commission: Ordinance book update for review and recommendation to Council
- Workers Compensation Audit
- MN Department of Health Lead/Copper/Galvanized Service Line Reports

City Council
2025 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, December 16, 2025

8. 2026 General Fund Budget

- A. 2026 Salary Structure
- B. 2026 Fee Schedule
- C. 2026 Final Budget

Files Attached

- Proposed 2026 Pay Structure effective 1-1-2026.pdf
- Proposed 2026 FEE SCHEDULE SPREADSHEET 12.11.25 (1).pdf
- 2026 Proposed Budget comparison.pdf

2025 STEP STRUCTURE - Regular Employees

(with STEP Adjusting and rates adjusted by LMC Salary Survey)

		MINIMUM				MIDPOINT	Effective: 1/1/2025					MAXIMUM	Job Title
Grade Level	Points		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9		
100	153	\$13.33	\$13.73	\$14.14	\$14.56	\$15.00	\$15.45	\$15.91	\$16.39	\$16.88	\$17.39	\$17.91	Liquor Store Clerks
													\$27,722.66 \$37,256.93
120	160	\$17.77	\$18.30	\$18.85	\$19.42	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.18	\$23.88	Deputy Clerk
													\$22,173.84 \$29,799.79
140	188	\$19.56	\$20.15	\$20.75	\$21.37	\$22.01	\$22.68	\$23.36	\$24.06	\$24.78	\$25.52	\$26.29	Maintenance Worker
													\$40,684.18 \$54,676.13
160	213	\$24.61	\$25.34	\$26.11	\$26.89	\$27.70	\$28.53	\$29.38	\$30.26	\$31.17	\$32.11	\$33.07	Utilities Superintendent
													\$51,181.94 \$68,784.24
200	291	\$21.73	\$22.38	\$23.06	\$23.75	\$24.46	\$25.19	\$25.95	\$26.73	\$27.53	\$28.36	\$29.21	Liquor Store Manager
													\$45,204.64 \$60,751.26
260	496	\$28.62	\$29.48	\$30.36	\$31.27	\$32.21	\$33.18	\$34.17	\$35.20	\$36.25	\$37.34	\$38.46	Clerk-Treasurer
													\$59,526.58 \$79,998.75
		MINIMUM	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	

Proposed 2.5%increase 2026 STEP STRUCTURE - Regular Employees

(with STEP Adjusting and rates adjusted by LMC Salary Survey)

		MINIMUM				MIDPOINT	Effective:					MAXIMUM	Job Title
Grade Level	Points		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9		
100	153	\$13.66	\$14.07	\$14.50	\$14.93	\$15.38	\$15.84	\$16.31	\$16.80	\$17.31	\$17.83	\$18.36	Liquor Store Clerks
													\$28,419.56 \$38,193.51
120	160	\$18.21	\$18.76	\$19.32	\$19.90	\$20.50	\$21.12	\$21.75	\$22.40	\$23.07	\$23.77	\$24.48	Deputy Clerk
													\$22,731.38 \$30,549.08
140	188	\$20.05	\$20.65	\$21.27	\$21.91	\$22.57	\$23.24	\$23.94	\$24.66	\$25.40	\$26.16	\$26.94	Maintenance Worker
													\$41,701.92 \$56,043.89
160	213	\$25.23	\$25.98	\$26.76	\$27.56	\$28.39	\$29.24	\$30.12	\$31.02	\$31.95	\$32.91	\$33.90	Utilities Superintendent
													\$52,468.52 \$70,513.30
200	291	\$22.27	\$22.94	\$23.63	\$24.34	\$25.07	\$25.82	\$26.60	\$27.39	\$28.22	\$29.06	\$29.93	Liquor Store Manager
													\$46,328.36 \$62,261.44
260	496	\$29.34	\$30.22	\$31.12	\$32.06	\$33.02	\$34.01	\$35.03	\$36.08	\$37.16	\$38.28	\$39.42	Clerk-Treasurer
													\$61,017.84 \$82,002.87
		MINIMUM	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	

Minimum Wage		
2025	11.13	
2026	11.41	

2026 City of Vergas

Fee Schedule

Section	Item	Fee	Unit/Notes
Administrative	Administrative Letter Fee	\$40.00	Per letter for unpaid invoices delivered (in-city by employees; out-of-city by certified mail)
Water	Basic Rate	\$31.50	Per month
Water	State Surcharge Fee	\$0.55	Per month
Water	Lawn Sprinkler Meter - 1"	\$293.78	
Water	Lawn Sprinkler Meter - R2"	\$182.59	
Water	Load of Water	\$45.00	Per load
Water	Meter Replacement Charge	\$165.00	
Water	Monthly Late Fee	10% of bill	
Water	Water Usage	\$4.50	Per 1,000 gallons of water
Water/Sewer	Late fee for Utilities	10% of bill	
Sewer	Basic Rate	\$33.50	Per month
Sewer	Meter usage Rate	\$4.00	Per 1,000 gallons of water
Sewer	Sewer Accessibility Charge	\$750.00	
Sewer	Water Accessibility Charge	\$750.00	
Sewer/Water	Reconnection Fee	\$40.00	
General Fund	Cannabis Application	\$50.00	
General Fund	Cannabis Permit Initial Registration	\$50.00	
General Fund	Cannabis Permit Renewal	\$100.00	
General Fund	Conditional Use Permit	\$400.00	
General Fund	Construction Permit	\$30.00	Per \$10,000
General Fund	Construction Permit (work started before permit issued)	\$60.00	Per \$10,000
General Fund	Grade & Fill Permit	\$75.00	
General Fund	Gravel Pit Permit (Survey)	\$9,000.00	
General Fund	Interim Use Permit	\$400.00	
General Fund	Plow with Loader	\$150.00	Per hour; 1 hour minimum
General Fund	Plow with Truck	\$150.00	Per hour; 1 hour minimum
General Fund	Sanding Parking Lots	\$150.00	Per hour; 1 hour minimum
General Fund	Utility Application	\$350.00	
General Fund	Variance Permit	\$400.00	
General Fund	Working in Road Right of Way Permit	\$350.00	
Licenses	Animal Pick up fee	\$75.00 / \$150.00	First offense / second offense; doubles each offense after
Licenses	Caterer's Permit (1-4 day permit)	\$125.00	

2026 City of Vergas

Fee Schedule

Licenses	Chicken Licenses (Limit 4 chickens)	\$10.00	Per parcel
Licenses	Cigarette License	\$100.00	
Licenses	Dog and Cat Licenses (unaltered/alterd)	\$10.00 / \$8.00	Per dog/cat
Licenses	Golf Cart Permit	\$20.00	
Licenses	On-Sale Intoxicating Liquor License	\$3,000.00	
Licenses	Recreational Vehicle Parking	\$50.00	
Licenses	Sunday Liquor License	\$200.00	
Licenses	Wine License	\$300.00	
Licenses	Yard Waste Permit	\$65.00	
Services	Mowing	\$250.00	Per hour; minimum 1 hour
Records	Copy	\$0.30	Per page
Records	Data Request Labor Charge	\$40.00	Per hour
Event Center / Liquor Store	Entire Event Center (1 day)	\$350.00	
Event Center	Entire Event Center no liquor or security (Fri - Sun)	\$800.00	Taxpayer credit: \$500.00 if payee is a City of Vergas taxpayer
Event Center	Entire Event Center w/Liquor & Security (for 4 hours) - Fri - Sun	\$1,500.00	Taxpayer credit: \$500.00 if payee is a City of Vergas taxpayer
Event Center	Event Center Large Meeting Hall - Hourly	\$50.00	
Event Center	Exercise Rental	\$15.00	Per use
Event Center	Lions Club Unlimited Meeting Annual Fee	\$900.00	
Event Center	Sign (at Event Center or Liquor Store)	\$15.00	Per day
Event Center	Smart room/Council Chambers	\$25.00	

As on 12/16/2025 Receipts:

	<u>2025 Budget</u>	<u>Actual</u>	<u>Proposed 2026 Budget</u>	
General Property Taxes (31001 through 31299)	290,165.00	292,188.47	302,378.00	
Total Acct 310	290,165.00	292,188.47	302,378.00	4.20%
10% Gambling Tax	7,000.00	4,876.98	7,000.00	
Total Acct 313	7,000.00	4,876.98	7,000.00	
LICENSES AND PERMITS	9,000.00	9,400.00	9,400.00	
Alcoholic Beverages	6,400.00	3200.00	3,200.00	
Cannabis	0.00	50.00	500.00	
Non-Intoxicating Malt Liquor	500.00	0.00	250.00	
Set-Up License	200.00	625.00	375.00	
Cigarette Licenses	400.00	0.00	400.00	
Total Acct 321	16,500.00	13,275.00	14,125.00	
Conditional Use/Variance	0.00	1,600.00	0.00	
Building Permits (Excludes surcharge)	2,000.00	4,391.00	5,000.00	
Grade and Fill Permit	300.00	300.00	75.00	
Tar Breakup	0.00	700.00	0.00	
GOLF CART PERMIT	140.00	160.00	160.00	
Camper Permit	0.00	50.00	100.00	
YARD WASTE PERMIT	17,000.00	18,791.00	18,300.00	
Animal Licenses	700.00	673.00	700.00	
Total Acct 322	20,140.00	26,665.00	24,335.00	
Federal Grants and Aids	0.00	0.00	0.00	
Total Acct 331	0.00	0.00	0.00	
INTERGOVERNMENTAL REVENUES	131.00	0.00	131.00	
Total Acct 332	131.00	0.00	131.00	
State Aids/Fire Relief	31,000.00	4,968.00	31,000.00	
Total Acct 333	31,000.00	4,968.00	31,000.00	
Local Government Aid	40,321.00	20,160.50	36,911.00	
Small Cities Assistance	11,270.00	3,991.50	13,258.00	
Total Acct 334	51,591.00	24,152.00	50,169.00	
County Grants and Aids for Highways	3,000.00	0.00	3,000.00	
Total Acct 336	3,000.00	0.00	3,000.00	
CHARGES FOR SERVICES	1,200.00	207.64	1,200.00	
Letter Delivery Charge	0.00	240.00	0.00	
Total Acct 340	1,200.00	447.64	1,200.00	
PUBLIC SAFETY	16,000.00	38694.67	16,000.00	
Total Acct 342	16,000.00	38694.67	16,000.00	
OTHER CHARGES	0.00	0.00	0.00	
Total Acct 349	0.00	0.00	0.00	
MISCELLANEOUS REVENUES	0.00	33,897.54	0.00	
Interest Earning	350.00	380.21	400.00	
Rent/Municipal Building	7,200.00	6,800.00	7,200.00	
RENT/EVENT CENTER	10,000.00	13,609.75	13,000.00	
Event Center/Keg Deposit/Lions	0.00	2,628.20	2000.00	
EVENT CENTER/SECURITY AND OTHER RELATED	1,000.00	165.00	1,000.00	
Contributions and Donations from Private Sources	2,000.00	50.00	500.00	
Contributions and Donations to Event Center	0.00	75731.00	0.00	
Contributions and Donations to Parks	0.00	14.83	0.00	
Refunds and Reimbursements	0.00	27,156.58	0.00	
DIVIDENDs	1,356.00	59.78	1,356.00	
Total Acct 362	21,906.00	160,492.89	25,456.00	
Total Revenues	458,633.00	565,760.65	474,794.00	3.52%
Other Financing Sources:	30,000.00	0.00	30,000.00	
Total Acct 392	30,000.00	0.00	30,000.00	
Total Revenue and Financing Sources	488,633.00	565,760.65	504,794.00	

	<u>2025 Budget</u>	<u>Actual</u>	<u>Proposed 2026 Budget</u>
Disbursements:			
GENERAL GOVERNMENT			
Operating Supplies (211 through 219)	1,300.00	7,838.77	4,600.00
PROFESSIONAL SERVICES (301 through 319)	0.00	1,973.92	2000.00
Professional Services: Auditing and Accounting Services	2,150.00	2,225.00	2,225.00
Communications: Telephone	5,000.00	3,218.46	3,000.00
Transportation: Travel Expense	0.00	295.00	500.00
Dues	2,300.00	1004.50	2,300.00
Printing and Binding (351 through 359)	5,000.00	2968.56	4,000.00
Utility Services (381 through 389)	1,650.00	2,259.07	3,300.00
REPAIRS AND MAINTENANCE - CONTRACTUAL	400.00	970.00	1,100.00
City Share/Assessments	800.00	1640.00	800.00
Refund & Reimbursements	11,825.00	0.00	814.00
Repair and Maintenance Supplies (221 through 229)	500.00	0.00	500.00
Insurance (361 through 369)	6,500.00	10128.00	6,500.00
Capital Outlay: Office Equipment and Furnishings	2,000.00	2000.00	2,000.00
Capital Outlay: Improvements Other Than Buildings	1,000.00	303.03	1,000.00
Total Acct 410	48,425.00	36,824.31	34,639.00
Council/Town Board			
Operating Supplies (211 through 219)	100.00	0.00	100.00
WAGES AND SALARIES (101 through 109)	5,600.00	3,199.61	5,600.00
Wages and Salaries: Part-time Employees	0.00	1,604.34	1880.00
Employer Contributions for Retirement: FICA	2,100.00	760.94	2,100.00
Workers	0.00	100.00	0.00
Compensation			
Office	250.00	764.80	600.00
Supplies			
Transportation: Travel Expense	2,000.00	2,592.74	3,000.00
Insurance (361 through 369)	300.00	100.00	300.00
Total Acct 411	10,350.00	9,122.43	13,580.00
Mayor			
WAGES AND SALARIES (101 through 109)	1,200.00	858.66	1,200.00
Employer Contributions for Retirement: FICA	0	113.26	0
Office	0.00	236.20	200.00
Supplies			
Transportation (331 through 339)	0.00	594.78	600.00
Transportation: Travel Expense	1,000.00	732.80	1,000.00
Dues	30.00	30.00	30.00
Miscellaneous (431 through 499)	100.00	0.00	100.00
Employer Contributions for Retirement: PERA	200.00	0.00	200.00
Total Acct 413	2,530.00	2,565.70	3,330.00
Clerk			
Worker's Compensation (151 through 159)	300	0	300
WAGES AND SALARIES (101 through 109)	21,245.00	22,416.03	31,245.00
Wages and Salaries: Part-time Employees	0.00	1,067.91	6000.00
Employer Contributions for Retirement: FICA Contributions)	10,000.00	14,624.01	10,000.00
Employer Paid Insurance: Health	4,400.00	4,872.65	4,500.00
Workers Compensation	0.00	361.00	0.00
Communications: Telephone	250.00	300.00	250.00
Transportation (331 through 339)	0.00	20.00	0.00
Transportation: Travel Expense	1,500.00	1248.06	1,500.00
Dues	0.00	230.00	165.00
Insurance (361 through 369)	0.00	205.00	205.00
REPAIRS AND MAINTENANCE - CONTRACTUAL	0.00	162.28	200.00

	<u>2025 Budget</u>	<u>Actual</u>	<u>Proposed 2026 Budget</u>
Capital Outlay	0.00	480.72	500.00
Refund & Reimbursements	0.00	1267.66	0.00
Total Acct 414	37,695.00	47,255.32	54,865.00
City/Town Attorney			
Professional Services: Legal Fees	3,000.00	1572.65	6,000.00
Total Acct 416	3,000.00	1572.65	6,000.00
Planning and Zoning			
OFFICE SUPPLIES (201 through 209)	0.00	0.00	300.00
Operating Supplies (211 through 219)	3,000.00	2035.00	1,000.00
Refund & Reimbursements	9,000.00	0.00	9,000.00
Total Acct 419	12,000.00	2,035.00	10,300.00
PUBLIC SAFETY			
Operating Supplies (211 through 219)	0.00	44.62	50.00
PROFESSIONAL SERVICES (301 through 319)	0.00	545.58	600.00
Transportation: Travel Expense	0.00	67.19	70.00
Refund & Reimbursements	0.00	38,945.88	0.00
Total Acct 420	0.00	39,603.27	720.00
Fire Administration			
Refunds and Reimbursements	16,600.00	45022.67	16,600.00
V-CDH Maintenance	15,200.00	15059.33	15,200.00
Total Acct 422	31,800.00	60,082.00	31,800.00
City Shop			
Repair and Maintenance Supplies (221 through 229)	200.00	795.59	200.00
Insurance (361 through 369)	1,157.00	897.00	1,157.00
City Share/Assessments	0.00	442.00	0.00
Capital Outlay: Improvements Other Than Buildings	500.00	0.00	500.00
Operating Supplies (211 through 219)	300.00	267.96	300.00
Small Tools and Minor Equipment	1,000.00	301.21	1,000.00
Communications: Telephone	975.00	831.72	975.00
Utility Services (381 through 389)	5,500.00	2,823.66	5,500.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	350	156.3	1000 garage door
Total Acct 430	9,982.00	6,515.44	10,632.00
Highways, Streets & Roadways			
Dust Gaurd	2,500.00	3351.04	3,500.00
WAGES AND SALARIES (101 through 109)	29,125.00	32,240.47	29,855.00
Employer Contributions for Retirement: FICA Contributions	16,000.00	16,373.46	17,000.00
Employer Paid Insurance: Health	4,500.00	3,587.95	4,500.00
OFFICE SUPPLIES (201 through 209)	400.00	772.99	500.00
Operating Supplies (211 through 219)	9,000.00	7,938.89	8,000.00
Repair and Maintenance Supplies (221 through 229)	3,600.00	1081.16	3,600.00
PROFESSIONAL SERVICES (301 through 319)	0.00	2,408.00	0.00
Professional Services: Engineering Fees	28,000.00	37,268.87	28,000.00
Communications: Telephone	375.00	375.00	375.00
Transportation: Travel Expense	0.00	20.00	0.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	7,000.00	7,274.02	8,000.00 gravel, tractor tires
Transportation (331 through 339)	20.00	20.00	20.00
Worker's Compensation (151 through 159)	1,400.00	2326.00	1,400.00
Small Tools and Minor Equipment	600.00	0.00	600.00
Clothing Allowance	350.00	0.00	350.00 jackets
Insurance (361 through 369)	7,400.00	7206.04	7,400.00
Seal Coating Roads	7,500.00	7500.00	7,500.00

	<u>2025 Budget</u>	<u>Actual</u>	<u>Proposed 2026 Budget</u>
Capital Outlay: Improvements Streets	32,000.00	0.00	15,000.00 W Lake St
Capital Outlay: Other Equipment	7,500.00	0.00	20,000.00 snow plow
Sidewalk			
REPAIRS AND MAINTENANCE - CONTRACTUAL (401	500.00	0.00	500.00
Capital Outlay Buildings and Structures	0.00	9,500.00	500.00
Ice and Snow Removal			
Operating Supplies (211 through 219)	0.00	1,516.78	1500.00
Rentals: Other Equipment	750.00	0.00	750.00
Operating Supplies: Lubricants and Additives	1,500.00	0.00	1,500.00
Capital Outlay: Improvements Other Than Buildings	500.00	0.00	0.00
Yard Waste			
OFFICE SUPPLIES (201 through 209)	400.00	0.00	400.00
Repair and Maintenance Supplies (221 through 229)	2,000.00	0.00	2,500.00 Gravel and Grading
Printing and Binding (351 through 359)	400.00	0.00	400.00
Capital Outlay: Improvements Other Than Buildings	1,000.00	0.00	3,000.00 Brick Boarders, Loader, skidsteer
WAGES AND SALARIES (101 through 109)	8,420.00	4,930.14	5,400.00
Wages and Salaries: Part-time Employees	0.00	1524.87	0.00
Employer Contributions for Retirement: FICA Contributions	5,000.00	3,530.19	5,000.00
Operating Supplies (211 through 219)	0.00	587.11	0.00
Utility Services (381 through 389)	200.00	141.67	200.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401 through 409)	0	950	2250 3 Fire Calls
City Share/Assessments	416.00	442.00	416.00
Refunds& Reimbursements	0.00	65.00	0.00
Street Lighting			
Utility Services (381 through 389)	9,000.00	6,610.38	12,000.00
Total Acct 431	187,356.00	158,592.03	191,916.00
EVENT CENTER			
WAGES AND SALARIES (101 through 109)	0.00	101.89	0.00
Wages and Salaries: Part-time Employees	8,000.00	1,837.26	4,940.00
Employer Contributions for Retirement: FICA Contributions	1,600.00	713.49	1,976.00
Workers Compensation	0.00	5,896.00	0.00
OFFICE SUPPLIES (201 through 209)	100.00	526.40	500.00
Operating Supplies (211 through 219)	3,000.00	3,925.58	3,165.00
Repair and Maintenance Supplies (221 through 229)	2,000.00	150.07	2,000.00
PROFESSIONAL SERVICES (301 through 319)	2,500.00	2,318.60	2,231.00
Communications: Telephone	2,110.00	1,626.17	1,800.00
Advertising (340 through 349)	4,000.00	2,047.50	2,000.00
Licenses/Permits	0.00	25.00	25.00
Utility Services (381 through 389)	8,200.00	5,519.58	4,400.00
Utility Services: Refuse Disposal	1,600.00	1459.78	1,600.00
REPAIRS AND MAINTENANCE - CONTRACTUAL (401	3,000.00	6,050.78	4,570.00
City Share/Assessments	800.00	680.00	680.00
Refunds and Reimbursements	0.00	85384.75	0.00
Insurance (361 through 369)	4,000.00	0.00	1,500.00
Capital Outlay: Improvements Other Than Buildings	5,000.00	1561.90	10,000.00
Total Acct 451	45,910.00	119,824.75	41,387.00

	<u>2025 Budget</u>	<u>Actual</u>	<u>Proposed 2026</u> <u>Budget</u>	
Worker's Compensation (151 through 159)	2,400.00	2883.06	2,400.00	
Clothing Allowance	100.00	0.00	100.00	t-shirts, waders
Insurance (361 through 369)	3,000.00	4586.00	3,300.00	
Capital Outlay: Improvements Other Than Buildings	15,000.00	0.00	15,000.00	Lawn Mower
Professional Services: Engineering Fees	5,000.00	0.00	5,000.00	
Ball Field	1,500.00	900.00	1,500.00	
WAGES AND SALARIES (101 through 109)	29,000.00	19,899.40	25,000.00	
Other Pay (111 through 119)	0.00	1,740.00	0.00	
Employer Contributions for Retirement: FICA Contributions	12,840.00	9,160.96	9,840.00	
Employer Paid Insurance: Health	4,200.00	3,588.15	3,900.00	
OFFICE SUPPLIES (201 through 209)	350.00	773.00	350.00	
Operating Supplies (211 through 219)	7,000.00	4,090.00	3,500.00	wood chips
Repair and Maintenance Supplies (221 through 229)	2,000.00	118.74	1,500.00	
Communications: Telephone	375.00	375.00	375.00	
Transportation: Travel Expense	20.00	20.00	20.00	
Licenses/Permits	360.00	35.00	360.00	
Utility Services (381 through 389)	4,000.00	3,082.05	4,000.00	
Utility Services: Refuse Disposal	3,500.00	3,701.18	4,200.00	
REPAIRS AND MAINTENANCE - CONTRACTUAL (401	3,000.00	8,355.56	3,000.00	
City Share/Assessments	700.00	800.42	700.00	
Refund & Reimbursements	240.00	71.22	240.00	
Total Acct 452	94,585.00	64,179.74	84,285.00	
Economic Development and Assistance				
Interfund Transfers	5,000.00	10,000.00	10,000.00	CEDA Rep \$5,000, donation \$5,000
Total Acct 465	5,000.00	10,000.00	10,000.00	
Total Disbursements	488,633.00	605,427.96	493,454.00	

City Council
2025 December Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170, password 56587
6:30 PM on Tuesday, December 16, 2025

9. Information & Announcements

Meeting:

A. 2026 Board of Review, Wednesday, April 8, 2026, 1:00 pm Vergas Event Center Council Chambers