

**City Council**  
**2026 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 16, 2026**

- 1. Call to Order**
- 2. Citizens' Concerns**
  - Utility Bill
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
  - A. Council Minutes of May 19, 2026
  - B. Bills paid between Council meetings and Council bills
  - C. Liquor Store bills for May 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. Energy and Resiliency Board
    - 2.EDA/HRA
    3. Planning Commission
    4. Streets/Sidewalks/Yard Waste Committee
- 5. Community Requests**
  - A. July 31, 2026 Fireworks Long Lake Park
  - B. Aug. 22, 2026 Ole's Ride - Railway Ave
- 6. 2025 Audit Report**
- 7. Municipal Solar Cohort**
- 8. Committee Reports**
  - A. Personnel
  - B. Park Board
- 9. Staff Reports**
  - A. Engineering Report
  - B. Clerk-Treasurer Report
  - C. Utilities Report
- 10. Information & Announcements**
  - Meetings and Events:
    - A. Household Hazardous Waste Day, Thursday, June 25, 2026, 10:00 - 2:00 Vergas Event Center Parking Lot
  - Employee 2026 Trainings:
    - A. League of MN Cities Annual Conference June 24-26, 2026, in Rochester (Bruhn, Albright and Stenger)
    - B. 16th Annual Operator Expo, (MN Rural Water) August 25, 2026, (Utilities Superintendent and Maintenance Operator)
    - C. Clerk's Advanced Academy- September 10-11, 2026, in Otsego, MN (Clerk-Treasurer)
- 11. Adjournment**

# Table of Contents

2. Citizens' Concerns .....	3
4. Approval of Consent Agenda .....	4
June Meeting .....	15
2026 .....	17
2026 .....	18
5. Community Requests .....	23
7. Municipal Solar Cohort .....	24
8. Committee Reports .....	29
Present A: Absent N/A: No Meeting/Nonparticipant .....	30
Call to Order .....	30
Agenda .....	30
Adjournment .....	31
2026 .....	36
9. Staff Reports .....	41
Clerk-Treasurer Council Report .....	43
City of Vergas .....	44
10. Information & Announcements .....	47

**City Council**  
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**2. Citizens' Concerns**

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Utility Bill

**City Council**  
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**4. Approval of Consent Agenda**

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  - 1. Energy and Resiliency Board
  - 2. EDA/HRA
  - 3. Planning Commission
  - 4. Streets/Sidewalks/Yard Waste Committee

**Files Attached**

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- City Council Public Hearing Minutes 5.19.26.pdf
- 6.16.26 Claims List for Approval.pdf
- 2026 City Bill Listing.pdf
- past\_due\_customers (25).pdf
- 05.2026 Investment Schedule & Bond Schedule.pdf
- 05.2026 General Fund\_Special Revenue Money Market Account Report.pdf
- 5.31.26 Statement of Receipts, Disbursements and Balances.pdf
- 05.21.26 Energy and Resiliency Board.pdf
- 6.3.26 EDA.HRA Minutes.pdf

**CITY OF VERGAS**  
**PUBLIC HEARING**  
**VERGAS EVENTS CENTER & ZOOM**  
**Tuesday, May 19, 2026**

The City Council of Vergas met at 6:15 PM, on Tuesday, May 19, 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 and Utilities Superintendent Michael DuFrane.

Present via Zoom: Engineer Blaine Green of the Widseth; and Citizens, Michael (no last name provided)

Present in person: Attorney Karen Skoyles, and Citizens, Shawn Day, DeRae Day, Jeremy Brenning, Laura Osborn, Debra Jacoby and Carl Hoffman.

**Public Hearing**

**Call to Order**

Mayor Julie Bruhn called the public hearing to order at 6:15 PM, noting that the proposed vacation had been initiated by City Council resolution to avoid spending public funds on property no longer serving a public purpose. The recommendation originated from the Streets Committee, and Albright provided context, explaining that the alley in question leads into a swamp and has never functioned as a thoroughfare. He outlined the legal process: the council holds a public hearing, receives testimony from adjoining landowners, and then takes action during the regular council meeting.

Three adjoining landowners were present and addressed the Council.

Jeremy Brenning and Laura Osborn (110 West Elm Street) spoke first. They stated that while they had previously filed a statement of support for the vacation, they wished to withdraw that support, citing their neighbors' opposition. They explained the dispute originated from a desire to establish a graveled driveway to access their garage, which faces the alley. They had offered quit claim deeds to both neighboring property owners as one avenue toward resolution. Their central position was that the alley already carries what amounts to a de facto driveway easement — pointing to a 2008 survey showing an existing gravel footprint — and that they simply wished to restore gravel to that original imprint at their own expense. They noted that had they known they could resurface an existing driveway without a permit, they would have done so without initiating any of this process. In all outcomes, they stated they sought either an easement in writing or permission to maintain the gravel access to their garage.

Shawn Day (251 First Avenue) stated clearly that he did not want the alley vacated, noting that if it were vacated, he would move his fence to the precise boundary of his half of the alley. He expressed concern about the adverse possession statute, asking for assurance that the City retains ownership of the alley even though neighbors have been maintaining it. He also noted that the alley provides the only access to several lots behind his home.

Carl Hoffman also stated he did not want the alley vacated, noting he uses it occasionally for leaf removal and has mowed it many times himself.

The City Attorney Skoyles clarified that the scope of the hearing was limited to the question of vacation or non-vacation, and that all other matters — including easements and the right to gravel the alley — were beyond the scope of the hearing. She further noted that a dedicated public alley cannot be privately occupied, and that an individual easement cannot be granted over a public dedication.

Hearing no further questions or comments, Bruhn closed the Public Hearing at 6:38 PM.

**CITY OF VERGAS  
COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, May 19, 2026**

The City Council of Vergas met at 6:39 PM, on Tuesday, May 19, 2026 at the Vergas Event Center and on a Zoom for a hybrid regular public hearing.

<b>2026</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Julie Bruhn, Mayor	P	P	P	P/P	P							
Bruce Albright, Member	P	P	P	P/P	P							
Paul Pinke, Member	P	P	P	P/P	P							
Dean Haarstick, Member	P	P	P	P/P	P							
James Stenger, Member	P	P	P	P/P	P							
Julie Lammers, Clerk-Treasurer	P	P	P	P/P	P							
Mike Dufrane, Utilities Superintendent	P	A	A	A/A	P							
Kyle Theisen, Liquor Store Manager	P	A	A	A/A	A							

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

Present via Zoom: Engineer Blaine Green of the Widseth; and Citizens, Michael (no last name provided)

Present in person: Attorney Karen Skoyles, and Citizens, Shawn Day, DeRae Day, Jeremy Brenning, Laura Osborn, Debra Jacoby and Carl Hoffman.

**Call to Order**

Mayor Julie Bruhn called the meeting to order at 6:39 PM.

**Citizens' Concerns**

None.

**Agenda Additions and Deletions**

Bruhn noted the following modifications: the Fire Board Committee Report was added as a new item, the Planning Commission Committee Report was moved from the Consent Agenda to be addressed separately; and a railroad update was added as item 10 prior to adjournment.

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

**Approval of Consent Agenda**

Motion by Pinke, seconded by Stenger, to approve the Consent Agenda. The motion passed unanimously.

**Vacation of Alley**

Following the public hearing, Bruhn summarized that all three property owners present had expressed opposition to vacating the alley. The Council proceeded to a vote.

Motion by Albright, seconded by Stenger, to not vacate the alley, as noticed in the hearing notice. The motion passed unanimously.

Albright subsequently raised the question of whether the Council could pass a separate motion granting Brenning and Osborn permission to place and maintain gravel on the alley at their own expense, specifically in front of their garage. Considerable discussion followed. Council members debated whether this action would set a precedent for others to gravel City alleys; Bruhn and City Attorney Skoyles raised concerns about oversight, proper drainage, erosion, and the fact that the alley remains public property. Utilities Superintendent DuFrane expressed concern about gravel washing off the slope into neighboring yards or the slough below, noting similar problems with other graveled areas in the City.

Brenning clarified that he intended only to gravel where gravel was previously shown on the 2008 survey plat — no more than the original footprint — and that they would bear all costs and liability. Albright argued that the motion addressed a specific, practical need for access to the property and was not a blanket authorization for anyone in the City to improve alleys.

Motion by Albright, seconded by Stenger, to grant permission for Jeremy Brenning and Laura Osborn to place and maintain gravel on the city alley adjacent to their garage at their own expense, limited to the area in front of their property at 110 West Elm Street. Voting yes: Albright, Pinke and Haarstick. Voting no: Bruhn and Stenger. The motion carried.

## **Otter Tail County Giants**

Haarstick distributed informational cards from Otter Tail Lakes Country regarding the promotion of local events and the "Giants of Otter Tail County" program, which aggregates and publicizes community events across the county. He noted that organizers have been impressed by event attendance in the area.

## **Committee Reports**

### **Park Advisory Board**

Haarstick reported on behalf of the Park Advisory Board. The board's primary recommendation was approval of funds to repaint the Loon, with an estimated cost of \$2,250, to be drawn from existing park board budget funds.

Motion by Haarstick, seconded by Stenger, to approve the painting of the Loon at a cost of \$2,250 from park board funds. The motion passed unanimously.

### **Fire Board Committee Report**

Bruhn reported that the Fire Board had met the previous evening and recommended that the City of Vergas and each participating township contribute funding for the reconstruction of the retaining wall adjacent to the fire station, near Hanson's on the corner. The wall is crumbling and deemed in imminent need of replacement. The lowest bid received was \$48,871.02 from an unnamed contractor. Based on Vergas's 11% share of the fire board budget, the City's portion would be \$5,375.81. As part of the project, the parking lot will be lowered to street level, eliminating the current elevation difference. The item was not a budgeted expenditure, but Lammers noted the City is currently well within its overall budget.

Motion by Albright, seconded by Pinke, to approve the City of Vergas's contribution of \$5,375.81 toward the fire station wall reconstruction project. The motion passed unanimously.

### **Planning Committee Report**

Albright reported that the Planning and Zoning Committee had been addressing a long-standing code violation at 350 Pelican Avenue involving a garage subject to a court-ordered removal decree. The property owner had voluntarily signed an agreement allowing him until May 15 to remove personal belongings, after which the City or its designated contractor would proceed with demolition at the owner's expense. The council voted to abate the violation and proceed.

Motion by Albright, seconded by Pinke, to approve the abatement resolution (a complete text of resolution can be reviewed at the City Office) and proceed with demolition of the garage at 350 Pelican Avenue. The motion passed unanimously.

## **Staff Reports**

### **Engineering Report**

Engineer Blaine Green reported that he had substantially completed the gravel pit report and expected to transmit a digital copy to the City the following day. He noted he had met with Utilities Superintendent DuFrane the previous Friday to review winter conditions and punch list items for the parking lot project, including topsoiling.

Albright raised a question regarding apparent modifications to a storm water retention on Scharf Avenue, noting that work appeared to have been done. Engineer Green confirmed that the pond still does not meet required specifications. The property owner's engineer independently reached the same conclusion — that storage capacity is insufficient due to an inlet set too low and walls that are too narrow. Green noted that the property owner is reportedly working on a remediation plan, though no timeline has been provided.

### **Clerk Treasurer Report**

Lammers reported that a bid from Sonnenberg Excavating for the demolition had been received in the amount of \$5,500. A cost comparison using City staff labor was estimated at approximately \$4,566 assuming 16 hours. Council members and Utilities Superintendent DuFrane expressed strong preference for using the professional contractor, citing liability concerns, equipment risk, and the height of the structure.

Motion by Albright, seconded by Stenger, to award the demolition of the garage at 350 Pelican Avenue to Sonnenberg Excavating for \$5,500. The motion passed unanimously.

### **Ringdahl Subsidy**

Lammers reported on an Otter Tail County meeting regarding ambulance service financial sustainability. Ringdahl Ambulance (serving the Pelican Rapids area) is over \$100,000 in the negative and continuing to worsen. The County presented information about ambulance services statewide facing financial difficulties, including an example of another county that absorbed ambulance costs into the property tax levy. That approach would not be implementable in Otter Tail County until approximately 2028 at the earliest, and no formal movement in that direction has been made. Ringdahl is again requesting voluntary financial contributions from cities and townships, with a suggested amount of \$7,117 from Vergas based on population calculations, though they indicated flexibility. Bruhn noted the Fire Board had also discussed the request and expressed concerns that

Ringdahl's financial position may be overstated, particularly in contrast to another local service that has provided full financial transparency. The Council raised concerns about triple taxation — with state, county, and municipal funds potentially all flowing to the same service — and the fact that contribution or non-contribution does not legally affect service response obligations. No action was taken.

#### ***Insurance Deductible***

Lammers presented information on the upcoming insurance renewal (effective September 1) and the potential for cost savings by increasing certain deductibles. The City's current property deductible was raised to \$5,000 last year in response to a 14% premium increase, with equipment breakdown at \$2,500 and other coverages at \$1,000. Another rate increase is anticipated but the amount is not yet known. Council directed Lammers to present several deductible interval options alongside the actual premium figures prior to the September 1 renewal date. No action was taken; the item will remain on a future agenda.

#### ***Election Judges***

Lammers presented Resolution 2026-006 to hire election judges for the August 11 and November 3, 2026 elections. Pay rates would be \$17/hour for the head judge and \$15/hour for other judges, including training time (2 hours for regular judges, 3 hours for the head judge). Lammers also noted that the candidate filing period would run July 14–28 (copy of resolution can be reviewed at the City Office)

Motion by Stenger, seconded by Pinke, to approve Resolution 2026-006 hiring election judges for the 2026 elections. The motion passed unanimously.

#### **Utilities Report**

DuFrane reported that the annual inspection of the boardwalk revealed that the pipe bracket holders are pulling out of the boardwalk in approximately 8 to 12 locations. He confirmed this is a warranty issue and that the manufacturer, Minnesota Boardwalks, has been contacted and acknowledged the issue but could not provide a timeline for repair due to their current workload. No City expense is anticipated for this repair.

#### **Information & Announcements**

Bruhn provided an update on ongoing coordination with Canadian Pacific Railway regarding two available grants, with a focus on crossing safety and impacts to the community when rail crossings are blocked. Letters of support were submitted by the City of Vergas, the school, Fire, and EMS, representing entities affected by railroad crossing delays. Grant applications are due in June, and Canadian Pacific is proceeding based on the submitted letters of support.

#### **Meetings and Events**

- Household Hazardous Waste Day — Thursday, June 25, 2026, 10:00 AM – 2:00 PM, Vergas Event Center Parking Lot
- Employee 2026 Trainings:
  - League of MN Cities Annual Conference — June 24–26, 2026, Rochester (Mayor Bruhn, Council Member Albright, and Council Appointment James Stenger)
  - 16th Annual Operator Expo (MN Rural Water) — August 25, 2026 (Utilities Superintendent and Maintenance Operator)
  - Clerk's Advanced Academy — September 10–11, 2026, Otsego, MN (Clerk-Treasurer Lammers)

#### **Adjournment**

Motion by Albright, seconded by Pinke, to adjourn the meeting. The motion passed unanimously. The business for which the meeting was called was completed and adjourned at 7:17 PM.

Recorded by  
Deputy Clerk  
Rachel Nustad (assisted by ClerkMinutes)

Julie Lammers, CMC  
Vergas City-Clerk Treasurer

Date Range : 5/15/2026 To 6/16/2026

<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>
06/16/2026	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium July 2026	26057	\$4,344.53			
					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	\$1,677.42
06/16/2026	Colonial Life	2026 Employee Reimbursed Insurance June & July	26058	\$465.64			
					100-41405-999-	Clerk	\$271.32
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$102.52
					100-43110-999-	Highways, Streets & Roadways	\$23.74
					100-45210-999-	Parks	\$23.74
					100-41405-999-	Clerk	\$44.32
06/16/2026	Corporate Technologies, LLC	All Depts, Tech, Computer Inv #234194, 235168, 234276	26059	\$460.60			
					100-41010-200-	GENERAL GOVERNMENT	\$104.64
					601-49440-200-	Water Utilities - Administration and General	\$60.00
					602-49490-200-	Sewer Utilities - Administration and General	\$54.76
					100-43110-200-	Highways, Streets & Roadways	\$42.20
					100-45210-200-	Parks	\$42.20
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$39.60
					100-45110-200-	EVENT CENTER	\$42.20
					100-41310-200-	Mayor	\$15.00
					100-41110-200-	Council/Town Board	\$60.00
06/16/2026	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	26060	\$75.00			
					601-49440-321-	Water Utilities - Administration and General	\$18.75

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					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
06/16/2026	Matthew Engebretson	St, Pk, reimbursed cell phone	26061	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
06/16/2026	Elan Financial Services	Ls, Advertising Shop, coffee Gen, programs Event, Supplies	26062	\$484.36			
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$12.00
					100-43010-210-	City Shop	\$21.62
					100-45110-210-	EVENT CENTER	\$255.29
					100-41010-200-	GENERAL GOVERNMENT	\$65.15
					601-49440-200-	Water Utilities - Administration and General	\$65.15
					602-49490-200-	Sewer Utilities - Administration and General	\$65.15
06/16/2026	Driveway Service	St, mill and patch street 12x26	26063	\$1,872.00			
					100-43110-210-	Highways, Streets & Roadways	\$1,872.00
06/16/2026	Hoffman, Philipp, & Knutson, PLLC	2025 Audit	26064	\$12,100.00			
					609-49751-301-	Liquor Store - Manager - Off-Sale	\$5,325.00
					100-41010-301-	GENERAL GOVERNMENT	\$3,625.00
					601-49440-301-	Water Utilities - Administration and General	\$1,575.00
					602-49490-301-	Sewer Utilities - Administration and General	\$1,575.00
06/16/2026	Great Plains Natural Gas Company	Shop, Event Center utility	26065	\$79.48			
					100-45110-380-	EVENT CENTER	\$39.65
					100-43010-380-	City Shop	\$39.83
06/16/2026	Gopher State One Call	Wtr, Swr, One Calls	26066	\$675.00			

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					602-49490-210-	Sewer Utilities - Administration and General	\$3.38
					601-49440-210-	Water Utilities - Administration and General	\$3.37
06/16/2026	Hawkins, Inc	Wtr, Wtr, 2026 chemicals Inv #7445435, 7444266	26067	\$1,423.54			
					601-49440-218-	Water Utilities - Administration and General	\$1,065.00
					602-49480-218-	Sewer Utilities - Sewage Treatment Plants	\$358.54
06/16/2026	JH Signs & Designs, Inc	GG, Golf Cart permits	26068	\$35.00			
					100-41010-210-	GENERAL GOVERNMENT	\$35.00
06/16/2026	Lakes Country Service Cooperative	GG, 2026 Membership	26069	\$118.00			
					100-41010-345-	GENERAL GOVERNMENT	\$118.00
06/16/2026	Lakes Community Cooperative	Streets, operating fuel	26070	\$117.66			
					100-45210-210-	Parks	\$117.66
06/16/2026	Julie Lammers	All Depts, reimbursed phone	26071	\$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
06/16/2026	Leighton Broadcasting	Event, 2026 advertising	26072	\$57.00			
					100-45110-340-	EVENT CENTER	\$57.00
06/16/2026	Marco Inc	Copier, contract	26073	\$523.37			
					100-41010-200-	GENERAL GOVERNMENT	\$174.46
					601-49440-200-	Water Utilities - Administration and General	\$174.46
					602-49490-200-	Sewer Utilities - Administration and General	\$174.45

Date Range : 5/15/2026 To 6/16/2026

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06/16/2026	MINNESOTA DEPARTMENT OF HEALTH	Water, connection fee	26074	\$643.00	601-49440-438-	Water Utilities - Administration and General	\$643.00
06/16/2026	Minnesota Life Insurance Company	Employee Life Ins, EmployeeLife Ins. 2026	26075	\$65.80	100-41405-131- 100-43110-131- 100-43110-999- 609-49751-999- 609-49751-131- 100-45210-131-	Clerk Highways, Streets & Roadways Highways, Streets & Roadways Liquor Store - Manager - Off-Sale Liquor Store - Manager - Off-Sale Parks	\$2.70 \$2.70 \$23.20 \$5.40 \$29.10 \$2.70
06/16/2026	Newling Asphalt Services	St, re-stripe crosswalks	26076	\$940.00	100-43115-300-	Sidewalk	\$940.00
06/16/2026	Olson Oil Co.	St, operating supplies	26077	\$504.42	100-43110-210- 100-43110-210-	Highways, Streets & Roadways Highways, Streets & Roadways	\$181.97 \$322.45
06/16/2026	Otter Tail Power Company	All depts, utility	26078	\$2,155.85	602-49490-380- 100-43160-380- 100-45110-380- 100-45210-380- 601-49440-380- 100-41010-380- 100-43010-380-	Sewer Utilities - Administration and General Street Lighting EVENT CENTER Parks Water Utilities - Administration and General GENERAL GOVERNMENT City Shop	\$296.58 \$619.64 \$349.54 \$116.79 \$619.71 \$66.13 \$87.46
06/16/2026	RDO Equipment Company	Parks, Lawn mower	26079	\$150.12	100-45210-210-	Parks	\$150.12
06/16/2026	RMB Environmental Laboratories, Inc	Water, 2026 Chemicals Inv D088704	26080	\$59.97			

Date Range : 5/15/2026 To 6/16/2026

<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>
					601-49440-218-	Water Utilities - Administration and General	\$59.97
06/16/2026	Steve's Sanitation, Inc.	Event, Parks, Solid Waste	26081	\$514.84	100-43010-384- 100-45110-384-	City Shop EVENT CENTER	\$307.80 \$207.04
06/16/2026	TEAM LAB	WW, Parks, super bugs and weed killer	26082	\$3,875.00	602-49490-210- 100-45210-210-	Sewer Utilities - Administration and General Parks	\$3,650.00 \$225.00
06/16/2026	Tweeton Refrigeration	Event, refrigerator charge	26083	\$370.89	100-45110-400-	EVENT CENTER	\$370.89
06/16/2026	Vergas Hardware	All Depts, supplies	26084	\$92.50	100-43010-210- 100-45210-210- 100-43128-210- 609-49751-210-	City Shop Parks YARD WASTE Liquor Store - Manager - Off-Sale	\$7.79 \$29.73 \$23.01 \$31.97
06/16/2026	Verizon	GG & Event, 2026 internet and cell phone	26085	\$78.41	100-45110-321- 100-41010-321-	EVENT CENTER GENERAL GOVERNMENT	\$38.40 \$40.01
06/16/2026	Vestis	Event, rugs and cleaning supplies	26086	\$607.20	100-45110-210-	EVENT CENTER	\$607.20
06/16/2026	ASP of Moorhead, Inc	Event, security gaurds 05/24/2026	26087	\$140.00	100-45110-300-	EVENT CENTER	\$140.00

Date Range : 5/15/2026 To 6/16/2026

<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>
Total For Selected Claims				\$32,460.93			\$32,460.93

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Bruce E Albright

City Council/Town Board

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Date

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Dean Haarstick

City Council/Town Board

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Date

---

James Stenger

City Council/Town Board

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Date

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Julie A Bruhn

City Council/Town Board, Mayor

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Date

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Paul Pinke

City Council/Town Board

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Date

CITY OF VERGAS  
 Bill Listing for May 21 to June 12, 2026

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
All Flags, Inc	Flags	892.35
Arvig	Security and Internet	354.30
City of Vergas	GG, water and sewer	68.25
City of Vergas	Payroll	10,345.17
Colonial Life	Employee Reimbursed Insurance	363.12
Crestline	Utility Billing Program	9.72
Heather Phillips	Event, return deposit	75.00
Internal Revenue Services	Withholding Tax	1,270.61
Lake Region Electric	Sign, electricity	65.59
Lammers, Julie	Election, mileage	31.90
Marco	Copier Lease	484.94
MN Dept. Revenue	Withholding Tax	205.04
MN Pollution Control Agency	Water Permit	1,240.00
Public Employees Retirement Assoc.	Payroll	955.56
Signs by Howard	Painting of Loon	2,500.00
Sonnenberg Excavating Inc	Building Removal Deposit	2,750.00
United States Postmaster	Stamps	468.00
Vergas Fire & Rescue	Training Reimbursed	1,645.00
Vergas State Bank	HSA contributions	510.00
Virginia Carlson	Event, return deposit	75.00
Total for bills paid between Council Meetings		<u>\$24,309.55</u>

City of Vergas  
**Past Due Customers**

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

Route	Sort	Account #	Customer Name	Status	Parcel #	Service Address	Aged Days	Past Due Amt.	Total Balance	Deposit Balance	Last Pymt. Date	Last Pymt. Amount	Meter #	Meter Type	Pay Plan	
2	0	910	Lankow, Benjamin	Active	820009901700 00	339 E Frazee Ave	105	69.80	349.02	0.00	02/17/2026	387.02	89621694	WATER	No	
2	0	3001	Meyer, Jesse	Active	820009902140 00	102 Altona Ave	133	170.12	579.47	0.00	04/30/2026	100.00	88707172	WATER	Yes	
2	0	7701	Estate, BJ's Real	Active	820009900460 00	130 E Elm St	133	232.07	783.49	0.00	05/07/2026	200.00	88917785	WATER	Water is off	
5	0	1870	Bonham, James A. Rev.Trust	Active	820005000370 07	806 E Scharf Ave	105	53.17	287.74	0.00	03/31/2025	1,000.00	5632554SG	WATER	No	
<b>Total</b>							<b>Count: 4</b>	<b>525.16</b>	<b>1,999.72</b>							

**City of Vergas Investments**

	<u>Account Number</u>	<u>12/31/25 Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>04/30/26 Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	283,731.72	0.00	43,160.71	857.11	241,428.12 0.75% MMDA
2019 Street Debt Fund	325657	203,073.29	0.00	0.00	674.20	203,747.49 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	28,962.87	0.00	0.00	0.00	28,962.87 3.50% 12/27/2026
Sewer and Water Debt Service	19759	39,441.07	0.00	0.00	497.07	39,938.14 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>927,549.21</u>	<u>0.00</u>	<u>258,855.02</u>	<u>2,028.38</u>	<u>670,722.57</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 5/31/2026</u>	<u>Amount Paid in 2026</u>
<b>Street Debt Service Fund</b>									
General Obligation Improvement Refunding Bonds, Series 2015A	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	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
<b>Water Fund</b>									
General Obligation Water Revenue Note, Series 2022A	2/1/2022	<u>\$132,000.00</u>	3.25%	Vergas State Bank	2/1/32	95,000.00	950.00	<u>82,000.00</u>	<u>13,000.00</u>
Total		\$1,793,000.00				<b>1,312,000.00</b>		1,215,000.00	97,000.00

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

	01/01/2026		2026	2026			5/31/2026
	Balance	Interest	Interest	Purchased	2026 sold		
Uncommitted Funds	142,961.85	22.51%	394.06	0.00	43,160.71		100,195.20
City Shop	8,694.12	1.96%	28.87	0.00	0.00		8,722.99
Easements	5,297.58	1.19%	17.54	0.00	0.00		5,315.12
Event Center	973.41	0.22%	3.23	0.00	0.00		976.64
Event Center Electronic Sign	10,178.27	2.29%	33.76	0.00	0.00		10,212.03
General	14,755.40	3.32%	45.33	0.00	0.00		14,800.73
Park	36,099.65	8.14%	119.88	0.00	0.00		36,219.53
Sand Seal (Seal Coating)	13,194.65	2.97%	43.78	0.00	0.00		13,238.43
Sidewalk	7,928.17	1.79%	26.35	0.00	0.00		7,954.52
Street Improvements/Equipment	42,138.70	9.50%	139.91	0.00	0.00		42,278.61
Yard Waste	1,509.32	0.34%	5	0.00	0.00		1,514.32
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	138,334.77		0.00
2019 Street Project	203,073.29	45.77%	674.2	0.00	0.00		203,747.49
Balance	702,499.32	100.00%	\$1,531.91	\$0.00	\$258,855.62		445,175.61 ***

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

Current Committed Total 241,428.12

As on 5/31/2026

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	3,690.95	257,112.47	43,160.71	0.00	180,864.34	704.42	10,000.00	112,395.37	73,509.50	185,904.87
Small Cities Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Debt Service*	(100,356.37)	7,227.08	0.00	0.00	28,808.25	0.00	0.00	(121,937.54)	0.00	(121,937.54)
SEWER AND WATER DEBT SERVICE	886.02	0.00	0.00	0.00	0.00	0.00	0.00	886.02	0.00	886.02
Long Lake Trail Extension Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019 Street Project	210,303.98	26,269.14	0.00	0.00	57,030.63	544.12	0.00	178,998.37	202,757.29	381,755.66
Street Project 2006*	38,487.48	4,074.81	0.00	0.00	0.00	0.00	0.00	42,562.29	110,000.00	152,562.29
Government Services Office	(33,525.74)	5,713.75	0.00	0.00	17,945.50	0.00	0.00	(45,757.49)	0.00	(45,757.49)
Water	189,970.30	64,373.71	0.00	0.00	48,232.63	248.53	0.00	205,862.85	15,508.74	221,371.59
Sewage Collection and Disposal	(188,595.55)	63,115.69	0.00	0.00	32,926.34	248.54	0.00	(158,654.74)	53,392.27	(105,262.47)
Municipal Liquor Store	13,836.10	313,559.91	77,360.74	0.00	352,779.63	0.00	0.00	51,977.12	215,271.38	267,248.50
Vergas EDA	50,175.73	1,660.61	0.00	10,000.00	18,337.21	0.00	0.00	43,499.13	0.00	43,499.13
Gen Obligation Tax Abatement Bond	(89,049.27)	40,710.90	138,334.17	0.00	55,174.47	0.00	0.00	34,821.33	0.00	34,821.33
<b>Total :</b>	<b>95,823.63</b>	<b>783,818.07</b>	<b>258,855.62</b>	<b>10,000.00</b>	<b>792,099.00</b>	<b>1,745.61</b>	<b>10,000.00</b>	<b>344,652.71</b>	<b>670,439.18</b>	<b>1,015,091.89</b>

**Energy and Resiliency Advisory Board  
City of Vergas**

The Energy and Resiliency Advisory Board met on Thursday, May 21, 2026, 5:30pm, at the Vergas Event Center Meeting Room.

**Attendance:**

2026	Jan 15	Feb 19	Mar 19	Apr 16	May 21	Jun 18	Jul18	Aug 20	Sept 17	Oct 15
Julie Bruhn	P	P	P		P					
Alex Ohman	A	P	A		A					
Bruce Albright	A	P	P		P					
Cal Miller	P	P	A							
Jim Courneya					P					

• **P: Present. A: Absent**

1. Agenda approved as distributed with one addition regarding Community Energy Ambassador
2. Minutes from the February and March meeting were approved as previously distributed.
3. Welcomed new member Jim Courneya! Review provided on the background and work completed regarding energy and resiliency.
4. Since the March meeting, member Cal Miller resigned. Looking for another member.
5. Event Center solar panels and battery hub installed. Await final electrical work. Anticipate the solar panels will be functional in June.
6. Received the \$8,000.00 funding from ESMC to assist in executing the Energy and Resiliency Action plan. Consensus was using to have an open house approach to showcase solar at the event center. It was proposed a date in September be looked at and secured. Will begin a list of who to contact to be part of the event; Lake Region, OTPC, CERTS, Holsen Solar, WCI, OTC Soil & Water. It was also proposed we come up with a title beyond energy to attract a broader attendance.
7. Vergas Energy & Resilience Plan and Action Plan were approved at the April City Council meeting. University of Minnesota is working on digital formatting. Discussed how to approach the action pan. The following areas were highlighted actions that could be addressed the first year:
  - Energy Fair- meets community education
  - Solar on fire hall- meets expansion of clean energy
  - Ordinances- Planning Commission address
  - Look at tree's available to the community in spring
  - Look at how to certify as a Tree City
  - Look at EMB (Emerald Ash Borer) Management Plans out there and adopt and have this part of the Energy Fair
8. There is a Community Energy Ambassadors training that is available to support community clean energy projects. The program is self-paced, up to 6 months, and free of charge. Registration for the training is at <https://learning.umn.edu/search/publicCourseSearchDetails.do?method=load&courseId=62733213&courseTitle=certs-community-energy-ambassadors-core-training> or go to learning umn edu and do community search for EXT XAE.0012 - CERTs Community Energy Ambassadors: Core Training.
9. Next meeting is June 18, 2026

**Advisory Board Recommendations:**

- Search for a new member to serve on the Advisory Board (Julie Bruhn)
- Check dates in September when the Event Center would be open for the solar open house/information fair (Julie Bruhn)
- Provide members with Community Energy Ambassador Training information (Julie Bruhn)

Recorder  
e/s Julie Bruhn

**Vergas EDA/HRA  
Government Services Center & Zoom  
5:30 PM on Wednesday, June 3<sup>rd</sup>, 2026**

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

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Wednesday, June 3<sup>rd</sup>, 2026, at 5:30 PM in a hybrid meeting at the Vergas Government Services building and on Zoom.

2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bruce Albright, President/Council Liaison	A	P/P	P	P	P	P						
Paul Sonnenberg, Member	P	P/A	P	P	P	P						
Kevin Zitzow, Member	P	P/P	A	P	P	P						
Jennifer Carlson, Member	A	A/P	P	P	P	P						
Vanessa Perry, Member	P	P/P	P	P	P	P						
Julie Lammers, City Clerk-Treasurer	P	P/P	P	P	A	P						

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

Present in person: CEDA Representative Kaite Gehring.

Present via Zoom: Editor Bob Williams of the Frazee-Vergas Forum.

**Call to Order**

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

**Agenda Additions and Deletions**

None.

Motion by Perry, seconded by Carlson, to approve the agenda. The motion passed unanimously.

**Status of Recommendations to City Council**

None.

**Minutes**

Motion by Perry, seconded by Carlson, to approve the minutes from May 4, 2026 and April 1, 2026. The motion passed unanimously.

**Financial Update**

**2026 Income and Expenses**

Lammers reported that the financial picture was unchanged from the prior month, with the exception of activity in the Veterans Memorial account, from which funds were drawn to pay for new flags and related items. She further reported that, following approval of a grant at the previous meeting, the remaining balance available to distribute was \$4,012.91.

Lammers raised a question regarding the eligibility of Hanson's property owners to apply for the remaining grant funds, in the context of a safety-related parking lot and retaining wall replacement project adjacent to the fire hall. The board affirmed that the property owners were eligible to apply, as it was a commercial property, and the project addressed a safety concern. Lammers also noted that one additional applicant was interested in applying, though the request was expected to be less than \$4,000.

Motion by Albright, seconded by Perry, to approve the financial report as presented. The motion passed unanimously.

**CEDA Representative Katie Gehring**

**Community Rehab Grant**

Gehring reported that remaining grant funds were in the process of being distributed, with a small number of projects still outstanding pending receipt of documentation. She indicated she would follow up with at least one interested applicant to encourage a timely submission given the limited remaining balance.

Sonnenberg and Zitzow joined the meeting.

**First Children's Finance Update**

Gehring reported that the First Children's Finance group had established three project pillars at its most recent meeting: (1) **Facility Support**, focused on items such as lease agreements, rent analysis, financial modeling assistance, and maintenance partnerships;

(2) **Workforce Development**, centered on provider recruitment, including a potential open house or provider informational night to address licensing questions; and (3) **Ongoing Provider Support**, which would connect newly licensed or prospective providers to regional associations, business cohorts, and peer networks. Gehring noted that two comparable projects had recently been completed in Renville and Big Stone and identified those communities as potential resources for informational outreach. The next First Children's Finance meeting was scheduled for the following Monday, at which project teams would be assigned.

### **Growing Up Vergas**

Gehring provided an extensive update on fundraising efforts and project planning for the Growing Up Vergas childcare facility project.

**Funding Asks:** Gehring reported that she had submitted requests of \$25,000 each to Lake Region, Arvig, and Otter Tail Corporation, whose boards were scheduled to meet on July 8, July (pending follow-up), and July 10, respectively. Perry reported receiving written confirmation of a \$5,000 commitment from TIP, with a stated intent to increase the contribution to \$10,000 contingent on the organization's financial recovery following a corporate-level situation.

**State and County Grants:** Gehring reported that she had applied for \$200,000 through the DCYF grant program, with a decision expected around June 17. She noted that a DEED grant application had been submitted in partnership with Otter Tail County, with a potential award of \$100,000, though DEED decisions are historically delayed beyond stated timelines. The board estimated that combined state grant funding could reach approximately \$300,000, with local funding commitments of approximately \$75,000–\$100,000, for a working project budget target in the range of \$500,000. Lammers noted that matching fund requirements would apply to some of the grant awards.

**Bid Documents:** Gehring presented draft bid documents she had prepared in anticipation of receiving grant awards. The documents included a general section applicable to any construction approach, language specific to prefabricated building options, and a detailed addendum outlining key project components such as fencing, sidewalks, and a walk-in pantry. The board discussed whether the bid structure would utilize a general contractor to sub out work to specialty contractors, which Gehring and Lammers confirmed was the intent, with the EDA retaining the right to reject any and all bids.

**Project Timeline and Next Steps:** The board discussed the June 30, 2027 project completion deadline associated with grant funding. Vice Chair Albright indicated he was working to schedule a meeting with a prospective major donor, pending the scheduling of that appointment. The board agreed it would be advantageous to have a clearer picture of confirmed funding—particularly following the anticipated July grant board decisions—before approaching larger donors with formal presentations. Gehring noted she intended to prepare a PowerPoint presentation to be ready for such meetings. The board also discussed the possibility of approaching additional local businesses, including Vector Windows, for contributions.

**Next Meeting Date:** Given that key funding decisions from Lake Region and Otter Tail Corporation were expected in the second week of July, the board agreed to move the July meeting from July 1 to **July 15, 2026**, in order to be positioned to make informed decisions with full knowledge of grant outcomes.

Lammers noted that approximately \$17,000 held in a West Central Initiative account could be transferred to support the Growing Up Vergas project if needed to close any remaining funding gap.

### **Adjournment**

Motion by Sonnenberg, seconded by Perry, to adjourn the meeting at 5:52 PM. The motion passed unanimously.

### **Council Recommendations**

None.

### **Follow Up Actions**

- Gehring: Follow up with the person interested in applying for grant funds for a sign and inform them that it is urgent if they want to apply.
- Gehring: Follow up with Arvig regarding the \$25,000 funding request to see where it stands.
- Gehring: Prepare a PowerPoint presentation for potential grant presentations to larger donors.
- Albright: Set up a meeting with potential donor to discuss potential funding.
- Carlson: Reach out to Vector Windows to discuss potential funding or support.
- Gehring: Make flyers for fundraising efforts and distribute them.
- Gehring: Reach out to Renville and Big Stone communities to gather information about their similar projects.

**City Council**  
**2026 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 16, 2026**

**5. Community Requests**

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- A. July 31, 2026 Fireworks Long Lake Park
- B. Aug. 22, 2026 Ole's Ride - Railway Ave

**City Council**  
**2026 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 16, 2026**

**7. Municipal Solar Cohort**

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**Files Attached**

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- City of Vergas Building and Solar Analysis For Council and FHB HOLSEN.pdf

# City of Vergas Building and Solar Analysis

## Griffin Peck, West Central Initiative

Ben Holsen and Jess Grondahl, Holsen Solar

### **Building Energy Analysis**

*Vergas Fire Hall:*

Consumption: 66,064 kWh's per year- Small General Service, FTOS Heat, and Off peak Water Heater

Cost: \$3,922 (\$2,289.67 Energy kWh charge)

### **Rate Analysis**

*Vergas Fire Hall:*

(22%) Small General Service; Summer: \$0.07546 Winter: \$0.05595

Average Rate: \$0.08007

(76%) FTOS Heat; Summer: \$0.01032 Winter: \$0.01109

Average Rate: \$0.02626

(2%) Off peak water heater; Summer: \$0.03084 Winter: \$0.03204

Average Rate: \$0.04707

Weighted Average Rate Paid: \$0.03581

Actual Average for Solar Analysis: \$0.07767 (FTOS only active 10 PM – 6 AM so solar will never be consumed under the lower rate)

## **Solar Analysis (Updated with final bid pricing)**

### ***Vergas Fire Hall***

50 kWDC / 40 kWAC Nameplate Capacity

Annual Production: 54,500 kWh (82% offset)

Total Cost: \$110,356

Incentives: Otter Tail Power POP Rebate: \$ 55,078

IRS 30% ITC Base credit: \$33,047

Total Incentives: \$88,125

Balance after incentives: **(\$22,231)**

Annual Energy Savings: \$4,200 (\$200 annual insurance included)

Cashflow Positive: 5 years, 2 months

Lifetime Savings (30 years): \$123,547

Total Energy Value (30 years): \$145,778

Vergas Fire Hall												
Year	Energy		Tax Savings (Elective)			Finance		Cash Flow		Benefit		
	Export Payment	Electric Bill Savings	Incentive	Federal Tax Credit (30%)	WCI Muni Solar Loan	Building Insurance	Annual Cash Flow	Cumulative Investment	Array [kWDC]	Annual Production [kWh]	Annual Solar Use	Annual Solar Export
2025			55,078	33,047	(\$110,156)		(\$22,031)					50
2026	\$3,859	\$628				\$ (200)	\$4,286	(\$17,745)				54,500.1
2027	\$3,838	\$624				\$ (200)	\$4,263	(\$13,482)				8,175
2028	\$3,874	\$630				\$ (200)	\$4,304	(\$9,178)				46,325
2029	\$3,910	\$636				\$ (200)	\$4,346	(\$4,832)				
2030	\$3,946	\$642				\$ (200)	\$4,388	(\$444)				0.07677
2031	\$3,983	\$648				\$ (200)	\$4,430	\$3,986				0.0833
2032	\$4,019	\$654				\$ (200)	\$4,473	\$8,459				
2033	\$4,056	\$660				\$ (200)	\$4,515	\$12,974				1.50%
2034	\$4,093	\$666				\$ (200)	\$4,558	\$17,533				
2035	\$4,130	\$672				\$ (200)	\$4,601	\$22,134				\$110,156
2036	\$4,167	\$678				\$ (200)	\$4,645	\$26,779				
2037	\$4,205	\$684				\$ (200)	\$4,688	\$31,467				
2038	\$4,242	\$690				\$ (200)	\$4,732	\$36,200				
2039	\$4,280	\$696				\$ (200)	\$4,776	\$40,976				
2040	\$4,318	\$702				\$ (200)	\$4,821	\$45,797				
2041	\$4,357	\$709				\$ (200)	\$4,865	\$50,662				
2042	\$4,395	\$715				\$ (200)	\$4,910	\$55,571				
2043	\$4,434	\$721				\$ (200)	\$4,955	\$60,526				
2044	\$4,472	\$727				\$ (200)	\$5,000	\$65,526				
2045	\$4,511	\$734				\$ (200)	\$5,045	\$70,570				
2046	\$4,550	\$740				\$ (200)	\$5,090	\$75,661				
2047	\$4,590	\$746				\$ (200)	\$5,136	\$80,797				
2048	\$4,629	\$753				\$ (200)	\$5,182	\$85,978				
2049	\$4,668	\$759				\$ (200)	\$5,228	\$91,206				
2050	\$4,708	\$766				\$ (200)	\$5,274	\$96,480				
2051	\$4,748	\$772				\$ (200)	\$5,320	\$101,800				
2052	\$4,788	\$779				\$ (200)	\$5,367	\$107,167				
2053	\$4,828	\$785				\$ (200)	\$5,413	\$112,580				
2054	\$4,868	\$792				\$ (200)	\$5,460	\$118,040				
2055	\$4,909	\$798				\$ (200)	\$5,507	\$123,547				

### **Loan and Grant Information**

West Central Initiative is offering up to \$150,000 loans with 0% interest and no origination fee to communities that cannot finance their solar projects in other ways

Repayment will consist of the utility rebate, tax credit when it is received, and a simple repayment plan not to exceed 72 months

### **Tax Credit Assistance and Guidance**

The MN Dept of Commerce contracted with Deloitte to provide support for communities with clean energy tax credits. Deloitte will support municipalities with active projects to file 990-T and clean energy tax credits

West Central Initiative will also contract with Giraffe Finance who will file for the federal tax credit on behalf of the city. The city will share relevant project information and details with the Giraffe team; the Giraffe team will file all the necessary paperwork and documents. Only once the city receives their tax return will Giraffe be paid. This service is worth \$5,000; West Central Initiative will pay for our communities to use this service.

**City Council**  
**2026 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 16, 2026**

**8. Committee Reports**

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- A. Personnel
- B. Park Board

**Files Attached**

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- 06.04.26 Personnel Committee Minutes.pdf
- Proposed Updated Job Description - LS Manager.pdf
- Proposed 2026 Pay Structure effective 7-1-2026 (updates to Liquor Store Manger).pdf
- Park Board Minutes 6.11.26.pdf

**City of Vergas  
Personnel Committee Meeting**

The Personnel Committee was called to order on Thursday, February 12, 2026, at 10:00 am at 131 E Main St at the Government Services Center.

<b>2026</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Julie Bruhn, Mayor Appointment	<b>P</b>	<b>P</b>				<b>P</b>						
James Stenger, Council Appointment	<b>P</b>	<b>P</b>				<b>P</b>						
Julie Lammers, Clerk-Treasurer	<b>P</b>	<b>P</b>				<b>P</b>						
Mike DuFrane, Utilities Superintendent	<b>P</b>	<b>N/A</b>				<b>N/A</b>						
Matt Engebretson, Maintenance Worker	<b>N/A</b>	<b>P</b>			<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

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

Call to Order

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

Agenda

There were no additions or deletions to the agenda.

Employee Benefits

The committee discussed employee benefits, including short term disability and MN Family Leave. Both of these programs cover the same benefits currently. Cost of short-term disability is \$813.24 a year.

Motion by Bruhn, seconded by Stenger, to recommend to council to discontinue short term disability until the state discontinues Mn Family Leave. Motion passed unanimously.

Handover Work Forms

Discussion was held regarding handover work forms. Lammers provided copies of Clerk-Treasurer, Utilities Superintendent, Maintenance Operator, Deputy Clerk and Event Cener Coordinator form. These are working documents and members were asked to review and provide input for employees to improve upon the forms. No form was provided from the Liquor Store Manager.

Motion by Bruhn, seconded by Stenger to request Liquor Store Manager submit form before his last date of duty. Motion passed unanimously.

Resignation

The committee reviewed and discussed resignation of Liquor Store Manager Kyle Theisen. Appropriate procedures and next steps were considered.

Motion by Bruhn, seconded by Stenger to recommend to Council to approve the resignation of Kyle Theissen as of June 12, 2026 and to advertise position starting June 16, 2026. Motion passed unanimously.

Motion by Bruhn, seconded by Stenger, to recommend to Council to approve the updated job description, removing supervision received from Liquor Store Committee and to add store maintenance of both inside and outside of building. Motion passed unanimously.

Motion by Bruhn, seconded by Stenger, to recommend to Council to update pay structure to raise minimum to \$22.23 and update steps accordingly. Motion passed unanimously.

Adjournment

The meeting adjourned at 10:49 am. upon completion of business.

Secretary,

Julie Lammers, CMC  
Vergas City Clerk-Treasurer

**Council Recommendations**

Approve discontinuing short term disability until the state discontinues Mn Family Leave.

Approve the resignation of Kyle Theissen as of June 12, 2026, and to advertise position starting June 16, 2026.

Approve job description for liquor store manager.

Approve updated pay structure to raise minimum to \$22.23 and update steps accordingly.

**Follow Up Actions:**

Members provide updates to handover checklist.

Employees update handover checklist for their annual review.

**POSITION TITLE:** Liquor Store Manager

**DEPARTMENT:** Liquor Store

**SUPERVISION RECEIVED:** City Clerk/Treasurer, City Council

**SUPERVISION EXERCISED:** Liquor Store Clerks

**FLSA STATUS:** Full Time, Non-exempt

Date of Latest Revision: June 16, 2026

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**I. Position Summary:**

Is a working manager performing the administrative work in managing the overall operations of the City of Vergas off-sale liquor store while also serving as a clerk for the store and supporting assigned city administrative operations. The position entails managing a number of systems, processes and activities; operation’s planning, purchasing, promoting sales, maintaining and planning inventory and budgeting. Is directly responsible for sales and profitability and accountable for the store receipts and expenditures. Develops and implements policy and procedures and provides the supervision of store personnel.

**II. Essential Functions of the Position:** *This section are major areas of accountability, priorities, key responsibilities, and recurring duties. The listing of duties is not exhaustive, but is inclusive of all duties, tasks, and subtasks that can be logically inferred are not specified.*

**1. Leadership:**

- Overall authority in managing the functions of the municipal liquor store subject to city council policy guidance.
- Organizes, directs and prioritizes the operations of municipal liquor store, establishes policy, and ensures adherence to city policies and applicable federal & state laws/rules/regulations.
- Overall responsibility for communications and actions for human resources, inventory, pricing, and administrative practices.
- Regularly informs the City Council of liquor store operations, programs, activity, new and revised policy, budget, profit, and trends.
- Provides reports and assists the Liquor Store Committee and attends meetings of the City Council as directed or needed.
- Promotes a positive and motivational work environment.

## **2. Administration & Management:**

- Daily coordinates and controls the systems, processes and activities of the liquor store.
- Responsible for the planning, budgeting and purchasing.
- Handles and oversees the preparation and maintenance of complete and accurate records and ensures required reports are completed and submitted timely.
- Further supervises the department by prioritizing, assigning, monitoring, and assisting work. Demonstrates by personal example the desired standards of conduct and work habits and promotes teamwork through communication, motivation and cooperation.

## **3. Sale Operations:**

- Maintains cash control by balancing and preparing daily cash report, prepares and makes daily bank deposit, and ensures adequate change is available for cash register.
- Prepares and submits monthly sales report and handles purchases and the related decisions in ordering liquor, beer, wine and other merchandise and supplies.
- Follows up with vendors on any missing or damaged items and reviews invoices for accuracy.
- Manages the inventory and makes related decisions regarding pricing according to sales and profitability goals. Conducts physical checks as necessary.
- Determines methods to increase profitability of operations and decrease expenses, advertises specials and sales following state guidelines and oversees the promotional activities and communications.

## **4. Store Maintenance:**

- Oversees and participates in the maintenance of the store appearance (inside and outside of building), regular building maintenance and maintenance of all department equipment. Reports, coordinates and performs repair and services as appropriate.
- Monitors and maintains the store electronic security system.
- Maintains the digital liquor store sign and applies effective principles and practices regarding electronic communications, visual appeal, and advertising/marketing.

## **5. Communications and Coordination with other City Departments:**

- Works closely with the City Clerk/Treasurer to coordinate work, provides daily sales reports and bank deposit slips, and receives input/feedback.
- Coordinates work with other departments by sharing information, actively seeking input/feedback and informs elected officials about important issues and concerns.
- Receives requests, complaints and information from the public and communicates to city staff and or City Council as indicated. Conducts follow-up and resolution as appropriate.
- Prepares and follow's up on city business as assigned by the City Clerk/Treasurer.

#### **6. Supervision of Department Personnel:**

- Maintains, and effectively recommends to the City Clerk-Treasurer/City Council, the full complement of supervisory functions for a supervised position as staffing/hiring, training, staff development, assigning and prioritizing work, reviewing work, coaching and evaluation performance, compensation/rewards, discipline/discharge per City policy and under Council's final approval.
- Oversees department daily work, supervises employee performance and reviews work output and reviews/submits bi-weekly time sheets.
- Ensures completion and participation in mandatory and other job-related training needs.
- Promotes workplace safety through ongoing efforts related to training and awareness.

#### **III. Examples of Performance Criteria:**

- Supports and promotes City policies, procedures, vision, and mission.
- Establishes and maintains cooperative and productive relationships with a variety of people.
- Represents the City through effective communication; verbally or in writing, via in person, phone, or correspondence.
- Demonstrates time management, confidentiality, and the ability to read and analyze technical information.
- Develops the necessary knowledge and skills to perform the duties and continually improve personal knowledge base and keep current with industry trends and new technologies.
- Analyzes data, plan operations, prepares reports, provides reliable information and sound advice to promote decision making.
- Promotes teamwork, safety, professionalism, and efficiency within the City.
- Travel and attend meetings and respond to emergencies.

#### **IV. Minimum Requirements:**

- High school diploma or equivalent.
- Two years' experience in purchasing, sales, marketing/advertising, accounting, office management and inventory control.
- At least two years of supervisory experience with specific responsibility for work scheduling, assigning/prioritizing/reviewing work, and coaching/motivating employees.
- Knowledge of liquor store inventory products.
- Computer skills including competency in work processing and spreadsheets or experience with point of sale software programs.
- Proficiency at reading, interpreting, and communicating procedures and policies.

## **V. Preferred Qualifications:**

- Coursework and or additional training and experience in marketing, purchasing, sales and accounting.
- Experience in a Municipal Liquor Store.
- Greater supervisory experience than listed in the minimum qualifications.
- Experience with direct responsibility for one or more functions in a retail establishment.

## **VI. Special Working Conditions:**

Work indoors a majority of time. Work in refrigerated cooler and check in deliveries outdoors in all types of weather. Can experience extended periods of standing and computer use with variably frequent sitting, rising, walking, and bending. Requires lifting, carrying or moving merchandise up to 40 pounds. This position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards, to talk and hear with enough proficiency to allow for communicating by phone or in person and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. The noise level is usually low to moderate. Flexibility to work business hours as well as work evening and weekend hours as needed or to attend meetings.

*The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.*

**2.5%increase 2026 STEP STRUCTURE - Regular Employees**

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

Grade Level		Points	MINIMUM	Step 1	Step 2	Step 3	MIDPOINT	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	Job Title
100	153		\$13.66	\$14.07	\$14.50	\$14.93	\$15.38	\$15.84	\$16.31	\$16.80	\$17.31	\$17.83	\$18.36	Liquor Store Clerks
120	160		\$18.21	\$18.76	\$19.32	\$19.90	\$20.50	\$21.12	\$21.75	\$22.40	\$23.07	\$23.77	\$24.48	Deputy Clerk
140	188		\$20.05	\$20.65	\$21.27	\$21.91	\$22.57	\$23.24	\$23.94	\$24.66	\$25.40	\$26.16	\$26.94	Maintenance Worker
160	213		\$25.23	\$25.98	\$26.76	\$27.56	\$28.39	\$29.24	\$30.12	\$31.02	\$31.95	\$32.91	\$33.90	Utilities Superintendent
200	291		\$25.23	\$25.98	\$26.76	\$27.56	\$28.39	\$29.24	\$30.12	\$31.02	\$31.95	\$32.91	\$33.90	Liquor Store Manager
260	496		\$29.34	\$30.22	\$31.12	\$32.06	\$33.02	\$34.01	\$35.03	\$36.08	\$37.16	\$38.28	\$39.42	Clerk-Treasurer
			MINIMUM	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	
							MIDPOINT							

Effective: 1/1/2026

Proposed: Change in Liquor Store Manager Step Structure

Approved amounts as of 01.01.2026	22.27	22.94	23.63	24.34	25.07	25.82	26.6	27.39	28.22	29.06	29.93
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CITY OF VERGAS.  
 Park Board Advisory Board Minutes  
 Vergas Event Center & Zoom Teleconference  
 3:00 PM on Thursday, June 11<sup>th</sup>, 2026

2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dean Haarstick, Council Appointment	P	N/A	A	A	P	P						
Sherri Hanson, Member	P	N/A	P	P	P	P						
Chuck Hanson, Member	P	N/A	P	P	A	P						
Steph Hogan, Member	P	N/A	P	P	P	P						
Tiffany Prindle, Member	A	N/A	A	A								
Tony Sailer, Member	P	N/A	P	P	A	P						
Rachel Nustad, Secretary of the board	P	N/A	P	P	P	P						
Mike DuFrane, Utilities Superintendent	P	N/A	A	A	P	P						

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

Present via person: Julie Lammers, Lyle Krieg, Tim Gagner and Ann Richard.  
 Present via zoom: Citizen James Stenger

**Call to order**

The City of Vergas Park Advisory Board was called to order by S. Hanson on Thursday, June 11<sup>th</sup>, 2026 at 3:00 PM

**Additions and Deletions**

Four additions were noted: Lion’s shelters, Veterans Memorial Park, sign in the park and wishing well.

**Minutes**

Motion by Hogan, seconded by S. Sailer to approve the minutes from May 14, 2026. The motion passed unanimously.

**Status of Recommendations to City Council**

The City Council approved the funds for painting the Loon at the Vergas City Public Beach.

**Story Walk**

The Board noted that the Story Walk installation was up and running and received positive feedback. Members reported frequently seeing visitors using it, and the City Office had received numerous calls inquiries about it.

**Pickleball**

Ann Richard, Treasurer of the Pickleball Club provided an update. The prior year's fundraiser for shade and concrete improvements was a success, and the shade structure has been installed, though it was temporarily taken down due to high winds and will be reinstalled with minor adjustments. The group is using the Pickleheads app to organize and schedule events, which now include morning open play, afternoon ladders, a men's night, a ladies' night, a Wednesday session, and a planned tournament on the 30th. Attendance continues to grow, having surpassed 3,000 visits last year based primarily on morning play alone. Upcoming projects include the installation of a plywood practice board inside one of the courts, planned for June. The group is also requesting optional \$20 contributions from regular players and is conducting ongoing court maintenance. The question of obtaining a defibrillator for the courts remains unresolved, with discussion noting its relevance to both pickleball and baseball areas given proximity to City emergency facilities. A concern was raised regarding fine cracking in the concrete pad. It was clarified that this was the City-funded portion and falls under a separate warranty process. Sailer suggested to add a guest book at the courts to informally track where players are coming from, inspired by a similar initiative at the disc golf course that attracted visitors from as far as Europe.

**Baseball Committee**

Sailer briefly discussed the tubing that was installed at the baseball field. It was noted that the proper equipment never showed up, requiring volunteers to improvise with their own resources. A concern was also raised regarding some baseball field equipment being left outside, and it was agreed to follow up with a baseball member. The scoreboard was reported to be in the process of being repaired. The Board acknowledged that field maintenance planning would need to be addressed at the next meeting in light of upcoming activities.

### **Lion's Shelters**

Lyle Krieg, representing the Lions Club and the Veterans Memorial Committee, presented plans and questions regarding the Lion's-maintained shelters in the park. The Lions intend to paint and stain the shelters for which they are responsible, including the shelter behind the Event Center. It was noted that the shelter behind the Event Center weathered poorly over the winter and is in need of staining. Discussion centered on the ramp leading down to the main large shelter at the beach, which is city-owned but has historically been maintained by the Lions. The Lions proposed replacing the existing wood top rail with a composite deck board to eliminate splinters, improve durability under sun exposure, and reduce the need for frequent staining. The cost was estimated at approximately \$500. The Board discussed the ramp's future under the Long Lake Park Master Plan, with S. Hanson indicating the plan would begin on the opposite end of the park, and this ramp would likely remain in place for a few more years. There was also discussion about whether modifications such as a composite handrail would trigger ADA/handicap accessibility compliance requirements. DuFrane indicated that as long as the structure is not fully reconstructed, it would not be required to meet current ADA grade standards. Regarding the shelter near the beach restroom area, the Lions expressed concern that the structure, which bears their signage, is deteriorating and reflects poorly on the organization. The Board acknowledged the shelter would remain in place for a few more years and encouraged the Lions to include it in their maintenance plan. The removal of deteriorated roadside railings on that shelter was also discussed and agreed to be appropriate, as they are approaching a hazard condition and are unsightly.

Motion by Sailer, seconded by Hogan, to authorize the Lions Club to stain the two shelters they maintain and to install a new composite handrail on the boardwalk ramp leading down to the shelter. The motion passed unanimously.

### **Wishing Well Donation**

The Board was informed that a community member offered to donate a handcrafted wishing well with planter to the City, intended for placement in Peterson Park near the Event Center. The structure would measure 30 by 30 inches and stand approximately 6 feet 7 inches tall. The donor would construct the wishing well and planter; however, a volunteer would be needed for planting the flowers. Some concern was raised regarding the potential for the structure to be misused as a waste receptacle, and it was suggested a false bottom or screen be incorporated into the design. The matter of where specifically to place it was also briefly discussed.

Motion by Hogan, seconded by Sailer, to recommend that City Council accept the wishing well donation. The motion passed unanimously.

### **Veterans Park**

Lyle Krieg and Tim Gagner provided an update on the Veterans Memorial Park, which is part of the City park system. City staff have been assisting with mowing and maintenance around the memorial. The Lions recently installed new edging and plan to add additional granite rock to fill in the area. Five new interpretive signs (2 feet by 3 feet each) are being fabricated and will be powder coated in Detroit Lakes. The signs will tell the stories of the large memorial rock, a World War II veteran, the USS Minnesota, a helicopter and the serviceman killed in it, and a tribute to the late committee member Henry Ditterich, featuring a Purple Heart. A "Remember Me" sign is also planned for near the parking lot entrance by the flags. The Board discussed the sign permit process. It was determined that the Veterans Memorial Committee must submit sign applications to Planning Commission, including images and proposed placement locations, so that staff can verify compliance with the sign ordinance and confirm that signs will not be placed within any road right-of-way. Lammers also noted that she will have to talk with Otter Tail County. The Veterans Memorial Committee indicated they planned to install the signs the week of June 23rd, and Lammers confirmed she would provide an answer immediately following the Planning Commission meeting on June 22nd. Looking further ahead, the committee is exploring the addition of two bronze statues — one depicting a soldier with a prosthetic leg and a dog, and another of a soldier kneeling at a fallen cross — at a projected cost of \$90,000–\$95,000. Significant fundraising will be required, and no concrete quotes have yet been obtained. Lyle Krieg shared a positive anecdote about a passing cyclist who spontaneously praised the Veterans Memorial Park and the general upkeep of the parks in Vergas, which was well received by the Board.

### **Long Lake Park Master Plan**

#### **Sales Tax Update**

Lammers informed the Board that the Minnesota Legislature declined to approve any new local sales tax authorizations for the 2027 cycle, meaning the City cannot bring a sales tax referendum to voters under the current timeline. This leaves the City Council to decide whether to pursue the matter again next year — which would require a special election given there is no general election in 2027 — or to wait until 2028, with any resulting revenue not arriving until 2030. As an alternative funding avenue, Lammers indicated the LCCMR (Legislative-Citizen Commission on Minnesota Resources) may be the most viable path forward. It is the same grant source used for the park's boardwalk project. Lammers emphasized the importance of documenting park usage this summer with photographs — particularly during high-attendance events such as Loony Days — to demonstrate regional significance, a key

LCCMR evaluation criterion. Board members were encouraged to capture images showing large numbers of visitors. The use of a drone was suggested as an effective tool.

### **Review**

A vendor that approached Lammers following legislative testimony presented conceptual playground equipment designs themed around the loon. Concepts included a climbing wall through a loon's head leading to slides, climbing nets shaped as the loon's wings, and additional nature-themed elements such as cattails, walleye, and other fish native to Long Lake. Lammers noted the City already has quality equipment for younger children and that the goal was to serve the 5–12 age range more effectively. Estimated costs for this type of installation would be in the range of \$100,000–\$120,000. The concepts were shared with the Board for informational purposes, with no action taken at this time.

### **Loon Landscape**

#### **Mulch vs. Landscape Rock**

S. Hanson reported that a volunteer workday was recently held to clear overgrowth from the Loon Landscape area. Master gardeners present during that session were unanimous in recommending mulch over landscape rock for the planting beds.

#### **Plants vs. Flowers**

Master gardeners who participated in the workday expressed interest in planting flowers and shrubs in the area but indicated they need a budget allocation for flowers, shrubs, mulch, soil, and peat, as the existing soil quality is poor. The Board discussed an appropriate spending limit and agreed to recommend up to \$1,000 to City Council.

Motion by C. Hanson, seconded by Hogan, to recommend that City Council approve up to \$1,000 for the purchase of mulch, soil, peat, and plants for the Loon Landscape area. The motion passed unanimously.

### **City Worker Update**

DuFrane provided updates on two matters.

**Pickleball Concrete Cracking:** DuFrane reported ongoing efforts to address the cracking in the concrete steps installed at the pickleball courts. The contractor involved indicated the cracking was an expected outcome, DuFrane found unsatisfactory given that no heavy equipment had been used on the surface. Follow-up calls to the contractor had gone largely unanswered, though the contractor did eventually indicate he might come to inspect the site. Another area resident with concrete experience, indicated he could send a contractor to assess the damage and offer options, which was viewed as a positive development. The Board encouraged DuFrane to continue pursuing the contractor and to explore what remediation options, including sealing, might be available.

**Aquatic Plant Management (Beach Weeds):** DuFrane reported that the aquatic plant treatment permit had been changed by the state, with the permitted treatment now limited to copper sulfate — a product he had no prior experience using. Repeated attempts to reach the AIS (Aquatic Invasive Species) coordinator in Detroit Lakes had not resulted in a response. DuFrane noted that weed growth in the north end of the lake, including the City beach, is increasing and that treatment needs to occur soon to prevent the beach from becoming unusable. The Board discussed possible approaches, including use of a mechanical harvester, hand-pulling of weeds, and chemical treatment. DuFrane indicated that two community members had offered the use of their boats to apply the copper sulfate treatment. The Board suggested that DuFrane contact Otter Tail County Land and Water Resources for guidance, as well as reach out to the Long Lake Association, which may have relevant experience working with the DNR on the same lake-wide weed issue.

### **Budget**

Lammers provided the budget report. No concerns were mentioned.

### **Other Business**

None.

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

The next Park Advisory Board meeting was set for **July 9, 2026**.

### **Adjournment**

Motion by Hogan, seconded by Sailer, to adjourn the meeting at 4:00PM. The motion passed unanimously.

Respectfully submitted,

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

**Recommendations to City Council**

- Recommend that City Council accept the wishing well donation.
- Recommend that City Council approve up to \$1,000 for the purchase of mulch, soil, peat, and plants for the Loon Landscape area.

**Follow Up Actions**

- Pickleball Club: Add a practice board inside court number 4 at the pickleball courts in June.
- Pickleball Club: Continue to monitor and conduct court maintenance as needed for the pickleball courts.
- Lammers: Attend the Planning Commission meeting on June 22nd at 6pm regarding the Veterans Memorial signs.
- Board: Start gathering photos and drone footage of large events at the park to demonstrate regional significance for potential LCCMR grant application.
- DuFrane: Obtain quotes for mulch, dirt, plants, and shrubs for the Long Lake landscape project and recommend a budget (up to \$1,000) to the City Council.
- DuFrane: Follow up with the contractor regarding the cracked concrete at the pickleball courts and explore repair or sealing options if no resolution is provided.
- DuFrane: Contact Otter Tail County Land Resources (or equivalent) to get information and guidance on aquatic plant management and chemical treatment options for the lake weeds.

DRAFT

**City Council**  
**2026 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 16, 2026**

**9. Staff Reports**

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- A. Engineering Report
- B. Clerk-Treasurer Report
- C. Utilities Report

**Files Attached**

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- Vergas Engineering Update June 2026.pdf
- 06.26 Clerk\_Treasurer\_Report.pdf
- 06 June 26 Utilities Council Report.pdf
- Quote for Aquatic Pesticide.pdf
- Quote for Weed Removal.pdf

## Engineering Update – June 2026

Blaine Green, PE, VP

## Ongoing Items:

- Parking lot:
  - Project closeout
- Keilley Shores development
  - We've received word that the pond has been expanded, we're awaiting results of the new dimensions to confirm it meets the specifications

## Upcoming Items:

- West Lake Street
  - The City could pursue basic upgrades to the street, and early cost estimate would put the street costs around \$105,000 to improve safety from Glenn Street to Hwy 17.
- Lead Service Line
  - City is required to submit an update before the end of July. Will work with staff and assist with submittal.

## 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](mailto:blaine.green@widseth.com)

Thank you!

## Clerk-Treasurer Council Report

Date: June 2026

### Liquor Store Manger

New POS system in place June 1, 2026 – had internet issues and needed to update firewall June 15, 2026, took on Manager duties until new manager is hired.

### Grants

#### WCI Solar Grant-Received

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

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

Installation completed and waiting for inspector approval.

Otter Tail County rebate received for \$36,000. Giraffe Financial tax credits account created.

#### MDH Implementation Grant-Received

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, 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.

### 2026 Elections

- Local Filing will be July 14-28, 2026
- Election Judge training July 9 and July 16.
- Elections August 11, 2026, and November 3, 2026.

### City Office – Safety and Compliance

A walk-through mock inspection of the City Office was conducted by MMUA representative Jason Gorr. The following items were identified:

- Exit signs needed above all exit doors.
- Solar light needs to be placed above flag outside of building.

### Current Projects

- Insurance Deductible
  - Does Council want to change deductible amount?
- EDA/HRA: Daycare initiative
  - Name: Growing Up Vergas
  - Grants are being applied for
- Planning Commission:
  - Ordinance book update for review and recommendation to Council
  - Nuisance Properties

# City of Vergas

## Monthly Utility Superintendent Report

**Reporting Period:** May–June 2026 **Submitted by:** Mike DuFrane

### Parks Department

- All flags have been mounted on the power poles.
- Spring weed-control application has been completed throughout all park areas.
- Has been prepared for season.

### Streets Department

- Routine inspections and general street maintenance continued as scheduled.
- Road patch has been placed on Railway Avenue and E Linden by Driveway Services.

### Water Department

- Daily system checks and operations continued without interruption.
- No compliance issues or service disruptions occurred during the reporting period.

### Wastewater / Sewer Department

- The City's five-year NPDES wastewater discharge permit has been completed and submitted to the Minnesota Pollution Control Agency (MPCA).
  - Submitted electronically via MPCA e-Services.
  - Hard-copy submission also mailed to the MPCA.
- Required influent and effluent samples for the corridor have been collected and submitted.
- All wastewater operations remain in full compliance.

### Yard Waste / Brush Site

- Communication with the Minnesota Department of Natural Resources (DNR) was completed regarding seasonal burning requirements.
- The City was issued a fire permit for **Tuesday, June 16**, authorizing a one-day controlled burn at the yard waste site.

### City Shop – Safety & Compliance

A walk-through mock inspection of the City Shop was conducted this month by MMUA representative Jason Gorr. The following items were identified:

- **Electrical Outlets:** Outlets used for charging batteries were found to be insufficient. Additional outlets or electrical upgrades will be required.
- **Fuel Storage:** Several gas cans were identified as needing replacement due to age or condition. New compliant cans will be budgeted.
- **Ladder Safety:** Rating and safety stickers on several ladders were faded or missing.
  - Staff will contact the ladder manufacturer to request replacement stickers.
  - If compliant stickers cannot be obtained, affected ladders will be replaced.

**Aqua Solutions LLC**  
2508 37th Ave S  
Moorhead MN 56560  
218-784-8067

**Estimate**   
City of Vargus

**Check Payable to**  
Aqua Solutions LLC

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Description	Qty	Chemicals <input type="checkbox"/>	Total price
Aquatic pesticide application <input type="checkbox"/>		Hydrothol 191	\$1,500.00
			\$0.00
			\$0.00
			\$0.00
Notes:		<b>Subtotal</b>	<b>\$1,500.00</b>

**\$1,500.00**

**Aqua Solutions LLC**  
2508 37th Ave S  
Moorhead MN 56560  
218-784-8067

**Estimate**   
City of Vargus

**Check Payable to**  
Aqua Solutions LLC

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Description	Qty	Chemicals <input type="checkbox"/>	Total price
Aquatic pesticide application <input type="checkbox"/>		Hydrothol 191	\$1,500.00
			\$0.00
			\$0.00
			\$0.00
Notes:		<b>Subtotal</b>	<b>\$1,500.00</b>

**\$1,500.00**

**City Council**  
**2026 June Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:30 PM on Tuesday, June 16, 2026**

**10. Information & Announcements**

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Meetings and Events:

A. Household Hazardous Waste Day, Thursday, June 25, 2026, 10:00 - 2:00 Vergas Event Center Parking Lot

Employee 2026 Trainings:

A. League of MN Cities Annual Conference June 24-26, 2026, in Rochester (Bruhn, Albright and Stenger)

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

C. Clerk's Advanced Academy- September 10-11, 2026, in Otsego, MN (Clerk-Treasurer)