

City Council
2026 January Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, January 20, 2026

1. **Call to Order**
2. **Citizens' Concerns**
3. **Agenda Additions and Deletions**
4. **Approval of Consent Agenda**
 - A. Council Minutes of December 16, 2025
 - B. Bills paid between Council meetings and Council bills
 - C. Liquor Store bills for December 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. Energy and Resiliency
 2. Park Advisory Board
5. **Set Time, Place and Date of Regular 2026 Meetings**
6. **Appointment of Acting Mayor**
7. **Appointments**
 - A. Council Portfolios
 - B. Appoint City Attorney- Ramstad, Skoyles and Bakken, P.A.
 1. Annual Review of Contract
 - C. Designate Official Newspaper - Frazee-Vergas Forum
 - D. Designation of official place of advertisement of projects: www.cityofvergas.com
 - E. Designate Official Depositories: Vergas State Bank
 - F. Appoint of City Engineering Firm - Widseth
 1. Annual Review of Contract
8. **City Center Parking Lot**
 - A. Engineer Update
 - B. 2nd Installment Payment
 - C. Set Assessment Hearing
9. **Committee Reports**
 - A. Personnel
 - B. EDA/HRA
 - C. Liquor Store/Municipal Bldg./License Committee
 - D. Event Center Advisory Board
10. **Staff Reports**
 - A. Utilities Superintendent Report
 - B. Liquor Store Manager Report
 - C. Clerk Treasurer Report
11. **2025 Mayor's State of Address**
12. **Information & Announcements**

Meetings and Events:

 - A. 2026 Board of Review, Wednesday, April 8, 2026, 1:00 pm Vergas Event Center Council Chambers
 - B. Household Hazardous Waste Day, Thursday, June 25, 2025, 10:00 - 2:00 Vergas Event Center Parking Lot

Employee 2026 Trainings:

 - A. MN Rural Water Conference – March 3-5, 2026 in St Cloud (Utilities Superintendent)
 - B. MN Clerk's and Finance Officers – March 24-27, 2026 in Brooklyn Center (Clerk-Treasurer)
 - C. Clerk's Advanced Academy- September 2026 (Clerk-Treasurer)
 - D. LMC, Loss Control Workshop April 1-3, 2026 in Alexandria (Utilities Superintendent,

Maintenance Operator, Clerk-Treasurer)

E. Municipal Beverage Association (MMBA) April 18 - 21, 2206 Cragun's Resort (Liquor Store Manager)

F. League of MN Cities Annual Conference June 24-26, 2026 in Rochester (Mayor, Council & Clerk-Treasurer)

G. 16th Annual Operator Expo, (MN Rural Water) August 25, 2026 (Utilities Superintendent and Maintenance Operator)

13. Adjournment

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 - 1. Energy and Resiliency
 - 2. Park Advisory Board

Files Attached

- 12.16.25 City Council Minutes .pdf
- 2026 City Bill Listing.pdf
- 01.20.26 Claims List of Approval.pdf
- 12.2025 Liquor Store Bill Listing.pdf
- Utility Billing past_due_customers (13).pdf
- 2025 Investment Schedule & Bond Schedule.pdf
- 2025 General Fund_Special Revenue Money Market Account Report Final.pdf
- 12.31.25 Interim Financial Report -Monthly Analysis.pdf
- 12.31.25 Statement of Receipts, Disbursements and Balance.pdf
- 1.15.26 Energy Resiliency Advisoty Board Meeting.pdf
- Park Board Minutes 1.8.26.pdf

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

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

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

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

Also present: Attorney Karen Skoyles, Engineer Blaine Green of Widseth, Editor Bob Williams of the Frazee-Vergas Forum; and Citizens, Marcia Huddleston, Paul Bruhn, Keith Bunkowske and Myrel Kvam.

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 the addition of Scharf 3rd Addition to the agenda.

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

Approval of Consent Agenda

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

Scharf 3rd Addition

Keith Bunkowske reviewed the project and stated after receiving the punch list from Blaine Green he completed the project. They have added a wastewater basin behind the back lots and a lot of the water from the fields and the backlots is going in that direction. He stated he received an email from City Engineer Blaine Green today stating the basin should have been a little deeper. Bunkowske's Engineer Josiah Rostad from Moore Engineering has given Bunkowske a statement stating he felt that the design fulfilled what it needed to do. City and Green have not seen the statement. Bunkowske stated we had 3 inches of rain in July in a matter of 5 minutes or so and that was the only time the basin had allowed water to run down the lake. We had an inch in the pit, and it never even got to the top of the basin. I would like to finalize this and get approved by the Council. Green stated he had reviewed the measurements, and it appeared the bottom of the pond was smaller than designed and the top of the pond, the rim of it was maybe partially larger. The basin per our calculations show a net decrease of storage. By appearances, it seems that it's not doing what it's supposed to by the design. Additionally, we had our hydraulics engineer investigate it and when it comes to hydrology, there's a lot of assumptions made. You can base it on soil types or categories of the rain falls, periods of time, and that kind of stuff. Green reported that the pond's measurements show a net decrease in storage capacity compared to design, with the inlet set too low and not functioning as intended. Bunkowske mentioned new information indicating the pond exceeds requirements despite being smaller, potentially due to changes in the drainage area. The council agreed to table the decision until January, with Green planning to discuss the

discrepancy with the engineers to reach a resolution. The issue of landowners wanting access to the road for winter activities was raised, but it was noted that nothing can be done until the road is officially accepted by the city.

City Center Parking Lot

Green provided an update on the City Center parking lot project. He reported that while no significant developments have occurred since the previous month's meeting, they are working with the city to process a partial payment to the contractor. He noted that this payment would not cover the full amount, as there are still several punch list items that need to be addressed before the retainage (approximately \$50,000) is released.

Green explained that one specific punch list item involves fixing the entrance between the liquor store and post office, which was installed too steeply. This would be addressed as a warranty item with the concrete contractors.

Paul Bruhn raised concerns that more work remains to be completed than just a few items, noting that his building's site has not been completed and his sign has not been put back up. When asked about the total bill, it was clarified that the final amount is approximately \$154,000-\$210,000, with part being the city's responsibility and part being Hanson's, Bruhn's and the Hardware Store. Bruhn also raised questions about whether the specifications for the parking lot construction were followed regarding the removal and replacement of subgrade material. He stated that as a property owner who watched the construction, he observed that 10 inches of subgrade was not removed and replaced as specified. Green responded that while depths may have varied across the parking lot (14 inches in some areas, 6 inches in others), overall, they put back 10 inches across the whole project as designed and have documentation of the materials used.

1st Installment Payment

Discussion followed regarding the first installment payment to the contractor. The engineer recommended proceeding with the payment while holding back sufficient retainage to ensure completion of the remaining work.

Motion by Albright, seconded by Pinke to approve the first installment payment of \$112,049.27 to the contractor for the City Center parking lot project. Motion passed unanimously.

Committee Reports

Yard Waste

Albright reviewed the Streets/Sidewalks/Yard Waste Committee meeting minutes of December 4, 2025 (minutes available at the Vergas City Clerk's Office). Albright reviewed the current fire at the Yard Waste site and pointed out the following issues: city sells a lot of permits, illegal material is being dropped off and rules are not being followed, and people bring trees and stumps (branches cannot be more than 6 inches in length or 4 inches in diameter). Discussed the following solutions: keep yard waste closed, revert site to mulch only, or only allow Vergas Residents to use site. Motion by Albright, seconded by Pinke to have attorney review legalities of the site. Motion passed unanimously. Skoyles questioned insurance regarding the site. Committee will follow up with Attorney and insurance and bring a recommendation to council. Yard Waste will remain closed until further notice.

Water and Sewer

Albright reviewed the water/sewer committee meeting minutes of November 25, 2025 (minutes available at the Vergas City Clerk's Office).

Mounting System

Motion by Albright, seconded by Pinke to approve replacing mounting system in the main lift station in 2026. Motion passed unanimously.

Setting and Televising Policy

Motion by Albright, seconded by Pinke to approve sewer line jetting and televising policy. Motion passed unanimously.

123 Main Steet

Easement – Paul Bruhn, owner is requesting City purchase an easement for water lines. Attorney Skoyles stated the following: Most deeds in Minnesota use the language of the state’s uniform conveyancing blanks. These warranty deeds provide that grantors convey and warrant to grantees described real property together with “all hereditaments and appurtenances belonging thereto,” subject to enumerated exceptions. It is my understanding that at the time Mrs. Bruhn conveyed the properties in question to the city of Vergas, the sewer and water lines were already installed in a single parcel that she owned and all parties to the transaction knew that. Assuming that the conveyance from Mrs. Bruhn to the city was in the standard format, she conveyed the easement to the city when she signed the deed. The standard deed language is intended to transfer ownership (convey) the described real estate together with all hereditaments and appurtenances thereto. Hereditaments are any property, tangible or intangible, that can be inherited. Appurtenances are rights, privileges, or items that are incidental to and pass automatically with the real estate without the need for separate mention in the deed, such as easements or rights-of-way. In this context, the language “hereditaments and appurtenances” is the broad language used to transfer all possible rights, benefits, and connected items along with the main property. Interest in real estate can be thought of as a bundle of sticks. Unless it is clear that the grantor does not intend to transfer all of the sticks, the language of the standard deed form transfers ownership of all the sticks from the grantor to the grantee. The single parcel contained the sewer and water lines when Mrs. Bruhn conveyed the property to the city. She conveyed the easement permitting them to remain where they were when she signed the deed splitting the property into two parcels unless she specifically excluded that “stick” in the deed. Mr. Bruhn is not entitled to any additional compensation for something the city already has.

P. Bruhn requested written verbiage stating if city does any repairs, they will bring property back to how it looked originally.

Water and Sewer Charges

City has ability to charge back for 6 years, and the council decided to charge property for 3 years of water service at the September 16, 2025 council meeting. Motion by Albright, seconded by Stenger to forgive past charges and begin billing 123 Main Street as of the date the curb stop was repaired. Motion passed unanimously.

2026 Fee Charges

Albright reviewed budget for water and sewer stating the water fees could remain the same in 2026 but the sewer charges would need to be increased due to the lift stations needing to be replaced or repaired. Motion by Albright, seconded by Pinke to raise the base rate for sewer to \$33.50 and the usage rate to \$4.00 per 1,000 gallons of water used. Motion passed unanimously. Motion by Albright, seconded by Pinke to increase the water turn on fee from \$30.00 to \$40.00. Motion passed unanimously.

Budgets

Motion by Stenger, seconded by Pinke to approve the 2026 water budget as presented. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve the 2026 sewer budget as presented. Motion passed unanimously.

Event Center

Stenger reviewed the event center meeting minutes of December 10, 2025 (minutes available at the Vergas City Clerk’s Office). Motion by Stenger, seconded by Pinke, to remove free/reduced rent from the event center policy. Motion passed unanimously. Motion by Stenger, seconded by Pinke to approve the arrival and departure checklist. Motion passed unanimously. Bruhn questioned if all renters would be required to pay deposits as the Lion’s, Community Club and Fire Department have not been required to pay deposit in the

past. Stenger stated he would bring it to the next event center meeting. Committee requested ashtrays be removed from the event center as they have started on fire at 4 different events. Council all agreed they needed to be removed.

Staff Reports

Utilities Superintendent

Motion by Haarstick, seconded by Pinke to approve resolution 2025-013 Winter Maintenance Agreement with Otter Tail County. (complete copy of resolution located at the city office). Motion passed unanimously.

Clerk-Treasurer

Lammers provided written report and forms for Council to review Attorney and Engineering firms. Council recommended that Clerk-Treasurer fill out review for both attorney and engineering firms and Utilities Superintendent to review engineering firm.

Liquor Store Manager

Theisen presented financial data of liquor store requesting \$20,000 to be transferred to general fund. Motion by Pinke, seconded by Stenger to approve transferring \$20,000 from Liquor Store to General Fund. Motion passed unanimously.

2026 General Fund Budget

2026 Salary Schedule

Bruhn reviewed an increase of 2.5% for all city positions within the city. Motion by Pinke, seconded by Stenger to approve the 2026 fee schedule as provided to Council in the packet. Motion passed unanimously.

2026 Fee Schedule

Motion by Pinke, seconded by Albright to approve 2026 Fee Schedule as provided in Council packet. Motion passed unanimously.

2026 Final Budget

Bruhn reviewed the 2026 budget with a 3.52% increase. 2026 will be a tighter year financially as the budget committee worked to keep the increase in single digits. Motion by Albright, seconded by Pinke to approve the resolution 2025-17 (complete copy of resolution located at the city office and on the city web page) for the proposed 2026 budget of \$493,454.00. Motion passed unanimously.

Information and Announcements

Bruhn announced that the 2026 Board of Review date had been set for April 8th, 2026 at 1:00 PM.

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 8:00 PM.

Julie Lammers, CMC

Vergas City Clerk-Treasurer

CITY OF VERGAS
 Bill Listing for Dec. 19, 2025 to Jan. 14, 2026

VENDOR	DESCRIPTION	TOTAL
Adam & Tara Dresen	Big Build Tax Refund	813.00
Carol Sharp	Big Build Tax Refund	361.00
City of Vergas	Water and Sewer	62.05
City of Vergas	Payroll	21,376.40
Colonial Life	Employee Reimbursed Insurance	272.34
Corporate Tech	All Depts, Tech Support	638.50
Dacotah Paper Company	Event, gloves	23.55
Elan Financial Services	Shop, coffee	23.37
Great Plains Natural Gas	Event and Shop ,utility	426.10
Internal Revenue Services	2025 and 2026 Withholding Tax	7,136.64
Lake Region Electric	Yard Waste and Park, sign and camera	60.09
Madison National Life Ins Co	Employee Short Term Insurance	121.91
Marco	Copier Lease	523.37
MN Dept. Revenue	2025 and 2026 Withholding Tax	2,007.15
MN Life Ins	Employee Life Ins.	28.60
MN Revenue	Sales Tax	182.00
Otter Tail County Highway Dept	Street, salt/sand	315.36
PB Pey-Barker Fire & Safety	Event, extinguisher inspections and maintenance	746.00
Public Employees Retirement Assoc.	Payroll	3,943.87
RMB Environmental	Water & Sewer, Chemicals	306.19
S & Z Properties	Big Build Tax Refund	12,334.81
Sonnenberg Excavating	City Center Park Lot-Pay Request 1	112,049.27
Summers Construction	Big Build Tax Refund	2,077.50
Vergas C.D.H. Fire and Rescue	Yard Waste, Fire Call	1,450.00
Vergas Fire & Rescue	Fire Training reimbursed	2,280.00
Vergas State Bank	HSA Contributions	200.00
Vestis	Event, rugs and supplies	134.51
Total for bills paid between Council Meetings		<u>\$169,893.58</u>

Date Range : 12/16/2025 To 1/20/2026

<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>
01/20/2026	Arvig	All Depts, security and internet (Jan 2026)	516423	\$616.16			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$156.95
					100-43010-321-	City Shop	\$78.45
					100-45110-321-	EVENT CENTER	\$111.00
					100-41010-321-	GENERAL GOVERNMENT	\$269.76
01/20/2026	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium Feb 2026	516424	\$4,164.29			
					100-41405-131-	Clerk	\$373.27
					601-49440-131-	Water Utilities - Administration and General	\$640.86
					602-49490-131-	Sewer Utilities - Administration and General	\$640.86
					100-43110-131-	Highways, Streets & Roadways	\$267.59
					100-45210-131-	Parks	\$267.58
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,974.13
01/20/2026	CDH-Vergas Fire Department	Fire and Rescue, 2026 1st Quarter and air pack contribution	516425	\$4,314.83			
					100-42010-405-	PUBLIC SAFETY	\$3,764.83
					100-42010-999-	PUBLIC SAFETY	\$550.00
01/20/2026	Corporate Technologies, LLC	All Depts, Tech, Computer Inv #214778 Firewall, 214347, 17128, 213142 (LS Firewall)	516426	\$3,349.03			
					100-41010-200-	GENERAL GOVERNMENT	\$158.68
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$79.20
					100-45110-200-	EVENT CENTER	\$84.40
					100-43110-200-	Highways, Streets & Roadways	\$84.40
					100-45210-200-	Parks	\$84.40
					601-49440-200-	Water Utilities - Administration and General	\$120.00
					602-49490-200-	Sewer Utilities - Administration and General	\$109.52
					100-41110-200-	Council/Town Board	\$120.00
					100-41310-200-	Mayor	\$30.00

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					100-41010-210-	GENERAL GOVERNMENT	\$1,547.66
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$930.77
01/20/2026	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	516427	\$75.00			
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
01/20/2026	Matthew Engebretson	St, Pk, reimbursed cell phone	516428	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
01/20/2026	Elan Financial Services	GG, programs, LS, Trademark name, Clerk, education	516429	\$1,391.96			
					100-41010-200-	GENERAL GOVERNMENT	\$64.49
					602-49450-200-	Sewer Utilities - Sanitary Sewer Maintenance	\$64.49
					601-49440-200-	Water Utilities - Administration and General	\$64.49
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$27.33
					100-41010-200-	GENERAL GOVERNMENT	\$20.38
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$70.00
					100-41405-331-	Clerk	\$360.26
					601-49440-331-	Water Utilities - Administration and General	\$360.26
					602-49490-331-	Sewer Utilities - Administration and General	\$360.26
01/20/2026	Fraze-Vergas Forum	Gg, legal ads Event, advertising	516430	\$332.20			
					100-41010-350-	GENERAL GOVERNMENT	\$277.20
					100-45110-340-	EVENT CENTER	\$55.00

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01/20/2026	General Equipment & Supplies, Inc.	St, Loader repair	516431	\$2,335.03			
					100-43110-220-	Highways, Streets & Roadways	\$778.34
					100-45210-220-	Parks	\$778.34
					100-43128-220-	YARD WASTE	\$778.35
01/20/2026	Great Plains Natural Gas Company	Shop, Event Center utility	516432	\$797.70			
					100-45110-380-	EVENT CENTER	\$520.91
					100-43010-380-	City Shop	\$276.79
01/20/2026	Hawkins, Inc	Wtr, 2026 chemicals INv #7305361	516433	\$808.18			
					601-49440-218-	Water Utilities - Administration and General	\$808.18
01/20/2026	JH Signs & Designs, Inc	Golf Cart Permits	516434	\$35.00			
					100-41010-210-	GENERAL GOVERNMENT	\$35.00
01/20/2026	J.P. Cooke Company	2026 Cat and Dog Tags	516435	\$78.30			
					100-42010-210-	PUBLIC SAFETY	\$78.30
01/20/2026	Lakes Community Cooperative	Streets, operating fuel	516436	\$17.19			
					100-45210-210-	Parks	\$17.19
01/20/2026	L & M Supply, Inc.	Event and Office, wall clocks	516437	\$42.98			
					100-41010-210-	GENERAL GOVERNMENT	\$17.99
					100-45110-210-	EVENT CENTER	\$24.99
01/20/2026	Julie Lammers	Clerk, cell phone reimbursement and mileage to Fergus Falls	516438	\$105.80			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
					100-41405-331-	Clerk	\$30.80
01/20/2026	League of Minnesota Cities	LMC, Mayor Dues	516439	\$30.00			

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					100-41310-345-	Mayor	\$30.00
01/20/2026	League of Minnesota Cities	LMC, Dues	516440	\$627.00			
					100-41310-345-	Mayor	\$627.00
01/20/2026	MN Rural Water Association	Water Membership	516441	\$450.00			
					601-49440-345-	Water Utilities - Administration and General	\$450.00
01/20/2026	MN Department of Natural Resources-	Park, Aquatic Plant Management Permit	516442	\$35.00			
					100-45210-354-	Parks	\$35.00
01/20/2026	Minnesota Life Insurance Company	Employee Life Ins, EmployeeLife Ins. 2026	516443	\$65.80			
					100-41405-131-	Clerk	\$2.70
					100-43110-131-	Highways, Streets & Roadways	\$2.70
					100-43110-999-	Highways, Streets & Roadways	\$20.50
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$31.80
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$5.40
					100-45210-131-	Parks	\$2.70
01/20/2026	First National Bank of Omaha	St, \$985,000 General Obligation Improvement Bonds Services Paying & Interest, Series 2019A	516444	\$57,030.63			
					412-41010-611-	GENERAL GOVERNMENT	\$12,030.63
					412-41010-601-	GENERAL GOVERNMENT	\$45,000.00
01/20/2026	Michelle Norby	Event, Refund Deposit	516445	\$75.00			
					100-45110-999-	EVENT CENTER	\$75.00
01/20/2026	Otter Tail Power	Park, ballfield electricity	516446	\$24.79			
					100-45210-380-	Parks	\$24.79
01/20/2026	Otter Tail Power Company	All depts, utility	516447	\$1,827.50			
					602-49490-380-	Sewer Utilities - Administration and General	\$240.71

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					100-43160-380-	Street Lighting	\$512.81
					100-45110-380-	EVENT CENTER	\$309.88
					100-45210-380-	Parks	\$86.54
					601-49440-380-	Water Utilities - Administration and General	\$520.02
					100-41010-380-	GENERAL GOVERNMENT	\$73.61
					100-43010-380-	City Shop	\$83.93
01/20/2026	Olson Oil Co.	St & PK, operating supplies	516448	\$695.94			
					100-43110-210-	Highways, Streets & Roadways	\$627.12
					100-45210-210-	Parks	\$68.82
01/20/2026	Productive Alternatives, Inc.	Event Center, 2025 Cleaning Inv#4364, 4940, 5940	516449	\$313.53			
					100-45110-300-	EVENT CENTER	\$313.53
01/20/2026	Ramstad, Skoyles & Bakken, PA	Attorney fees	516450	\$200.00			
					100-41010-304-	GENERAL GOVERNMENT	\$200.00
01/20/2026	Steve's Sanitation, Inc.	Event, Parks, garbage pickup	516451	\$447.33			
					100-45110-384-	EVENT CENTER	\$139.53
					100-45210-384-	Parks	\$307.80
01/20/2026	Kyle Theisen	LS, Cell Phone Reimbursement	516452	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
01/20/2026	United States Postmaster	GG, Wtr, Swt, Postage	516453	\$468.00			
					100-41010-200-	GENERAL GOVERNMENT	\$156.00
					601-41010-200-	GENERAL GOVERNMENT	\$156.00
					602-41010-200-	GENERAL GOVERNMENT	\$156.00
01/20/2026	Vestis	Event, 2026 rugs and supplies Inv 2520710320	516454	\$134.51			
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$134.51

Date Range : 12/16/2025 To 1/20/2026

<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>
01/20/2026	Vergas Insurance Agency, LLP	Bond, 2026-2027 Clerk-Treasurer's Renewal	516455	\$205.00	100-41110-360-	Council/Town Board	\$205.00
01/20/2026	Vergas State Bank	\$230,000 Taxable Lease-Purchase 2023A	516456	\$17,945.50	440-47010-611- 440-47010-601-	DEBT SERVICE DEBT SERVICE	\$11,000.00 \$6,945.50
01/20/2026	Vergas State Bank - #4616	Gen Obligation Water Revenue Note, Series 2022A Mn Rural Water Micro-Loan	516457	\$13,950.00	601-47210-611- 601-47110-601-	Interest - Bonds Bond Principal	\$950.00 \$13,000.00
01/20/2026	Vergas State Bank	G.O. Improvement Refunding Bonds, Series 2015A	516458	\$28,808.25	220-47010-611- 220-47110-601-	DEBT SERVICE Bond Principal	\$808.25 \$28,000.00
01/20/2026	Widseth	Engineering; Inv 242576, 242344,	516459	\$2,028.00	100-43110-303-	Highways, Streets & Roadways	\$2,028.00
Total For Selected Claims				\$143,875.43			\$143,875.43

Date Range : 12/16/2025 To 1/20/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Bruce E Albright		City Council/Town Board				Date
	Dean Haarstick		City Council/Town Board				Date
	James Stenger		City Council/Town Board				Date
	Julie A Bruhn		City Council/Town Board, Mayor				Date
	Paul Pinke		City Council/Town Board				Date

City of Vergas Liquor Store Checks Paid in December 2025

Vendor	Description	Total
Artisan Beer Company		\$78.50
Arvig	Internet and security	\$120.65
Bergseth Bros		4,807.95
Beverage Wholesalers		2,236.30
Blue Cross Blue Shield of MN	Employee, health insurance	\$3,948.26
Breakthru Beverage		\$3,715.86
City of Vergas	Payroll	9,404.41
City of Vergas	Utility	63.66
Colonial Life	Employee, reimbursed insurance	51.26
Corporate Technologies, LLC	Technology	287.10
D-S Beverages		4,660.41
Fricke Consultin Sale	POS service fee	165.00
Great Plains Natural Gas	Utility	\$120.49
Internal Revenue Service	2025 Withholding Tax	2,877.38
Johnson Brothers Liquor Co		3,428.65
Madison National Life Ins.	Short Term Disability Ins	89.92
Merchant Services	Credit Card Fees	1,133.17
MN Dept. of Revenue	Sales Tax	6,160.00
MN Dept. Revenue	2025 Withholding Tax	698.70
Mn Life Ins	Life Ins	37.20
Otter Tail Power Company	Utility	357.42
Paustis Wine Company		148.00
Phillips Wine & Spirits		4,178.73
Public Employees Retirement Assoc.	Payroll	\$1,752.10
Refine Homes	Gutters	675.14 *
Sonnenberg Excavating	Sewer Line	8,650.00
Southern Glazer's Wine & Spirits		3,373.76
Theisen, Kyle	Cell Phone	25.00
Vergas Hardware	Plug	4.79
Vergas State Bank	HSA	561.00
Vestis		82.90
Viking Coca-Cola Bottling Co		567.20
Wine Merchants		137.84
	Total	<u>64,598.75</u>
	December Receipts	<u>65,751.25</u>
December Balance		<u>\$1,152.50</u>
	January - November Operating Income (Loss)	(\$15,955.41)
	Transfer to General Fund	20,000.00
2025 Total Operating Income (Loss)		(\$34,802.91)
* (\$58625.45 transferred from Investment)	Building Front Project	<u>58625.45</u>
(Dec. 14, 2025)	2025 Income/Loss	<u>\$23,822.54</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	361	Ueke, Rhonda	Active	82000990141000	371 S Pelican Ave	105	59.30	412.41	0.00	10/14/2025	575.27	88707173	WATER	No
2	0	910	Lankow, Benjamin	Active	82000990170000	339 E Frazee Ave	105	64.55	290.70	0.00	09/17/2025	354.88	89621694	WATER	No
Total							Count: 2	123.85	703.11						

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/24 Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>12/31/25 Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	260,495.85	146,209.45	124,359.77	1,386.19	283,731.72 0.75% MMDA
2019 Street Debt Fund	325657	201,559.92	0.00	0.00	1,513.37	203,073.29 0.75% MMDA
Parking Lot/Alley	325657	0.00	138,000.00	0.00	334.17	138,334.17 0.75% MMDA
Liquor Store Fund	325657	135,000.00	0.00	58,625.45	985.59	77,360.14 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	3,843.92	156,645.95 2.50% 12/14/2026
Totals		816,306.21	284,209.45	182,985.22	9,519.30	927,049.74

City of Vergas Bond Schedule

Title	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2024</u>	<u>Interest Paid in 2025</u>	<u>Balance 12/31/2025</u>	<u>Amount Paid in 2025</u>
Street Debt Service Fund									
General Obligation Improvement Refunding Bonds, Series 2015A	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	90,000.00	2,000.75	61,000.00	29,000.00
General Obligation Improvement Refunding Bonds, Series 2019A (412)	6/11/2019	\$985,000.00	3.26%	FIRST National Bank of Omaha	2/1/40	825,000.00	25,046.26	785,000.00	40,000.00
Taxable Lease, 2023	10/24/2023	\$230,000.00	5.90%	Vergas State Bank	2/1/39	230,000.00	14,068.00	224,000.00	6,000.00
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

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

	2024 Balance	Interest	2025 Interest	2025 Purchased	2025 sold	12/31/2025 Balance	
Uncommitted Funds	115,586.18	20.35%	325.99	142,709.45	115,659.77	142,961.85	20.35%
City Shop	8,132.17	1.24%	61.95	500.00	0.00	8,694.12	1.24%
Easements	5,258.92	0.75%	38.66	0.00	0.00	5,297.58	0.75%
Event Center	966.67	0.14%	6.74	0.00	0.00	973.41	0.14%
Event Center Electronic Sign	10,103.96	1.45%	74.31	0.00	0.00	10,178.27	1.45%
General	14,632.42	2.10%	122.98	0.00	0.00	14,755.40	2.10%
Park	35,849.15	5.14%	250.50	0.00	0.00	36,099.65	5.14%
Sand Seal (Seal Coating)	13,098.34	1.88%	96.31	0.00	0.00	13,194.65	1.88%
Sidewalk	15,037.80	1.13%	90.37	1,500.00	8,700.00	7,928.17	1.13%
Street Improvements/Equipment	41,830.28	6.00%	308.42	0.00	0.00	42,138.70	6.00%
Yard Waste	0.00	0.21%	9.32	1,500.00	0.00	1,509.32	0.21%
Liquor Store	135,000.00	11.01%	985.59	0.00	58,625.45	77,360.14	11.01%
2025 Parking Lot Alley Project	0.00	19.69%	334.77	138,000.00	0.00	138,334.77	19.69%
2019 Street Project	201,559.92	28.91%	1,513.37	0.00	0.00	203,073.29	28.91%
Balance	597,055.81	100.00%	\$4,219.28	\$284,209.45	\$182,985.22	702,499.32 ***	100.00%

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

Current Committed Total 283,731.12

As on 12/31/2025

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
General Property Taxes (31001 through 31299)	31001	290,165.00	292,188.47	(2,023.47)	100.7	2,027.72 0.00	0.00 0.00	0.00 0.00	0.00 128,446.98	159,258.69 2,455.08	0.00 0.00
Total Acct 310		290,165.00	292,188.47	(2,023.47)	100.7	2,027.72 0.00	0.00 0.00	0.00 0.00	0.00 128,446.98	159,258.69 2,455.08	0.00 0.00
Sales Tax	31305	0.00	692.36	(692.36)	0.0	37.58 78.90	11.06 35.76	85.45 114.10	42.17 70.80	76.61 66.64	20.91 52.38
10% Gambling Tax	31311	7,000.00	4,876.98	2,123.02	69.7	0.00 0.00	0.00 1,546.53	0.00 0.00	223.26 3,107.19	0.00 0.00	0.00 0.00
Total Acct 313		7,000.00	5,569.34	1,430.66	79.6	37.58 78.90	11.06 1,582.29	85.45 114.10	265.43 3,177.99	76.61 66.64	20.91 52.38
LICENSES AND PERMITS	32105	9,000.00	9,400.00	(400.00)	104.4	0.00 9,000.00	0.00 0.00	0.00 0.00	400.00 0.00	0.00 0.00	0.00 0.00
Alcoholic Beverages	32110	6,400.00	3,200.00	3,200.00	50.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 3,200.00	0.00 0.00
Cannabis	32113	0.00	50.00	(50.00)	0.0	0.00 50.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Non-Intoxicating Malt Liquor	32115	500.00	0.00	500.00	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Set-Up License	32116	200.00	625.00	(425.00)	312.5	0.00 375.00	0.00 0.00	0.00 250.00	0.00 0.00	0.00 0.00	0.00 0.00
Cigarette Licenses	32117	400.00	200.00	200.00	50.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 200.00
Total Acct 321		16,500.00	13,475.00	3,025.00	81.7	0.00 9,425.00	0.00 0.00	0.00 250.00	400.00 0.00	0.00 3,200.00	0.00 200.00
Conditional Use/Variance	32205	0.00	1,600.00	(1,600.00)	0.0	0.00 0.00	0.00 400.00	0.00 0.00	800.00 400.00	0.00 0.00	0.00 0.00
Building Permits (Excludes surcharge)	32210	2,000.00	4,441.00	(2,441.00)	222.1	300.00 300.00	0.00 966.00	510.00 120.00	1,200.00 270.00	605.00 0.00	90.00 80.00
Grade and Fill Permit	32211	300.00	300.00	0.00	100.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	225.00 0.00	75.00 0.00
Tar Breakup Permit	32212	0.00	700.00	(700.00)	0.0	0.00 0.00	0.00 0.00	0.00 0.00	0.00 700.00	0.00 0.00	0.00 0.00
GOLF CART PERMIT	32213	140.00	160.00	(20.00)	114.3	20.00 20.00	0.00 20.00	20.00 0.00	40.00 0.00	20.00 0.00	20.00 0.00
Camper Permit	32214	0.00	50.00	(50.00)	0.0	0.00 50.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
YARD WASTE PERMIT	32215	17,000.00	18,971.00	(1,971.00)	111.6	260.00 1,720.00	65.00 780.00	1,698.00 455.00	5,403.00 390.00	5,665.00 130.00	2,405.00 0.00
Animal Licenses	32240	700.00	689.00	11.00	98.4	163.00 0.00	48.00 8.00	104.00 18.00	282.00 0.00	50.00 0.00	0.00 16.00

As on 12/31/2025

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
Total Acct 322		20,140.00	26,911.00	(6,771.00)	133.6	743.00	113.00	2,332.00	7,725.00	6,565.00	2,590.00
						2,090.00	2,174.00	593.00	1,760.00	130.00	96.00
Federal Grants and Aids	33101	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 331		0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUES	33200	131.00	0.00	131.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 332		131.00	0.00	131.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
State Aids/Fire Relief	33390	31,000.00	4,968.00	26,032.00	16.0	0.00	756.00	4,212.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 333		31,000.00	4,968.00	26,032.00	16.0	0.00	756.00	4,212.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Local Government Aid	33401	40,321.00	40,321.00	0.00	100.0	0.00	0.00	3,790.98	0.00	0.00	0.00
						16,369.52	0.00	0.00	0.00	0.00	20,160.50
Homestead and Agricultural Credit Aid (HACA)	33402	0.00	308.56	(308.56)	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	308.56
Small Cities Assistance	33422	11,270.00	7,983.00	3,287.00	70.8	0.00	0.00	0.00	0.00	0.00	0.00
						3,991.50	0.00	0.00	0.00	0.00	3,991.50
Total Acct 334		51,591.00	48,612.56	2,978.44	94.2	0.00	0.00	3,790.98	0.00	0.00	0.00
						20,361.02	0.00	0.00	0.00	0.00	24,460.56
County Grants and Aids for Highways	33610	3,000.00	2,214.66	785.34	73.8	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	2,214.66
Total Acct 336		3,000.00	2,214.66	785.34	73.8	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	2,214.66
CHARGES FOR SERVICES	34005	1,200.00	1,207.64	(7.64)	100.6	0.00	0.00	0.00	0.00	0.00	0.30
						0.00	205.84	1.50	0.00	0.00	1,000.00
Letter Delivery Charge	34010	0.00	240.00	(240.00)	0.0	0.00	0.00	0.00	60.00	150.00	0.00
						0.00	0.00	30.00	0.00	0.00	0.00
Total Acct 340		1,200.00	1,447.64	(247.64)	120.6	0.00	0.00	0.00	60.00	150.00	0.30
						0.00	205.84	31.50	0.00	0.00	1,000.00
PUBLIC SAFETY	34210	16,000.00	38,694.67	(22,694.67)	241.8	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	38,694.67	0.00	0.00
Total Acct 342		16,000.00	38,694.67	(22,694.67)	241.8	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	38,694.67	0.00	0.00

As on 12/31/2025

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Receipts:											
MISCELLANEOUS REVENUES	36200	0.00	33,897.54	(33,897.54)	0.0	3,001.54	0.00	0.00	1,500.00	0.00	500.00
						0.00	0.00	28,896.00	0.00	0.00	0.00
Interest Earning	36210	350.00	380.21	(30.21)	108.6	34.79	19.98	21.90	28.29	29.60	57.48
						53.73	47.85	45.39	0.00	41.20	0.00
Rent/Municipal Building	36217	7,200.00	6,800.00	400.00	94.4	550.00	550.00	550.00	550.00	550.00	550.00
						550.00	550.00	550.00	550.00	650.00	650.00
RENT/EVENT CENTER	36225	10,000.00	13,879.75	(3,879.75)	138.8	505.00	1,290.75	1,880.00	689.25	2,155.00	310.00
						810.00	1,399.75	1,670.00	1,200.75	989.25	980.00
Event Center/Keg Deposit/Lions	36226	0.00	2,628.20	(2,628.20)	0.0	528.20	75.00	450.00	75.00	75.00	75.00
						75.00	525.00	75.00	600.00	75.00	0.00
EVENT CENTER/SECURITY AND OTHER RELATED CHARGES	36227	1,000.00	165.00	835.00	16.5	0.00	0.00	0.00	0.00	15.00	0.00
						150.00	0.00	0.00	0.00	0.00	0.00
Contributions and Donations from Private Sources	36230	2,000.00	50.00	1,950.00	2.5	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	50.00	0.00	0.00
Contributions and Donations to Event Center	36231	0.00	75,431.00	(75,431.00)	0.0	0.00	0.00	0.00	47.00	0.00	0.00
						0.00	0.00	75,384.00	0.00	0.00	0.00
Contributions and Donations to Parks	36232	0.00	314.83	(314.83)	0.0	0.00	14.83	0.00	0.00	0.00	300.00
						0.00	0.00	0.00	0.00	0.00	0.00
Refunds and Reimbursements	36233	0.00	27,200.58	(27,200.58)	0.0	1,450.00	0.00	8,002.93	2,619.00	160.00	1,243.65
						1,200.00	0.00	0.00	12,331.00	150.00	44.00
LEAGUE OF MN CITIES DIVIDEND	36235	1,356.00	59.78	1,296.22	4.4	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	59.78	0.00	0.00	0.00
Sale of Investments	36290	0.00	1,385.61	(1,385.61)	0.0	165.94	72.35	95.07	0.00	184.03	92.29
						96.71	96.90	119.88	143.10	138.68	180.66
Total Acct 362		21,906.00	162,192.50	(140,286.50)	740.4	6,235.47	2,022.91	10,999.90	5,508.54	3,168.63	3,128.42
						2,935.44	2,619.50	106,800.05	14,874.85	2,044.13	1,854.66
Transfer From General Fund	39201	30,000.00	0.00	30,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 392		30,000.00	0.00	30,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Sale of Investment	39990	0.00	115,659.77	(115,659.77)	0.0	0.00	115,659.77	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 399		0.00	115,659.77	(115,659.77)	0.0	0.00	115,659.77	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Receipts		488,633.00	711,933.61	(223,300.61)	145.7	9,043.77	118,562.74	21,420.33	13,958.97	169,218.93	5,739.63
						34,890.36	6,581.63	107,788.65	186,954.49	7,895.85	29,878.26

As on 12/31/2025

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Disbursements:											
GENERAL GOVERNMENT	41010	48,425.00	61,496.95	(13,071.95)	127.0	597.44	2,033.83	2,207.93	1,842.75	2,315.31	2,032.11
						4,040.33	2,636.56	16,128.82	6,114.97	2,838.45	18,708.45
Total Acct 410		48,425.00	61,496.95	(13,071.95)	127.0	597.44	2,033.83	2,207.93	1,842.75	2,315.31	2,032.11
						4,040.33	2,636.56	16,128.82	6,114.97	2,838.45	18,708.45
Council/Town Board	41110	10,350.00	9,182.43	1,167.57	88.7	1,172.04	160.00	60.00	2,399.79	60.00	60.00
						2,459.19	1,142.52	100.00	1,360.09	148.80	60.00
Total Acct 411		10,350.00	9,182.43	1,167.57	88.7	1,172.04	160.00	60.00	2,399.79	60.00	60.00
						2,459.19	1,142.52	100.00	1,360.09	148.80	60.00
Mayor	41310	2,530.00	2,580.70	(50.70)	102.0	320.32	15.00	1,067.58	604.61	15.00	15.00
						210.76	30.00	0.00	205.23	82.20	15.00
Total Acct 413		2,530.00	2,580.70	(50.70)	102.0	320.32	15.00	1,067.58	604.61	15.00	15.00
						210.76	30.00	0.00	205.23	82.20	15.00
Clerk	41405	37,695.00	49,450.21	(11,755.21)	131.2	2,831.46	3,991.30	4,120.64	3,879.33	3,750.19	3,492.18
						5,750.29	3,922.66	4,051.45	3,460.46	3,561.97	6,638.28
Elections	41410	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 414		37,695.00	49,450.21	(11,755.21)	131.2	2,831.46	3,991.30	4,120.64	3,879.33	3,750.19	3,492.18
						5,750.29	3,922.66	4,051.45	3,460.46	3,561.97	6,638.28
City/Town Attorney	41610	3,000.00	0.00	3,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 416		3,000.00	0.00	3,000.00	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Planning and Zoning	41910	12,000.00	2,035.00	9,965.00	17.0	0.00	0.00	0.00	0.00	0.00	0.00
						1,035.00	0.00	0.00	1,000.00	0.00	0.00
Total Acct 419		12,000.00	2,035.00	9,965.00	17.0	0.00	0.00	0.00	0.00	0.00	0.00
						1,035.00	0.00	0.00	1,000.00	0.00	0.00
PUBLIC SAFETY	42010	0.00	54,662.60	(54,662.60)	0.0	1,450.00	4,314.83	2,900.46	3,764.83	0.00	44.62
						1,627.19	0.00	33,031.00	7,529.67	0.00	0.00
Total Acct 420		0.00	54,662.60	(54,662.60)	0.0	1,450.00	4,314.83	2,900.46	3,764.83	0.00	44.62
						1,627.19	0.00	33,031.00	7,529.67	0.00	0.00
Fire Administration	42210	31,800.00	45,022.67	(13,222.67)	141.6	0.00	756.00	4,212.00	0.00	1,360.00	0.00
						0.00	0.00	38,694.67	0.00	0.00	0.00
Total Acct 422		31,800.00	45,022.67	(13,222.67)	141.6	0.00	756.00	4,212.00	0.00	1,360.00	0.00
						0.00	0.00	38,694.67	0.00	0.00	0.00
City Shop	43010	9,982.00	6,848.63	3,133.37	68.6	443.77	508.04	1,141.96	929.30	680.32	181.88
						363.98	180.90	1,496.81	351.75	73.44	496.48
Total Acct 430		9,982.00	6,848.63	3,133.37	68.6	443.77	508.04	1,141.96	929.30	680.32	181.88
						363.98	180.90	1,496.81	351.75	73.44	496.48

As on 12/31/2025

General Fund

<u>Account Name</u>	<u>Acct No</u>	<u>Budget</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% of Budget</u>	<u>January/ July</u>	<u>February/ August</u>	<u>March/ September</u>	<u>April/ October</u>	<u>May/ November</u>	<u>June/ December</u>
Disbursements:											
Highways, Streets & Roadways	43110	157,270.00	132,588.87	24,681.13	84.3	8,324.03	13,424.16	9,076.11	9,277.63	5,154.25	5,630.84
						18,458.24	5,995.51	7,425.73	12,579.63	24,364.47	12,878.27
Sidewalk	43115	500.00	9,500.00	(9,000.00)	1,900.0	0.00	0.00	0.00	0.00	0.00	9,500.00
						0.00	0.00	0.00	0.00	0.00	0.00
Ice and Snow Removal	43125	2,750.00	1,832.14	917.86	66.6	679.14	0.00	837.64	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
YARD WASTE	43128	17,836.00	13,935.73	3,900.27	78.1	893.76	611.47	603.83	736.55	1,022.44	992.60
						1,304.05	1,614.49	977.19	908.28	1,435.09	2,835.98
Street Lighting	43160	9,000.00	6,610.38	2,389.62	73.4	599.33	713.83	601.52	576.06	653.16	592.46
						608.53	669.21	465.95	592.74	0.00	537.59
Total Acct 431		187,356.00	164,467.12	22,888.88	87.8	10,496.26	14,749.46	11,119.10	10,590.24	6,829.85	16,715.90
						20,370.82	8,279.21	8,868.87	14,080.65	25,799.56	16,567.20
EVENT CENTER	45110	45,910.00	121,331.49	(75,421.49)	264.3	3,273.19	1,519.66	2,727.15	2,071.84	1,702.94	1,654.15
						2,714.16	1,618.35	11,229.29	87,328.89	2,452.83	3,039.04
Total Acct 451		45,910.00	121,331.49	(75,421.49)	264.3	3,273.19	1,519.66	2,727.15	2,071.84	1,702.94	1,654.15
						2,714.16	1,618.35	11,229.29	87,328.89	2,452.83	3,039.04
Parks	45210	94,585.00	62,466.68	32,118.32	66.0	1,716.60	1,700.10	2,553.46	2,824.17	5,520.20	4,347.92
						11,995.50	5,814.70	10,465.20	9,439.97	3,004.30	3,084.56
Total Acct 452		94,585.00	62,466.68	32,118.32	66.0	1,716.60	1,700.10	2,553.46	2,824.17	5,520.20	4,347.92
						11,995.50	5,814.70	10,465.20	9,439.97	3,004.30	3,084.56
Economic Development and Assistance	46510	5,000.00	5,000.00	0.00	100.0	0.00	0.00	0.00	5,000.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Total Acct 465		5,000.00	5,000.00	0.00	100.0	0.00	0.00	0.00	5,000.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00
Purchase of Investments	49350	0.00	80,269.61	(80,269.61)	0.0	165.94	3,572.35	95.07	86.93	97.10	92.29
						96.71	96.90	75,503.88	143.10	138.68	180.66
Transfer To Governmental Fund	49360	0.00	8,020.00	(8,020.00)	0.0	5,000.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	3,020.00	0.00	0.00
Total Acct 493		0.00	88,289.61	(88,289.61)	0.0	5,165.94	3,572.35	95.07	86.93	97.10	92.29
						96.71	96.90	75,503.88	3,163.10	138.68	180.66
Liquor Store - Manager - Off-Sale	49751	0.00	20.00	(20.00)	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	20.00	0.00	0.00
Total Acct 497		0.00	20.00	(20.00)	0.0	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	20.00	0.00	0.00
Total Disbursements		488,633.00	672,854.09	(184,221.09)	137.7	27,467.02	33,320.57	32,205.35	33,993.79	22,330.91	28,636.05
						50,663.93	23,721.80	199,569.99	134,054.78	38,100.23	48,789.67

As on 12/31/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	(35,888.57)	596,273.84	115,659.77	0.00	584,564.48	80,269.61	8,020.00	3,190.95	115,965.81	119,156.76
Small Cities Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Debt Service*	(83,754.45)	14,398.83	0.00	0.00	31,000.75	0.00	0.00	(100,356.37)	0.00	(100,356.37)
SEWER AND WATER DEBT SERVICE	886.02	0.00	0.00	0.00	0.00	0.00	0.00	886.02	0.00	886.02
Long Lake Trail Extension Project	(3,020.00)	0.00	0.00	3,020.00	0.00	0.00	0.00	0.00	0.00	0.00
2019 Street Project	179,478.01	97,385.60	0.00	0.00	65,046.26	1,513.37	0.00	210,303.98	202,213.17	412,517.15
Street Project 2006*	29,976.53	8,510.95	0.00	0.00	0.00	0.00	0.00	38,487.48	110,000.00	148,487.48
Government Services Office	(27,170.74)	13,713.00	0.00	0.00	20,068.00	0.00	0.00	(33,525.74)	0.00	(33,525.74)
Water	169,952.38	140,694.53	0.00	0.00	115,593.71	0.00	0.00	195,053.20	15,260.21	210,313.41
Sewage Collection and Disposal	(141,041.91)	110,850.41	0.00	0.00	156,705.78	1,952.53	0.00	(188,849.81)	53,143.73	(135,706.08)
Municipal Liquor Store	24,907.01	1,022,587.34	0.00	0.00	1,025,571.08	4,829.49	0.00	17,093.78	292,631.52	309,725.30
Vergas EDA	72,271.50	21,932.71	0.00	10,000.00	54,028.48	0.00	0.00	50,175.73	0.00	50,175.73
Gen Obligation Tax Abatement Bond	0.00	163,334.77	0.00	0.00	114,049.27	138,334.77	0.00	(89,049.27)	138,334.77	49,285.50
Total :	186,595.78	2,189,681.98	115,659.77	13,020.00	2,166,627.81	226,899.77	8,020.00	103,409.95	927,549.21	1,030,959.16

Energy and Resiliency Advisory Board City of Vergas

The Energy and Resiliency Advisory Board met on Thursday, January 15, 2026, 5:30pm, at the Vergas Event Center Meeting Room.

Attendance:

2026	Jan 15						
Julie Bruhn	P						
Alex Ohman	A						
Bruce Albright	A						
Cal Miller	P						

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

Guests: Nataly Vardanyan, Luca Moser, Marko Kolehmainen

1. Due to lack of quorum, no formal meeting proceedings conducted.

2. Update provided on revised timeline on solar installation at the event center. New timeline:
 1/26-1/30 battery roof build out (battery room blueprint complete)
 3/9-3/13 electrical schedule
 5/8-5/12 roof ground schedule

 Due to delay in solar installation, discussed delaying the resiliency fair until solar panels and battery bank installed.

3. Information noted that the CDH-Vergas Fire Hall has an opportunity for solar grant. This is being reviewed at the Fire Board annual meeting on February 2nd. The two board members present were in support of this.

4. The guest attendees present were from Wadena and came due to interest in the work of Vergas and to gather information regarding their beginning work in Wadena to address energy, sustainability and resilience. An overview of the Vergas experience was provided and questions addressed.

5. Meeting adjourned at 6:45pm.

6. Next scheduled meeting is February 19, 2026. May change meeting date based on a request placed to GreenStep program and availability of an advisor to attend a meeting to provide a more detailed overview on best practices and entry on website.

No Recommendations for action for City Council

Recorder
s/p Julie Bruhn

CITY OF VERGAS
 Park Board Advisory Board Minutes
 Vergas Event Center & Zoom Teleconference
 3:00 P.M. on Thursday, January 8th, 2026

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

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

Call to order

The City of Vergas Park Advisory Board was called to order by Sailer on Thursday, January 8th, 2026 at 3:00 PM.

Additions and Deletions

Nustad requested a deletion of the Long Lake Park Master Plan from the agenda.

Minutes

Board reviewed the minutes from November 13th, 2025.

S. Hanson joined the meeting.

Status of Recommendations to City Council

None.

Set Time, Place and Date of Regular 2026 Meetings

The board discussed the schedule for 2026 meetings. The consensus was to continue meeting at 3:00 PM on the second Thursday of each month. Hanson suggested they could evaluate each month whether a meeting was necessary based on agenda items, particularly during slower winter months. Nustad proposed sending an email at the end of each month to determine if there were sufficient agenda items to warrant a meeting.

Appointments

Chair

Vice-Chair

Secretary

The board discussed appointments for the positions of Chair, Vice-Chair, and Secretary. A "white ballot" was proposed, meaning all current position holders would remain in their roles. It was confirmed that S. Hanson would continue as Chair, Sailer as Vice-Chair, and Nustad as Secretary. The board also noted that a new member, Tiffany Prindle, had joined the Park Advisory Board but was unable to attend the current meeting.

Story Walk

S. Hanson provided information about the Story Walk project being developed by the arts committee, a subcommittee of the community club. The Story Walk will feature pages from a book mounted on signs along Tin Can Alley, allowing families to read the story while walking. The book selected is "Little Loon Finds His Voice." The project launch is scheduled for May 16, 2026, at the Bring on Spring event, with the author present to introduce the book and teach children different loon calls. The Community Club has purchased 50 copies of the book to distribute to families. S. Hanson noted this project might increase visitor traffic to the area and could be the beginning of additional amenities along the trail.

Pickleball

No updates.

Baseball Committee

No updates.

City Worker Update

DuFrane reported on the construction of an ice rink. He noted they had built a breakwater but hadn't completed further work due to weather conditions and debris on the ice. The rink has good lighting, and they are waiting to properly prepare and flood the ice surface. DuFrane mentioned that neighbors were helping to monitor usage of the rink. DuFrane also discussed options for a warming shelter near the ice rink. He mentioned that Frazee has a small warming house with an electric heater. The board discussed using the existing shelter structure with possible modifications or potentially building a simple structure using available materials. DuFrane also noted they were considering placing benches near the ice for skaters to use. There was discussion about placing a "dogs must be leashed" sign at the park, as Minnesota has a leash law, and there have been incidents with unleashed dogs at the park. The board also had a broader discussion about the Little League Field, which is currently underutilized. Various potential uses were mentioned including a community garden, pickleball courts, dog park, and frisbee golf. DuFrane expressed opposition to a dog park due to maintenance concerns. The board acknowledged that while they can make recommendations about the field's use, the final decision would rest with the City Council.

Budget

DuFrane inquired about transferring unused funds from the previous year to the current budget. It was reported that there were no leftover funds due to higher costs and lower liquor store profits. It was also noted that the park budget had been reduced by approximately \$12,000 to \$13,000 from the previous year, making it a "tight year" financially. S. Hanson asked about the sales tax for the Long Lake Master Plan. Lammers informed the board that the Council has approved the sales tax and now we are just waiting to get approval from the state. If the state gives us that approval, then it will be on the ballot in November 2026 for the citizen of Vergas to vote. If it passes there is still a 90 day wait. If it passes, in February 2027 is when it would go into effect.

Other Business

DuFrane mentioned that he and Mayor Julie Bruhn would be attending a meeting about noxious weeds. Sherri Hanson noted there was community interest in repurposing the Little League Field, with various groups interested in the space for different uses.

Next Meeting Date/Time

The next meeting was scheduled for Thursday, February 12, 2026, at 3:00 PM. Nustad would send an email prior to the meeting to determine if there were sufficient agenda items, and if not, they might postpone until the March meeting.

Adjournment

Motion by S. Hanson, seconded by Sailer, to adjourn the meeting at 3:37 PM. The motion passed unanimously.

Respectfully submitted,

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

Recommendations to the Council

None.

Follow Up Actions

- Nustad: Send out an email at the end of each month to all members to check if there are agenda items for the next meeting and potentially consolidate or skip meetings as needed.
- DuFrane: Find out if the wood from the old trailer is available for use in building a shelter at the lake, and coordinate with City Employee Matt Engebretson on possible shelter construction if the wood can be donated.
- DuFrane: Move a donated pickleball bench to the lake area for public use, or coordinate with Loons Nest regarding possible use of their benches.
- DuFrane: Continue to coordinate with neighbors to monitor and log usage at the new ice rink.
- DuFrane: Order and install a "dogs must be leashed" sign at the park using park budget funds.

City Council
2026 January Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, January 20, 2026

7. Appointments

- A. Council Portfolios
- B. Appoint City Attorney- Ramstad, Skoyles and Bakken, P.A.
 - 1. Annual Review of Contract
- C. Designate Official Newspaper - Frazee-Vergas Forum
- D. Designation of official place of advertisement of projects: www.cityofvergas.com
- E. Designate Official Depositories: Vergas State Bank
- F. Appoint of City Engineering Firm - Widseth
 - 1. Annual Review of Contract

Files Attached

- 2026 Portfolio 01.05.26.pdf

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

	<u>Council Appointment</u>	<u>Staff Appointment</u>	<u>Citizen Appointments (as Applicable)</u>
Acting Mayor	James Stenger	Julie Lammers	
Weed Inspector	Julie Bruhn	Mike DuFrane	
Ongoing inepection during the months of May-October			
Budget	Julie Bruhn James Stenger	Julie Lammers	
Annual meeting in July to establish annual budget for City Council review at September meeting			
Liquor Store/Municipal Building/License	James Stenger Dean Haarstick	Julie Lammers Kyle Theisen	
Bi-annual meeting for Liquor Store to review beginning and end of year budget. License meeting when proposing fee changes or new license. Municipal Building meets at call of the Utility Superintendent &/or City Clerk to discuss municipal buildings and required action needs.			
Streets/Sidwalks Yard Waste	Bruce Albright Paul Pinke	Mike DuFrane	
As needed to address issues requiring action			
Water & Sewer	Bruce Albright Dean Haarstick	Mike DuFrane	
Meet annually for budget review and development in November. Other meetings as needed to address issues requiring action.			
Emergency Management Safety	Julie Bruhn	Julie Lammers Mike DuFrane	Fire Chief: Jeff Zitzow Rescue: Byron Zitzow
Annual EM review and excersize/training Safety Training oversight and meet as needed to address safety issues requiring action			
Personnel	Julie Bruhn James Stenger	Julie Lammers	
Annual Evaluation meeting, new hires, probation reviews and as needed to address issues			
Event Center Advisory Board (3 year term with unlimited terms)	James Stenger	Rachel Nustad	Vanessa Perry (20-22/23-25/26-27) Jay Norby (26) Robert Jacoby (23-25/26-27)
Monthly Meeting or at the call of the Chair			
Planning (2 year term. 3 term limit)	Bruce Albright	Julie Lammers	Jim Courneya (2024-2026) Alex Ohman-Chair (2024-2025/ 2026-2027) Dave Johnston (2026-2027) Rebecca Hasse (2023-2026)

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

Meets 10 months of the year (No meeting July or December)			
EDA/HRA (6 year term- 3 term limit)	Bruce Albright	Julie Lammers	Paul Sonnenberg-thru 2027 Vanessa Perry-thru 2028 Kevin Zitzow-thru 2026 Jennifer Carlson- thru 2029
Montly			
Fire Board	Julie Bruhn	N/A	Fire Chief Candor, Dora, Hobart Township
3 meetings annually-budget, audit and annual meeting			
Park Advisory Board (Park & Recreation) (3 year term-unlimited terms)	Dean Haarstick	Rachel Nustad Mike DuFrane	Sherri Hanson (20-22/23-25/ 26-27) Chuck Hanson (2024-2026) Steph Hogan (2021-2023/2024-2026) Tony Sailer (2022-2024/2024-2026) Tiffany Prindle (2026-2027)
Meets monthly or at the call of the Chair			
Energy & Resilience Advisory Committee	Julie Bruhn	Julie Lammers	Alex Ohman-thru 2027 Bruce Albright-thru 2027 Cal Miller-thru 2027

1. The City Council reviews recorded minutes.
2. Minutes contain recommendations to the council. Be clear and sepcific in terms of backgroundnd of the issue, aspects reviewed and recommended action(s).
3. Minutes must contain when the meeting is held, where the meeting was held, who was present/absent at the meeting, recommendations, and who was the recorder of the minutes.
4. Appointed Council Members to Councils/Committees/Boards are responsible for facilitating communication with the City Council.
5. Appointed Council members are responsible for attending Councils, Committees, and Boards. If you are unable to attend the meeting contact the city office, and an alternate coucil member will be asked to attend that meeting.

City Council
2026 January Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, January 20, 2026

8. City Center Parking Lot

- A. Engineer Update
- B. 2nd Installment Payment
- C. Set Assessment Hearing

Files Attached

- Pay Estimate 2 (1).pdf

PARTIAL PAYMENT ESTIMATE

Pay Estimate 2

Name of Contractor:
Sonnenberg Excavating

Name of Owner:
City of Vergas

Date of Substantial Completion:	Amount of Contract:	Dates of Estimate
Original: 10/17/2025	Original: \$ 154,052.55	From: 09-10-25
Revised: NA	Revised: NA	To: 10-03-25

Widseth Project Number: 2024-10827

Description of Job: City Center Parking Lot

ITEM NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		UNIT	QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
BID SCHEDULE A. - PARKING LOT									
1	MOBILIZATION	LS	1	\$ 1,000.00	\$1,000.00	0	\$0.00	1	\$1,000.00
2	REMOVE CATCH BASIN	EA	2	\$ 500.00	\$1,000.00	0	\$0.00	2	\$1,000.00
3	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	20	\$ 10.00	\$200.00	0	\$0.00	25	\$250.00
4	SAWING BIT PAVEMENT (FULL DEPTH)	LF	285	\$ 5.00	\$1,425.00	0	\$0.00	236	\$1,180.00
5	REMOVE CURB AND GUTTER	LF	65	\$ 7.00	\$455.00	0	\$0.00	12	\$84.00
6	REMOVE CONCRETE PAVEMENT	SY	160	\$ 7.00	\$1,120.00	0	\$0.00	160	\$1,120.00
7	REMOVE BITUMINOUS PAVEMENT	SY	2175	\$ 3.00	\$6,525.00	0	\$0.00	2175	\$6,525.00
8	EXCAVATION - COMMON	CY	820	\$ 17.50	\$14,350.00	258	\$4,515.00	1078	\$18,865.00
9	AGGREGATE BASE (CV) CLASS 5	CY	670	\$ 25.00	\$16,750.00	258	\$6,450.00	928	\$23,200.00
10	BITUMINOUS MATERIAL FOR TACK COAT	GAL	140	\$ 7.20	\$1,008.00	0	\$0.00	150	\$1,080.00
11	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	585	\$ 110.00	\$64,350.00	0	\$0.00	669.16	\$73,607.60
12	6" PVC PIPE SEWER	LF	86	\$ 8.99	\$773.14	95	\$854.05	95	\$854.05
13	12" RC PIPE SEWER DES 3006 CLASS III	LF	75	\$ 38.93	\$2,919.75	79	\$3,075.47	79	\$3,075.47
14	CONNECT TO EXISTING DRAINAGE STRUCTURE	EA	1	\$ 1,000.00	\$1,000.00	1	\$1,000.00	1	\$1,000.00
15	6" CLEAN-OUT ASSEMBLY	EA	1	\$ 267.03	\$267.03	0	\$0.00	0	\$0.00
16	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	EA	2	\$ 3,370.97	\$6,741.94	2	\$6,741.94	2	\$6,741.94
17	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EA	2	\$ 1,380.00	\$2,760.00	3	\$4,140.00	3	\$4,140.00
18	CASTING ASSEMBLY SPECIAL	EA	1	\$ 262.19	\$262.19	1	\$262.19	1	\$262.19
19	CONCRETE CURB AND GUTTER DESIGN B618	LF	65	\$ 48.00	\$3,120.00	13.5	\$648.00	13.5	\$648.00
20	6" CONCRETE DRIVEWAY PAVEMENT	SY	305	\$ 80.00	\$24,400.00	301	\$24,080.00	301	\$24,080.00
21	8" CONCRETE VALLEY GUTTER	SY	40	\$ 48.00	\$1,920.00	37	\$1,776.00	37	\$1,776.00
22	TRAFFIC CONTROL	LS	1	\$ 1,000.00	\$1,000.00	0	\$0.00	1	\$1,000.00
23	4" SOLID LINE PAINT	LF	425	\$ 1.66	\$705.50	546	\$906.36	546	\$906.36
TOTALS =					\$ 154,052.55		\$ 54,449.01		\$ 172,395.61

		THIS PERIOD	TOTAL TO DATE
AMOUNT EARNED		\$ 54,449.01	\$ 172,395.61
AMOUNT RETAINED	3%	\$ (725.46)	\$ 5,171.87
PREVIOUS PAYMENTS		\$ -	\$ 112,049.27
AMOUNT DUE		\$ 55,174.47	\$ 55,174.47

Estimated Percentage of Job Completed: 112%
Contractor's Construction Progress: On Schedule

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the Contractor for work for which previous payment estimates were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: Sonnenberg Excavating

By: _____

Date: _____

APPROVED BY OWNER:

Owner: City of Vergas

By: _____

Date: _____

ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Engineer:

By: _____

Date: _____

City Council
2026 January Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, January 20, 2026

9. Committee Reports

- A. Personnel
- B. EDA/HRA
- C. Liquor Store/Municipal Bldg./License Committee
- D. Event Center Advisory Board

Files Attached

- 11.18.25 Personnel Committee Minutes.pdf
- 12.17.25 Personnel Committee Dec 17 25.pdf
- 1.7.26 EDA.HRA Minutes.pdf
- Resolution 2026-001 EDA.HRA Daycare.pdf
- 1.14.26 Liquor Store Meeting Minutes.pdf
- Event Center Minutes 1.14.26.pdf
- 1.20.26 DRAFT_PERSONNEL_POLICY.pdf

**City of Vergas
Personnel Committee Meeting**

The Personnel Committee was called to order on Tuesday, November 18, 2025, at 6:20 pm at Vergas Event Center.

Present: Julie Bruhn, James Stenger and Julie Lammers.

Call to order

Lammers called the meeting to order at 6:20 PM.

Additions and Deletions

None

Paid Family and Medical Leave (PFML)

Reviewed current state law regarding PFML beginning January 1, 2025. Discussed having SharePoint administrator for the city and to recommend to council to pay 50% of the cost for PFML leave.

Adjournment

The meeting was adjourned at 6:25 PM.

Secretary,

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Council Recommendations

Approve PFML at 50% paid by City.

Follow Up Actions

None.

**City of Vergas
Personnel Committee**

The Personnel Committee met on Wednesday, December 17, 2024, 10am, at the Vergas Event Center meeting room. Present were Julie Bruhn, James Stenger, and Mike DuFrane at 10am and Julie Lammers at 10:45am.

At 10am the annual performance appraisal was conducted with Mike DuFrane. Performance was Fully Successful in meeting the position performance standards. Reviewed the new pay table that includes a 3% pay adjustment in 2026 that will go into effect January 1, 2026.

At 10:45am the annual performance appraisal was conducted with Julie Lammers. Performance was Highly Successful in meeting the position performance standards.

Approved the 2026 pay structure, which includes a 3% pay adjustment. The 3% pay adjustment had been previously proposed at the September 2, 2025 Budget meeting; that includes the Personnel Committee members. The 2026 pay structure was approved at the December 16, 2025 City Council meeting to ensure implementation on January 1, 2026.

Reviewed and approved the addition to the City of Vergas Personnel Policy to include the new Minnesota Paid Leave. The addition mimics what is outlined in the law.

Recommendations for City Council:

Approval of successful performance ratings for Mike DuFrane and Julie Lammers.
Approval of revised Personnel Policy to include Minnesota Paid Leave law.

Recorder
/es/ Julie Bruhn

**Vergas EDA/HRA
Government Services Center & Zoom
5:30 PM on Wednesday, January 7th, 2026**

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, January 7th, 2026, at 5:30 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
Bruce Albright, President/Council Liaison	A											
Paul Sonnenberg, Member	P											
Kevin Zitzow, Member	P											
Jennifer Carlson, Member	A											
Vanessa Perry, Member	P											
Julie Lammers, City Clerk-Treasurer	P											

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

Also present: Editor Bob Williams of the Frazee-Vergas Forum, CEDA Representative Kaite Gehring and Council Representative Julie Bruhn.

Call to Order

The meeting was called to order by Lammers at 5:30 PM.

Positions

President

Motion by Perry, seconded by Sonnenberg, to elect Albright as President. The motion passed unanimously.

Vice President

Motion by Perry, seconded by Zitzow, to elect Sonnenberg as Vice President. The motion passed unanimously.

Secretary-Treasurer

Motion by Sonnenberg, seconded by Zitzow, to elect Lammers as Secretary-Treasurer. The motion passed unanimously.

Assistant Treasurer

Motion by Sonnenberg, seconded by Zitzow, to elect Perry as Assistant Treasurer. The motion passed unanimously.

Board Members (2)

Carlson and Kevin Zitzow were designated as board members.

Agenda Additions and Deletions

Motion by Perry, seconded by Bruhn, to approve the agenda as presented. The motion passed unanimously.

Sonnenberg took over leading the meeting.

Status of Recommendations to City Council

None.

Set Time and Dates of 2026 Meetings

Motion by Zitzow, seconded by Perry to hold the meetings on the first Wednesday of each month at 5:30 PM. The motion passed unanimously.

Minutes

Motion by Perry, seconded by Bruhn, to approve the minutes from December 4, 2025. The motion passed unanimously.

Financial Update

2025 Income and Expenses

Lammers presented the financial update for 2025. She reported that the EDA had put \$1,000 earnest money down on the property they were purchasing for a daycare. The Veterans Memorial had three expenses added: Fergus Falls Monument, Lyle Krieg, and John Lotzer, with that money coming from their account in the Initiative, resulting in a balance of zero. The EDA ended the year with \$49,164, which includes \$14,000 in grant money available for applicants. Lammers noted they actually have \$15,000 more than that because three recipients haven't finished their projects and provided documentation for payment of the \$5,000 grants. She mentioned that current grants would only go through June, and the board would need to discuss in February or March whether to request another \$25,000 from the county and find someone to provide the matching \$25,000 if they decide to continue the program.

Motion by Perry, seconded by Zitzow, to accept the financial update. The motion passed unanimously.

2026 Income and Expenses

For 2026, Lammers reported that the city had transferred \$5,000 for the annual amount plus \$5,000 for a CEDA employee. She noted this funding was only guaranteed for two years (2025 and 2026), so they would need to request it again or decide their direction for 2027. The first quarter payment of \$4,100 for 2026 has been made, with no other expenses since the beginning of the year.

Motion by Perry, seconded by Zitzow, to accept the financial update. The motion passed unanimously.

CEDA Representative Jordan Grossman

Child Care

Lammers explained that Jordan Grossman was unable to attend and had sent a letter introducing Katie Gehring, the new CEDA representative. The board discussed at length their ongoing daycare initiative:

The EDA has been working to address the significant daycare shortage in Vergas. After exploring various options including churches and the event center without success, they identified a vacant lot next to Jesus Little Lambs as the best location. They now have a purchase agreement with \$1,000 down on the lot.

For building options, they've been researching different approaches:

- Otter Tail has a daycare facility built by Hammers Construction that cost \$400,000 two years ago, consisting of a duplex divided into four units with each able to accommodate 48 children
- New York Mills repurposed an Otter Tail County building
- Parkers Prairie used Dynamic Homes for their daycare

The EDA has received a quote from Dynamic Homes for \$171,694, which comes to approximately \$201,000 with upgrades and delivery fees for a single unit. A duplex option would cost around \$400,000.

The board discussed potential funding sources:

- A Lions grant of up to \$150,000 (matching grant)
- A Minnesota childcare grant that should be opening soon
- Potential 5-10% matching funds from Otter Tail County

The board decided to:

1. Request a resolution of support from the City Council
2. Have the entire board involved in the daycare planning rather than forming a separate committee
3. Visit Dynamic Homes and existing daycare facilities in Perham and Otter Tail to gather more information before deciding on building options

Zitzow raised concerns about ensuring city council support, long-term financial planning, and how the EDA would repay any bonds if rental income was insufficient. Lammers clarified that she would request a resolution from the council that would include waiving the conditional use permit fee and the WAC and SAC fees for the project.

Motion by Zitzow, seconded by Perry, for Julie to request a resolution of support from the City Council, waiving the WAC and SAC fees and the conditional use permit fee for the daycare project. The motion passed unanimously.

The board discussed the logistics of the potential facility, including:

- The lot size (100 ft × 165 ft, approximately 16,500 square feet)
- Building layout options that would work for daycare requirements but could also serve as senior housing in the future if needed
- Minnesota requirements for daycare facilities (35 square feet per child for indoor space and 50 square feet of usable outdoor space per child)
- Operational models, including potential partnerships with Mahube or Otter Tail County for staffing and licensing support

Vergas EDA Community Rehab Grant

No applicants.

Adjournment

Motion by Perry, seconded by Zitzow, to adjourn the meeting at 6:35 PM. The motion passed unanimously.

Recorded by Rachel Nustad (assisted by ClerkMinutes)

Julie Lammers, CMC

City Clerk-Treasurer

City of Vergas

Council Recommendations

- Request a resolution of support from the City Council, waiving the WAC and SAC fees and the conditional use permit fee for the daycare project.

Follow Up Actions

- Lammers: Put together a resolution for City Council support, requesting waiver of conditional use fee and WAC/SAC fees for the daycare project, and present it to the Council for approval.
- Contact the cities of Perham and Ottertail to set up tours of their daycare facilities for EDA board members, targeting dates in late January (e.g., 27th, 28th, or 29th), and coordinate with board for availability.
- Work with Dynamic Homes to obtain a different (duplex) layout and updated pricing for the daycare building, addressing concerns about building width, layout, and materials.
- Call a special meeting of the full board as soon as the relevant daycare grant opens to prepare and finalize the grant application.
- Check lot dimensions and parking/green space requirements for the proposed daycare site and report back to the board.
- Follow up with First Children's Finance and ensure all relevant board members receive necessary emails and information regarding the daycare grant and committee work.
- Gehring: Continue to monitor the status of the Minnesota Child Care Grant and notify the board immediately when it opens for application.
- Albright and Perry: Update the full board on findings and progress from related committee meetings regarding daycare project planning and financials.

CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
RESOLUTION 2026-001

A RESOLUTION SUPPORTING THE VERGAS EDA/HRA IN PURSUING HOUSING FOR DAYCARE PURPOSES AND FORGIVING WATER, SEWER ACCESSIBILITY FEES, AND CONDITIONAL USE FEES

WHEREAS, the City of Vergas recognizes the essential role that accessible and affordable daycare plays in supporting the community’s families, workforce, and overall economic vitality; and

WHEREAS, the City also acknowledges the need for adequate and diversified housing options to support local growth and ensure that residents and families have opportunities to live and work in Vergas; and

WHEREAS, the Vergas Economic Development Authority (EDA) and Housing and Redevelopment Authority (HRA) have expressed interest in pursuing a housing project that could incorporate or support daycare facilities, thereby addressing two key community needs; and

WHEREAS, the City Council finds that providing support for the EDA/HRA’s efforts aligns with the City’s long-term development goals and comprehensive plan objectives; and

WHEREAS, the City Council further recognizes that the costs associated with water and sewer accessibility fees and conditional use permit fees present a potential barrier to such beneficial community projects;

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

1. The City of Vergas hereby expresses its full support for the Vergas EDA/HRA in the pursuit and development of housing project that incorporate or enable daycare facilities.
2. The City Council authorizes the forgiveness of the applicable **water and sewer accessibility fees and conditional use permit fee** associated with these EDA/HRA-led daycare housing projects.
3. The City Council directs City staff to coordinate with the EDA/HRA to ensure proper documentation and compliance with all applicable codes, with the understanding that the fee forgiveness applies solely to EDA/HRA-sponsored projects that include or support daycare use.
4. This resolution shall take effect immediately upon its adoption.

Adopted on the 20th day of January 2026 by the City Council of the City of Vergas.

CITY OF VERGAS

By: Julie Bruhn, Mayor

ATTEST:

By: Julie Lammers, City Clerk-Treasurer

City of Vergas

Liquor Store, Municipal Buildings, License Committee Meeting

The Liquor Store/Municipal Building/License Committee was called to order on Wednesday, January 14, 2026 at 1:30 pm at 131 E Main St at the Government Services Center.

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

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

Call to order

Lammers called the meeting to order at 1:35 PM.

Additions and Deletions

None.

Step Up Signage

Stenger reported that the Step Up Boutique sign next to the door was not approved by the council. Theisen explained that there might have been a miscommunication after their last meeting when he told the business owner there should be no screws or nails for decorations and signage, but didn't specifically prohibit all signage. The committee agreed that the current sign was inappropriate and not approved. Theisen mentioned that a sign for the liquor store roof was still in process. He also pointed out that Step Up already has more signage than any other business in town history, including a digital billboard.

The committee recommended that council direct Step Up to remove the sign by the entrance, with the option for them to present an alternative design for approval. Theisen volunteered to speak with the business owner to explain the reasoning for the removal.

Municipal Building

Front remodel

Roof

The committee briefly discussed the roof, with Theisen reporting that although there was a leak two days after installation, it was promptly fixed and there have been no issues since.

Signage

Lammers reported that something for the sign was still on backorder, and J&H Signs would schedule installation once the part arrived. No specific timeline was provided despite Lammers follow-up inquiries.

Gutters

DuFrane expressed serious concerns about the current gutter installation, noting it creates a slip hazard where water runs across the sidewalk. He explained that when snow melts and freezes, it will create dangerous conditions on the colored concrete surface, which becomes extremely slippery when wet.

The committee discussed several options:

1. Rerouting the gutter across the old city office building and down into the alley drain
2. Redirecting it into the grass with a splash pad
3. Revisiting the original plan to connect to the storm drain despite height concerns

Haarstick shared that his own building has a similar gutter system with no problems. The committee debated whether the height issue with the original storm drain plan could be resolved with a different elbow design or gutter route.

After extensive discussion about safety concerns and potential liability, the committee decided Theisen would obtain quotes for:

1. Moving the gutter to direct water to the grass area
2. Exploring options to connect to the storm drain as originally planned

Sewer Line

Lammers reported that Sonnenberg Excavating had completed their portion of the work. The committee discussed that Hanson's would be handling the inside work, which would require shutting down the bathrooms for approximately two weeks. DuFrane would contact them for scheduling information. The committee determined they would need a porta potty during the bathroom closure period, to be placed behind the building to avoid interfering with deliveries. They estimated costs at approximately \$65 per week. The committee also agreed to provide adequate notice to the upstairs tenant.

THC

Under 21 in Store

Theisen brought up concerns about losing customers due to the requirement that no one under 21 be allowed in the store when THC products are sold. He noted that some customers leave when they learn their children can't accompany them. The committee discussed the legal requirements and the interpretation of "access" to THC products. They determined that because THC products are accessible on shelves throughout the store (not just behind the counter), they would maintain the current policy of no one under 21 in the store, in line with the adult nature of a liquor store. Lammers also informed the committee about a trademark issue. The state requires "Vergas Municipal Liquor Store" to be trademarked, and they had 15 days to provide proof of trademark or they would not be able to sell THC products after March 1st. Lammers had submitted the application but hadn't received confirmation yet.

Financial Update

Lammers reported that the liquor store ended the year with a \$12,075.91 profit, which includes the transfer to the city. She noted that depreciation costs (historically around \$12,000) had not yet been calculated, so the final net result might be close to breakeven.

Event Center

Ash Tray

DuFrane addressed concerns about the ashtrays at the Event Center, acknowledging that they had not been emptied regularly, resulting in four reported fires. He explained he was unaware of the issue but found the ashtrays packed solid when he checked.

Stenger noted two main concerns: the fire hazard from the current fixed ashtrays and their proximity to doors, which violates the 20-foot smoking distance requirement and encourages people to smoke near entrances.

The committee discussed options including:

1. Removing the current mounted ashtrays
2. Replacing them with movable ashtrays that have water reservoirs
3. The concern about cigarette butts being discarded on the ground if no receptacles were available

DuFrane took responsibility for the oversight and committed to checking and emptying the ashtrays weekly going forward, while also looking into better options for replacements.

Adjournment

The meeting adjourned at 2:35 PM.

Council Recommendations

- Recommend to City Council to remove Step Up sign by entrance.

Follow Up Actions

- Theisen: Get quotes for gutter to go across City Hall Gutter to grass
- DuFrane: Get porta Potty to be set behind the building
- DuFrane: Look into moving ash tray away from Event Center Building

CITY OF VERGAS
 Event Center Advisory Minutes
 Vergas Event Center & Zoom Teleconference
 3:00 P.M. on Wednesday, January 14, 2026

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

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

Also present: Citizens Vanessa Perry and Deb Jacoby.

Call to order

The meeting was called to order by Stenger at 3:02 PM.

Assign Positions

Chair

Motion by Stenger, seconded by Jacoby, to elect Stenger as the Chair. The motion passed unanimously.

Vice Chair

Motion by Stenger, seconded by Jacoby, to elect Jacoby as the Vice Chair. The motion passed unanimously.

Secretary

Motion by Stenger, seconded by Jacoby, to elect Nustad as the Secretary. The motion passed unanimously.

Set Time, Place and Date of Regular 2026 Meetings

Motion by Stenger, seconded by Jacoby to hold the meetings on the second Wednesday of each month at 3:00 PM. The motion passed unanimously.

Additions and Deletions

Nustad requested adding discussion about stairs for the stage to the Building Review section. Stenger noted they needed to add a request about tables and chairs that had been received.

Minutes

Motion by Jacoby, seconded by Stenger, to approve the minutes from December 10, 2025. The motion passed unanimously.

Status of Recommendations to City Council

Stenger reported that the City Council approved the rental checklist and commended Nustad for her work on it. The Council also approved discontinuing the free and reduced rental form as no better option could be identified.

Income and Expense

Stenger noted that the year-to-date expenses appeared high because grants for the solar project had not yet been received. The refund and reimbursement line showed \$85,000, which reflected where they were financially before accounting for the solar project.

Rental

2025 and 2026 Review

The board discussed 2025 rentals and prospects for 2026. Nustad expressed optimism about rental income for the upcoming year, mentioning a wedding scheduled for May and an upcoming vendors market. She noted that the vendor market had 52 vendors sign up for the market, though they might not be able to accommodate all of them. Nustad plans to have rental forms available during the event to encourage future rentals. She also mentioned a recently scheduled baby shower and other pending reservations.

Events to raise awareness

Perry suggested that the Event Center could host its own vendor markets as fundraisers a couple times a year, noting the strong interest demonstrated by the quick response to the vendors market post on the DL Buzz page on social media. She explained that such events would be relatively simple to organize compared to other fundraisers and would bring people to town who might also patronize local businesses. Nustad agreed this was a good idea.

Rental Form

The board discussed simplifying the rental form pricing structure. Stenger explained that the current system has a large price difference between 3-day rentals with and without alcohol that doesn't properly reflect the actual costs of security. The recommendation was to establish base rates (hourly, daily, or 3-day) and then add alcohol service as a separate item based on hours needed. The board also discussed the need to clarify which areas are included in rentals. Stenger noted that the kitchen, bar area, and main room cannot be separated effectively and should be rented together. Perry confirmed that the previous rental form was confusing even for her as a board member and lifetime Vergas resident. There was discussion about whether the bar area had ever been rented separately. Jacoby recalled that Julie Lammers had mentioned wanting to replace the divider for separate rentals. Perry questioned the practicality of renting the bar area separately since people would need to walk through the main area to access restrooms. The board agreed to follow up with Julie Lammers on this question.

Building Review

Ash Tray

Stenger reported on a discussion from a prior municipal store meeting where Mike DuFrane took responsibility for the ashtray fires, acknowledging he had not emptied it frequently enough. Stenger recommended getting a separate ashtray that could be moved away from the building if a fire occurred. Perry suggested mounting the existing ashtray on a post in the grassy area to the right of the back door as an inexpensive solution. She emphasized the seriousness of the safety issue, noting that she had personally put out fires in the ashtray on four separate occasions, including twice in one night when 300+ people were in the building. Perry also expressed concern about Mike DuFrane's statement that all requests need to go through the City Council. She felt that emergency safety issues should be handled immediately rather than waiting for council approval. The Chair agreed to bring this to the City Council.

Nustad noted she had just received a text from Julie Lammers that Mike DuFrane had ordered new ash trays for the Event Center.

Solar

Stenger provided an update on the solar project, which had been delayed due to weather and scheduling of other grant-based projects. The electrical work was scheduled for the second week of March, with the roof work to be done the second week of May. The battery area work was scheduled for the last week of the month. Installation was expected by mid-May with approximately a month needed to work out any issues. Jacoby asked about electrical capacity for a new stove the Lions wanted to purchase, noting concerns about ground faults that had occurred. Nustad recalled an incident where equipment was causing breakers to trip but was resolved by Zitzow Electric. The board discussed waiting until after the solar installation to address this issue.

Higher Chairs and Tables

The board also discussed a request for higher chairs for elderly attendees of church events. Perry questioned whether the request was for bar-height seating, noting that the current chairs were already standard height. She suggested chairs with armrests might be more helpful for elderly individuals with mobility issues. The board decided to take the request under advisement but had no immediate plans to replace chairs.

Stairs for Stage

Nustad brought up the idea of purchasing movable stairs for the stage, suggesting they would be beneficial for weddings and other events. Stenger expressed safety concerns about allowing the general public to access the stage. Perry suggested looking into removable railings as a safety measure. The board agreed to research options further.

Adjournment

Motion by Stenger, seconded by Jacoby, to adjourn the meeting at 3:36 PM. The motion passed unanimously.

Respectfully submitted,

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

Council Recommendations

- Recommend to City Council that committee is given policy regarding giving City Employees direction.

Follow Up Actions

- Nustad: Provide the height of the stage to Stenger for further research on portable stairs.
- Research pricing and feasibility of portable/folding stage stairs and removable railings for stage safety, and report back.
- Nustad: Check into the current rental rate paid by the church for the Event Center and report back.
- Nustad: Talk to Julie Lammers about the history and feasibility of renting the bar area separately, and report findings to the group.
- Assess items stored underneath the stage (e.g., old beanbag boards) and consider options for storage of portable stairs/railings.

City of Vergas Personnel Policy

Introduction

1. It is the purpose of this policy to establish a uniform and equitable system of personnel administration for employees of the City of Vergas. The policy provides information about certain terms and conditions of employment and should not be construed as contract terms for any city employee. No supervisor or City representative has the authority to enter into any agreement for employment or make an agreement contrary to this policy.
2. Nothing in this policy, or in other City policies which may be communicated, constitutes a contract of employment. Policies serve as an informational guide to help employees become better informed and make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and as approved by the City Council for the achievement of objectives of that department. Employees will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed by the assigned supervisor.
3. Policies are not intended to cover every situation that might arise and can be amended at any time at the discretion of the City Council. As an employee, you are responsible for complying with current city policy at all times.

Policy

1. **Scope of Policy**

This policy applies to all employees of the City. Except where specifically noted, these policies do not apply to:

- Elected officials.
- City Attorney
- Members of city boards, commissions, and committees
- Consultants and contractors
- Volunteers

2. **Definitions**

• **Employee:** A person employed by the City of Vergas, whether on a full (40 hours or more a week) or part-time (32 or less hours per week) basis.

• **Seasonal Employee:** A person who works only part of the year, 100 days or less, to conduct seasonal work. Seasonal employees do not earn benefits or credit for seniority.

• **Temporary Employee:** Person who works a temporary job with a defined start and end date or for the duration of a project. This may be on a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

• **Employer:** The City of Vergas.

3. **Equal Employment Opportunity (EEO)**

The City of Vergas is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, transfer, selection, lay-off, disciplinary action, termination, compensation, and selection for training. The City of Vergas will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity or gender expression, disability, age, marital status, genetic

information, status with regard to public assistance, veteran status, familial status or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

4. **Discrimination**

No person shall be employed, promoted, demoted, or discharged by the City or in

any way favored or discriminated against because of political opinions or affiliations, race, color, national origin, religion, sex, marital status, status with regard to public assistance or disability, or because of the exercise of rights under provisions of the Public Employment Labor Relations Act, Minnesota Statutes, Sections 179.61 to 179.76. No person who is between 18 and 70 years of age shall be discriminated against with reference to City employment in any way forbidden by federal law.

5. **Data Practices Advisory**

Employee records are maintained in a secure location designated by the City Clerk. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, and document employee performance.

6. **Drug Free Workplace**

In accordance with Federal Law, the City has adopted the following on drugs/alcohol in the workplace.

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City intent and obligation to provide a drug-free, safe, and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. The use of alcohol while on duty is prohibited. Violations of this policy will result in disciplinary action, up to and including termination and may have legal consequences.
- C. Drug and Alcohol Testing will be conducted as outlined in City policy, Drug and Alcohol Testing for Employees and Applicants.
- D. The City recognizes alcohol/drug abuse as a health, safety, and security problem. Employees needing help are encouraged to use the health insurance plan and assistance programs, as appropriate.
- E. Employees, as a condition of employment, must abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off the work premises. A report of a conviction must be made within five (5) days after conviction as required by the Drug-Free Workplace Act of 1988.

City of Work Rules and Code of Conduct

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies and procedures.

- 1. **Falsification of Records.** No person shall knowingly make any false statement, certificate, mark, rating or report regarding any test, certificate, work hours, or appointment held or made under the City personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this policy. Immediate disciplinary action will be taken up to and including termination or potential criminal prosecution dependent on the nature of the fraud.
- 2. **Rendering of Consideration.** No person seeking employment to or promotion in the municipal service shall either directly or indirectly give, render, or pay any money, service or other valuable consideration to any person or on account of or in connection with his test, appointment or promotion, or proposed appointment or promotion.
- 3. **Conflict of Interest.** City employees are to remove themselves from situations in which they would take action or make a decision where that action or decision could

be perceived or actual conflict of interest or could result in a personal benefit from themselves or a family member. If an employee has any questions about whether such a conflict exists, he/she should consult their supervisor.

4. **Access and Use of City Property.** Any employee who has authorized possession of keys or other city owned equipment must register his/her name and serial number or identifying information about the equipment with the City Office. City property must be turned in and accounted for by any employee leaving employment with the city to resign in good standing. Employees are responsible for the safekeeping and care of such city keys. The duplication of keys is prohibited unless authorized by the City. Unauthorized duplication of keys will be subject to disciplinary action. Employees will be responsible for the cost to replace lost keys and required lock rekeying. Personal access and use of city buildings after hours is prohibited unless prior approval by the City Council.
5. **Cellular Phone** Use. All employees are expected to follow applicable local, state, federal laws, and regulations regarding cellphones at all times. Use should in no way limit the conduct and completion of work. Regardless of who pays the bill; cellphone records about city business
 - are subject to the Minnesota Government Data Practices Act. Refer to City policy "Use and Maintenance of City Vehicles" regarding cellular phone policy for those employees driving a city vehicle.
6. **Social Media.** What employees write or post is public and reflects on the city. Personal social media account names or email names are not to be tied to the city. Refer to City policy entitled "Social Media".
7. **Smoking.** The City of Vergas observes and supports the Minnesota Clear Indoor Air Act. All city buildings and vehicles, in their entirety, are designated as tobacco free. This means that smoking in any form through the use of tobacco products such as pipes, cigars, cigarettes or vaping with e-cigarettes is prohibited. Employees are allowed to smoke only during breaks and lunch and cannot smoke on city property or in city vehicles.
8. **Weapons.** Possession or use of a dangerous weapon is prohibited on city property, in city vehicles, or in personal vehicles being used for city business. Exceptions to the dangerous weapon prohibition include 1) employees legally in possession of a firearm, for which the employee holds a valid permit as required, and 2) Rodent control by City Utilities Supervisor or Maintenance Operator at the City Lagoon.

New Hire Probationary Period

The City of Vergas is committed to hiring the most qualified applicant into new and vacant positions and adhering to the guidelines established by the US Equal Employment Opportunity Commission on selection and employment. Hiring is conducted as outlined in City of Vergas Policy for Hiring Employees.

1. **The Probational Period** is an integral part of the selection process and is utilized for training and to evaluate the employee's work performance and work results, ensure an effective adjustment by the employee to the position, and for purposes of determining need for termination when the employee's performance does not meet required work standards.
2. **Duration.** Every original appointment and every promotional appointment are subject to a probationary period of up to a year. At three months a progress review is held to determine to evaluate performance or whether a performance improvement plan or additional training may be needed.
3. **Termination.** The City Council may terminate a probationary employee at any time during the probationary period if in the Council's opinion, based upon work observation & review, indicates the employee is unable or unwilling to perform the duties of the position satisfactorily, or that work habits and dependability do not merit

continuance in the position.

Performance Review

1. An objective performance review will be conducted within 30 days before or after the employee anniversary dated, based on the assigned performance evaluation standards. Performance reviews are discussed with the employee and the employee is given an opportunity to provide a self- assessment utilizing the provided self-assessment form.
2. The quality of an employee's performance will be considered in personnel actions and salary adjustments.
3. Certain components of a performance evaluation, such as disputed facts replied to be incomplete or inaccurate, are challenging using the city's grievance process. Subjective assessments are not challenging. For those parts an employee may submit a written response that will be attached to the performance review.
4. Signing of the performance review acknowledges the review has been discussed with the assigned supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

Compensation

- I. **Monetary:**
 - A. An employee of the City shall be paid according to the employee's designated position and assigned step on a ten step pay scale. Each step shall provide a specific hourly rate to be paid to the employee assigned to that step.
 - B. An annual pay table adjustment will be conducted according to annual League of Minnesota Cities annual pay data. Pay table adjustments are reviewed and recommended by the Personnel Committee and approved by the City Council.
 - C. A step increase is provided every 3 years of service if the employee has a satisfactory or higher rating. A step increase can be recommended prior to the 3-year period based on high satisfactory or exceptional performance as recommended by Personnel Committee and approved by the City Council.
 - D. Unless approved by the City Council, no employee shall receive pay from the City in addition to the salary authorized for the position to which he/she has been appointed.
 - E. Pay tables will be established annually, for new positions at time of a position vacancy, when experiencing significant turnover or when critical positions are not getting filled or are delayed in getting filled. Pay tables are reviewed and approved by the City Council.
 - F. Compensation for seasonal and temporary employees is set by the City Council at time of hire.
 - G. Work hours between 12 am to 6 am are paid a 15% higher differential pay rate above the employees' base regular pay. Nighttime hours are as approved by a council member serving on the Personnel Committee.
2. **Holidays:**

The City observes the following official holidays for full-time and part-time employees.

New Years Day	Labor Day
Martine Luther King Jr. Day	Indigenous People's Day (Columbus Day)
Washington's Birthday	Veterans Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

- A. When a holiday falls on a Sunday, the following Monday will be the "observed holiday" and when Holiday falls on Saturday, the preceding Friday will be the "observed holiday" for city operations, which will be closed on holidays.
- B. Regular, full-time employees will receive regular hourly rate of pay observed holiday days which they are not required to work:
- C. Employees required to work on the "actual" holiday, the pay will be 1.5 times the hourly wage.

3. Overtime:

- A. Employees shall be compensated for overtime rates at one and one-half (1.5) the regular rate of pay. Overtime will be calculated to the nearest 15 minutes. The established work week is Monday morning from 12:00 a.m. to Sunday evening at 11:59 p.m., or such other seven-day period as may be designated from time to time by the City.

4. Compensatory Time

- A. Overtime hours shall be compensated for in the form of compensatory time off at the discretion of the employer. Compensatory time for overtime worked will be time and a half. The method of compensation will be determined from time to time by the City Council.
- B. No employee shall accumulate more than 48 hours of unused compensatory time in a work week. Compensatory time accrued above 48 hours will entail the employee choosing compensatory time or overtime by marking their time sheet. There is a compensatory time accrual limit of 160 hours.
- C. In December each year all employees carrying a compensatory time balance shall be paid in full for said balance at the employee's hourly pay rate at the time payment is made.
- D. The payment shall accompany or be added to the payroll check for the second to last pay period of the calendar year, less normal payroll deductions. All efforts are made to support the use of compensatory time prior to the end of the year.
- E. Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The City Clerk/Treasurer will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

- 1. **Payday:** Employees are paid bi-weekly on alternate Wednesdays. Bi-weekly pay periods are designated by the City and begin on a Monday and end on the second Sunday after such Monday. Work shifts that begin on a Sunday are treated as entirely worked on that Sunday, even though a portion of that shift may actually be worked on Monday. When a pay day falls on a holiday, employees shall receive their pay the preceding Tuesday. An employee shall turn in his or her time sheet for a bi-weekly pay period on or before the Monday upon which the bi-weekly pay period ends.
- 2. **Work Hours:** Work schedules are established for each pay period and posted in the City Office. Work schedules are devised to communicate work hours and availability of city personnel to ensure good customer service and effective work coverage to minimize the use of overtime and compensatory time.
- 3. **Time Clock and Time Sheets:** All employees are required to utilize the city time clocks to document time worked. The breakdown of time into the established cost categories is manually recorded. Half hour lunch is not paid work time and requires checking out on the time clock and checking back in at completion of lunch. To work through lunch requires approval by the Personnel Committee. Falsifying of time sheets by an employee shall be the cause for the immediate dismissal of that employee from City employment. Final time

sheets are signed by the employee confirming correct with verification and attestation by their next level supervisor, human resources (City Clerk-Treasurer) or Personnel Committee.

4. **Compensatory Time of Officers and Employees (MN Stat. 30.09):** Members of the Vergas-CDH Fire and Rescue Department who are employees of the city may respond to calls or when paged during their regular work schedule. When an employee {who is also a Vergas-CDH Firefighter or First Responder} responds to a call or page when they are engaged in city compensated employment, will be paid for that time period, based upon their hourly rate or a pro-rated portion of their non-hourly flat rate compensation. They must note on their bi-weekly time sheet the time they were away from the worksite or provide other acceptable written evidence of the time spent away from city employment.

Attendance and Leave

The operations and standards of services in the City of Vergas require that employees be at work unless valid reasons warrant absence, or an employee has a position approved to work remotely. Employees who are going to be absent from work are required to notify their supervisor or the City Office as soon as possible in advance of the absence.

1. **Paid Time Off (PTO)** After six (6) months of service (part time or full time), PTO leave may be used as it is earned, subject to approval by assigned supervisor. Temporary, seasonal, and part-time employees are not entitled to get holidays with pay. It is the policy of the City of Vergas to grant PTO to regular employees in accordance with the guidelines established below:
 - A. An employee's anniversary date and years of service will be used to determine an employee's eligibility for vacation/paid time off. Regular full-time employees will accrue as follows:

Accrued PTO will be added to the employee's leave balance each pay period. 1-5 years	2 hours/week (104 hours/year)
6-14 years *employees prior to Oct 2019 will maintain 3.08 annual leave accrual.	3 hours/week (156 hours/year)
15 years and over	4 hours/week (208hrs/year)

- B. PTO hours are not accrued during unpaid leaves.
 - C. Should an employee reach the accrued maximum of 200 hours, a plan for leave usage is to be devised and approved by the City Council.
 - D. The City of Vergas will pay employees for all accrued PTO upon resignation or retirement for those leaving in good standing.
 - E. PTO requests where there are no PTO hours accrued will be at the discretion and approval of supervisor. Should time and attendance become an issue, the employee may be subject to disciplinary actions.
 - F. Accrued PTO may be as Earned Sick and Safe Time (ESST).
2. **Earned Sick and Safe Time (ESST) {MN Statute 181.9445, 181.9447, 181.9448}**
 - A. ESST is paid time off and applies to all employees (including full-time, part-time, temporary and seasonal) if performing work for at least 80 hours per year. ESST leave accrues at a rate of one hour for every 30 hours worked, including overtime hours, and can earn a maximum of 48 hours each calendar year.
 - B. Employees holding positions performing work for less than 80 hours per calendar year do not qualify for ESST.
 - C. Refer to APPENDIX regarding use of ESST
3. **Non-Accrued Paid Time Off**

Eligibility: An employee may elect to receive up to 64 hours of non-accrued paid

time off if the employee cannot work due to a health-related disability and when the employee does not have sufficient accrued paid time off to provide benefits during the term of the employee's health related absence from work. An employee may elect to receive by submitting a written request to their supervisor on the application form provided for such purpose. A treating provider's written confirmation of employee's health related restriction from work must accompany this application.

Reimbursement.

- A. All Non-Accrued paid time off wages and benefits must be reimbursed to the City within twelve (12) months of the date of the last pay period in which the Employee receives non-Accrued paid time off wages and benefits. The method of reimbursement shall be agreed upon between the City and the employee. The City retains the sole authority to determine what hours, if any, may be accrued as compensatory time.
- B. At the employee's election, reimbursement may be from employee's subsequently accrued paid time off.
- C. at a rate not less than 50% of the employee's accrued paid time off wages and benefits per pay period or from accrued compensatory time or by direct payment of the value of all wages and benefits provided.

4. Light Duty/Modified Work Assignment

- A. Light duty is evaluated by the City Council on a case-by-case basis. Temporary assignment of work will be evaluated for temporarily disabled employees who are medically unable to perform their regular work duties. Such assignments are for short-term, temporary disability-type purposes. The City Council will determine when and if light duty work will be assigned. This policy does not guarantee assignment of light duty. When an employee is unable to perform the essential requirements of his/her job due to temporary disability, he/she must notify their supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the assigned job description, along with a written request for light duty.
- B. Upon receipt of the written request, the supervisor will forward a copy of the report to the City Council.
- C. The City may require additional medical information or exam.
- D. The circumstances of each disabled employee performing light duty work will be reviewed at regular intervals. Any light duty/modified work assignment may be discontinued at any time.
- E. If a light duty assignment is offered to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act (FMLA) to accept a light duty assignment.

5. Employee Health Conditions Relating to Pregnancy

- A. The city will attempt to provide a female employee who requests reasonable accommodation with the following health conditions related to pregnancy or childbirth.
 - More frequent restroom, food and water breaks.
 - Seating.
 - Limits on lifting over 20 pounds; and/or
 - Temporary transfer to a less strenuous or hazardous position, should one be available.

- B. Unless such accommodation imposes an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for reasonable accommodation.

Leave Without Pay

I. Pregnancy and Parental Leave *(MN Stat. 181.940-181.944)*

- A. Eligible employees who are biological or adoptive parent will be provided an unpaid leave of absence of up to twelve (12) weeks for the birth or adoption of a child, (as defined in MN Stat. 181.940 Subd. 4), or for the placement of a child in foster care. Leave may begin at the time designated by the employee but must start within twelve (12) months of the date of the birth, adoption, or placement of the child and be completed within that year. However, if the child remains in the hospital longer than the mother, leave commences at the time the child leaves the hospital.
- B. An employee shall provide at least 30 days' notice of the date leave is to commence and its expected duration. If leave is longer than 1 month the employee shall provide at least 2 weeks' notice of the employee's expected return date.
- C. An eligible employee is one who has completed twelve (12) months of fulltime employment immediately preceding the requested leave date and who has worked an average number of hours each week that is at least equal to one-half the fulltime equivalent position in the employee's job classification.
- D. An employee may choose to use paid time off (PTO) during the parental leave of absence. This leave will not extend beyond the 12-week leave period. All other time will be unpaid. However, the employee's benefits will continue as if the employee were still at work. No PTO benefits shall accrue during a leave of absence without pay.
- E. An employee failing to return to work as scheduled after completion of an approved leave will be considered to have voluntarily terminated employment with the City of Vergas.
 - 1. If an employee needs to request a longer leave of absence the employee may do so under the city's General Leave without Pay Policy.

2. General Leave without Pay

The City Council may grant any permanent employee a leave of absence without pay for a period not to exceed 90 days except that it may extend such leaves to a maximum of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension. No PTO benefits shall accrue during a leave of absence without pay.

3. Leave for School Conferences and Activities (Mn Stat. 181.9412)

Employees with children receiving childcare services or attending a prekindergarten, regular or special education program or attending elementary through high school may take up to 16 hours of leave each 12-month period for school conferences and activities each year provided the conferences or activities cannot be scheduled during nonwork hours. The employee must request leave at least 1 week in advance of the scheduled leave date. All school conference and activity leave covered by this section is unpaid. However, employees may use accrued PTO in place of unpaid leave.

4. Military Leave

- A. State and Federal laws provide protection and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar years.

- B. The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or service beyond the 15-day paid leave of absence.
- C. Employees on extended unpaid military leave will receive 15 days paid leave of absence in each calendar year, not to exceed 5 years.

5. Family Medical Leave

- A. Basic Leave Entitlement FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
- B. Incapacity due to pregnancy, prenatal medical care or childbirth; • to care for the employee's child after birth, or placement for adoption or foster care; •
 - 1. to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or •
 - 2. for a serious health condition that makes the employee unable to perform the employee's job.
 - 3. Military Family Leave Entitlements Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- C. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.
 - 1. Employees are eligible if they have worked for the City of Vergas. for at least 12 months and have 1,250 hours of service in the previous 12 months.
 - 2. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When a 30-day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.
 - 3. The City of Vergas will inform employees requesting leave whether eligible under FMLA. If eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If not eligible, the employee will be provided with a reason for the ineligibility.

6. Minnesota Paid Leave Policy Overview

The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. Minnesota State Statute 181.032 The City of Vergas is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota or designated insurance company approved by the State of Minnesota. The premium cost will be split between the city and employee as follows:

- A. The City of Vergas will pay 50% of the required premium, and
- B. Employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

1. Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

- A. Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by Minnesota law at the time of your requested leave.

2. Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Jury or Witness Duty

When an employee performs jury duty or is subpoenaed as a witness in court or voluntarily serves as a witness in a case in which the City is a party, the employee is entitled to compensation from the City equal to the difference between his regular pay and the amount received as a juror or witness.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed for each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time end time by saving the breaks and applying to scheduled work shift.

Resignation

Any employee wishing to leave municipal service in good standing shall file with the City Council at least 14 days before leaving, provide a written resignation stating the effective date of the resignation and the reason for leaving. Failure to comply with this procedure may be considered cause for denying the employee future employment by the City. Unauthorized absence from work for a period of three working days may be considered by the City Council as a resignation without such benefits.

Lay-off

After at least two weeks' notice to the employee, the City Council may lay off any employee whenever such action is necessary because of shortage of work or funds, the abolition of a position, or changes in organization. No permanent or probationary employee shall be laid off while there is a temporary employee serving in the same class of position for which the permanent or probationary employee is qualified, eligible and available.

Grievance

It is the policy of the City to prevent the occurrence of grievances and to deal promptly to resolve disputes at the time of occurrence. If the employee deems the dispute issue unresolved, it will be settled in the following manner.

Step 1: The employee must present the grievance in writing, stating the nature of

the grievance, date occurred, facts on which it is based, and the provision(s) of personnel policy allegedly violated, and remedy requested. The grievance is to be filed to the supervisor within twenty-one (21) days after the alleged violation or dispute. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been resolved in accordance with Step 1, it must be presented in writing, stating the nature of grievance, date at which the incident allegedly occurred, the facts on which is based, provision(s) of the Personnel Policy allegedly violated, and the remedy requested by the employee to the next level supervisor. If there is no next level supervisor, the grievance is to be submitted to the Personnel Committee. The next level supervisor or Personnel Committee will respond to the employee within seven (7) calendar days. The decision at this level is final, except for those specific components is performance evaluation subject to challenge through the Minnesota Department of Administration.

Discipline

Employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including compliance of work rules, city policies and standards of conduct. Discipline will be administered in a non-discriminatory manner. There will be an investigation into any allegation of which disciplinary action might be based before any disciplinary action is taken. If an employee believes the discipline applied is either unjust or disproportionate to the offense, may pursue a remedy through city grievance procedures.

1. **Forms of Discipline.** Discipline will be in one or more of the following forms.
 - A. oral reprimand,
 - B. suspension with or without pay,
 - C. termination, and
 - D. written reprimand.
2. **Notices.** Notices of suspension, demotions and termination will be in written form and will state the reasons for the action taken. The employee shall be provided with a copy of such notice.
3. **Written Records** Written reprimands, notices of suspension, and notices of termination which are to become part of an employee's personnel file and shall be read and acknowledged by signature of the employee. The employee will receive a copy of such reprimands and/or notices.
4. **Examination.** Employees may examine their own individual personnel files at reasonable times under the direct supervision of the City Clerk/Treasurer.
 5. **Other Disciplinary Action** The following other disciplinary actions may be taken after the foregoing steps have been followed:
 - A. Involuntary demotion. This step shall be taken only if the employee does not have the ability to function at a higher level.
 - B. Required completion of specific disciplinary or corrective action by the employee.
 - C. Withholding a salary increase or decreasing the employee's salary. The employee shall be notified in writing of the action and the reasons. A copy of the notice shall be placed in the employee's file.
6. **Hearing.** In any case of disciplinary action, the employee shall be granted a hearing before the City Council if the employee submits a written request for such a hearing to the Council within five working days of notification of the action taken. The hearing shall be held within ten working days from the date the request is filed unless the City and the employee agree on an earlier or later date. If the disciplinary action involves the removal of a veteran, the hearing shall be held in accordance with Minnesota Statutes, Section 197.46.

Insurance

1. **Employer Contribution.** The City will pay 100 percent of employee coverage and employees will pay for dependents coverage. In addition, the City will pay 100 percent of life and disability insurance premiums at current benefit levels. The contribution terms and conditions set forth in this subdivision regarding insurance benefits may be changed by resolution of the City Council.
2. **Part-Time Employees.** The City does not provide a city contribution for health/hospital insurance for any part-time city employees. However, part-time employees who work over 30 hours a week may purchase at their own expense such insurance coverage as may be available from time to time for part-time employees through the City's group insurance carriers. This right to purchase such insurance is subject to any availability restrictions or other limitations imposed by said group insurance carriers.
3. **Single Coverage.** Employees not choosing dependent coverage cannot be covered at City expense for any additional insurance, nor will they receive a cash payment for the difference between the cost of single coverage and the maximum monthly dollar cost paid by the City.
4. **Additional Coverage.** Under the group insurance program, an employee may purchase additional health, disability and life insurance for the employee and the employee's dependents provided that the employee pays the full cost of such additional coverage.

Retirement

The city participates in the Public Employees Retirement Association (PERA) to provide pension benefits for eligible employees, per Minnesota statute based on pay or hours worked, to help plan for a successful and secure retirement. Participation is mandatory for most employees, and contributions into PERA begins immediately on employment. The city and employees contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare. The city matches the employee's Social Security and Medicare withholding.

Safety

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the City of Vergas. To the greatest extent possible, an environment free from unnecessary hazards and established policies and procedures will be in place.

1. **Exposure to Hazardous Substances.** Any employee routinely exposed to hazardous substances or harmful physical agents as defined in the Minnesota Employee Right to Know Act of 1983 shall be trained before being assigned or reassigned work exposing him or her to such substances or agents and shall be given training annually thereafter. Training shall include an explanation of how and where information about hazards is stored in the workplace, how the hazards are labeled, and where to obtain specific information. An employee acting in good faith has the right to refuse to work under conditions which the employee reasonably believes presents imminent danger or serious physical harm to the employee.
2. **Safety Equipment/Gear.** Where safety equipment is required by federal, state or local rules and regulations, it is a condition of employment that such equipment be used or worn by the employee.
3. **Reporting of Accidents and Illness.** Minnesota workers' compensation laws and state and federal Occupational Safety and Health Acts require all job-related injuries or illnesses be reported as soon as possible to the supervisor. The supervisor, in collaboration with the employee, will complete a First Report of injury

and other forms necessary related to the injury or illness on the job and evaluate for workplace improvement needs.

4. **Unsafe Behavior.** Supervisors are authorized to take immediate action, including sending employee home, when employee's behavior violates city personnel policies, department policies and creates a potential health or safety risk for employee or others.
5. **Near Miss Event** is important to report near miss events, which is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. This provides an opportunity to address before there is harm.
6. **Accident/Incident Report.** The city accident/incident report form is to be completed for accidents and near miss events and submitted to the City Clerk within 12 hours of the accident/incident.

Education and Training

The City of Vergas promotes staff development as an essential and ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure the employees develop and maintain knowledge and skills necessary for effective job performance.

1. The City will pay the costs of employee participation in training and job-related meetings provided the attendance is approved in advance by supervisor or City Council and meets the criteria of job-relatedness.
2. Payment information, as invoices and billing statements, are to be forwarded for prompt payment.
3. Attendance at professional meetings not directly related to employee work responsibilities requires supervisor approval to ensure adequate department work coverage.

Media Request

With the exception of routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the City Office. No city employee is authorized to speak on behalf of the city without prior authorization from a City Official. Media requests include anything intended to be published or viewable to others in some form, such as television, radio, newspaper, newsletters, social media postings or websites.

When responding to media requests, employees should follow these steps:

- 1) If the request is for routine or public information (such as meeting time or agenda) provide the information and notify the City Office of the request.
- 2) If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Office.
- 3) All news releases concerning the city and city personnel is the responsibility of the City Cleric

Whistle Blower

An employee of the City who, in good faith, reports an activity that he/she considers illegal or dishonest to one or more parties may have whistleblower protections. to one or more parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate City Management Officials are

charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state, or local laws, billing services not performed or goods not delivered and other fraudulent reporting.

- a. If an employee has knowledge of a concern of illegal or dishonest fraudulent activity, the employee is to contact their assigned supervisor. If the City Council has the assigned supervision, contact the Personnel Committee.
- b. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to disciplinary actions.
- c. It is the city's legal responsibility to protect employees who make a complaint. Whistleblower protections are provided in two important ways: confidentiality and protection from retaliation, consistent with the Minnesota Data Practices.

Adopted on this 20th day of January 2026 by the City Council of the City of Vergas.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, City Clerk/Treasurer

Approved:1-01-2012
Updated: 02-09-2016
10-08-2019
02-08-2022
02-15-2023
01-09-2024
01/30/2025
01/20/2026

APPENDIX A: Earned Sick and Safe Time (ESST)

Earned Sick and Safe Leave

"Earned Sick and Safe Leave" is paid time off and applies to all employees (including full-time employees, part-time employees, temporary employees and seasonal employees performing work for at least 80 hours in a calendar year for the city.

(a) **Accrual of Earned Sick and Safe Leave**

1. Part-time, temporary, and seasonal employees scheduled to work at least 80 hours per calendar year will accrue Earned Sick and Safe Leave at a rate of one hour for every 30 hours worked, including overtime hours, and can earn a maximum of 48 hours each calendar year.
2. For employees holding multiple positions performing work for at least 80 hours per calendar year all hours worked will contribute to Earned Sick and Safe time accrual up to the maximum of 48 hours each calendar year. Accrual is not based on separate positions. Accrued Earned Sick and Safe time may be used for all positions held by an employee.
3. Employees performing work for less than 80 hours per calendar year do not qualify for Earned Sick and Safe Leave.
4. Per the Minnesota Department of Labor and Industry elected officials are not considered employees and are exempt from Earned Sick and Safe Leave.
5. Once an employee performs work for more than 80 hours per calendar year, the employee's eligibility threshold is met. Once the eligibility threshold is met, the accrual calculation includes all hours worked back to the first hour worked for the employer. Once the eligibility threshold is met, the employee will accrue one hour for every thirty hours worked moving forward, in compliance with the Carry Over and Pay Out requirements below, even if the employee does not meet the threshold of 80 hours in subsequent calendar years.

(b) **Earned Sick and Safe Leave Use**

The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (.25 hours) as described below, for the following circumstances:

- An employee's own:
 1. Mental or physical illness, injury or other health condition
 2. Need for medical diagnosis, care or treatment, of a mental or physical illness
 3. injury or health condition
 4. Need for preventative care
 5. Closure of the employee's place of business due to weather or other public emergency
 6. The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 7. Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - a. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - b. Obtain services from a victim services organization
 - c. Obtain psychological or other counseling
 - d. Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - e. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- 8. Care of a family member:
 - a. With mental or physical illness, injury or other health condition:
 1. Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 2. Who needs preventative medical or health care

3. Whose school or place of care has been closed due to weather or another public emergency
4. When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease-
- b. Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 1. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 2. Obtain services from a victim services organization
 3. Obtain psychological or other counseling
 1. Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking .
 2. Obtain legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

(c) For Earned Sick and Safe Leave purposes, family member includes an employee's:

1. Spouse or registered domestic partner
2. Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
3. Sibling, step sibling or foster sibling
4. Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
5. Grandchild, foster grandchild or step grandchild
6. Grandparent or step grandparent
7. A child of a sibling of the employee
8. A sibling of the parent of the employee or
9. A child-in-law or sibling-in-law
10. Any of the above family members of a spouse or registered domestic partner
11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
12. Up to one individual annually designated by the employee

(d) Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require

employee using Earned Sick and Safe Leave to find a replacement worker to cover the hours the employee will be absent.

(e) Carry Over and Pay Out of Earned Sick and Safe Leave

Part-time employees working less than 20 hours per week, part-time salaried employees, temporary

employees, seasonal employees, may carryover unused Earned Sick and Safe time into the next calendar year, but at no time may the accrued Earned Sick and Safe time exceed 80 hours. Accrued Earned Sick and Safe time will not be paid out when an employee leaves their job, either voluntarily or involuntarily. Employee who transfers positions retains their accrued Earned Sick and Safe time. An employee who returns to work for the same employer within 180 days of separation is entitled to the Earned Sick and Safe time accrued before leaving.

(f) Retaliation prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

(g) Benefits and return to work protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee, including a seasonal employee, is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of employment.

Leave Entitlement and Usage – APPENDIX B

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

1. Up to 12 weeks of medical leave to take care of self for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
2. Up to 12 weeks of family leave to:
3. Bond with a child through birth, adoption, or foster placement
4. Care for a family member with a serious health condition
5. Support a military family member called to active duty
6. Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

The employee can take both types of leave in the same year but cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. The benefit year starts the first day the employee takes Paid Leave. There is no waiting period for MNPL if granted the benefit.

MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A. Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B. Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the Clerk-Treasurer of the need for intermittent leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following:

1. Proposed intermittent leave schedule; and
2. A completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration, and treatment schedule for the leave.

C. Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of four (4) hours. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL, provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

1. Family member includes:
2. Spouse or partner
3. Child (including biological, adopted, step, or foster children, or a child you raise, even if you are not legally related)
4. Parent or person who raised you
5. Sibling
6. Grandchild or grandparent
7. In-laws (including son, daughter, father, or mother)
8. Anyone close to you who depends on you like family, even if not related by blood

- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or

substance use disorder. Taking care of self for a serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Notice

Prior to starting a claim with the State, employees should reach out to the Clerk-Treasurer to notify the City of regarding intention to take leave. If the need is foreseeable, the employee is asked to provide at least two weeks' notice prior to taking leave. If the leave is not foreseeable, will still be able to take leave under MNPL, and ask the employee provide as much notice as possible. Employees are required to complete a City MNPL Form informing the City of their intent to take MNPL, which will provide documentation as to how an employee's share of the cost of their elected benefits (medical, dental, vision, etc.) will be paid by the employee

How to Apply for Minnesota Paid Leave

After leave has been discussed with the City and all appropriate City forms have been completed, the employee may apply for MNPL through the Minnesota Paid Leave's portal online or via their phone number provided. <https://mn.gov/deed/paidleave/employees/faq/>

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which the employee may be eligible for under local, state, or federal law, which may include: Family and Medical Leave Act (FMLA)

The city offers a short-term disability (STD) policy that may run concurrently and require its own filing requirement pursuant to the terms of the STD policy. Please see the Clerk-Treasurer for more information. STD payments may be reduced, pursuant to the terms of the STD policy, as a result of receiving state-paid benefits.

Effect on other paid leave

Employees cannot receive MNPL while also receiving some other types of benefits. These include:

1. Unemployment Insurance Payments
2. Workers' Compensation (in most circumstances)
3. If an employee receives workers' compensation benefits that are equal to or greater than the MNPL benefit, that employee is not eligible for MNPL.
4. If workers' compensation benefits are less than MNPL benefits, then the MNPL benefits will be deducted by the amount the employee receives from workers' comp.
5. Social Security Disability Insurance (SSDI) benefits (in most circumstances)
6. Employees who have filed or received SSDI benefits are ineligible to receive MNPL benefits unless the Social Security Administration approved; they could collect SSDI while also being employed during the base period.

Questions related to this section should be directed to the Department of Employment and Economic Development, Minnesota Paid Family Medical Leave at mn.gov/DEED or 651-556-7777.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows the employee to supplement, or "top off," of MNPL benefits with any accrued but unused paid leave. If the employee chooses to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed the Individual Average Weekly Wage (IAWW). For more information, contact the Clerk-Treasurer.

Maintaining Health/Benefit Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. The employee must continue to make timely payments of their share of the premiums for such coverage. The employee will be responsible for remitting portion of benefit premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated, listing the final date payment is due (30 days past the due date) to avoid cancellation, and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. Prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed-upon amounts and cadence (frequency) of premium deductions.
2. Arrange to write a check every 2 weeks for the duration that the employee may be out.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement

Upon return from covered MNPL, the employee will be reinstated to previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The city will not interfere with or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

City Council
2026 January Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, January 20, 2026

10. Staff Reports

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

Files Attached

- January 2026 Council report Utilities Supt..pdf
- Liquor Store Manager Report -2025 4th Quarter.pdf
- Liquor Store Manager Council Spreadsheet Sales.pdf
- Liquor Store Manager Council Spreadsheet Valuation.pdf
- 01.26 Clerk_Treasurer_Report.pdf

Utilities Superintendent
Council Report
January 2026

1. Streets

- a. Met with Torry Sonnenberg, John Brend Julie Lammers and Blain Greene. Discussed the Municipal Parking Lot project.
- b. Blain Green and I went out to Keilly Shores 3rd edition and looked at the storm sewer.

2. Parks

- a. Matt and I worked on skating rink at Long Lake Park.

3. Water

- a. .654 million gallons were pumped to the water tower.

4. Wastewater

- a. .614 million gallons were pumped to the ponds.

5. Other

- a. Loss Control Safety meeting 1-29-26 in Fergus Falls
Topic: AWAIR, Right to Know and Bloodborne Pathogens.
- b. Yard Waste is still Closed currently.

Liquor Store Manager Report

Financials:

The following has been transferred to the general fund:

2021	2022	2023	2024	2025
\$30,000	\$30,000	\$25,000	\$25,000	\$20,000

Employees:

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

- Kyle – Nov 2021
- Tammy – Aug 2015
- Jezmae – June 2020
- Paul – Oct 2020

Misc:

- **Liquor Store sign was to be installed by end of the year 2025. Materials are on backorder and will be installed once JH receives them.**
- **Gutters were installed in mid-December.**

2025 -4th Quarter Sales

	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Difference</u>
Q1	\$ 117,778	\$ 135,547	\$ 144,004	\$ 148,766	103.3%
Q2	\$ 222,232	\$ 254,728	\$ 273,230	\$ 280,758	102.8%
Q3	\$ 335,375	\$ 378,169	\$ 396,437	\$ 379,933	95.8%
Q4	\$ 181,443	\$ 185,125	\$ 200,942	\$ 204,392	101.7%
Total	\$ 856,828	\$ 953,526	\$ 1,016,637	\$ 1,015,874	99.9%

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

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

<u>O</u>	<u>N</u>	<u>D</u>	<u>Total</u>
\$ 67,464	\$ 51,655	\$ 62,324	\$0
\$ 63,204	\$ 55,414	\$ 66,507	\$0
\$ 73,144	\$ 63,439	\$ 64,358	\$0
\$ 74,579	\$ 64,074	\$ 65,738	\$0

<u>O</u>	<u>N</u>	<u>D</u>	<u>Total</u>
\$ 71,263	\$ 54,556	\$ 66,185	\$ -
\$ 74,327	\$ 56,690	\$ 47,662	\$ -
\$ 65,972	\$ 54,035	\$ 64,599	\$ 335,375

2025

Q1	Cost	Retail Value
Liquor	\$128,242	\$166,715
Beer	\$39,308	\$51,100
Wine	\$29,870	\$38,831
THC	\$4,104	\$5,958

Q2	Cost	Retail Value
Liquor	\$131,772.00	\$189,728.00
Beer	\$46,163.00	\$63,040.00
Wine	\$29,892.00	\$48,475.00
THC	\$3,795.00	\$5,834.00

Q3	Cost	Retail Value
Liquor	\$113,088.00	\$163,410.00
Beer	\$39,049.00	\$52,865.00
Wine	\$25,282.00	\$40,785.00
THC	\$4,035.00	\$6,017.00

Q4	Cost	Retail Value
Liquor	\$98,857.00	\$143,954.00
Beer	\$26,791.00	\$36,457.00
Wine	\$22,055.00	\$35,747.00
THC	\$2,427.00	\$3,852.00

2024

Q1	Cost	Retail Value
Liquor	\$133,844	\$195,213
Beer	\$30,327	\$39,864
Wine	\$34,285	\$54,420
Everything	\$206,108	\$302,857

Q2	Cost	Retail Value
Liquor	\$135,626	\$197,143
Beer	\$48,089	\$64,413
Wine	\$35,494	\$55,893
Everything	\$227,608	\$330,529

Q3	Cost	Retail Value
Liquor	\$112,853	\$163,721
Beer	\$35,840	\$47,796
Wine	\$28,819	\$45,916
Everything	\$184,327	\$267,668

Q4	Cost	Retail Value
Liquor	\$100,317	\$144,795
Beer	\$31,149	\$41,920
Wine	\$25,805	\$41,301
Everything	\$165,446	\$239,817

Product Cost

	Q1	Q2	Q3	Q4
2018	\$154,391	\$168,148	\$181,370	\$171,230
2019	\$175,352	\$203,013	\$207,617	\$212,844
2020	\$236,937	\$249,378	\$239,382	\$235,576
2021	\$245,710	\$253,106	\$230,930	\$221,536
2022	\$219,817	\$220,182	\$214,990	\$203,765
2023	\$222,100	\$219,813	\$181,440	\$183,787
2024	\$206,108	\$227,608	\$184,327	\$165,446
2025	\$204,774	\$217,061.00	\$185,733.00	154563

Product Retail

	Q1	Q2	Q3	Q4
2018	\$227,657	\$252,276	\$267,408	\$253,600
2019	\$255,930	\$294,667	\$300,920	\$314,531
2020	\$548,755	\$362,236	\$351,689	\$351,376
2021	\$367,773	\$373,261	\$336,659	\$327,818
2022	\$322,928	\$321,025	\$310,109	\$302,596
2023	\$324,199	\$318,728	\$265,023	\$268,540
2024	\$302,857	\$330,529	\$267,668	\$239,817
2025	\$297,239	\$314,797	\$269,105	\$226,232

Clerk-Treasurer Council Report

Date: January 2026

Grants

Community Partnership Grant (City Parking Lot)

Otter Tail County Grant 2023 for \$25,000.00 received funds.

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

Ordered from S&S Security Services

WCI Solar Grant-Received

Total Grant Approved: \$75,384.00 Received Funds:

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

Installation scheduled.

Otter Tail County rebate applied for. Giraffe Financial tax credits account created.

MDH Implementation Grant-Submitted

Wellhead Protection Plan is for a fence around the water plant

\$15,000 grant with no match

Response: You applied for a Source Water Protection (SWP) Implementation grant in the Fall of 2025.

You received the points needed to qualify for funding and placed on our priority wait list. ***Availability of grant funds have been exhausted and your application is placed on a waiting list.*** At this time, it is undetermined when funding will become available. I will contact you when that is determined.

Once funds become available, you will receive a grant agreement via DocuSign for your review and signature.

Current Projects

- EDA/HRA: Daycare initiative
- Park: City Sales Tax
- Planning Commission: Ordinance book update for review and recommendation to Council
- Workers Compensation Audit-completed
- MN Department of Health Lead/Copper/Galvanized Service Line Reports
- 2025 Audit Information to Auditor

City Council
2026 January Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, January 20, 2026

11. 2025 Mayor's State of Address

Files Attached

- 2025 Comp Plan Progress Review.pdf

**Vergas Comprehensive Plan
2025 Progress Review**

Land Use & Built Form

Goal: Capitalize on in-fill opportunities and direct growth to new areas where infrastructure is planned to be cost-effective and sustainable

Strategies:

- When considering expansion options, prioritize expansion that follows a set of guidance developed through a growth and management plan.
- Investigate annexing shorelines across bodies of water when landowners are favorable to the request

Action Item	2023 and 2024 Progress	2025 Progress
Develop tiered system for expansion based on Vergas water & sewer capacity, EMS services and other public services & facilities.	Water/Sewer Committee is developing a tiered system for expansion based on capacity.	
Identify possible annexation areas and contact owners.	Planning Commission looking at W. Lake Street Zoning map identified potential expansion.	Potential expansion/annexation areas identified
Pay close attention to and abide by shoreline regulations governed by the state.	Planning Commission changed permit process and updating shoreline management ordinance. Updated Shoreline Management ordinance. Discussing Shoreline Management inspection services with Otter Tail County.	Agreement in place for Otter Tail County Land and Resource Management to oversee all construction within 1,000 feet of lakeshore.
Participate in preserving the health of lakes and surrounding wildlife.	Storm water runoff being discussed Widseth Engineering evaluated water drainage issues in downtown main street alley ways. Vergas was the recipient of the Dave Neiman Source Water Protection Award. Updated Local Government Unit Wetland Conservation Act information. Working with East Otter Tail Soil & Water Conservation and State of MN (BWSR).	Working with East Otter Tail County Soil and Water Management for planting of flowers and trees in parks. The Vergas Long Lake Association conducts water testing looking at phosphorus, chlorophyll, & clarity. Energy & Resilience Advisory Board has prioritized reivew and action directed at building infrastructure, environment & green infrastructure and lake/water systems

Goal: Land use and build form decisions support and celebrate the existing character of the town

Strategies:

- Encourage land uses that strengthen Vergas’ reputation as a family-friendly, safe place with a small-town charm.
 - Limit land uses that allow for big box stores, chains, large processing plants or other developments that have short-term gains and long-term losses of community character and environmental protection.
 - Ensure that any land use involving light industrial development has a plan for maintenance and accessibility.
- Encourage or offer tax incentives for parking for new construction.

Action Item	2023 and 2024 Progress	2025 Progress
EDA/HRA develop incentives to encourage uses identified above.	Ordinance already in place that restricts big box stores	HRA signed purchase agreement for property to be developed into daycare. City Energy & Resilience Advisory Board looking at environment/green space.

Planning and Zoning develop policies regarding use identified above	Planning Commission updating zoning map with review and modification of city ordinances. Zoning map updated and approved. In the process of conducting codification of all ordinances.	Continuing codification of all ordinances.
EDA identify areas appropriate for light industrial development.		
Explore above and underground parking.	Parking lot identified and planned for OTC building site. Plan to pave parking lot and alley ways. Informational meeting was held with those affected. Call for bids to go out in spring.	Completed parking lot project adding 140 E Linden for parking. Added Handicapped space behind liquor store.

Housing

Goal: Identify affordable housing lots that can be developed with the next 5 years		
Strategies:		
<ul style="list-style-type: none"> Develop partnerships with Otter Tail Co. to share county-level resources with local developers and future residents via existing incentives and initiatives. Conduct and inventory and promote lots available.		
Action Item	2023 and 2024 Progress	2025 Progress
EDA develop a fact sheet regarding available assistance programs	Pamphlet for Sunny Oaks Properties with County/City incentives.	Pamphlet for Eva/Dianne Properties with County/City incentives.
Utilize city website by adding housing resources comparable to neighboring cities		

Transportation

Goal: Make Vergas accessible for all modes of transportation and for people of all abilities		
Strategies:		
<ul style="list-style-type: none"> Identify key places across the city that can improve handicap accessibility. Communicate and market existing transportation services. Identify additional locations for downtown parking. Construct handicapped parking spots and sidewalks along Co Rd 4. Explore advantages and disadvantages of rerouting Co Rd 4 through downtown to reduce thorough traffic on Main Street. Explore options for reducing stopped trains and subsequent stopped traffic. Promote programs for ridesharing networks and services		
Action Item	2023 and 2024 Progress	2025 Progress
Conduct an ADA audit or other type of evaluation to identify key areas for improvement across the city.	Cross walks placed at intersections on Main Street.	2 handicap parking spots added to downtown. Itched crosswalks added to downtown intersections.
Create short reference guide for residents and visitors describing local and regional transportation options.		As part of City of Vergas Trail Feasibility Study; Vergas was connected to the Heart of Lakes regional trail.

Work with Planning Commission to determine if vacant or undeveloped property could serve as space for new parking lots, and potential diagonal parking.	Parking lot planned for OTC building property that was acquired by the city. Parking lot area available with plan to asphalt in spring.	Parking lot was paved and parking lot lines provided.
Contact Canada Pacific to explore moving the exchange.	Working with County, State and CP Railroad on notification process to identify and track delays and issues. Communications with CP broadly advertised. Ultimate goal is to move track switch.	Met with CP and their engineers are reviewing design process of moving the track switch.
Streets, sidewalks and yard waste committee review possibilities of collaboration with OTC Highway Department.	Working with OTC Highway Dept. on identifying handicap parking locations and signage for downtown. Working with OTC Highway Department on main street sidewalks with future Hwy 4 road work.	2 handicap parking spots added to downtown.
Goal: Increase connectivity between Vergas and regional trails		
Strategies: Consult entities, like MN DOT, DNR, WCI and Partnership 4 Health, about pursuing grants for planning and infrastructure for a trail connection.		
Action Item	2023 and 2024 Progress	2025 Progress
Work with OTC to pursue grant funding to connect the Heartland Trail along Co.Rd 4.	Feasibility study conducted for Heartland and Heart of Lake trails. Approved by Council and plan for Heart of Lakes trail connected with Co. Hwy 35 project Plan to connect with future Hwy 35 road work.	Trail completed on Hwy 35 connecting to the Pelican/Perham the Heart of the Lakes rail. Working with Hobart Township and Otter Tail County to connect to Heartland regional trail to Frazee in 2031.
Add multi-use path to the update of the 2019 Capital Improvement Plan to ensure that it is included in future city budget.		
Business & Economic Development		
Goal: Maintain the small business atmosphere		
Strategies: • Advertise local businesses regionally Review and update city laws and ordinances that support small business owners		
Action Item	2023 and 2024 Progress	2025 Progress
Work with neighboring Chambers of Commerce to advertise and access resources	OTC Lakes Country Magazine	
Collaborate with the Community Club to identify opportunities and resources to market regionally.	Facebook on ongoing bases features a Vergas business, and hosts events to promote businesses, i.e new event Shops n' Hops. Vergas advertising and featured highlights in OTC Lakes Country Magazine. Established a full Vergas/lakes billboard that features map of area and Vergas hosted Events. Also have a brochure with Vergas events that was distributed and in stores for ongoing access and have full size posters in the businesses that shows 2023 events.	VCC continues strong facebook and promotions presence and has Vergas in the Ottertail Lakes country publication. This is ongoing. Would close.

	Weekly TV3 Vergas show that highlights Vergas Ongoing. Vergas Community Club is active in regional marketing. Has Facebook site with high volume access.	
Submit stories, ads, and updates to surrounding local papers.	Frazee Forum has featured a number of Vergas stories, i.e. Maple Syrup Fest, Art Camp, Vergas Art Program. Ads in Frazee forum on an ongoing basis. Ongoing. Vergas events routinely featured in Frazee Forum and DL paper.	Events and stories regarding Vergas are consistently featured in Frazee and DL papers and Vergas TV3 . This is ongoing.
Invest in enhancing the City website		VCC and City of Vergas looking at website improvements
Preserve existing protections within city laws and ordinances		City Planning Commission is reviewing all ordinances in terms of relevancy and currency to ensure accurate and up to date
Explore state and federal incentives for small businesses, especially those making positive impact in nearby communities.	EDA Grant program with OTC Community Fund and CEDA money. Business Facade Improvement Program being offered.	Business Facade Improvement program remains in place. Continue to have a CEDA representative with EDA/HRA providing ongoing information to potential incentives.
Goal: Invest in Human Capital		
Strategies: <ul style="list-style-type: none"> Invest in local childcare options Create opportunities for socializing, connecting, creative placemaking year-round. Provide opportunities for retirees to utilize their knowledge and experience and increase social connection.		
Action Item	2023 and 2024 Progress	2025 Progress
Connect with OTC Early Childhood Coordinator to identify needs and resources.	Meetings and discussions are being held with OTC and WCIF regarding childcare needs in Vergas.	HRA received grant from RCCIP and developed a daycare committee.
Improve marketing of existing community activities, from small socializing to large events.	As above, Facebook, OTC Lakes Country magazine, event brochure and billboard Ongoing.	Continue promotion of events regardless of the size on Facebook, OTC Lakes Country magazine, event brochure /flyer and city billboards
Identify gaps in existing community programming and recruit volunteers to host one and/or recurring events.		VCC and Art Club have implemented new events to draw in different crowds; as Puzzles/Pizza/Pounders and Kids/family Bring in Spring event. Volunteers routinely recruited. VCC is reinstating a community welcoming outreach to new residents and businesses to inform and engage in volunteering.
Explore development of spaces for families to recreate and your specific activities.	Detroit Lakes water ski club practicing Long Lake city park and offering ski shows Improvements made to Vergas Event Center and future improvement plan for Long Lake Park. Community events are family oriented and hosted at various sites throughout the community as event center, long lake park, ballpark and main street	Ongoing from prior years where events and activities are held at a variety of venues conducive to family participation.

Identify and invite volunteers to join planning and implementation projects.	Ongoing. Is part of event planning to reach out for volunteers. Ongoing process with city events.	City has engaged residents to participate in surveys and participate in city committee's. Surveys in 2025 included Energy & Resilience and City Siren. VCC routinely solicits volunteers to assist with the planning and implementation of events. VCC has established a volunteer recognition program.
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Goal: Prioritize business development that provides daytime and evening activities for residents

Strategies:

- Create more opportunities to recruit local businesses, especially where gaps in existing services

Increase awareness of state and regional resources for small business owners and entrepreneurs.

Action Item	2023 and 2024 Progress	2025 Progress
Work in partnership with Vergas EDA to integrate public feedback into business development and expansion strategies	EDA is working with CEDA for a business retention and expansion plan. First impressions report and survey with businesses regarding their needs. Local Business Facade Improvement Grant established.	Continue with CEDA contract to support city and business development and expansion. In 2025 priority given to a daycare in the community.
Host a business and entrepreneurship fair in partnership with OTC with targeted outreach based on survey results and public input.	Digital Marketing workshop held for businesses.	Continue to host an annual EDA/HRA meeting with encouraged attendance by the community where education and opportunities are highlighted.
Leverage partnerships with existing programs; i.e WCI, MN DEED, SCORE business mentors, Vergas Community Club, West Central Small Business Development Center, Women’s Ventures, OTC Small Business Coaching.	Established partnerships related to receiving energy grant. Partnerships with CERTS, ESMC, RSDP, University of Minnesota Architecture program, Green Cities, and WCIF in pursuing Municipal Building energy efficiencies and integration of clean energy. Working with OTC Lake Shore Management on lake shore inspection services. Work with CEDA Rural Capacity Program.	Continue to strengthen and establish partnerships as noted in 2024. In 2025 establishing partnerships in assessing and implementing a daycare.

Goal: Develop and expand job opportunities

Strategies:

Maintain and increase number of visitors
Pursue opportunities for light manufacturing
Support digital entrepreneurs and remote workers

Action item	2023 and 2024 Progress	2025 Progress
Advertise business and recreational opportunities and events regionally.	As noted previously; Facebook, OTC Lakes Country magazine, TV3 Vergas show. Ongoing. Continue to utilize a number of resources in advertising.	Ongoing as previously noted.
Pursue and invest in trail development.	Feasibility study conducted to examine Vergas connection to Heartland and Heart of Lake Trails City Council approved feasibility study. Heart of Lakes Trail to align with OTC Hwy 35 project.	In 2025 Vergas connected to the Heart of Lakes Regional Trail with the Hwy 35 project.

Cultivate more year-round attractions and events.	Year round event calendar, 9 of 12 months community event. This does not include events by other businesses and groups. Vergas Community Club has an established calendar of events throughout the year. Other organizations also host events. I.e. Lions club and churches and local businesses.	Between VCC , Businesses, Lions, Churches and clubst here are events throughout the year. In addition to events have outdoor activities as swimming/boating in summer and fishing/snowmobiing in winter. Newly adding a Vergas Story Book Trail where story will be posted along the long lake trail to add interest when walking.
Identify land available for development and purchase.	City purchase of 8 lots from OTC foreclosed land (Eva/Diane street)-Sunny Oaks. OTC to build 4 Senior living housing units in the development. Three new housing developments and EDA are active in the sale of Sunny Oaks lots.	27 Sunny Oak available lots were available for purchase. 1 lot remaining unsold.
Offer the Event Center as coworking space by appointment.	Event Center improvements and updates being made to make the space more visibly appealing and marketable. Hired part time Event Center Coordinator to promote event center space. Updating kitchen at VEC. Lions 170 hours of volunteer hours at the Event Center. Vergas Community Club provided over \$20,000 in donations.	VEC kitchen update completed. New LCD projector installed to support large group meeting projection needs
Maintain and develop broadband capabilities.	Maintain internet access inside and outside VEC for community use.	Internet access established. Close
Connect with neighboring communities to participate in county-wide networking opportunities. (host pre-existing groups for a meeting).	Regional Mayor meetings , Regional City Clerk meetings Continue active participation with the Region 4 Mayors Network, Regional City Clerk meetings and Otter Tail Lakes Country Association. League of Minnesota Cities hosted a regional meeting in Vergas and OTC Commissioners hosted an open house in Vergas.	Vergas Council met with Frazee Council to discuss ideas and plan for annual meetings. Continue to be involved with regional and state meetings.

Public Services and Facilities

Goal: Maintain adequate pubic facilities and services to meet the health, safety, education, and leisure needs of all Vergas residents.

Strategies:

- Prioritize infrastructure investment based on existing facilities with deficiencies first, and retrofitting of facilities second, and future facility needs third.
 - Engage in strategic partnerships to ensure that Vergas is identified as a community for investment in fiber optic cable to increase broadband access.
- Conduct a needs assessment to understand more about the barriers and opportunities to improve resident access to medical facilities. (transportation, awareness).

Action Item	2023 and 2024 Progress	2025 Progress
Encourage various committees to complete prioritization exercise.	Water Sewer Committee is working on prioritizing needs by making a project list. Revised community zoning map approved.	As part of the annual budget process, the city committees and programming entities prioritize current and future needs

Explore expanded services, particularly MN DEED Border-to-Border Broadband opportunity.		
Collaborate with EDA/HRA to oversee a needs assessment.	EDA business survey conducted regarding their needs.	Working with West Central SBDC to support businesses.
Goal: Ensure highest quality standards and services for public safety given Vergas' existing resources and staff capacity.		
Strategies:		
<ul style="list-style-type: none"> Ensure safety of navigation throughout city streets and sidewalks. <p>Make Long Lake Park a desirable location for recreation year-round.</p>		
Action Item	2023 and 2024 Progress	2025 Progress
<ul style="list-style-type: none"> Review, update, and publicize the city's planning and zoning maps to accurately indicate which city sidewalks are to be maintained by the city vs residents. 	<p>Planning Commission updating zoning maps Revised community zoning map approved. Clarification provided on sidewalks.</p>	Completed in 2024.
<ul style="list-style-type: none"> Conduct a parking study. 		Handicap parking review conducted by OTC DOT
<ul style="list-style-type: none"> Explore the possibility of a MNDOT Complete Streets project for Vergas. 		Submitting LRIP (Local Road improvement Program) to OTC for reconstruction of West Lake Street.
<ul style="list-style-type: none"> Renovate and upgrade public restroom facilities at Long Lake park. 	<p>Park improvement proposal developed, park board working with NDSU, which includes improved facilities. Painting and lighting improvements to restroom. Loon Art for the park fundraising event to support park improvements. Community feedback on plan at the Loon Art for the Park event. Long Lake Park improvement plan devised and reviewed with the community. Includes new bathhouse. Funding raising in process.</p>	Long Lake Improvement plan includes new restroom facility. Funding an issue in completing plan. Request submitted to MN state legislature to institute a 0.5% local retail sales tax specific to the Long Lake Improvement plan. If approved, will be on November 2026 elections ballot.
<ul style="list-style-type: none"> Explore opportunities to work with rental company for non-motorized watercraft. 		Local business, Wild Fire Fur, has initiated rental of lily pads.
<ul style="list-style-type: none"> Consider snowshoe rental companies. 		
Goal: Ensure that services and facilities allow residents and visitors of 55 years or older to age in place.		
Strategies:		
<ul style="list-style-type: none"> Ensure safety of navigation through city streets and sidewalks. <p>Work to develop a full spectrum of transitions in senior housing needs, from accessibility options to access of services and skilled nursing.</p>		
Action Item	2023 and 2024 Progress	2025 Progress
Develop handicap parking spots	Streets Committee is working with OTC to identify handicap parking locations and signage.	Added 2 handicapped spaces in the downtown.
Work with EDA/HRA to conduct a needs assessment and feasibility study for expanded senior housing options.	Have 2021 Comprehensive plan, 2019 EDA/HRA Housing study and working with OTC Housing & Redevelopment	OTC has 2 lots in Sunny Oaks Development for senior housing complex.

Parks & Open Spaces

Goal: Support Community Art and arts programming

Strategies:

- Increase the number of displays of interactive art around town, in parks, and open spaces.
- Increase community education arts programming.

Action Items	2023 and 2024 Progress	2025 Progress
<ul style="list-style-type: none"> • Create a directory of local artists. 	<p>Studio Crawl is planned for Sept 23, 2023 and this is step in the direction to create a directory.</p> <p>VCC has local artist creating loon pieces placed around Vergas.</p> <p>Active Vergas Arts Club and has the annual Studio Crawl which identifies local artists. Club has been applying for grants and received funding for Pert Near Sandstone band at Shops and Hops event.</p>	<p>A Vergas Arts Club established and working with local artists and has ongoing programming. Embedded in the community and would close from specifically tracking.</p> <p>The Artisan Inn Studio will be opening later summer and will offer Craft retreats, Artist teaching, local artist gallery. This includes event lodging for up to 20.</p>
<ul style="list-style-type: none"> • Continue to offering summer youth art camp. 	<p>Continues to grow. In 2023 had 126 youth art Youth pottery classes available</p> <p>Continue to have youth art camp each year in June. Have held since 2020. Youth play production and Viking Library production offering.</p>	<p>An annual established event. Will close from specifically tracking.</p>
<ul style="list-style-type: none"> • Provide a listing of events on city website. 	<p>On City website, VCC Facebook, and posters Established a Vergas Arts Program, aligned with VCC. Hosted 3 performing arts (Chmielewski band, Tony DeBlois, and Siama Story Teller).</p> <p>A VCC website was established that city website has links to.</p> <p>City website continues to provide a listing of community events.</p>	<p>City Websit, VCC facebook and website on an ongoing basis has listing and dates of events. This is well established and will close from specifically tracking.</p>

Goal: Update public facilities at Long Lake Park

Strategies:

- Continue working with NDSU to develop concept designs for Long Lake park.
- Communicate with county and regional stakeholders in parks and recreation the desire to pursue state and federal funding.

Action Item	2023 and 2024 Progress	2025 Progress
Follow guidelines and budget in Capital Improvement plan for restroom facilities specifications and budget.	Park improvement plan priority is a new bathhouse at the beach.	Priority in the Long Lake Part improvement plan.
Park Board present ideas to Planning and Zoning Commission and the City Council for implementation.	Park Board presented park improvement plan Long Lake Park improvement plan broken down master plan into phases. Fundraising in process.	Long Lake Park Improvement plan established. Looking at a local retail sales tax to fund.

Goal: Leverage existing amenities to create a culture that celebrates physical activity and community-based sports that are complementary to school sports schedules.

Strategies:

- Create opportunities for sports and physical education.
 - Begin offering adult leagues for baseball, softball etc..
- Explore opportunities for additional recreational space development.

Action Item	2023 and 2024 Progress	2025 Progress
Example; Offer lessons for pickleball, classes for local fitness trainers, dance classes.	Lakes Fit offers classes and pickleball has classes for beginners Pickle ball Association has offered lessons and has held events as women's night & during Looney Days.	Pickelball lessons in place and classes available for fitness, swimming, and yoga. North Star ski show has offered ski lessons
Coordinate community education for implementation.	Continue to collaborate with Frazee community education for Vergas swimming lessons Continue to collaborate with Frazee community education for Vergas swimming lessons and summer youth play.	Continue to collaborate with Frazee community education for Vergas swimming lessons, baseball, summer youth play.
Conduct a feasibility study for soccer fields and/or frisbee golf.		
Planning and Zoning identify sustainable areas.		As part of the Energy Grant and GreenStep City recognition program, the Energy & Resilinece Advisory Board looking at building infrastructure, environment & green space and lake/water systems.

City Council
2026 January Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, January 20, 2026

12. Information & Announcements

Meetings and Events:

- A. 2026 Board of Review, Wednesday, April 8, 2026, 1:00 pm Vergas Event Center Council Chambers
- B. Household Hazardous Waste Day, Thursday, June 25, 2025, 10:00 - 2:00 Vergas Event Center

Parking Lot

Employee 2026 Trainings:

- A. MN Rural Water Conference – March 3-5, 2026 in St Cloud (Utilities Superintendent)
- B. MN Clerk's and Finance Officers – March 24-27, 2026 in Brooklyn Center (Clerk-Treasurer)
- C. Clerk's Advanced Academy- September 2026 (Clerk-Treasurer)
- D. LMC, Loss Control Workshop April 1, 2026 in Alexandria (Utilities Superintendent, Maintenance Operator, Clerk-Treasurer)
- E. Municipal Beverage Association (MMBA) April 18 - 21, 2206 Cragun's Resort (Liquor Store Manager)
- F. League of MN Cities Annual Conference June 24-26, 2026 in Rochester (Mayor, Council & Clerk-Treasurer)
- G. 16th Annual Operator Expo, (MN Rural Water) August 25, 2026 (Utilities Superintendent and Maintenance Operator)