

City Council
2026 March Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, March 17, 2026

1. Call to Order

2. Citizens' Concerns

3. Agenda Additions and Deletions

4. Approval of Consent Agenda

- A. Council Minutes of February 17, 2026
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for February 2026
- D. Late water/sewer bills
- E. 2026 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2026 Statement of Receipts, Disbursements and Balances
- H. Committee Reports
 - 1. EDA/HRA
 - 2. CDH-Vergas Fire Board
 - 3. Energy and Resiliency
 - 4. Planning Commission
 - 5. Event Center Advisory Board
 - 6. Park Advisory Board

5. Vergas Community Club -Looney Days

6. Committee Reports

- A. Event Center
 - 1. Stay Active and Independent for Life (SAIL) - Cynthia McDonough
- B. Streets/Sidewalks/Yard Waste Committee
- C. Personnel Meeting
 - 1. Form

7. Staff Reports

- A. Engineering Report
- B. Clerk Treasurer Report

8. Information & Announcements

Meetings and Events:

- A. 2026 Board of Review, Wednesday, April 8, 2026, 1:00 pm Vergas Event Center Council Chambers
- B. Trail Masterplan Meeting with Hobart Township, Hobart Township Hall, Thursday April 16, 2026, at 7 pm.
- C. Household Hazardous Waste Day, Thursday, June 25, 2026, 10:00 - 2:00 Vergas Event Center Parking Lot

Employee 2026 Trainings:

- A. MN Clerk's and Finance Officers – March 24-27, 2026, in Brooklyn Center (Clerk-Treasurer)
- B. LMC, Loss Control Workshop April 1, 2026, in Alexandria (Utilities Superintendent, Maintenance Operator, Clerk-Treasurer)
- C. Municipal Beverage Association (MMBA) April 18 - 21, 2026, Cragun's Resort (Liquor Store Manager)
- D. League of MN Cities Annual Conference June 24-26, 2026, in Rochester (Mayor, Council & Clerk-Treasurer)
- E. 16th Annual Operator Expo, (MN Rural Water) August 25, 2026, (Utilities Superintendent and Maintenance Operator)
- F. Clerk's Advanced Academy- September 10-11, 2026, in Otsego, MN (Clerk-Treasurer)

9. Adjournment

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 - 4. Planning Commission
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 - 6. Park Advisory Board

Files Attached

- 2.17.26 City Council Public Hearing Minutes.pdf
- 03.17.2026 Claims List for Approval.pdf
- 03.2026 City Bill Listing.pdf
- 02.2026 Liquor Store Bill Listing.pdf
- 90 Days Past Due Report.pdf
- Otter Tail County Cert to property taxes 219 Frazee Ave Skal.pdf
- 02.2026 Investment Schedule & Bond Schedule.pdf
- 03.2026 General Fund_Special Revenue Money Market Account Report.pdf
- 2.23.26 EDA.HRA Minutes.pdf
- Fire Board 2025 Annual Meeting Summary.pdf
- Minutes Feb 19 2026 Energy & Resiliency meeting.pdf
- 2.23.26 Planning Commission and Public Hearing Minutes.pdf
- Park Board Minutes 3.12.26.pdf
- LG220 Application for Exempt Permit - Lion's.pdf

CITY OF VERGAS
PUBLIC HEARING
VERGAS EVENTS CENTER & ZOOM
Tuesday, February 17, 2026

The City Council of Vergas met at 6:00 PM, on Tuesday, February 17, 2026, at the Vergas Event Center and on a Zoom for a hybrid public hearing, with the following members present: Mayor Julie Bruhn, Council Members Bruce Albright, Paul Pinke, Dean Haarstick, and James Stenger. Absent: None. Also present: Clerk-Treasurer Julie Lammers.

Present via Zoom: Editor Bob Williams of the Frazee-Vergas Forum; and Citizens, Michael (no last name provided)

Present in person: Attorney Karen Skoyles, Engineer Blaine Green of Widseth, and Citizens, Marchia Huddleston and Cal Miller.

Public Hearing

Call to Order

Mayor Julie Bruhn called the meeting to order at 6:00 PM regarding proposed property tax assessments related to the City Center Parking Lot improvement. She noted that the assessment terms, as proposed at the previous meeting, were a 10-year period at 6.2 percent interest, then turned the floor over to Blaine Green of Widseth Engineering, the city's project engineer and project manager for the parking lot project.

Green provided an overview of the project and the Minnesota Chapter 429 special assessment process. He explained that a preliminary public hearing had been held in August 2024, and that this final assessment hearing was the concluding step in that process. The parking lot had been in poor condition, with failing pavement and drainage issues exacerbated by prior utility work, and the project restored it to substantially better shape. He noted that the assessed portion of the overall project was specifically the alleyway running through the area, per the city's assessment policy. Some private work was also included in the overall project scope, with the cooperation of adjacent landowners, to produce a cohesive final result.

Green explained the city's alley assessment policy assigns 50 percent of alleyway project costs to benefiting, abutting property owners. The total alleyway cost came to just under \$37,000, making the assessable portion \$18,498.85. Divided by 560 linear feet, the rate would have exceeded the \$26.88 per linear foot that had been presented and locked in at the preliminary hearing. Green emphasized that exceeding that figure would require restarting the hearing process, which was not considered worthwhile given the small dollar difference. Therefore, the assessment rate was set at \$26.88 per linear foot. With interest at 6.2 percent over 10 years, affected property owners have 30 days from the hearing — until March 19 — to pay their assessment without accruing interest. Assessments not paid by that date would be submitted to the county assessor by November 15 and would appear on property taxes beginning January 1, 2027.

Bruhn noted that besides the city, five other private or community properties were subject to assessment and asked whether any had been in contact. City Clerk-Treasurer Julie Lammers confirmed that one party had indicated they would pay within 30 days, while the others had not yet responded.

Haarstick asked whether the 10-year term was fixed or could be extended to 15 years. Lammers confirmed the 10-year term had been set by council the prior month.

Citizen Huddleston raised a question regarding the benefit to one particular property owner, Haarstick, whose connection to the improvement was less obvious than others. Bruhn clarified that the assessment applied to all properties adjacent to the improved alleyway. This was the third time that particular property had been assessed for alley improvements, prompting a brief exchange about the nature of adjacent-property assessments. No changes to the proposed assessment schedule were requested.

Hearing no further questions or comments, Bruhn closed the Public Hearing at 6:09 PM.

**CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Tuesday, February 17, 2026**

The City Council of Vergas met at 6:30 PM, on Tuesday, February 17, 2026 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
Julie Bruhn, Mayor	P	P										
Bruce Albright, Member	P	P										
Paul Pinke, Member	P	P										
Dean Haarstick, Member	P	P										
James Stenger, Member	P	P										
Julie Lammers, Clerk-Treasurer	P	P										
Mike Dufrane, Utilities Superintendent	P	A										
Kyle Theisen, Liquor Store Manager	P	A										

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

Present via Zoom: Editor Bob Williams of the Frazee-Vergas Forum; and Citizens, Michael (no last name provided)

Present in person: Attorney Karen Skoyles, Engineer Blaine Green of Widseth, and Citizens, Marchia Huddleston and Cal Miller.

Call to Order

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

Citizens' Concerns

Stray cats in Vergas

City Clerk/Treasurer Julie Lammers reported that the city had received multiple complaints regarding feral and stray cats running at large in Vergas, with reports of cats living in culverts near the railroad tracks and appearing in residents' yards and on their decks in large numbers. Lammers noted she had reviewed the city's existing ordinances on the matter and consulted with staff to identify potential solutions. Several options were discussed. Lammers suggested raising the licensing fee for non-spayed or neutered animals as an incentive for owners to alter their pets, increasing the allowable number of animals per household for fully altered animals, and using the city newsletter and Facebook page to better publicize the ordinances and the benefits of spaying and neutering. However, it was acknowledged that the majority of the problematic cats were unowned and therefore would not be reached by licensing incentives. Citizen Cal Miller acknowledged that approximately 10 to 12 cats were present near his property and admitted to feeding them during the winter out of concern for their welfare, while expressing openness to trapping as a solution. Stenger noted that unaltered, unowned cats were the source of population growth, not owned pets. Albright noted that the city's ordinance classifies any cat or dog without a collar, tag, or leash as a nuisance, and that city staff had already undertaken trapping efforts. He pointed out the significant cost associated with each trapped cat. Approximately two hours of staff time and use of a city vehicle to transport animals to the shelter in Fergus Falls — potentially amounting to a couple hundred dollars per cat.

Bruhn recalled that an organization had previously come to Vergas to conduct trap-neuter-release services, which had been effective. Lammers confirmed she believed the group was called "Friends of the Feral Cat" and indicated she would follow up with contacts Attorney Karen Skoyles had provided to determine whether such services were still available. Albright also recalled that an article had been placed in the newsletter at the time ordinance amendments were made, encouraging residents not to feed feral cats given the difficult life such animals face.

The Council agreed that while no immediate solution was available, the city would pursue a follow-up with the trap-neuter-release organization, reinforce the existing ordinances through the newsletter, and continue trapping efforts as staff time permitted.

Agenda Additions and Deletions

Bruhn outlined the following changes to the agenda: a new item 7, Committee Reports, was added to address the EDA/HRA and Personnel Committee, including resolutions and policy documents. The Energy and Resiliency item was removed as no meeting had taken place since the last council meeting. The CDH-Vergas Fire Board report was deferred to the next meeting as no report had been provided.

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

Approval of Consent Agenda

Bruhn noted one correction to the consent agenda: the Liquor Store bills had been labeled January 2025 and should read January 2026, as the store had ended the month in the positive rather than at a loss as the mislabeled document implied. The correction was to be made before filing.

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

City Center Parking Lot

Engineer Update

This item was addressed as part of the Assessment Hearing under Item 1.

Assessment Hearing

Following the close of the public hearing and the council meeting being called to order, the Council proceeded to formal action on the assessment schedule and resolution as presented by Green.

Motion by Albright, seconded by Pinke, to adopt the proposed assessment schedule as presented by Blaine Green. The motion passed unanimously.

Motion by Stenger, seconded by Pinke, to adopt the resolution formalizing the assessments at a 10-year term and 6.2 percent interest rate. Voting yes: Pinke, Stenger and Albright. Voting no: none. Abstained: Haarstick. Motion carried.

The Council then considered whether the city's General Fund and Liquor Store funds share of the assessment should be paid off immediately or carried over the 10-year term. Lammers confirmed the city had sufficient funds available and noted that the city's bond payment was at 5.2 percent interest, making the 6.2 percent assessment rate more expensive to carry. Albright noted the city's investment returns were also not likely at 6.2 percent, making immediate payoff the fiscally prudent choice. The one percent spread above the bond rate was explained as a statutory buffer to account for early payments or defaults.

Motion by Albright, seconded by Stenger, to use existing city funds to pay off the city's share of the assessment. The motion passed unanimously.

Committee Reports

EDA/HRA

Albright reported that the EDA/HRA had been actively working on a potential new home-based day care facility for Vergas, branded as the "**Growing Up Vergas**" project. The committee had toured comparable home-based day care facilities in Perham and the City of Otter Tail and had been applying for available grants. Albright emphasized the distinction between a "home-based day care" and a licensed "day care facility," noting that the latter triggers a significantly more complex set of state regulations, plumbing codes, and staffing requirements. The home-based designation was intentional and informed by the toured facilities. Albright noted the project would require substantial fundraising on the order of a couple hundred thousand dollars. The EDA viewed the facility as an economic asset, citing that young families considering relocation to the area consider day care availability a key factor, and that residents currently travel considerable distances for such services. A key state grant application was due around March 15 or 16, with results expected in early June. Otter Tail County had also committed to contributing 5 percent of project costs if state funds are awarded.

Lammers added that the council had already passed one related resolution the prior month, and a new resolution was now needed to formally authorize the EDA to apply for any and all grants for this project, and to inform the county of that authority. She noted that a future resolution would also be needed to designate Otter Tail County as the fiscal agent, as required for cities under 5,000 in population.

Motion by Albright, seconded by Stenger, to approve Resolution 2026-00 authorizing the EDA to apply for any and all grants related to the "**Growing Up Vergas**" home-based day care project. The motion passed unanimously.

Personnel Committee

Bruhn presented two recommendations from the Personnel Committee.

The first was a new policy addressing operational continuity during extended employee absences of two weeks or more. The policy establishes a handoff process requiring staff to provide task documentation, and requires employees to notify the city office as soon as possible when an absence is anticipated. Bruhn noted the intent was not to change leave types or the existing personnel policy, but to ensure the city is not caught unprepared given that many positions are single-person roles. She explained that going forward, performance appraisals would include a request for each employee to maintain an up-to-date handover task list reflecting seasonal duties, so that coverage could be coordinated effectively whether an absence is planned or sudden. Albright noted the policy would need to account for both foreseeable and unexpected absences.

Motion by Albright, seconded by Stenger, to approve the new over 2 weeks of continual leave policy. The motion passed unanimously.

The second recommendation was a minor amendment to the existing personnel policy on page 6 to add a reference to the new handover policy by its correct title, ensuring the two documents are linked and the new policy is not lost within the larger personnel manual.

Motion by Albright, seconded by Pinke, to approve the amendment to the personnel policy referencing the new continuity policy. The motion passed unanimously.

Staff Reports

Engineering Report

Albright introduced a new monthly engineering update report, prepared by outgoing engineer Green, as a tool for the Street Committee to track ongoing engineering activities, upcoming deadlines, and project statuses in one place. Albright highlighted items such as the annual gravel pit review and lead service line compliance as examples of matters that had previously been difficult to track. He expressed appreciation for Green's work in establishing the format and noted it would benefit both the committee and the engineer going forward.

Clerk Treasurer Report

Lammers provided updates on several active grants:

The **OSHA grant** was nearly complete, with security cameras and a system installed in the city office, and remaining shop upgrades expected to be finished that week, after which a final reimbursement filing would be submitted.

The **solar grant** had seen no recent progress.

The **MDH implement grant** for a fence around the water plant had been released with available funds, and Lammers was awaiting the formal contract. Installation was planned for spring once the ground thawed.

Lammers also shared that she had met with a company called Text My Gov, which offered a text message notification program allowing residents to sign up via the city's website to receive city updates by text. The first-year cost would be \$2,250 (including a \$750 setup fee), with an annual fee of \$1,500 thereafter. The Council discussed whether the service offered sufficient value given budget constraints. Albright noted Vergas is a small community of approximately 350 people where residents can readily contact council members directly and questioned whether the expenditure was justified. Bruhn agreed, noting the county's existing emergency notification system — which allows residents to choose text, email, or phone alerts — already covered the most critical use case. The Council did not move to approve the service but noted it remained an option for the future if a clear need emerged.

Information & Announcements

Provided on agenda.

Adjournment

Motion by Stenger, seconded by Pinke, to adjourn the meeting. The motion passed unanimously. The business for which the meeting was called was completed and adjourned at 7:00 PM.

Recorded by
Deputy Clerk
Rachel Nustad (assisted by ClerkMinutes)

Julie Lammers, CMC
Vergas City Clerk-Treasurer

Date Range : 2/13/2026 To 3/17/2026

<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>
03/02/2026	City of Vergas	LS and City, Alley Assessments 2026	25808	\$4,381.44			
					609-49751-440-	Liquor Store - Manager - Off-Sale	\$3,037.44
					609-49751-440-	Liquor Store - Manager - Off-Sale	\$1,344.00
03/11/2026	West Central Initiative	Installation of Solar Array Promissory Note Payment	25846	\$36,000.00			
					100-45110-999-	EVENT CENTER	\$36,000.00
03/17/2026	Auto Touch	St, Repair windshield	25847	\$760.00			
					100-43110-400-	Highways, Streets & Roadways	\$760.00
03/17/2026	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium April & May 2026	25848	\$5,862.31			
					100-41405-131-	Clerk	\$454.21
					601-49440-131-	Water Utilities - Administration and General	\$780.33
					602-49490-131-	Sewer Utilities - Administration and General	\$780.33
					100-43110-131-	Highways, Streets & Roadways	\$326.12
					100-45210-131-	Parks	\$326.12
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$3,195.20
03/17/2026	Colonial Life	2026 Employee Reimbursed Insurance	25849	\$232.82			
					100-41405-999-	Clerk	\$135.66
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$51.26
					100-43110-999-	Highways, Streets & Roadways	\$11.87
					100-45210-999-	Parks	\$11.87
					100-41405-999-	Clerk	\$22.16
03/17/2026	Vergas Fire & Rescue	Fire Training Reimbursed	25850	\$650.00			
					100-42210-999-	Fire Administration	\$650.00
03/17/2026	Corporate Technologies, LLC	All Depts, Tech, Computer Inv #220999	25851	\$237.60			
					100-41010-200-	GENERAL GOVERNMENT	\$20.00

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					100-41110-200-	Council/Town Board	\$60.00
					100-41310-200-	Mayor	\$15.00
					601-49440-200-	Water Utilities - Administration and General	\$20.10
					602-49490-200-	Sewer Utilities - Administration and General	\$20.10
					100-43110-200-	Highways, Streets & Roadways	\$42.20
					100-45210-200-	Parks	\$42.20
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$18.00
03/17/2026	Vergas Fire & Rescue	Fire Training Reimbursed	25852	\$2,000.00			
					100-42210-999-	Fire Administration	\$2,000.00
03/17/2026	Elan Financial Services	GG, programs,	25853	\$136.71			
					100-41010-200-	GENERAL GOVERNMENT	\$136.71
03/17/2026	Frazee-Vergas Forum	Event, advertising	25854	\$55.00			
					100-45110-340-	EVENT CENTER	\$55.00
03/17/2026	Matthew Engebretson	St, Pk, reimbursed cell phone	25855	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
03/17/2026	HOBART TOWNSHIP	2025 Town Line Road grading	25856	\$215.11			
					100-43110-400-	Highways, Streets & Roadways	\$215.11
03/17/2026	L & M Supply, Inc.	St., H-K AW Hyd 32 2 gal	25857	\$27.99			
					100-43110-210-	Highways, Streets & Roadways	\$27.99
03/17/2026	Julie Lammers	All depts, cell phone reimbursed	25858	\$75.00			
					100-41405-321-	Clerk	\$25.00
					601-49440-321-	Water Utilities - Administration and General	\$25.00
					602-49490-321-	Sewer Utilities - Administration and General	\$25.00
03/17/2026	Tom Johnson	Event, Deposit returned	25859	\$75.00			
					100-45110-999-	EVENT CENTER	\$75.00

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03/17/2026	Leighton Broadcasting	Event, 2026 advertising	25860	\$100.00	100-45110-340-	EVENT CENTER	\$100.00
03/17/2026	League of MN Cities Insurance Trust	Workers Comp, 2025 difference after audit	25861	\$3,187.00	601-49440-150-	Water Utilities - Administration and General	\$66.00
					602-49490-150-	Sewer Utilities - Administration and General	\$350.00
					609-49751-150-	Liquor Store - Manager - Off-Sale	\$1,796.00
					100-43110-150-	Highways, Streets & Roadways	\$541.00
					100-41110-150-	Council/Town Board	\$20.00
					100-45210-150-	Parks	\$414.00
03/17/2026	League of Minnesota Cities	LMC, Safety Groups Training	25862	\$637.00	100-43110-345-	Highways, Streets & Roadways	\$53.08
					100-45210-345-	Parks	\$53.08
					100-45110-345-	EVENT CENTER	\$53.08
					601-49440-345-	Water Utilities - Administration and General	\$106.16
					602-49490-345-	Sewer Utilities - Administration and General	\$106.16
					609-49751-345-	Liquor Store - Manager - Off-Sale	\$265.44
03/17/2026	MENARDS - DETROIT LAKES	St, trowel and tec flexera high tack adh	25863	\$23.38	100-43110-210-	Highways, Streets & Roadways	\$23.38
03/17/2026	Minnesota Life Insurance Company	Employee Life Ins, EmployeeLife Ins. 2026	25864	\$65.80	100-41405-131-	Clerk	\$2.70
					100-43110-131-	Highways, Streets & Roadways	\$2.70
					100-43110-999-	Highways, Streets & Roadways	\$23.20
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$29.10
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$5.40
					100-45210-131-	Parks	\$2.70

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03/17/2026	MN DEPT OF HEALTH/DRINKING WATER	Wtr, 1st Quarter connection fee	25865	\$643.00	601-49440-438-	Water Utilities - Administration and General	\$643.00
03/17/2026	MPCA	Water Permit - WWTP 411 Old Detroit Rd Permit for 1615 and 4346	25866	\$850.00	602-49490-354-	Sewer Utilities - Administration and General	\$505.00
					602-49490-354-	Sewer Utilities - Administration and General	\$345.00
03/17/2026	Olson Oil Co.	St, operating supplies	25867	\$247.36	100-43110-210-	Highways, Streets & Roadways	\$247.36
03/17/2026	Otter Tail County Highway Dept.	St, salt/sand (2026)	25868	\$560.87	100-43125-210-	Ice and Snow Removal	\$560.87
03/17/2026	Otter Tail Power	Park, ballfield electricity	25869	\$26.90	100-45210-380-	Parks	\$26.90
03/17/2026	Otter Tail Power Company	All depts, utility	25870	\$2,352.47	602-49490-380-	Sewer Utilities - Administration and General	\$281.01
					100-43160-380-	Street Lighting	\$635.26
					100-45110-380-	EVENT CENTER	\$319.81
					100-45210-380-	Parks	\$100.70
					601-49440-380-	Water Utilities - Administration and General	\$700.81
					100-41010-380-	GENERAL GOVERNMENT	\$193.32
					100-43010-380-	City Shop	\$121.56
03/17/2026	Paulnet Goup, LLC	GG, cmc services and domain name	25871	\$846.01	100-41010-300-	GENERAL GOVERNMENT	\$846.01
03/17/2026	Productive Alternatives, Inc.	Event Center, 2026 Cleaning Inv#6391	25872	\$80.69			

Date Range : 2/13/2026 To 3/17/2026

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					100-45110-300-	EVENT CENTER	\$80.69
03/17/2026	S & S Security Services, LLC	City Office, Shop, security monitoring service annually	25873	\$319.50			
					100-41010-200-	GENERAL GOVERNMENT	\$159.75
					100-43010-200-	City Shop	\$159.75
03/17/2026	Kyle Theisen	LS, phone reimbursement	25874	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
03/17/2026	TEAM LAB	WW, super bugs	25875	\$2,025.00			
					602-49490-210-	Sewer Utilities - Administration and General	\$2,025.00
03/17/2026	Verizon	GG & Event, 2026 internet and cell phone	25876	\$78.43			
					100-45110-321-	EVENT CENTER	\$38.42
					100-41010-321-	GENERAL GOVERNMENT	\$40.01
03/17/2026	Vestis	Event, 2026 rugs & supplies Inv. 2520674664, 2361843, 2520731536	25877	\$273.30			
					100-45110-210-	EVENT CENTER	\$273.30
03/17/2026	Vergas Hardware	All Dept, supplies	25878	\$248.85			
					609-49751-210-	Liquor Store - Manager - Off-Sale	\$52.35
					100-41010-210-	GENERAL GOVERNMENT	\$40.47
					100-43110-210-	Highways, Streets & Roadways	\$34.07
					100-43010-210-	City Shop	\$43.97
					100-45210-210-	Parks	\$77.99
03/17/2026	Widseth	Engineering; Inv 243546	25879	\$1,000.00			
					100-43110-303-	Highways, Streets & Roadways	\$1,000.00

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Total For Selected Claims				\$64,324.54			\$64,324.54

Bruce E Albright

City Council/Town Board

Date

Dean Haarstick

City Council/Town Board

Date

James Stenger

City Council/Town Board

Date

Julie A Bruhn

City Council/Town Board, Mayor

Date

Paul Pinke

City Council/Town Board

Date

CITY OF VERGAS
 Bill Listing for Feb. 18 to March 12, 2026

VENDOR	DESCRIPTION	TOTAL
Arvig	All Depts, security & internet Feb 2026	459.21
City of Vergas	Water and Sewer	68.25
City of Vergas	Payroll	11,527.97
Internal Revenue Services	Withholding Tax	3,482.24
Lake Region Electric	Sign, electricity	61.51
Marco Inc	Copier Lease	814.20
MN Dept. Revenue	Withholding Tax	614.78
MN Revenue	Sales Tax Jan 2026	117.00
Otter Tail Lakes Country	GG, Membership & Advertising	2,170.00
Public Employees Retirement Assoc.	Payroll	2,270.15
S&S Security Services	Office, Shop cameras & security rmbds	5,923.35
Vergas Fire & Rescue	TIP Donation	3,100.00
Vergas State Bank	HSA Contribution	810.00
Total for bills paid between Council Meetings		<u>\$31,418.66</u>

City of Vergas Liquor Store Checks Paid in February 2026

Vendor	Description	Total
Artisan Beer Company		293.65
Arvig Communications	Security, phone	156.95
Bergseth Bros		7,084.51
Beverage Wholesalers		3,214.60
Blue Cross/Blue Shield	Employee Insurance	2,346.19
Breakthru Beverage MN Wine and Spirits		1,893.68
CDH-Vergas Fire & Rescue	Calendar Fundraiser	245.00
City of Vergas	Water/Sewer	69.76
City of Vergas	Payroll	6,529.90
Colonial Life	Employee Reimbursed Ins	51.26
D-S Beverage		2,429.64
Elan Financial Services	Supplies	157.04
Fricke Consultin Sale	POS service fee	165.00
Great Plains Nat Gas	Utility	267.34
Internal Revenue Service	Withholding Tax	1,900.94
JH Signs	Sign	1,250.00
Johnson Brothers Liquor Co		2,215.41
Klockow Brewing CO		204.00
Menards	supplies	23.38
Merchant Service	Credit Card Fees	1,014.74
MN Dept. of Revenue	Sales Tax	4,874.00
MN Dept. Revenue	Withholding Tax	272.08
Otter Tail Lakes Country	Advertising	170.00
Otter Tail Power	Utility	383.40
Paustis		655.00
PB Pey-Barker Fire & Safety	Fire extinguisher inspection	52.00
Phillips Wine & Spirits		5,086.07
Public Employees Retirement Assoc.	Payroll	1,226.33
Ramstad, Skoyles & Bakken, PA	Attorney Fees for Cannabis Filing	175.00
Southern Glazer's of MN		7,432.82
Theisen, Kyle	Cell phone reimbursement, mileage	89.40
Uline	Smoker Receptacles	174.92
Vergas Hardware	Supplies	34.76
Vergas State Bank	HSA	461.00
Vestis	Rugs	82.90
Viking Coca-Cola Bottling Co		162.96
Vinocopia		428.50
Total Expenses for February		<u>\$53,274.13</u>
ATM Payment for January		\$141.25
February Sales Receipts		<u>47,067.49</u>
Total Receipts for February		<u>47,208.74</u>
February Operating Income (Loss)		(6,065.39)
January Operating Income (Loss)		<u>(24,551.46)</u>
2026 Total Operating Income (Loss)		<u>(30,616.85)</u>

Past Due Customers

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

Route	Sort	Account #	Customer Name	Status	Parcel #	Service Address	Aged Days	Past Due Amt.	Total Balance	Deposit Balance	Last Pymt. Date	Last Pymt. Amount	Meter #	Meter Type	Pay Plan
2	0	1190	Skal Inc	Active	82000500012001	219 E Frazee Ave	125	165.96	486.26	0.00	10/28/2025	645.22	62392578	WATER	No
2	0	621	Woods, Cassandra	Active	82000990123000	304 S Pelican Ave	100	47.11	405.22	0.00	12/29/2025	320.00	87137796	WATER	No
2	0	80	Penney, Joyce	Active	82000990045000	120 E Elm St	100	33.93	338.34	0.00	01/06/2026	150.00	88707227	WATER	No
Total							Count: 3	247.00	1,229.82						

March 18, 2026

Otter Tail County Auditor's Office
Kris Vipond
510 W Fir Avenue
Fergus Falls MN 56537

Re: Request to Certify Unpaid City of Vergas Utility Charges to Property Taxes

Kris,

The City of Vergas respectfully requests that Otter Tail County certify unpaid municipal utility charges to the property taxes of the parcel(s) listed below, in accordance with Minnesota Statutes and local ordinance.

These utility charges remain delinquent despite multiple billing notices (certified) and attempts to collect payment. Per the City's established policy, these outstanding amounts are now subject to assessment through property taxation.

Property Information:

- **Property Owner:** Skal Inc. (YGGDRASIL LLC)
- **Parcel Number:** 82000500012001
- **Service Address:** 219 E Frazee Ave
- **Amount to be Certified:** \$ 486.26
- **Description of Charges:** Water and Sewer

Approved by the Vergas City Council on March 17, 2026, for this assessment.

We kindly request that Otter Tail County add the certified amount to the 2026 property tax statement for collection.

If you have any questions or require additional information, please contact me at 218-409-8275 or jlammers@cityofvergas.com.

Thank you for your assistance and continued cooperation.

Sincerely,

Julie Lammers
Clerk-Treasurer
City of Vergas

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/25 Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>02/28/26 Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	283,731.72	0.00	0.00	387.49	284,119.21 0.75% MMDA
2019 Street Debt Fund	325657	203,073.29	0.00	0.00	277.33	203,350.62 0.75% MMDA
Parking Lot/Alley	325657	138,334.17	0.00	138,334.17	0.00	0.00
Liquor Store Fund	325657	77,360.14	0.00	77,360.14	0.00	0.00
Sewer Reserve	19753	28,463.40	0.00	0.00	0.00	28,463.40 3.50% 12/27/2026
Sewer and Water Debt Service	19759	39,441.07	0.00	0.00	0.00	39,441.07 2.50% 7/17/2026
Liquor Fund	20338	156,645.95	0.00	0.00	0.00	156,645.95 2.50% 12/14/2026
Totals		<u>927,049.74</u>	<u>0.00</u>	<u>215,694.31</u>	<u>664.82</u>	<u>712,020.25</u>

City of Vergas Bond Schedule

<u>Title</u>	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2025</u>	<u>Interest Paid in 2026</u>	<u>Balance 2/28/2026</u>	<u>Amount Paid in 2026</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	61,000.00	808.25	33,000.00	28,000.00
General Obligation Improvement Refunding Bonds, Series 2019A (412)	6/11/2019	\$985,000.00	3.26%	First National Bank of Omaha	2/1/40	785,000.00	12,030.63	740,000.00	45,000.00
Taxable Lease, 2023	10/24/2023	\$230,000.00	5.90%	Vergas State Bank	2/1/39	224,000.00	6,945.50	213,000.00	11,000.00
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	<u>\$132,000.00</u>	3.25%	Vergas State Bank	2/1/32	95,000.00	950.00	<u>82,000.00</u>	<u>13,000.00</u>
Total		\$1,793,000.00				1,312,000.00		1,215,000.00	97,000.00

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

	01/01/2026		2026	2026			2/28/2026
	Balance	Interest	Interest	Purchased	2026 sold		
Uncommitted Funds	142,961.85	29.37%	198.86	0.00	0.00		143,160.71
City Shop	8,694.12	1.79%	11.88	0.00	0.00		8,706.00
Easements	5,297.58	1.09%	7.23	0.00	0.00		5,304.81
Event Center	973.41	0.20%	1.33	0.00	0.00		974.74
Event Center Electronic Sign	10,178.27	2.09%	13.9	0.00	0.00		10,192.17
General	14,755.40	3.03%	16.54	0.00	0.00		14,771.94
Park	36,099.65	7.42%	49.3	0.00	0.00		36,148.95
Sand Seal (Seal Coating)	13,194.65	2.71%	18.02	0.00	0.00		13,212.67
Sidewalk	7,928.17	1.63%	10.83	0.00	0.00		7,939.00
Street Improvements/Equipment	42,138.70	8.66%	57.54	0.00	0.00		42,196.24
Yard Waste	1,509.32	0.31%	2.06	0.00	0.00		1,511.38
Liquor Store	77,360.14	0.00%	0	0.00	77,360.14		0.00
2025 Parking Lot Alley Project	138,334.77	0.00%	0	0.00	138,334.17		0.60
2019 Street Project	203,073.29	41.72%	277.33	0.00	0.00		203,350.62
Balance	702,499.32	100.00%	\$664.82	\$0.00	\$215,694.31		487,469.83 ***

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

Current Committed Total 284,118.61

**Vergas EDA/HRA
Government Services Center & Zoom
10:00 AM on Monday, February 23rd, 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 Monday, February 23rd, 2026, at 10:00 AM 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	P	P									
Paul Sonnenberg, Member	P	P	A									
Kevin Zitzow, Member	P	P	P									
Jennifer Carlson, Member	A	A	P									
Vanessa Perry, Member	P	P	P									
Julie Lammers, City Clerk-Treasurer	P	P	P									

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

Present via Zoom: Vanessa Perry, Kevin Zitzow, Editor Bob Williams of the Frazee-Vergas Forum and CEDA Representative Katie Gehring.

Call to Order

The meeting was called to order by Albright at 10:00 AM.

Agenda Additions and Deletions

None.

Status of Recommendations to City Council

Resolution

Albright reported that the City Council met on Tuesday, February 17th, and passed another resolution supporting county funding for the project. The council has provided approval, concurrence, and support for the development of this project.

Growing Up Vergas

Project Update

Albright explained that the project name had been changed to "**Growing Up Vergas**" thanks to Gehring's suggestion. He noted that they couldn't use "day care" in the project title because it creates different connotations and funding limitations. The new name provides flexibility for future uses.

Motion by Zitzow, seconded by Carlson, to change the project name to "**Growing Up Vergas**". Voting yes: Zitzow, Perry, Albright and Carlson. Voting no: None. The motion passed unanimously.

Albright provided a detailed update on the meeting held the previous Tuesday with Hammers Construction, the company that designed the Otter Tail facilities. He, Katie Gehring, and Julie Lammers met with two of their senior executives from Hammers to discuss their potential involvement in the project.

Hammers explained that if they serve as the general contractor, they could use the existing Otter Tail plans with modifications and their existing specifications. They expressed willingness to work with local suppliers extensively,

even allowing local contractors to bid on specific portions like interior finishing work, similar to their approach in Otter Tail.

However, Hammers emphasized that either they need to serve as the general contractor, or the plans would need to be redrawn by another architect such as Widseth Engineering at an estimated cost of \$20,000. This is because the plans belong to Hammers, and they can only guarantee proper execution if they oversee the project directly.

Following the Tuesday meeting, the group identified several potential modifications based on feedback from Otter Tail's facility, including adding a pantry to the kitchen for bulk daycare supplies, potentially enlarging the kitchen, questioning the necessity of closets in sleeping rooms, and exploring cost-saving measures. They also discussed redesigning the parking lot to create a single shared parking area for both units in the front, preventing cars from being blocked in.

Hammers offered to make these design changes and explore cost-saving options for \$2,000, working on an hourly basis not to exceed that amount. They would examine ways to reduce costs, such as using laminate countertops instead of granite.

Gehring provided an update on the DEED grant application. She attended a Zoom meeting and learned that the project location is considered one site, making it eligible for only a maximum award of \$100,000, significantly less than previously anticipated. The grant application is highly competitive, with 75 people on the information call and only 5-8 awards expected from the \$1.4 million available funding pool, compared to 50 applications for \$6 million in the previous cycle.

The grant application deadline is March 15th, with awards expected to be announced in late April to early June. Recipients have until June 30, 2027, to complete construction. Gehring noted that she needs a letter from the planning and zoning commission confirming that the land is appropriately zoned for the project, which Lammers indicated could be obtained at that evening's 6:00 PM meeting.

Otter Tail County has expressed willingness to serve as the fiscal agent for the grant, providing a 5% match on the grant money and handling administrative tasks. This arrangement is required for cities under 500 population when using state or federal funding.

Lammers mentioned receiving a phone call on Thursday about a potential fourplex for sale in town, valued at \$240,000. The owners had planned to attend the meeting but did not appear. She suggested this could be a more affordable alternative for renovation into daycare facilities, especially given the reduced grant funding availability.

Design

Extensive discussion occurred regarding whether to authorize the \$2,000 expenditure for Hammers to modify the plans. Zitzow strongly opposed the expenditure, arguing it was premature given the uncertainties about grant funding and that any general contractor would likely make their own modifications anyway. He emphasized the need to stay focused on the current plan rather than "putting the cart ahead of the horse."

Perry agreed with Zitzow's concerns about making changes to the current plans, particularly regarding removing closets, as the units might eventually need to serve as senior rental housing if the daycare use doesn't work out. She acknowledged that any general contractor would want to make their own modifications.

However, Perry expressed interest in not completely dismissing the fourplex option, noting it could potentially provide similar functionality at half the cost. She found it difficult to make decisions without the fourplex owners present at the meeting.

Zitzow suggested that a fourplex could be considered as a separate EDA project for rental income, not necessarily tied to daycare use. He emphasized the importance of staying focused on the current project rather than constantly changing directions.

Albright acknowledged that the project had become "a moving target" with daily changes, particularly regarding the reduced DEED grant funding. He noted that they may have been "Cadillac shopping" by basing their plans on the beautiful Otter Tail facility, and might need to consider more modest alternatives given funding constraints.

Gehring mentioned additional funding opportunities, including a DCYF grant opening in March, and noted that grant amendments could be submitted if project plans change after an award is received.

The group ultimately decided not to authorize the \$2,000 expenditure for plan modifications, with Gehring agreeing to contact Hammers to explain the decision to postpone due to uncertainties and new information.

Albright noted that they would proceed with the grant application using existing information and await the outcome before making further decisions. He acknowledged that the project would remain "a moving target" due to numerous unknowns but emphasized this was the nature of such development projects.

Adjournment

Motion by Zitzow, seconded by Perry, to adjourn the meeting at 10:35 AM. The motion passed unanimously.

Council Recommendations

None.

Follow Up Actions

- Gehring: Submit the grant application for the daycare project by the March 15th deadline.
- Gehring: Send the required verbiage for the zoning letter.
- Gehring: Inform Hammers that the EDA will not proceed at this time with the \$2,000 plan revisions, citing recent information and unknowns, and indicate EDA will be in touch if/when next steps are decided.
- Gehring: If the project location changes (e.g., to the fourplex), send an amendment to the grantor (DEED) with updated project details.

**2025 Annual Meeting Summary
CDH-Vergas Fire & Rescue
February 2, 2026**

The CDH-Vergas Fire & Rescue held its annual meeting on February 2, 2026, 7:00pm, at the Vergas Fire Hall.

Annual Fire Incident Report: 43 calls.

- Location of Calls: Hobart 52%, City of Vergas 30%, Candor 9%, Dora 9%
- Time of Calls: 67% 6am-5pm & 33% 5pm-5am
- Type of Calls: 27% (12) Structure fire, Grass Fire 16% (7) 9 % (4), Compost Fire and several types of calls with only 1 or 2 instances.
- Mutual Aid Calls: 16 (Pelican 31%), (Frazee 25%), Dent (19%), Perham (19%), (DL 6%) Support also provided to Bemidji for storm damage
- Fire Department fully staffed at 27/26 currently active
- Goals for 2026: start preparing for next new truck, raise truck fund, retain & recruit fire department members, & increase public fire prevention & awareness

Discussed need to replace retaining wall and lower parking lot. Bids obtained; estimated at \$50,000.00.

Solar installation opportunity & reviewed solar analysis noting cost after incentives \$23,500.00 and annual energy savings of \$5,100.00 with 30 year lifetime savings of \$149,661. Cash flow positive in 4 years 7 months. Will proceed to be on the RFP with the caveat can pull out of final project. It was noted there is roof replacement need on north part of fire hall. Shingles are 20 years old.

Annual Rescue Calls Report: 143 calls

- Location of Calls: Vergas 47%, Hobart 27%, Candor 19%, Dora 7%
- Time of Calls: 50% morning and 50% night
- Type of Calls: 22% lift/assist, 3% stand by for Fire Dept, and several with only 1-2 instances
- Mutual Aid Calls: 9 with Dent
- Fully staffed with at 18 members

Annual audit conducted January 28th.

- All required documentation reviewed
- Documentation found to be satisfactory with funds accounted for
- Julie Lammers new treasurer as of November 2025

Submitted
/es/ Julie Bruhn

Energy and Resiliency Advisory Board City of Vergas

The Energy and Resiliency Advisory Board met on Thursday, February 19, 2026, 5:30pm, at the Vergas Event Center Meeting Room.

Attendance:

2026	Jan 15	Feb 19					
Julie Bruhn	P	P					
Alex Ohman	A	P					
Bruce Albright	A	P					
Cal Miller	P	P					

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

1. Agenda approved as distributed with no additions or deletions.
2. Minutes from the November and January meeting were approved with no changes.
3. No replacement member has been identified. Bruce Albright will follow up with Jim Courneya.
4. Update provided on the 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
5. The CDH-Vergas Fire Board reviewed solar information and WCI energy analysis at the February 2nd meeting. The Board approved to proceed with expressed interest since it is not a final commitment. CDH Fire Chief following up on shingles replacement need to portion of the fire hall.
6. Vergas Energy & Resiliency Fair on hold pending installation of solar panels on event center.
7. The draft Energy & Resilience Plan and Action Plan presented for review and approval. The action plan is a separate document at this time, however, will be embedded in the overall Energy & Resilience Plan. Review was completed on the Action Plan with recommended changes. Julie Bruhn will make the changes and bring back to the next meeting. Due to lack of time, the Energy & Resilience Plan section will be reviewed at the next meeting.

Advisory Board Recommendations:

- Julie Bruhn to make the recommended changes to the action plan for final review & approval at the March meeting
- Advisory Board members to complete review of the overall plan for final review & approval at the March meeting.

Recommendations for action for City Council: none

Recorder
s/p Julie Bruhn

City of Vergas Planning Commission Public Hearing
Monday, February 23, 2026 at 6:00 PM
Government Services Building and Zoom

The City of Vergas Planning Commission held a Public Hearing on Monday, February 23, 2026, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, David Johnston, and Rebecca Hasse. Absent: Jim Courneya. Also present: Clerk-Treasurer Julie Lammers; and citizens Editor Bob Williams with Frazee-Vergas Forum, and David Ebersviller.

Call to Order

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

David Ebersviller addressed the commission about the possibility of using his property for a daycare facility. He noted that under such an arrangement, a conditional use permit would not need to be designated for both sites.

Albright introduced himself and provided context, explaining that the EDA/HRA had been exploring daycare options for the city of Vergas, initially working with a couple churches also expressed interest. He emphasized that the overriding goal was simply to get daycare established in Vergas, as the lack of childcare was seen as a barrier to attracting new residents. Albright noted the commission had toured daycare facilities in Perham and Otter Tail County and acknowledged that some of those newer facilities may be beyond the city's price range.

Albright clarified that the current public hearing was specifically tied to the designated site under consideration, and that if the project were to shift to another location—such as Mr. Ebersviller's property—a new public hearing would be required. He invited Ebersviller to stop by the city office to discuss his building and plans in more detail. Lammers confirmed she is available to discuss this with Ebersviller.

Albright also noted for the record that a neighboring landowner to the lot under consideration had requested that pine trees be planted as a buffer between his property and the proposed daycare. Lammers indicated that the city regularly receives donated trees for memorial purposes and that would be the first avenue explored. Lammers added that a six-foot fence was also planned for the site, and that existing trees to the north and west of the property would provide additional screening.

Ohman called three times for public comments. Hearing none, he closed the public hearing at 6:07 PM.

City of Vergas Planning Commission Minutes
Monday, February 23, 2026 at 6:30 PM
Government Services Building and Zoom

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, February 23, 2026, on Zoom and at the Vergas Government Services Building.

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

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

Also present: Citizens; David Ebersviller

Call to Order

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

Agenda Additions or Deletions

Lammers requested two additions to the agenda: *Nuisances* under Old Business, and *Growing Up Vergas* under New Business.

Motion by Albright, seconded by Hasse, to adopt the agenda with the noted additions. The motion passed unanimously.

Minutes

Motion by Albright, seconded by Hasse, to approve the minutes from January 26, 2026. The motion passed unanimously.

Status of Council Recommendations

None.

Conditional Use Permit

Lammers reported there were no new council recommendations to present, as the conditional use permit matter had been addressed the previous month.

Construction Permits

Active Construction Permits

Lammers provided an updated copy of active construction permits, noting there were no changes from the prior report.

Approved by Clerk-Treasurer Permit

None.

Conditional Use Permit

1. 303 Altona Ave

Following the close of the public hearing, the commission moved to consider the conditional use permit for 303 Altona Avenue. No additional discussion was raised.

Motion by Ohman, seconded by Albright, to approve the Conditional Use Permit for 303 Altona Avenue. The motion passed unanimously.

Old Business

City Ordinance Update

1. Daycare Conditional Use Permit Language

Lammers raised a question about whether the city's zoning ordinance should continue to require a conditional use permit for all licensed daycare centers, noting that other communities do not impose this requirement. She suggested the commission consider either removing daycare entirely from the conditional use permit requirement or limiting it to unlicensed daycare operations, given the extensive state licensing rules already governing daycare centers.

Albright offered his perspective that the conditional use permit process serves a local transparency function, ensuring neighboring residents are notified and have an opportunity to voice concerns. He suggested the licensing and regulatory oversight is handled at the state level, and that the commission's role is primarily to keep the public informed and provide a local forum for feedback. The commission generally agreed that the distinction between a licensed daycare center serving 12 or more persons and a smaller group family daycare was meaningful, with the former warranting a conditional use permit and the latter not. Lammers confirmed this was consistent with past practice, noting the city had processed five home daycare situations, none of which required a conditional use permit because they served fewer than 12 children.

The commission also discussed whether the daycare conditional use permit requirement was reflected in the R-2 zoning district, with Ohman recalling that R-2 was added to address apartments and higher-density residential areas. The commission reviewed the zoning ordinance but was not fully certain of the current language and agreed further review was needed as part of the broader ordinance update.

2. Manufactured Homes

Lammers raised a question regarding whether a conditional use permit is required for a manufactured home placed on an individual lot outside of a manufactured home park, noting that someone had inquired about placing a manufactured home on a vacant lot in

town. After reviewing the ordinance language, which states that manufactured homes must meet certain standards and any conditions of a conditional use permit, Ohman interpreted this as applying only to manufactured home parks. He indicated that a manufactured home on an individual lot would simply be subject to standard R-1 residential requirements, including the requirement that all buildings have a foundation. Lammers indicated she would use this interpretation when responding to the inquiry.

3. Nuisances – Demolition Cars

Lammers reported receiving formal complaints from two residents regarding demolition derby vehicles being brought onto a property on Pelican Avenue. She noted the city had previously addressed this issue with the property owner, who had received a letter, and that the situation had resolved — until a new vehicle was recently brought in on a trailer. Lammers indicated that as long as the vehicle remained on the trailer, no ordinance violation had technically occurred and she did not feel action was currently warranted.

The commission reviewed the relevant nuisance ordinance (§92.2), which states it is unlawful to keep, store, or abandon any motor vehicle that is not in operating condition, is partially dismantled, or is used as a source of repair parts, unless that vehicle is properly licensed under Minnesota Statute 168, or is enclosed in a building or kept out of view from any street, road, or alley. A privacy fence is also permissible under the ordinance. Albright noted the ordinance also permits licensed vehicles to be kept in a driveway, and that some residents exploited this by keeping multiple vehicles under the guise of parts swapping between them.

Johnston asked whether a time limit could be applied to vehicles parked in driveways, but Lammers indicated no such provision currently exists in the ordinance. Ohman suggested inviting concerned residents to a future planning commission meeting to discuss potential ordinance changes. Lammers noted the number of properties involved in similar complaints had grown from one or two to four or five.

The commission discussed whether to recommend that legal counsel review §92.2 and provide guidance, both to assess the city's options and to ensure the commission was aware that this issue had been ongoing.

Motion by Albright, seconded by Ohman, to recommend that city legal counsel review ordinance §92.2 and provide their assessment. The motion passed unanimously.

4. Nuisances – Feral Cats

Lammers informed the commission that the city had received multiple complaints regarding an increasing feral cat population, primarily concentrated near a vacated building by the railroad tracks, which contains a wood pile where the cats had been living. She noted that at the previous council meeting, the council directed staff to continue enforcing existing ordinance provisions: any cat that is not licensed, tagged, or on a leash is presumed feral and, as city staff time allows, such cats would be captured and handled accordingly.

Lammers recounted that a rescue group had come to Vergas the prior summer and removed between 30 and 35 cats, with four or five adopted by Vergas residents and the remainder spayed, neutered, and relocated. Johnston noted that eliminating the habitat — the vacated building — would help reduce the population's return. The commission took no formal action, as Lammers indicated she simply wanted the planning commission to be aware of the ongoing situation.

New Business

Growing Up Vergas

Lammers presented an overview of the ***Growing Up Vergas*** initiative, a program being developed by the city's EDA/HRA. She explained that the EDA/HRA was not intending to enter the daycare business directly, but rather to act as a landlord by acquiring or constructing a duplex property — specifically at 303 Altona Avenue — that would then be rented to licensed daycare providers. A separate grant was already funding an organization to identify and recruit daycare providers, and Lammers reported that two county-connected organizations had told her they could readily fill such spaces.

She highlighted that one of the programs being considered would include a substitute daycare worker who could step in when a provider is sick or unavailable — addressing a key gap in home daycare arrangements where parents are left without coverage.

Lammers emphasized the flexibility built into the **Growing Up Vergas** name and concept: if daycare demand eventually subsides, the same buildings could be repurposed for senior housing, workforce housing, or other community needs.

Lammers stated the EDA/HRA was applying for a grant in March, with results expected by late May or early June, potentially worth up to \$100,000. The plan involved comparing multiple development options — including a duplex from a modular home builder estimated at approximately \$220,000 and a model based on the Otter Tail County construction approach — before committing to a specific path. Albright noted that the city had committed to waiving sewer and water hookup fees for any new daycare facility, but emphasized there would be no direct draw from city tax funds.

Johnston asked about the potential tax impact on residents. Albright clarified that the **Growing Up Vergas** initiative was funded through grants and fundraising, not direct taxation. He also noted separately that the city was exploring a local sales tax specifically for improvements at Long Lake Park, which would require legislative approval and then a public ballot vote. That sales tax, if approved, would sunset upon completion of the park project and could not be redirected to other purposes. Lammers added that any city sales tax would be capped at less than half a percent, and projected that it would raise approximately \$28,500 per year based on 2024 figures.

Returning to the grant application, Lammers requested that the commission authorize Ohman to sign a letter of support for the grant, confirming that 303 Altona Avenue is zoned residential, that a duplex is consistent with permitted uses in that district, and that the proposed use for specialized family childcare aligns with the character of the surrounding neighborhood and serves an important community need. Johnston raised a question about whether approving this letter would lock the project into 303 Altona Avenue, particularly given the earlier discussion about potentially working with Ebersviller's property. Albright and Lammers clarified that the letter was a grant application requirement, not a binding commitment, and that if the project shifted to another site, an amendment to the application could be made before or after the grant award.

Motion by Hasse, seconded by Johnston. to authorize Ohman to sign the letter of support for the **Growing Up Vergas** grant application related to 303 Altona Avenue. The motion passed unanimously.

Adjournment

Motion by Albright, seconded by Johnston, to adjourn the meeting at 6:47 PM. The motion passed unanimously.

Recorded by Rachel Nustad (assisted by ClerkMinutes)

Secretary,
Julie Lammers, CMC
Vergas City Clerk-Treasurer

Council Recommendations

None.

Follow Up Actions

- Lammers meet with Ebersviller and discuss the building and plans for potential daycare use.
- Lammers: Respond to formal complaints regarding demolition cars by sending a letter if vehicles are found to be unlicensed, in accordance with ordinance 92.2.
- Planning Commission: Put the issue of enforcement and interpretation of the demolition car/nuisance ordinance (92.2) on the City Council's radar for review and further direction.
- Ohman: Sign the letter confirming zoning and support for the proposed duplex/daycare project at 303 Altona Avenue for grant application purposes.
- EDA/HRA: Continue development of **Growing Up Vergas** project, including preparing grant application (due mid-March), and await grant decision (end of May/early June) before finalizing property selection.
- EDA/HRA: Prepare a pamphlet to explain the **Growing Up Vergas** program and fundraising approach to the community.
- Nustad: Include relevant city ordinance information about vehicle storage/nuisance in the next city newsletter for public education.
- City Staff: Continue enforcement of cat/animal ordinances as per council direction, including capturing unlicensed/feral cats as staff time allows

CITY OF VERGAS
 Park Board Advisory Board Minutes
 Vergas Event Center & Zoom Teleconference
 3:00 PM on Thursday, March 12th, 2026

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

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

Present via person: Council Appointment James Stenger

Present via zoom: Stephen

Call to order

The City of Vergas Park Advisory Board was called to order by Sailer on Thursday, March 12th, 2026 at 3:00 PM.

Additions and Deletions

None.

Minutes

Motion by Hogan, seconded by Sailer, to approve the minutes from November 13, 2025 and January 8, 2026. The motion passed unanimously.

Status of Recommendations to City Council

None.

Story Walk

Hanson provided an update on the Story Walk project, noting that everything appeared ready for the May 16th kickoff following discussions at the recent community club meeting. However, she raised concerns about signage visibility, explaining that the current Long Lake Trail sign is not very visible to people looking for the Story Walk. The board discussed placing a new sign underneath the existing wooden "Vergas Trail" sign near the parking area before the monument, suggesting a double-sided sign with arrows directing people to the Story Walk Trail. Hanson indicated the sign would specify operating dates, such as "open until October 31st." She planned to get specific verbiage from Julie Bruhn and bring the proposal to the community club, which would likely fund the signage. The board discussed installation options, including using chains to make the sign removable for seasonal changes or different books in the future. Hogan suggested the sign could be taken down when not in use. Lammers confirmed that city council approval would not be needed for this minimal signage addition, similar to the existing trail sign. Hanson expressed excitement about the upcoming publicity from the book publisher and noted that while she hadn't personally seen the story signs, she had been told they looked very good.

Pickleball

Hanson reported she had not heard from Shannon Charpentier regarding any pickleball activities and that things had been quiet in that area. Lammers noted that she could now see the pickleball area from her office through a stationary security camera, which previously required her to walk down to observe the area. Sailer asked if it was a stationary or adjustable camera, and Lammers confirmed it was stationary. She mentioned board members could visit her office to view the camera feed if interested.

Baseball Committee

Sailer reported that the baseball committee had met in February and developed a wish list of needed improvements. The top priority was a new chalker, with current options ranging from \$80 for a basic model to \$200-400 for nicer versions. Paint-based chalkers would cost approximately double and require ongoing paint purchases. The committee also discussed installing outfield fencing tubing across the top of the outfield fence, similar to what's seen at other fields. Sailer had researched pricing, finding 250 feet of tubing for \$330, estimating they would need approximately three times that amount for the entire outfield, bringing the cost close to \$1,000 plus shipping. Additionally, the committee considered a batter's eye for the same field due to the building behind the pitcher creating visibility issues. However, Sailer found this option "incredibly expensive." The board discussed prioritizing these improvements within their \$1,500 budget. Hanson asked if the committee had prioritized the items, and Sailer indicated the chalker was the top priority. The board discussed the safety and visibility benefits of the outfield fencing, noting that the current fence posts create safety hazards and make it difficult to determine home runs. Sailer confirmed that the local American Legion team would not be playing games at the facility this year and noted that Frazee's usage remained uncertain but would likely result in only 6-10 games maximum for the season. The board discussed potentially sourcing used equipment from schools, with Lammers noting that Pelican Rapids had started posting surplus equipment on their website. Sailer explained that chalkers typically last about 20 years with proper care, making used options less common. The discussion expanded to broader questions about the future use of the small baseball field, given the lack of local little league teams and the reality that most youth players were already committed to teams in other communities. The board acknowledged the startup costs and travel expenses that make local youth baseball challenging in smaller communities. Board members discussed potential alternative uses for the small field if baseball usage continued to decline, though they emphasized that any changes would require city council approval with specific proposals. The consensus was that the baseball committee wouldn't invest in major improvements without clear indication of future baseball usage.

Long Lake Park Master Plan

Sales Tax Update

Lammers provided a comprehensive update on the sales tax initiative. She had filed the required resolution with both the house and senate tax committees by the end of the previous year but had not yet received responses from either committee. She was in communication with Representatives Jordan Rassmussen and Tom Murphy, who have jacketed as a bill, but it was waiting for the tax committee to move forward. If approved by the tax committee, the process would continue until May 13th, after which Lammers would testify before both the house and senate. Following their votes, if the measure passes through both chambers, it will appear on the November ballot. Lammers reported that both the Minnesota Department of Revenue and the house tax committee had indicated that more cities have applied for sales tax authorization than ever before. This increase was partially attributed to the previous moratorium that prevented applications for several years, with larger communities continually seeking authorization for additional projects and smaller communities now attempting to access this funding mechanism. The board discussed the campaigning restrictions once the process advances beyond May. Lammers raised the question of whether to begin applying for grants to support the master plan, mentioning several available options including the Minnesota Outdoor Recreation Grant, LCCMR grants, Minnesota DNR grants, and League of Minnesota Cities funding. Many applications were due in March and April, making 2026 applications impossible but raising questions about 2027 timing. After discussion, the board consensus was to wait on grant applications until the sales tax outcome was determined, allowing time to build matching funds and refine the master plan. Hanson expressed that 2027 seemed premature given the current lack of preparation and the uncertainty around sales tax approval. The board agreed that the existing master plan was too ambitious for a city of Vergas's size and needed significant revision to identify top priorities. Lammers identified the bathhouse relocation as the highest priority, citing potential regulatory issues with the current facility's proximity to the water and ongoing complaints about its condition despite public reluctance to fund bathroom improvements. The discussion included comparisons with other communities' bathroom facilities and funding sources. Sailer noted that their current facility uses a holding tank system, which creates different regulatory requirements than communities with direct sewer connections. The board decided to hold a special meeting in April focused exclusively on reviewing and revising the master plan, potentially replacing their regular April meeting with this planning session.

Budget

Lammers noted that budget information was included in the meeting packets. No questions or discussion were raised regarding the budget.

Other Business

Hanson announced a volunteer appreciation membership event scheduled for that evening from 5:00 to 7:00 PM at Loonies, encouraging board members to attend as volunteers.

Adjournment

Motion by Hanson, seconded by Sailer, to adjourn the meeting at 3:35 PM. The motion passed unanimously.

Respectfully submitted,

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

Recommendations to City Council

None.

Follow Up Actions

- Hanson: Get verbiage for Story Walk Trail sign and bring to community club for approval and potential funding of sign.
- Board: Hold a special meeting in April (replacing regular meeting) focused solely on reviewing and breaking down the Long Lake master plan.
- Board: Review the Long Lake master plan over the next year to prioritize elements (e.g., bathhouse, parking, access) and prepare for future grant applications, pending outcome of sales tax vote.
- Lammers: Wait for update from House and Senate Tax Committees regarding sales tax approval and testify as needed; continue to monitor progress and inform group.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
 Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Lions Club of Vergas Minnesota Previous Gambling Permit Number: X- x-07445-25-035

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-6090464

Mailing Address: PO BOX 12

City: VERGAS State: MN Zip: 56587 County: OTTERTAIL

Name of Chief Executive Officer (CEO): John Norby

CEO Daytime Phone: 218-298-1031 CEO Email: ljnorbs@arvig.net
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): rpjacoby55@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Vergas Event Center

Physical Address (do not use P.O. box): 140 West Linden Street, Vergas MN 56587

Check one:
 City: Vergas Zip: 56587 County: Ottertail
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 13, 2026

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>Vergas</u></p> <p>Signature of City Personnel: <u><i>Julie Lammers</i></u></p> <p>Title: <u>Clerk-Treasurer</u> Date: <u>3/16/2026</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *John Norby* Date: 3/15/2026
(Signature must be CEO's signature; designee may not sign)

Print Name: John Norby

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <ul style="list-style-type: none"> _____ a copy of your proof of nonprofit status; and _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

City Council
2026 March Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, March 17, 2026

5. Vergas Community Club -Looney Days

Files Attached

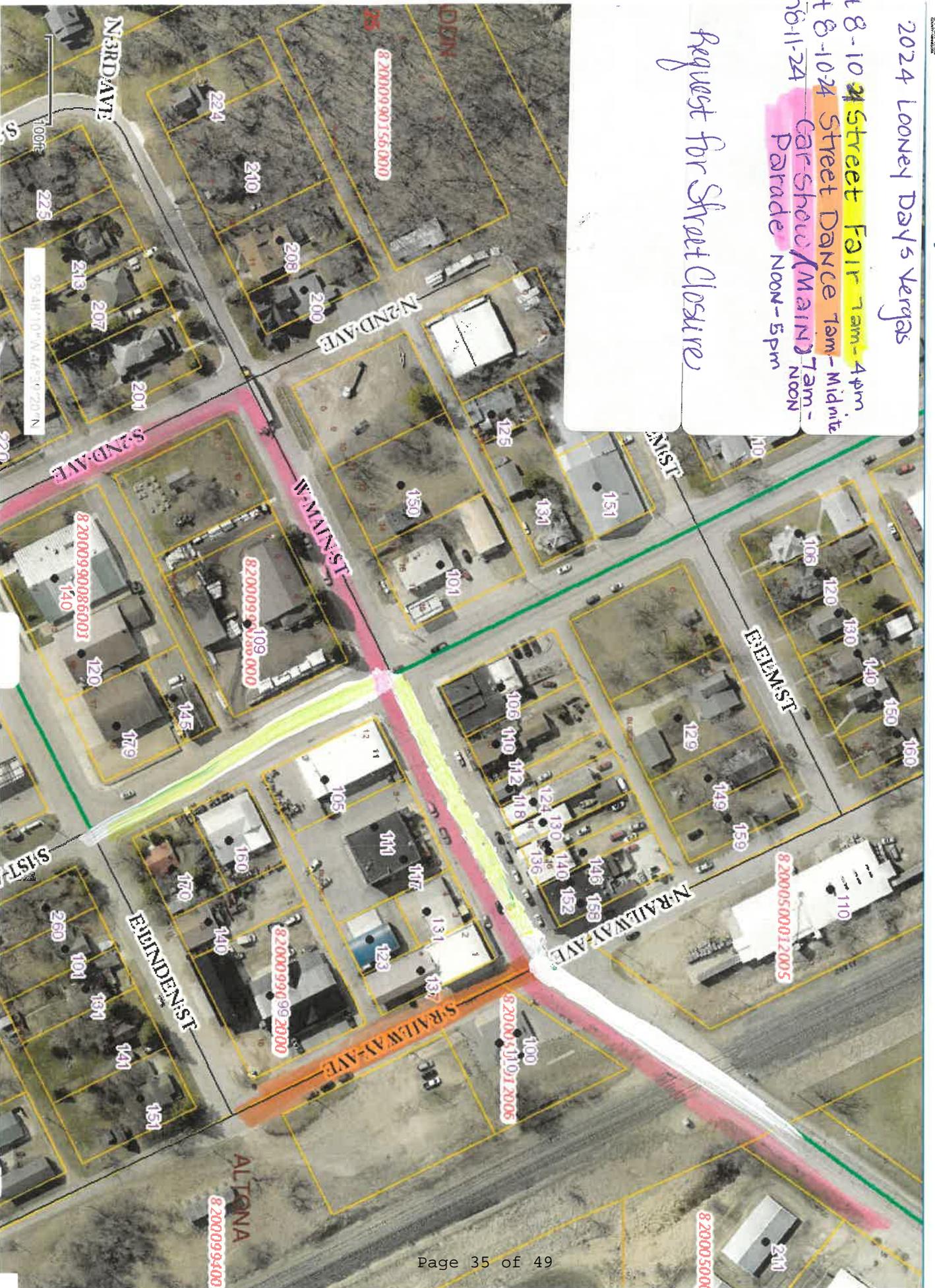
- 2026 Street Closure Request.pdf
- General Corp Lic-Looney Daze.pdf



2024 Looney Days Vargas

- Sat 8-10 **Street Fair** 1am-4pm
- Sat 8-10 **Street Dance** 1am-Midnite
- Sun 8-11-24 **Car Show (Main St)** 7am-NOON
- Parade NOON-5pm

Request for Street Closure



No. 101

\$ 0.00 Fee (Waived by City Council)

**GENERAL CORPORATE LICENSE
STATE OF MINNESOTA**

CITY of VERGAS

COUNTY of OTTER TAIL

Whereas Vergas Community Club has paid the sum of 0.00 DOLLARS to the Treasurer of the CITY as required by the Ordinances of said CITY and complied with all requirements of said Ordinances necessary for obtaining this License:

Now, Therefore, by order of the CITY Council, and by virtue hereof, the said Vergas Community Club is hereby licensed and authorized for:

Temporary On-Sale Liquor License- Beer Garden located at South Railway Ave. Vergas MN
No beverages may be served in glass.

Saturday, August 2, 2026 from 12:00 pm to Sunday, August 3, 2026 1:59 a.m.

Subject to all conditions and provisions of said Vergas Ordinances and the Laws of the State of Minnesota.

Vergas Community Club carries all liability and insurance for this event.

Given under my hand and corporate seal of the City of Vergas this 17th day of March, 2026 A.D.

Attest _____, Clerk

_____, Mayor

City Council
2026 March Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, March 17, 2026

6. Committee Reports

- A. Event Center
 - 1. Stay Active and Independent for Life (SAIL) - Cynthia McDonough
- B. Streets/Sidewalks/Yard Waste Committee
- C. Personnel Meeting
 - 1. Form

Files Attached

- 3.11.26 Event Center Minutes.pdf
- Proposed Handover Work Duties Checklist.pdf
- SAIL.pdf
- Personnel Comm Mar 17,2026.pdf
- 3.17.26 Street and Yard Waste Meeting.pdf

CITY OF VERGAS
 Event Center Advisory Minutes
 Vergas Event Center & Zoom Teleconference
 3:00 PM on Wednesday, March 11, 2026

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

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

Present via zoom: Jay Norby

Call to order

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

Additions and Deletions

None.

Minutes

Motion by Jacoby, seconded by Perry, to approve the minutes from February 11, 2026. The motion passed unanimously.

Status of Recommendations to City Council

None.

Income and Expense

Stenger presented the budget year-to-date figures and Nustad provided a summary of all events booked so far. The board discussed various upcoming events including a "Bring in Spring" event and "Kids' Art Camp". There was discussion about whether these events actually rent the building or just hold it in case of rain for \$200. Perry clarified that neither event typically uses the building unless it rains, but they do use the restrooms.

Rental

Rental Form

Stenger reported that he and Nustad had revised the rental form. The major changes included removing the security requirement from the base rental packages and restructuring the pricing to offer three-day, day, and hourly rates. Security would now be available as an additional fee of \$35 per hour if requested by the renter. However, this change would require the board to recommend that the city council no longer require security at events. Nustad noted concerns about past incidents where security discovered property damage (broken toilets, sinks ripped from walls) that might not have been found until later without security present. Perry raised significant concerns about the current security service, stating that security guards often leave at midnight when bar service ends, despite being supposed to stay an hour after bar close. She questioned the value of requiring security when guards aren't performing their duties effectively and noted that the requirement makes the venue less competitive since other venues don't require security. Jacoby expressed reluctance to change existing policy without clear justification and suggested the board needed more information before making a recommendation. The discussion revealed that most current council members weren't present when the security requirement was originally implemented. Perry suggested researching other venues' security policies and gathering more information before presenting a recommendation to the council. She also noted that security guards have no legal authority and can only call the sheriff if needed.

Jacoby pointed out formatting issues in the rental form, specifically that the day rate should say "8 hours or more" rather than "over 8 hours" to avoid a gap in coverage. The discussion also covered liquor liability insurance requirements, with Perry seeking clarification on what documentation was needed. The board confirmed that bars must provide copies of their liability insurance policies naming the city as a beneficiary. Jacoby suggested adding language about THC products being prohibited on city property by Minnesota state law.

Exercise Opportunity

Nustad explained that she had met with someone from the "SAIL" program (Stay Active and Independent for Life), which provides strength and balance fitness classes for adults 65 and older. The instructor wanted to offer classes a couple nights per week during the summer months and requested that the rental fee be waived since the classes would be provided free to participants. Nustad

informed her that any fee waiver would need city council approval, so the instructor plans to present her program directly to the city council. Perry noted the difference between this situation and Zumba classes, which pay rent but also charge participants, while the SAIL program would be entirely free. The board discussed the pros and cons of waiving fees, acknowledging the community benefit while noting ongoing facility costs and the current financial position of the event center. Since the matter would go directly to council for decision, the board did not need to make a recommendation.

Building Review

Tables

Norby provided an update on the table replacement project. He reported having received bids and indicated that the board would make their decision at their March 30th meeting. He noted they would likely need to purchase additional table racks along with the new tables.

Policy

Stenger presented both the current policy and proposed policy changes for board review. However, the discussion was tabled due to the unresolved security issues from the rental form discussion and concerns about liquor license compliance. Perry explained that under Minnesota law, a catering liquor license is only valid if the same entity providing alcohol also provides food service. Currently, many events have separate vendors for bar service and catering, which technically violates state law. The board discussed potential solutions, including returning to one-day liquor permits issued by the city or ensuring that alcohol vendors also provide catering services. Perry noted that this legal issue poses greater liability concerns than the security requirement, since events operating under invalid catering licenses would already be breaking the law in case of any incident.

The board agreed to table the policy discussion until the next meeting to allow Nustad to research one-day permit options and determine what legal compliance measures need to be implemented.

Additional Discussion

Perry asked about planning potential fundraising events to address building improvement needs, noting that the event center currently lacks funding for necessary projects. Nustad agreed to take a leadership role in organizing such events with board support and guidance. The board briefly discussed the success of the recent vendor market, which had an estimated 300-350 attendees. Feedback was positive, though organizers noted that having food options and folding chairs would improve future events.

Jacoby inquired about the solar panel installation timeline. The board learned that a security cage was no longer needed and that the panels should be operational by June 1st, with installation work planned for March through May.

Adjournment

Motion by Perry, seconded by Jacoby, to adjourn the meeting at 3:41 PM. The motion passed unanimously.

Respectfully submitted,

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

Council Recommendations

None.

Follow Up Actions

- Nustad: Research the possibility and requirements of obtaining one-day liquor licenses for event bar service, including restrictions, who can apply, and associated costs, and report findings to the group before next month's meeting.
- Norby: Present bids and make decision on new tables and racks at the lions board meeting on the 30th.
- Nustad: Ensure the SAIL program representative is on the agenda for the upcoming City Council meeting to present and discuss the possibility of waiving fees for the SAIL program classes.
- All members: Consider and prepare to discuss at the next meeting: (a) prioritization of building projects/facility improvements, and (b) fundraising ideas to support these projects.
- Nustad: Prepare recommendations for the next meeting after gathering more information on security practices at comparable venues.

Handover Work Duties Checklist

Position: _____

Date: _____

Work Task	Frequency				Instructions
	Daily	Weekly	Monthly	Other	



Stay Active & Independent for Life (SAIL)

**A Strength, Balance, and Fitness
Class for Adults 65+**

Class Exercise Guide



**City of Vergas
Personnel Committee**

The Personnel Committee met on Tuesday, March 17, 2026, 10:30 am, at the Vergas Event Center meeting room. Present were Julie Bruhn, James Stenger, and Matt Engebretson.

Annual performance appraisal was conducted with Matt Engebretson. Performance was Fully Successful in meeting the position performance standards.

Requested Matt Engebretson complete summary of work duties that would guide coverage of work during time of absence to ensure continuity of work. Draft Work Duties Handover Checklist form provided to facilitate completion; however the form is pending City Council approval. Will forward any changes following City Council review and approval.

Recommendations for City Council: Approval of Work Duties Handover Checklist

Recorder
/es/ Julie Bruhn

Street/Sidewalks/Yard Waste Committee Meeting Minutes
 Government Services Center
 March 17th, 2026 at 1:00 PM.

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

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

A Yard Waste meeting of the Vergas Streets/Sidewalks/Yard Waste (SSYW) Committee was held on Tuesday, March 17th, 2026 at 1:00 PM at the Vergas Government Services Center and Zoom.

Present via Zoom: Engineer Blaine Green of Widseth.

Lammers called the meeting to order at 1:09 PM.

Agenda Additions or Deletions

Albright suggested adding an update on the extension of Sharp Avenue to the agenda to discuss where the project currently stands.

Minutes

Motion by Albright, seconded by Pinke, to approve the minutes from October 14, 2025. The motion passed unanimously.

Extension of Scharf Avenue

The committee discussed the status of the Scharf Avenue extension project. Albright inquired about the current situation with the project. Green reported that he had not received any information from the project engineer and that the ball was entirely in the developer's court. He had reached out to them requesting information but had not received a response, nor had he heard from Bunkowski regarding what they knew about the project. Albright expressed satisfaction that the responsibility was with the developers, noting that the city had asked for information regarding the stormwater pond and was waiting for their response. He recalled that Bunkowski had previously attended a council meeting requesting road plowing for fishing access, and while snow removal didn't become an issue due to the mild winter, concerns had been raised about the size of the stormwater pond. Bunkowski had indicated they redirected some water to a different location, but the requested documentation had not been provided.

Extension of Dianne Ave

The committee then shifted focus to a related issue involving the EDA's eight lots, with two lots remaining to be sold. One lot was problematic because it lacked connection to a public street, which violated subdivision control requirements that mandate lots must be situated with principal frontage on a public street. The city had right-of-way for the public street, but when the Dianne street project was completed in 2019, the road construction stopped at the steep hill rather than continuing as originally planned. This decision appeared to have been made during the project without returning to council for approval. Lammers explained that multiple people were interested in purchasing the problematic lot and presented options for extending the road either 65 feet or 100 feet, with costs that would typically be assessed 100 percent to property owners for new road construction. The two affected property owners would be the EDA and Otter Tail County, though the county had previously requested assessment forgiveness.

Albright visited the site and expressed concerns about spending significant money on a road extension that would literally go nowhere, ending at a 20-foot vertical drop-off. He suggested that instead of the city building the road extension, the lot sale could include a contingency requiring the buyer to extend their driveway to connect with the existing road. He noted that the lot would require substantial reshaping and dirt work to make it buildable anyway, so the driveway extension could be completed as part of the overall site preparation. Albright mentioned that the neighboring landowner had expressed interest in

acquiring the lot to add to his property but noted that other potential buyers were also interested in purchasing it for home construction.

The discussion centered on whether to make an exception to city rules given the unique circumstances. Albright advocated for using common sense, suggesting the lot could be sold with buyer awareness that they would be responsible for connecting to Dianne Avenue. He proposed this approach would be more cost-effective than the city investing \$25,000-\$29,000 in a lot that might not sell. Green confirmed that contractors could likely balance the dirt on-site without hauling material in or out, though his estimate assumed bringing in about 600 yards of fill. He noted that the actual cost could be much lower with the right contractor.

The committee discussed that with the lot's challenging topography, buyers would need to bring in significant fill regardless, making the driveway connection a logical part of the overall site work. Albright suggested the buyer could extend their driveway across the corner of the city's right-of-way to reach Dianne Avenue without major grading. Green confirmed that this approach wouldn't preclude future road development if the city ever acquired adjacent property, as any future road construction could accommodate the existing driveway with proper planning for elevations and drainage. The committee agreed to recommend that the EDA maintain the road right-of-way while allowing the lot sale to proceed with a contingency requiring the buyer to provide road access. Albright suggested selling the lot at a break-even price of approximately \$18,000 and making the buyer responsible for road connection, including installation of required culverts.

Motion by Albright, seconded by Pinke, to recommend that the EDA sell the lot at a break-even price with a contingency requiring the new buyer to be responsible for connecting the driveway to Dianne Avenue, including installation of required culverts. The motion passed unanimously.

Yard Waste

The committee addressed yard waste operations following a recent fire at the disposal site. The fire had cost the city approximately \$1,200 from the Vergas fire department, while other departments provided mutual aid at no charge. The waste container company replaced damaged equipment at no cost to the city. The discussion revealed ongoing challenges with the brush disposal portion of the yard waste program. Albright noted that the city regularly received complaints about smoke from burning operations regardless of wind direction and expressed concern about liability risks. He observed that people could follow trucks carrying brush loads directly from Highway 108 to the city's site, indicating the program was attracting users from well beyond the city limits. The committee discussed that people had been misusing the site by bringing prohibited materials like stumps, despite clear signage. Some users had been observed dragging stumps off their trailers one by one, clearly ignoring the restrictions.

Pinke noted that while some customers believed the yard waste site brought people to town, those visitors weren't likely to make purchases while dumping waste, though they might return later. The committee considered several alternatives, including restricting brush disposal to city residents only, but recognized enforcement challenges without staffing the site. They noted that other communities like Frazee, Detroit Lakes, New York Mills, and Pelican Rapids continued to accept brush but at higher prices than Vergas charged.

Albright reported that he had contacted MPCA regarding regulations and learned that ash is not currently classified as a pollutant, though the city needed to obtain a general permit for their yard waste compost facility. This would involve registering the site online at no cost to maintain MPCA records of yard waste facilities. The discussion also covered safety and liability concerns, including instances where people had started unauthorized fires, either from hot ashes dumped from burning barrels or, in one case captured on camera, someone on a four-wheeler starting fires around midnight.

Neighbors north of town had reportedly expressed support for closing the brush disposal operation and called to thank the city when burning was temporarily suspended.

After extensive discussion about the challenges and risks associated with brush disposal, the committee concluded that continuing to accept grass clippings and other non-woody yard waste would provide valuable service while eliminating fire risks. This would give city employees more space and ability to properly manage and turn compost piles.

Motion by Albright, seconded by Pinke, for the 2026 season, no woody debris would be allowed to be deposited at the yard waste site. Permit fees would remain the same, and permits would be updated to reflect that no brush or woody debris is allowed. The motion passed unanimously.

Budget- goal setting

5-Year Budget

Lammers indicated that no materials had been prepared for five-year budget discussions, as they were waiting to learn whether the city would receive a grant for street improvements. The outcome of the grant application would significantly affect budget planning priorities.

Albright noted that if the grant is received, the budget would need to be adjusted accordingly, but if not received, street projects would remain on the back burner for next year.

Albright noted that in the spring, the committee would need to assess the street maintenance plan and determine if any crack sealing or other maintenance was needed for the year, beyond the ongoing issue with the alligator cracking on the hill on 1st Avenue.

Adjournment

Motion by Albright, seconded by Pinke, to adjourn the meeting at 1:45 PM. The motion passed unanimously.

Council Recommendations

- Recommend to City Council for the 2026 season, no woody debris would be allowed to be deposited at the yard waste site. Permit fees would remain the same, and permits would be updated to reflect that no brush or woody debris is allowed and to accept grass clippings and other non-woody yard waste would provide valuable service while eliminating fire risks. This would give city employees more space and ability to properly manage and turn compost piles.

Follow Up Actions

- Lammers: Inform interested buyer of Dianne Avenue lot that purchase will be contingent on buyer extending driveway to connect with Dianne Avenue and installing required 12-inch culvert and communicate committee's decision to EDA/HRA.
- Lammers: Bring committee's recommendation to EDA/HRA to sell the lot at a break-even price with the condition that the new owner is responsible for connecting the driveway to Dianne Avenue.
- Lammers: Register the yard waste compost facility with MPCA by completing the required online general permit form.
- Committee: Recommend to Council that for the 2024 season, no woody debris (brush) be deposited at the yard waste site, permit fees remain the same, and update permits to note the brush restriction.

City Council
2026 March Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Tuesday, March 17, 2026

7. Staff Reports

- A. Engineering Report
- B. Clerk Treasurer Report

Files Attached

- 26 March Vergas Engineering Update.pdf
- 03.26 Clerk_Treasurer_Report.pdf

Engineering Update – March 2026

Blaine Green, PE

As to be expected in the winter months, not much has changed on this list. Looking forward to warmer weather!

Ongoing Items:

- Parking lot:
 - Punchlist items (concrete walk) to be completed in spring
 - Completed Certificate of Survey for Bruhn Property
 - Project closeout to follow
- Keilley Shores development
 - Waiting on coordination from developer's engineer
- Lead Service Lines
 - Staff is sending me the last handful of services, and I've been entering them into the City GIS website.
- LRIP Grant
 - March 30th is typically when they announce awards

Upcoming Items:

- Gravel Pit permitting
 - Flight scheduled for April
 - Report to follow

On the radar:

- Project Priority List & Intended Use Plans (utilities)
 - Discuss at upcoming utility committee meeting
 - Identify system needs with staff
 - Develop a preliminary engineering report (PER)
- Street projects
 - Work with staff to identify needs

If you have any questions, you can give me a call at 320-335-5057, or email me at blaine.green@widseth.com

Thank you!

Clerk-Treasurer Council Report

Date: March 2026

Training

MN Loss Control Workshop

*Permission for Deputy Clerk Rachel Nustad to attend on March 31, 2026. Cost is only mileage to Mahanomen. Matt Engebretson and Julie Lammers will be attending in Alexandria on April 1, 2026.

Liquor Store Hiring

*Hire Alyssa Harmann at starting rate at Vergas Liquor Store per Liquor Store Manager Kyle Thiesen recommendation.

Grants

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 with S&S Security Services

Security system is installed at the City Office and shop. Paid invoice and submitted grant reimbursement to OSHA.

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 received for \$36,000. 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

Signed Grant Agreement. Utilities Superintendent will get quotes for fence in May and work will be completed by fall. Will install \$15,000 worth of fence this year and apply for another grant if needed to complete the fence.

Current Projects

- Streets/Yard Waste
 - Review Yard Waste rules and updates for cite (many inquiries regarding if it will open)
 - Extension of Diane Ave
- EDA/HRA: Daycare initiative
 - Name: Growing Up Vergas
 - Grants are being applied for
 - Otter Tail County is fiscal agent
 - Reviewing 2 properties
 - 2 companies are working with plans
- Park: City Sales Tax
 - Resolutions provided to House and Senate
 - Senator Rassmusson is writing bill jacket.
- Planning Commission: Ordinance book update for review and recommendation to Council
- MN Department of Health Lead/Copper/Galvanized Service Line Reports (11 left)
 - This is now a part of the Consumer Confidence Report filed annually
- 2025 Audit Information to Auditor
- Cannabis Permit with the State of MN
- Street- Right of Way Easements for Lake Street E

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8. Information & Announcements

Meetings and Events:

- A. 2026 Board of Review, Wednesday, April 8, 2026, 1:00 pm Vergas Event Center Council Chambers
- B. Trail Masterplan Meeting with Hobart Township, Hobart Township Hall, Thursday April 16, 2026, at 7 pm.
- C. Household Hazardous Waste Day, Thursday, June 25, 2026, 10:00 - 2:00 Vergas Event Center

Parking Lot

Employee 2026 Trainings:

- A. MN Clerk's and Finance Officers – March 24-27, 2026, in Brooklyn Center (Clerk-Treasurer)
- B. LMC, Loss Control Workshop April 1, 2026, in Alexandria (Utilities Superintendent, Maintenance Operator, Clerk-Treasurer)
- C. Municipal Beverage Association (MMBA) April 18 - 21, 2026, Cragun's Resort (Liquor Store Manager)
- D. League of MN Cities Annual Conference June 24-26, 2026, in Rochester (Mayor, Council & Clerk-Treasurer)
- E. 16th Annual Operator Expo, (MN Rural Water) August 25, 2026, (Utilities Superintendent and Maintenance Operator)
- F. Clerk's Advanced Academy- September 10-11, 2026, in Otsego, MN (Clerk-Treasurer)