

**Vergas EDA/HRA
EDA/HRA Meeting
Government Services Center & Zoom Id 267-094-2170 password 56587
5:30 PM on Wednesday, January 7, 2026**

- 1. Call to Order**
- 2. Positions**
 - A. President
 - B. Vice President
 - C. Secretary-Treasurer
 - D. Assistant Treasurer
 - E. Board Members (2)
- 3. Agenda Additions and Deletions**
- 4. Status of Recommendations to City Council**
 - A. None.
- 5. Set Time and Dates of 2026 Meetings**
- 6. Minutes**
 - A. December 4, 2025
- 7. Financial Update**
 - A. 2025 Income and Expenses
 - B. 2026 Income and Expenses
- 8. CEDA Representative Jordan Grossman**
 - A. Child Care
 - B. Vergas EDA Community Rehab Grant
- 9. Adjournment**

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2. Positions

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4. Status of Recommendations to City Council

A. None.

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6. Minutes

A. December 4, 2025

Files Attached

- 12.4.25 EDA.HRA Minutes (1).pdf

**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.

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7. Financial Update

- A. 2025 Income and Expenses
- B. 2026 Income and Expenses

Files Attached

- 2025 EDA_HRA Revenue and Disbursements.pdf
- 2026 EDA_HRA Revenue and Disbursements.pdf

2025 EDA-HRA Income-Expense Sheet

Beginning Checking Balance \$22,271.54

Revenue:

Vergas General Fund Transfer	5,000.00	
411 Diane Ave	1,197.01	
230 Eva St	1,344.97	
City of Vergas- CEDA Employee	5,000.00	
		\$12,541.98

Total Revenue

Expenses:

SDBC	Donation	2,000.00	
409 Diane Ave	Assessments	2,589.79	
MW Pastry	Annual Meeting	90.00	
CEDA	Employee	2,128.00	
CEDA	Employee	3,192.00	
Budget Mailboxes	Mailbox	2,454.91	
CEDA	Employee	3,192.00	
Franklin Fence	Mailbox Cement	93.75	
Greg and Ruby Schmid	Earnest Money	1,000.00	
			\$16,740.45

Total Expenses:

Balance of Checking Account as of 12/31/2025

\$18,073.07

Savings Account

* West Central Initiative 16,578.10

Grant Balance

14,512.91

Total in HRA/EDA Accounts

\$49,164.08

Veteran's Memorial

Revenue:

West Central Initiative	443.51	
West Central Initiative	4,000.99	
West Central Initiative	2,845.23	7,289.73

Expenses

All Flags	443.51	
Fergus Falls Granite Inc	3,960.00	
Lyle Krieg	40.99	
John Lotzer	166.12	
Fergus Falls Granite Inc	2,253.00	
Lyle Krieg	426.11	7,289.73
		\$0.00

Balance of Veteran's Memorial Account

\$0.00

Pickle Ball

Income West Central Initiative 12,101.00

Expense Haugen Construction 12,101.00

Balance of Account

\$0.00

2025 EDA-HRA Income-Expense Sheet

Grant	Beginning Balance		\$50,000.00
Distributions	Cutting Edge	762.09	
	Summers Construction	4,725.00	
	Wild Fire Furs	5,000.00	
	Billy's Corner Bar	5,000.00	
	Crossroads	5,000.00	
	American Beauty	5,000.00	10/01/25 Approved not distributed
	Elm Street Boutique	5,000.00	10/01/25 Approved not distributed
	Keystone	5,000.00	12/04/2025 Approved not distributed
	Total		<u>\$35,487.09</u>
	Balance of Grant Funds		<u><u>\$14,512.91</u></u>

City of Vergas budgeted \$5,000.00 for 2024 EDA/HRA transfer.

City committed \$10,000 for CEDA employee - \$5,000 in 2025 and \$5,000 in 2025.

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Beginning Checking Balance			\$18,073.07
Revenue:			
	Vergas General Fund Transfer	5,000.00	
	City of Vergas- CEDA Employee	5,000.00	
Total Revenue			<u>\$10,000.00</u>
Expenses:			
	CEDA	Employee	4,100.00
Total Expenses:			<u>\$4,100.00</u>
Balance of Checking Account as of 12/31/2025			<u>\$23,973.07</u>
Savings Account			
	* West Central Initiative	16,578.10	
Grant Balance		14,512.91	
Total in HRA/EDA Account			<u>\$55,064.08</u>
Veteran's Memorial			
Income			
	West Central Initiative		
	West Central Initiative		
			0.00
Expenses			
			0.00
			<u>0.00</u>
Balance of Veteran's Memorial Account			<u>\$0.00</u>
Pickle Ball			
Income	West Central Initiative		
Expense			
			<u>\$0.00</u>
Balance of Account			<u>\$0.00</u>
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	Summers Construction	4,725.00	
	Wild Fire Furs	5,000.00	
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