

City Council
2023 June Council Meeting and Public Hearing
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, June 13, 2023

- 1. Public Hearing-Gravel Pit and Open Burning Ordinances**
 1. Gravel Pit Ordinance
 2. Open Burning
- 2. Call to Order**
- 3. Citizens' Concerns**
- 4. Agenda Additions and Deletions**
- 5. Approval of Consent Agenda**
 - A. Council Minutes of the May 9 & 24, 2023
 - B. Bills paid between Council meetings and Council bills
 - C. Liquor Store bills for May 2023
 - D. Late water/sewer bills
 - E. 2023 Investment Schedule/Bond Schedule
 - F. General Fund Special Revenue Money Market Account
 - G. 2023 Statement of Receipts, Disbursements and Balances
 - H. American Rescue Plan Funding 2021-2026
 - I. Certify Dog License to property taxes
 - J. Committee Reports - requiring no Council Action
 1. Planning Commission
- 6. Ordinances**
 1. Gravel Pit
 2. Open Burning
- 7. Otter Tail Lakes County Assn.**
- 8. Committee Reports**
 - A. Park
 1. Loon for the Park fiscal agent-Monday, Aug. 7, 2023 from 5-7 pm
 2. Budget Planning
 3. Fence
 - B. Personnel
 1. Personnel Policy update- holiday
 2. Event Center Coordinator Job Description
 - C. EDA/HRA
 1. Gap Financing
 - D. CDH-Vergas Fire Board
 - 1 Paving
 - E. Water and Sewer
 1. Internal Grease Traps (moved to July meeting)
 2. Cross Contamination - fine
 - F. Streets, Sidewalks and Yard Waste
 1. Slope bid
 2. 140 E Linden
 3. Sunset Strip
- 9. Staff Reports**
 1. City Clerk-Treasurer - Report
 - A. IIMC Conference
 - B. GOVOS forms
 2. Utilities Superintendent Report
- 10. Information & Announcements**

Trainings:

 - a. League of MN Cities Annual Conference, June 21-23, 2023 (Bruhn, Haarstick, Albright)
 - b. Clerks Advanced Academy- Sept 14-15, 2023, Bemidji, MN (Lammers)

Events:

- a. Otter Tail County Board of Review, June 14, 2023.
- b. Household Hazardous Waste Day, Thursday, June 29, 2023 10:00 - 2:00

11. Adjournment

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City Council
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6:30 PM on Tuesday, June 13, 2023

1. Public Hearing-Gravel Pit and Open Burning Ordinances

1. Gravel Pit Ordinance
2. Open Burning

Files Attached

- 06-13-2022 Public Hearing Notice - Ordinance Gravel Pit and Open Burning Ordinance Changes.pdf

VERGAS CITY COUNCIL
PUBLIC HEARING NOTICE
NOTICE OF PUBLIC HEARING REGARDING

NOTICE IS HEREBY GIVEN that the Vergas City Council will hold a public hearing on Tuesday, June 13, 2023, at 6:00 p.m. to be held in the Council Chambers as a hybrid meeting at the Vergas Event Center, 140 W Linden, Vergas, Minnesota, and on zoom id number 267-094-2170 (password 56587) to consider proposed Gravel Pit and Open Burning updated ordinances of the Vergas, Minnesota Code of Ordinances.

A copy of the proposed ordinances are available for review on the City's website (www.cityofvergas.com), as well as at the City Office, located at 111 E Main St, Vergas, Minnesota, during regular office hours.

All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing, you are invited to submit your comments in writing to the City Clerk-Treasurer prior to the scheduled hearing. Written comments or questions will be addressed at the hearing and a written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218) 302-5996 Ext 1 prior to the hearing so that arrangements can be made to address any specific requirements.

Julie Lammers
City Clerk-Treasurer

City Council
2023 June Council Meeting and Public Hearing
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, June 13, 2023

5. Approval of Consent Agenda

- A. Council Minutes of the May 9 & 24, 2023
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for May 2023
- D. Late water/sewer bills
- E. 2023 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2023 Statement of Receipts, Disbursements and Balances
- H. American Rescue Plan Funding 2021-2026
- I. Certify Dog License to property taxes
- J. Committee Reports - requiring no Council Action
 - 1. Planning Commission

Files Attached

- 05-09-2023 Council Minutes.pdf
- 05-24-2023 Special Council Minutes.pdf
- 2023 City Bill Listing.pdf
- June Council Claims List.pdf
- 2023 Liquor Store Bill Listing.pdf
- Utility Billing AgedBalance_06082023 (1).pdf
- Investment Schedule & Bond Schedule.pdf
- Genreal Fund_Special Revenue Money Market Account Report.pdf
- WCI Fund Statement Apr 2023.pdf
- American Rescue Plan Funding 2021-2026.pdf
- Animal Lic. Assessments 2023 OTC.pdf
- 05.22.2023 Planning Commission Meeting Agenda & Minutes.pdf

CITY OF VERGAS
COUNCIL MINUTES
Vergas Event Center and Zoom
Tuesday, May 9, 2023

The City Council of Vergas met at 6:30 pm, on Tuesday, May 9, 2023, at the Vergas Event Center for a hybrid regular council meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke, Dean Haarstick and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Blaine Green, Tom Winters, Robert Williams of the Frazee-Vergas Forum, Terry Bennett, Maria Shomento, Shannon Carpenter, Bob Hager, Shane Poss, Jeff Hattlewick, Joy Summers, Jill Shipman and Sherri Hanson.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Citizens' Concerns

Terry Bennett requested an easement across City property for a driveway, to access his property from County Hwy 17. The Council asked Attorney Tom Winters and Clerk-Treasurer Julie Lammers to review the easement location, cost and procedure.

Agenda Additions and Deletions

Motion by Pinke, seconded by Haarstick to approve the agenda with the following addition: Event Center Advisory Board Report, Looney Days, 88 Parkview Drive and Lawrence Lake Acres. Motion passed unanimously.

Approval of Consent Agenda

Motion by Pinke, seconded by Albright to approve the following consent agenda:

- A. Council Minutes of the April 11 & 24, 2023 and Board of Review
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for April 2023
- D. Late water/sewer bills
- E. 2023 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2023 Statement of Receipts, Disbursements and Balances
- H. American Rescue Plan Funding 2021-2026
- I. 2023 General Fund Budget - March 31, 2023
- J. 2023 Water Fund Budget - March 31, 2023
- K. 2023 Sewer Fund Budget - March 31, 2023
- L. Committee Reports - requiring no Council Action
 - 1. Personnel
 - 2. Planning Commission

Motion passed unanimously.

Music/Food Truck on Main Street

Otter Coffee has requested to have music on Main Street as their business has done in the past. This will begin in the middle of June and go through August. Motion by Albright, seconded by Pinke to approve. Motion passed unanimously.

Looney Days

Otter Tail County has approved the parade route for Looney Days parade. Motion by Pinke, seconded by Albright to approve closing streets for the Looney Days parade. Motion passed unanimously.

2023 Pickleball Project

Shannon Carpenter reviewed the plans for the pickle ball courts. Requested permission to add an area around the pickle ball courts with gravel and a sitting area (including a monument sign). They have multiple bids for this project. Phase 1 is getting rid of sand and then making a sitting area. The fund for this project is already secured. Bruhn asked DuFrane if he had any concerns. He questioned if the plan was ADA Compliant. Carpenter stated they are considering this when making the plans. Motion by Albright, seconded by Pinke to approve the second phase of the pickleball project. They will also be adding signs to this area: no skateboards and names of donors. Motion passed unanimously. Motion by Pinke, seconded by Fischer for Bruce Albright to be the Council Liaison for the pickle ball project. Motion passed unanimously.

88 Park View Easement Area

Bob Hager stated he has received a proposal from East Otter Tail Soil and Water Conservation District. Bruhn stated he needed to discuss this with the park board. Hanson explained the park board has previously stated they would like Hager to work with East Otter Tail Soil and Water Conservation District for work to be done in the easement area. Albright stated this was discussed at the planning commission meeting held on April 24, 2023, and they stated Council has requested the trees be removed and council should continue this discussion regarding the planting of trees in the trail easement. On October 11, 2022 the Council stated that 6 trees should be moved. Willows have been cleared off in the trail easement area for snowmobile traffic by the City utility employees. Hager removed the roots and now there is an area that is exposed. Hanson stated the park board has maintained they do not have funds for any planting.

Hager stated the following:

The property is owned by his daughter and son-in-law. The property is all theirs but there is 3 easements along their property.

He has already planted some plants in this easement area and has moved 4 of the 6 trees the Council asked him to move.

Hager stated he is not asking for any money.

He did not remove any roots – just cut off stumps.

He seeded the ditch and the grass.

He has planted plants at the bottom of the slope. He has been advised by park board members to have a formal plan and he went to the soil conservation to get a formal plan.

He just wants to have more inviting property for the city. There are 2 trees by the bench in the trail easement area that will bring shade to the bench and the trail.

The right of way is not feasible for snowmobiles.

He is trying to make the shoreline more inviting. There are more willows and trees growing wild by the wall (below the foundation of the wall).

The City has modified the ditch and he has cleaned this up.

In the easement it states they cannot do anything to harm the City's rights and the City cannot do anything to harm their rights.

There are rocks in both the easement area and outside the easement.

Asked for 2 trees to remain along the trail (by the bench).

The council can change the easement. (The attorney stated they would need to make an amendment).

Albright stated the easement was in place before the property was purchased and the city is not asking for anything that is not in the easement. People cannot go into the park and just plant trees. Hager stated the rock formations are off the easement and on their property and not in the easement area. Albright questioned the erosion area as we need constructive planning in the easement area. Hanson stated the park board has sent Hager to East Otter Tail Soil and Water Conservation District as they know more about trees and plants for the area.

Albright stated he does not question East Otter Tail Soil and Water Conservation District design. If this moves forward, we need to be done with this and stick to the easements. Tom Winters, the City Attorney reviewed the drainage easement and stated the City can plant the plants or give the property owner permission to plant. The trail easement states no planting can be done in the easement. Motion by Albright, seconded by Pinke the two trees can remain by the bench until they become a concern, implement the plan as provided by East Otter Tail Soil and Water Conservation District at his sole expense. ~~He is not~~ He immediately get a permit from the City on file which will be recognize he is planning so double permit fees are not enforced and no further work can be done in city easement

or city property without Council consent.

Fischer asked about the plan and if he is able to do part of the plan now and finish later. The motion does not state this, it must be done completely. Albright asked if he was not going to do the whole plan when will it be done.

Hager stated he has already started some planting and will do others as he can afford. There is no time frame discussed. Voting yes: Albright: Voting no: Fischer, Haarstick and Pinke. No motion failed.

Motion by Fischer, seconded by Haarstick to allow plan to be implemented in phases with each phase being brought to Council for approval before more work is done, \$700.00 of the plan will be done this year and the two trees stay. Fischer amended motion to add the comment 1st phase done by May 31, 2023 and Haarstick seconded. Amendment motion passed unanimously. Motion passed unanimously. Albright stated he is on the East Otter Tail Soil & Water Conservation District committee. Hager stated the whole Council is doing a good job and this is a great community.

Lawrence Lake Acres

Apex has stated there are 450 feet of culverts on the extension of Glenn Street. The Planning Commission has recommended RCP as engineer has stated. 15-inch diameter is ordinance they are putting 12-inch diameter. Engineering Blaine Green explained the standard engineering practices states the RC pipe for center line culverts. For driveways you can get by with if they degrade it will be at a cost for the city to repair the culverts. Standard engineering practices of crossing a road is RCP pipe. Albright asked if the sections are to be tied or gasketed joints. Winters stated we need to look at past. Bunkowske road has culverts which are 15 inches. The policy should be driven by actual calculations and 12 inch would be sufficient. Motion by Fischer, seconded by Pinke to approve polyurethane (HDPE) culvert on the extension of Glenn Street with a 15-inch pipe as ordinance states. Motion passed unanimously.

Committee Reports

Parks

Sherri Hanson reviewed the Park Advisory Board meetings of May 5 and 24, 2023 (minutes available at the Vergas City Office). Discussed agreement with Pausch who was going to volunteer for bathhouse cleaning and now would like \$1,500 payment so it will go back to the park board for discussion. Motion by Pinke, seconded by Albright for resolution 2023-010 to place the basketball hoop. DuFrane stated he did not recommend putting a free-standing basketball hoop in the city as he is concerned with children being injured. Hanson stated insurance will cover any injuries and DuFrane stated it is not commercial grade. Voting Yes: none. Voting No: Albright, Pinke, Fisher. Absent: Haarstick. Motion failed. (Haarstick stepped out of the meeting for a couple minutes)

EDA/HRA

Albright reviewed the EDA/HRA committee meeting of May 2, 2023 (minutes available at the Vergas City Office). Discussed lots located on Diane Ave and Eva Street that have been tax-forfeited. Summers explained assessments are looked at in a negative connotation and would like to provide payment to the City out of the sale of the lot for payment of the water and sewer lines. Albright and Lammers attended a housing summit. Albright explained there has never been this kind of money for housing with the State of MN. These lots give us an unique opportunity to control the interest of these lots and the EDA/HRA is requesting ownership from Otter Tail County, a letter is being sent to Wayne Stein, County Auditor-Treasurer. The Council gave general support for the purchase of these lots.

Streets/Sidewalks/Yard Waste

Albright reviewed the Streets/Sidewalk/Yard Waste committee meeting of April 18, 2023 (minutes available at the Vergas City Office). Sunset Strip proposal not available. Storm water proposal not to exceed \$4,000. This would be another layer added to our GIS tool. Motion by Albright, seconded by Pinke to approve storm drain proposal. Motion passed unanimously. Motion by Albright, seconded by Fischer to repair the current snowplow truck. Unless the truck is fixed, it basically has no value or is very minimal. Motion passed unanimously. Motion by Fischer, seconded by Haarstick to authorize 2023 seal coat projects if they are within budget. Motion passed unanimously. DuFrane is to bring the figures to the street committee. The Streets committee will review the numbers and if within budget they will move forward. Road repairs for miscellaneous street patching for \$4.80 a square foot, removal of North Railway Avenue-160 feet and make a gravel road (mill the road) and patch Scharf Avenue. Recommended to table area by Municipal Building and alley area and save for 2024. Great Plains made a large hole in the alley, and they will be repairing it by the Hardware Store. The street committee would like a permit for work on roadways. Motion by Fischer, seconded by Pinke to approve road repairs. Motion passed unanimously. The 1990 Ford truck and Chevrolet will be for sale when the new Ford comes in.

Event Center

Lammers reviewed Event Center Advisory Board meeting of April 3, 2023 meeting (minutes will be at the Vergas City Office when available). Motion by Pinke, seconded by Fischer to approve the position for Event Center Coordinator for 520 hours a year (260 in 2023) with personnel committee approving the job description. Motion passed unanimously. Motion by Albright, seconded by Fischer to hire Jezmae Burkett for the Event Center Coordinator at step 1. Motion passed unanimously.

Staff Reports

City Clerk-Treasurer

Lammers provided a plan for using her PTO hours over the 200 hours as personnel policy states. Motion by Pinke, seconded by Albright to approve Lammers plan for time off. Motion passed unanimously. Reviewed Auditor recommendation regarding American Rescue Plan Funding and reviewed fraud with the City of Vergas checking account. Lammers reviewed how Council Members can view shared documents on their iPad. Lammers informed the Council the City has received the Mn Department of Health Grant for \$10,000.00 for generator receptacles at the well house. The quote is \$21,000.00. Motion by Pinke, seconded by Haarstick to use American Rescue Funds for the remaining \$11,000.00. Motion passed unanimously.

Mike DuFrane, Utilities Superintendent

Mike DuFrane provided the following report to the Council for May 2023.

1. Wastewater
 - a. The ponds were at capacity. Discharge is taking place currently.
 - b. March's influent sample Total suspend solids was extremely high over 1400 m/l. The cause of this was fats oil and grease according to the laboratory. Minnesota Rural Water will be reviewing this on Monday and asked the water and sewer committee (Fischer and Haarstick) join him at the ponds. DuFrane will let them know when they are here.
2. Water
 - a. Hydrants were flushed last week.
3. Streets
 - a. Streets were swept on May 3, 2023
 - b. Patching, see street committee report.
 - c. 260 Bennett Rd had damage to tar due to snowplow truck and will be repaired. Albright explained the policy states the City of Vergas will cooperate with the property owner regarding repairs. DuFrane stated due to the way Bennett is designed this will keep happening, because we need to push the snow back. Motion by Albright, seconded by Pinke to repair the damage done to the driveway. Motion passed unanimously.

Liquor Store Manager

Lammers presented the Liquor Store Manager department. One employee has resigned. The POS system has been installed and they are waiting for 1 more piece of equipment. Customers are increasing.

Information & Announcements

Trainings:

- a. IIMC Conference - May 14-17, 2023 (Lammers) Minneapolis
- b. League of MN Cities Annual Conference, June 21-23, 2023 (Bruhn, Haarstick, Albright)
- c. Clerks Advanced Academy- Sept 14-15, 2023, Bemidji, MN (Lammers)

Events:

- a. Thursday, May 18, 6-8 pm Frazee-Vergas Trail Plans- Open House, Vergas Event Center
 - b. Tuesday, May 23, 6-8 pm Frazee- Vergas Trail Plans-Open House Frazee Event Center
- Motion by Pinke, seconded by Albright to provide cookies for the trail open house at the Vergas Event Center with the cost coming from the grant. Motion passed unanimously.
- c. Otter Tail County Board of Review, June 14, 2023.
 - d. Household Hazardous Waste Day, Thursday, June 29, 2023 10:00 - 2:00 volunteers needed

Adjournment

The business for which the meeting was called having been completed, the meeting was adjourned at 8:46 pm.

CITY OF VERGAS
COUNCIL MINUTES
Vergas Event Center and Zoom
Special Council Meeting, Wednesday, May 24, 2023

The City Council of Vergas met at 4:30 pm, on Wednesday, May 24, 2023, at the Vergas Event Center for a hybrid special council meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke and Natalie Fischer. Absent: Dean Haarstick. Also present: Clerk/Treasurer Julie Lammers and Jeff Hattlewick.

Call to Order

Mayor Julie Bruhn called the meeting to order.

Loon Placement

Lammers reviewed a request by Vergas Community Club to place 2 metal loons on City property, one by the trail end closest to Long Lake Park and one by the Vergas Event Center. These are set on a premade cement base and secured into the ground with spikes. They are transportable if needed. Fischer commented that the community club discussed putting the loon in Peterson Park instead of in front of the Event Center. Motion by Albright, seconded by Fischer to allow Vergas Community Club to place 2 metal loons on city property at either the Event Center or Peterson Park and at the trail end. Motion passed unanimously.

Event Center

Motion by Pinke, seconded by Albright to approve resolution 2023-009 (complete copy of resolution located at the city office and on the city web page) for the donation to the Vergas Event Center. Motion passed unanimously.

Emergency – Water

Bruhn reviewed the debriefing meeting of the water emergency which took place on Friday, May 19, 2023. Fischer stated all businesses should be called in the future not just the businesses affected in the area. The Water/Sewer committee will review procedures and make recommendations as well as propose a fine for the business causing the emergency. Bruhn thanked Julie Lammers and Mike DuFrane for the job they did with the emergency.

Ordinance Updates

Albright reviewed the updated Gravel Pit Ordinance planning commission has recommended for approval. Questions regarding reclamation were discussed. Hattlewick stated there is black dirt in piles by the trees and along the side of the property not seen from the road with grass coverage that will be used for reclaiming property once it is fully mined. Motion by Pinke, seconded by Fisher to approve policy to move forward to public hearing on Tuesday, June 13, 2023, at 6 pm. at the Vergas Event Center for a hybrid setting. Motion passed unanimously.

Albright reviewed Open Burning Ordinance planning commission has recommended for approval with changes consisting of the following: DNR permits must be provided to the Clerk-Treasurer 48 hours before burning and informing the city of what is going to be burned. Bruhn mentioned removal of Fire Marshal and Assistant Fire Marshal from the policy and changing the three-foot logs to 3 foot or less. Motion by Albright, seconded by Pinke to approve the ordinance with discussed changes for a public hearing on Tuesday, June 13, 2023, at 6 pm. at the Vergas Event Center for a hybrid setting. Motion passed unanimously.

Liquor Store

Hiring

Lammers requested Council hire Sara Stone at step one of the PayScale per Liquor Store Manger Kyle Theisen's recommendation. Motion by Albright, seconded by Pinke to hire Sara Stone as a Municipal Liquor Store clerk at step 1. Motion passed unanimously.

Engineering plans for Municipal Building

Lammers presented proposed Engineering plans for the updates for the municipal building. Council requested municipal building committee be present for the next meeting with engineer regarding the plans, making the bathrooms handicapped accessible is considered, looking into adding on to the southside of the building for employee bathrooms and/or more storage and Liquor Store Manager Theisen providing a cost return on investment.

Adjournment

The business for which the meeting was called having been completed, the meeting was adjourned at 5:25 pm.

Vergas City Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS
 Bill Listing for May 12 to June 8, 2023

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
Adobe Reader	All Depts., Computer Program	16.10
Blue Cross Blue Shield	Employee, health insurance	1,771.76
Card Member Services	WW, pump	33.34
City of Vergas	Payroll	8,451.09
Ditterich Family Farms	Trail, reimbursed meeting expense	92.85
ESRI	GIS, Licenses	938.00
Forestry Suppliers	WW, pump	312.31
Internal Revenue Services	2023 Withholding Tax	1,467.12
KLM Engineering	Water, tower external cleaning	1,834.00
Lake Region Electric	Sign, electricity	43.42
Lammers, Julie	Clerk, milage	298.68
MN Dept. of Revenue	Sales Tax	58.00
MN Dept. Revenue	2023 Withholding Tax	241.81
MW Pastry	Trail, reimbursed meeting expense	70.00
Public Employees Retirement Assoc.	Payroll	940.40
Trophy House	Event, plaque	21.00
Vergas Fire & Rescue	Fire training, reimbursed by State of MN	850.00
Total for bills paid between Council Meetings		<u>\$17,439.88</u>

Date Range : 5/12/2023 To 6/13/2023

<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>
06/13/2023	Aramark	Event, Rugs & towels Inv 2520205515, 252198392	23803	\$186.54			
					100-45110-210-	EVENT CENTER	\$186.54
06/13/2023	Arvig Communication Systems	All Depts, cameras, internet, phone, fax	23804	\$617.96			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$124.27
					100-43010-321-	City Shop	\$67.50
					100-45110-321-	EVENT CENTER	\$92.00
					100-41010-321-	GENERAL GOVERNMENT	\$334.19
06/13/2023	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium, June 2023	23805	\$3,489.62			
					100-41405-131-	Clerk	\$221.46
					601-49440-131-	Water Utilities - Administration and General	\$442.94
					602-49490-131-	Sewer Utilities - Administration and General	\$442.94
					100-43110-131-	Highways, Streets & Roadways	\$332.21
					100-45210-131-	Parks	\$332.21
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,717.86
06/13/2023	City of Detroit Lakes	St, sweeping	23806	\$755.00			
					100-43110-400-	Highways, Streets & Roadways	\$755.00
06/13/2023	Core & Main LP	Sewer & Water, meters and slide	23807	\$1,418.37			
					601-49440-240-	Water Utilities - Administration and General	\$88.02
					601-49440-530-	Water Utilities - Administration and General	\$665.18
					602-49490-530-	Sewer Utilities - Administration and General	\$665.17
06/13/2023	Corporate Technologies, LLC	All Depts, Technology Inv #94089, 93290, 89110, 8983, 92864, 92481	23808	\$1,409.80			
					100-41010-200-	GENERAL GOVERNMENT	\$909.80
					100-45110-400-	EVENT CENTER	\$500.00

Date Range : 5/12/2023 To 6/13/2023

<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>
06/13/2023	Card Member Service	Park, bouy Event, computer, GG, software	23809	\$663.75			
					100-45210-210-	Parks	\$250.00
					100-45110-210-	EVENT CENTER	\$405.75
					100-41405-331-	Clerk	\$8.00
06/13/2023	Driveway Service	Streets, blading Beach, sand Inv #12610, 12611	23810	\$5,943.00			
					100-43110-400-	Highways, Streets & Roadways	\$4,478.00
					100-43110-400-	Highways, Streets & Roadways	\$555.00
					100-45210-400-	Parks	\$910.00
06/13/2023	Michael DuFrane	Parks, boat use 1 day	23811	\$357.00			
					100-45210-400-	Parks	\$357.00
06/13/2023	Michael DuFrane	Cell phone, reimbursed	23812	\$75.00			
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					602-49490-321-	Sewer Utilities - Administration and General	\$18.75
06/13/2023	Matthew Engebretson	St, Pk, reimbursed cell phone	23813	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
06/13/2023	Flow Measurement and Control	Water & WW, certification, Main Lift Station, Dual Meter Backwash	23814	\$750.00			
					602-49490-400-	Sewer Utilities - Administration and General	\$452.00
					601-49440-400-	Water Utilities - Administration and General	\$298.00
06/13/2023	Franklin Fence Company, Inc.	Parks & Sewer , supplies	23815	\$170.10			
					100-45210-220-	Parks	\$34.00
					602-49490-220-	Sewer Utilities - Administration and General	\$136.10

Date Range : 5/12/2023 To 6/13/2023

<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>
06/13/2023	GWorks	Wtr, Swr, UBMax annual service	23816	\$259.00			
					601-49440-200-	Water Utilities - Administration and General	\$129.50
					602-49490-200-	Sewer Utilities - Administration and General	\$129.50
06/13/2023	Gopher State One Call	Wtr, Swr, Locates	23817	\$6.75			
					602-49490-210-	Sewer Utilities - Administration and General	\$3.38
					601-49440-210-	Water Utilities - Administration and General	\$3.37
06/13/2023	Great Plains Natural Gas Company	Event, Shop, utility	23818	\$1,378.62			
					100-45110-380-	EVENT CENTER	\$654.57
					100-43010-380-	City Shop	\$329.78
					100-43010-380-	City Shop	\$394.27
06/13/2023	Hach Corporation	Wtr, chemicals	23819	\$163.95			
					601-49440-218-	Water Utilities - Administration and General	\$163.95
06/13/2023	Hansons Plumbing & Heating, Inc.	Event, kitchen updat	23820	\$1,943.44			
					100-45110-400-	EVENT CENTER	\$1,931.58
					100-45210-220-	Parks	\$11.86
06/13/2023	Hawkins, Inc	Wtr, chemicals Inv# 6473135	23821	\$565.48			
					601-49440-218-	Water Utilities - Administration and General	\$565.48
06/13/2023	L & M Supply, Inc.	Parks & Street, operating supply	23822	\$53.96			
					100-43110-220-	Highways, Streets & Roadways	\$27.98
					100-45210-220-	Parks	\$25.98
06/13/2023	Lakes Community Cooperative	Parks & Streets, operating fuel	23823	\$358.06			
					100-43110-210-	Highways, Streets & Roadways	\$46.60
					100-45210-210-	Parks	\$311.46

Date Range : 5/12/2023 To 6/13/2023

<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>
06/13/2023	Julie Lammers	Clerk, cell phone	23824	\$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
06/13/2023	Leighton Broadcasting	Event, 2023 advertising	23825	\$199.00			
					100-45110-340-	EVENT CENTER	\$199.00
06/13/2023	Marco Inc	Copier, contract	23826	\$387.32			
					100-41010-200-	GENERAL GOVERNMENT	\$129.11
					601-49440-200-	Water Utilities - Administration and General	\$129.11
					602-49490-200-	Sewer Utilities - Administration and General	\$129.10
06/13/2023	Matts Mobile Diesel Service	Streets, snowplow repiars	23827	\$8,356.21			
					100-43110-400-	Highways, Streets & Roadways	\$8,356.21
06/13/2023	MCFOA	Clerk, dues	23828	\$50.00			
					100-41405-345-	Clerk	\$50.00
06/13/2023	MN Association of Small Cities	Membership Dues	23829	\$277.05			
					100-41010-345-	GENERAL GOVERNMENT	\$277.05
06/13/2023	MN DEPT OF HEALTH/DRINKING WATER	Wtr, 2nd Quarter connection fee	23830	\$410.00			
					601-49440-438-	Water Utilities - Administration and General	\$410.00
06/13/2023	Newling Asphalt Services	St, angled stalls on 1st Street	23831	\$500.00			
					100-43110-220-	Highways, Streets & Roadways	\$500.00
06/13/2023	Northland Trust Services, Inc	St, \$985,000 General Obligation Improvement Bonds Services Paying and Interest	23832	\$13,505.63			
					412-41010-620-	GENERAL GOVERNMENT	\$495.00

Date Range : 5/12/2023 To 6/13/2023

<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>
					412-41010-611-	GENERAL GOVERNMENT	\$13,010.63
06/13/2023	Niki Nudell	Evetn, return deposit	23833	\$75.00	100-45110-999-	EVENT CENTER	\$75.00
06/13/2023	Olson Oil Co.	Park & St, operating supplies	23834	\$67.12	100-43110-210- 100-45210-210-	Highways, Streets & Roadways Parks	\$26.31 \$40.81
06/13/2023	OtterTail Lakes Country Tour Assn	GG, Membership	23835	\$1,000.00	100-41010-345-	GENERAL GOVERNMENT	\$1,000.00
06/13/2023	OtterTail Power Company	Shop, 2023 Utility	23836	\$47.39	100-43010-380-	City Shop	\$47.39
06/13/2023	Pelican Rapids Press	GG, office supply	23837	\$34.37	100-41010-200-	GENERAL GOVERNMENT	\$34.37
06/13/2023	Productive Alternatives, Inc.	Event Center, Cleaning Inv#73950, 74159	23838	\$219.64	100-45110-300-	EVENT CENTER	\$219.64
06/13/2023	RMB Environmental Laboratories, Inc	WW, 2023 Chemicals Inv 43965	23839	\$208.64	602-49490-218-	Sewer Utilities - Administration and General	\$208.64
06/13/2023	Steve's Sanitation, Inc.	Park, Event garbage	23840	\$452.02	100-45110-384- 100-45210-384-	EVENT CENTER Parks	\$189.60 \$262.42
06/13/2023	Kyle Theisen	LS, cell phone	23841	\$25.00	609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
06/13/2023	Vergas Hardware	All Depts, supplies	23842	\$1,144.38	100-45110-210- 100-43110-210- 100-45210-210-	EVENT CENTER Highways, Streets & Roadways Parks	\$615.06 \$258.74 \$100.49

Date Range : 5/12/2023 To 6/13/2023

<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>
					601-49440-210-	Water Utilities - Administration and General	\$29.64
					602-49490-210-	Sewer Utilities - Administration and General	\$48.98
					100-43110-240-	Highways, Streets & Roadways	\$91.47
06/13/2023	Widseth Smith Notlting & Assoc. Inc	Engineering 2023, Engineering-Garage Survey, exhibits Park plan & Trail Plan	23843	\$10,170.76			
					100-43110-303-	Highways, Streets & Roadways	\$3,532.56
					100-45210-999-	Parks	\$3,359.80
					100-45210-303-	Parks	\$3,278.40
06/13/2023	United States Postmaster	GG, Wtr, Swr, postage	23844	\$378.00			
					100-41010-200-	GENERAL GOVERNMENT	\$131.20
					601-49440-200-	Water Utilities - Administration and General	\$123.40
					602-49490-200-	Sewer Utilities - Administration and General	\$123.40
Total For Selected Claims				\$58,172.93			\$58,172.93

Date Range : 5/12/2023 To 6/13/2023

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

City of Vergas Liquor Store Checks Paid in May 2023

Vendor	Description	Total
Aramark	Rugs	\$59.34
Artisan Beer Company		\$230.80
Arvig Communications	Security and Internet	\$401.50
Bergseth Bros		16,160.83
Beverage Wholesalers		6,391.54
Blue Cloud of Burnsville, MN		524.50
Blue Cross Blue Shield of MN	Employee Health Insurance	1,717.86
Breakthru Beverage MN Wine and Spirits		1,919.46
Bucks Mill Brewing		338.80
Card Member Services	Supplies	195.13
City of Vergas	Water/Sewer	59.32
City of Vergas	Payroll	5,037.54
Colonial Life	Employee reimbursed Insurance	186.18
Copper Trail Brewing CO		127.92
Direct Payment Consultants	Service Fee	167.00
D-S Beverage		13,708.49
Great Plains Nat Gas	Utility	73.95
Internal Revenue Service	2023 Withholding Tax	1,393.92
Johnson Brothers Liquor Co		4,946.77
League of Mn Cities Ins	Workers Comp	228.00
Leighton Broadcasting	Advertising	300.00
Menards	Supplies	20.58
Merchant Services	Credit Card Fees	1,033.81
MN Dept. of Revenue	Sales Tax	4,420.00
MN Dept. Revenue	2023 Withholding Tax	190.69
Otter Tail County Treasurer	LS, property taxes	422.70
Otter Tail Power Company	Utility	377.01
Phillips Wine & Spirits		4,731.87
Public Employees Retirement Assoc.	Payroll	\$844.98
Southern Wine & Spirits of MN		751.72
Steve's Sanitation	1 year garbage pickup	\$528.35
Theisen, Kyle	Reimbursed Cell phone and mileage	119.32
Vergas Hardware	Supplies	78.94
Victor Lundeen Company	Check blanks	68.20
Viking Coca-Cola Bottling Co		1,117.35
Wine Merchants		238.33
	Total	<u>69,112.70</u>
	May Receipts	<u>86,355.64</u>
May Balance		\$17,242.94
	January-April Operating Income (Loss)	<u>(\$19,111.87)</u>
2023 Total Operating Income (Loss)		<u>(\$1,868.93)</u>

AGED BALANCES

CITY OF VERGAS

DATE: 06/12/2023 AUTHOR: VERJL22

CRITERIA: ACCT#: 0 - 9999999999 NAME: 0 - Z ZIP: 0 - 0 * includes unbilled transactions

STATUS KEY: N=NORMAL W=NEW C=CUTOFF O=CHARGEOFF I=INACTIVE F=FINAL D=DISABLED R=RENTER L=LANDLORD

Acct#	Stat	Customer	Current	Over 30	Over 60	Over 90	Balance
31	N	CUTTING EDGE	\$72.45	\$59.93	\$58.58	\$0.00	\$190.96
230	N	WELDON, BEN &	\$179.96*	\$122.21	\$177.11	\$74.48	\$553.76
361	N	RHONDA UEKE	\$136.93*	\$100.28	\$138.04	\$49.50	\$424.75
502	N	TJ JOHNSON	\$97.64	\$80.18	\$80.92	\$0.00	\$258.74
530	N	DANIEL HOARD	\$121.34*	\$82.42	\$119.33	\$31.32	\$354.41
570	N	TONY LICENSE	\$145.79*	\$97.90	\$138.09	\$45.92	\$427.70
711	N	OLSON, SHELBY	\$156.40	\$115.95	\$133.21	\$0.00	\$405.56
1371	N	DARYL PIXLEY	\$67.86	\$56.55	\$56.55	\$0.00	\$180.96
1788	N	ERICKSON,KRISTI	\$90.20	\$76.80	\$70.70	\$0.00	\$237.70
2010	N	WHITE, MICHELLE	\$148.79	\$111.90	\$122.03	\$0.00	\$382.72
7701	N	BRACKEN, JOSEPH &	\$155.51	\$156.98	\$137.28	\$0.00	\$449.77
Totals(11):			\$1,372.87	\$1,061.10	\$1,231.84	\$201.22	\$3,867.03

City of Vergas
Investment Schedule
2023

	<u>Account Number</u>	<u>12/31/22</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>05/31/23</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	164,036.15	264,000.00	17,000.00	257.09	411,293.24	0.40	MMDA
Sewer Reserve	19753	26,910.87	0.00	0.00	0.00	26,910.87	0.40	12/27/2023
Sewer and Water Debt Service	19759	37,395.60	0.00	0.00	0.00	37,395.60	0.35	7/17/2023
Liquor Fund	20338	146,467.95	0.00	0.00	0.00	146,467.95	1.75	12/9/2023
Totals		374,810.57	264,000.00	17,000.00	257.09	622,067.66		

City of Vergas
Bond Schedule
2023

<u>Title</u>	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2022</u>	<u>Interest Due 12/31/2023</u>	<u>Total Due 12/31/2023</u>	<u>Amount Paid in 2023</u>
General Obligation Improvement Refunding Bonds,	12/15/2015	\$299,000.00	2.43%	Vergas State Bank	2/1/27	252,315.75	29,173.50	281,489.25	30,089.50
Water/Sewer Refunding Bonds	6/9/2009	\$475,000.00	4.09%	US Bank N.A.		187,150.00	83,352.50	270,502.50	40,870.00
General Obligation Improvement	6/11/2019	\$985,000.00	3.10%	Northland Trust	2/1/40	1,351,645.72	352,715.09	1,311,645.72	67,401.26
General Obligation Water Revenue Note, Series 2022A	2/1/2022	<u>\$132,000.00</u>	2.00%	Vergas State Bank	2/1/32	146,920.00	14,920.00	<u>146,920.00</u>	<u>1,320.00</u>
Total		\$1,891,000.00				1,938,031.47		1,863,637.47	139,680.76

General Fund/Special Revenue Money Market Account

				2023		05/31/2023
	2022 Balance	Interest	2023 Interest	Purchased	2023 sold	Balance
Uncommitted Funds	0.00	\$0.64	165.12	264,000.00		264,165.12
City Shop	8048.35	\$0.02	5.03	0.00		8,053.38
Easements	5224.79	1.27%	3.27	0.00		5,228.06
Event Center	17956.76	0.23%	0.60	0.00	17,000.00	957.36
Event Center Electronic Sign	10,000.00	2.43%	6.25	0.00		10,006.25
General	14481.58	3.52%	9.06	0.00		14,490.64
Park	20634.42	5.02%	12.91	0.00		20,647.33
Sand Seal (Seal Coating)	31408.18	7.64%	19.64	0.00		31,427.82
Sidewalk	14882.84	3.62%	9.31	0.00		14,892.15
Street Improvements/Equipment	41399.23	10.07%	25.89	0.00		41,425.12
Balance	\$164,036.15	100.00%	\$257.09	\$264,000.00	\$17,000.00	411,293.24 ***

***Committed total should not drop below \$110,000 or be above \$165,000 at the end of the year.



West Central Initiative
Statement of Activities by Fund
Fiscal Year through April 30, 2023

	C2560--Vergas Community Fund - General 07/01/2022 Through 04/30/2023	C2561--Vergas Community Fund-Event Center 07/01/2022 Through 04/30/2023	C2562--Vergas Community Fund-Trails, Parks & Recreation 07/01/2022 Through 04/30/2023	C2563--Vergas Community Fund-Economic Development 07/01/2022 Through 04/30/2023	C2564--Vergas Community Fund-Veterans Memorial 07/01/2022 Through 04/30/2023	C2559--Vergas Community Fund 07/01/2022 Through 04/30/2023
Net Assets - Beginning	\$ 123.94	\$ 580.88	\$ 23,345.47	\$ 15,151.69	\$ 74,018.01	\$ 113,219.99
SUPPORT & REVENUE						
Contributed Support						
Contributions						
Government Grants (contributions)	0.00	0.00	12,000.00	0.00	1,000.00	13,000.00
Corporate Contributions	0.00	0.00	10,250.00	0.00	5,800.00	16,050.00
Individual Contributions	0.00	110.00	9,319.33	25.00	28,704.30	38,158.63
Total Contributions	0.00	110.00	31,569.33	25.00	35,504.30	67,208.63
Contributed Support	0.00	110.00	31,569.33	25.00	35,504.30	67,208.63
TOTAL SUPPORT & REVENUE	0.00	110.00	31,569.33	25.00	35,504.30	67,208.63
EXPENSES						
Operating Expenses						
Misc Expense	0.00	0.00	21.63	0.00	10.33	31.96
Operating Expenses	0.00	0.00	21.63	0.00	10.33	31.96
Grants/Distributions to Other Entities						
Grants to Other Entities	0.00	0.00	48,635.00	0.00	58,428.36	107,063.36
Grants/Distributions to Other Entities	0.00	0.00	48,635.00	0.00	58,428.36	107,063.36
TOTAL EXPENSES	0.00	0.00	48,656.63	0.00	58,438.69	107,095.32
Investment Activity						
Other Investment Income						
Interest Earnings - General	2.10	12.25	664.75	319.48	1,768.57	2,767.15
Other Investment Income	2.10	12.25	664.75	319.48	1,768.57	2,767.15
Investment Activity	2.10	12.25	664.75	319.48	1,768.57	2,767.15
CHANGE IN NET ASSETS	\$ 2.10	\$ 122.25	\$ (16,422.55)	\$ 344.48	\$ (21,165.82)	\$ (37,119.54)
Net Assets - Ending	\$ 126.04	\$ 703.13	\$ 6,922.92	\$ 15,496.17	\$ 52,852.19	\$ 76,100.45

American Rescue Plan Funding 2021-2026

Identified Community Need	Source Identifying	Estimated Cost	Priority Ranking
Infrastructure: Generators for 1 Water Plant, 1 Fire Hall, 5 lift stations	Emergency Management Mitigation Action Plan	11,000	9
Infrastructure: Higher grade dehumidifier for the water	Utilities	\$2,470.00	1
Lost Revenue: Event Center track type unit to provide barrier between kitchen & event area and flooring.	Event Center Committee	\$10,000	8
Broadband Infrastructure; IT Support (All computers/ipads)	City	\$2,400.00	3
Municipal Building Telephone System	General Government	\$2,030.00	6
It Support - Fire Wall and Microsoft 365	General Government	\$4,373.00	4
NDSU Landscaping Phase 1 of Long Lake Park	Parks	\$1,250.00	2
GIS Mapping	General Government	\$4,600.00	7
Camera's	General Government	\$3,450.00	5

Income:

9/7/2021 Grant Funds	18,623.80
11/22/2021 Grant Funds	609.88
6/28/2022 Grant Funds	19233.67

Total Income

Expenses:

Dehumidifier	Water Plant	2,470.00
Fire Wall	General Government	848.44
Microsoft 365	General Government	1,124.56
Computer Tech. Support	General Government	2,400.00
NDSU Landscaping	Parks	1,250.00
Total Expenses - reported 04/30/2022 report		\$8,093.00

Telephone System	Telephone System	General Government	977.16
GIS Mapping	Widseth Mapping System	General Government	4,600.00
City Camera System	Arvig	General Government	\$3,450.00
Event Center Floors		General Government	\$10,000.00

Total Expenses

Total Expenses - reported 04/27/2023 report

Expenses approved but not spent	Generator	Water	\$11,000.00
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Total in Fund

Total unallocated

Date
Council
Approved
3/14/2023
9/14/2021
1/10/2023
9/14/2021
3/8/2022
9/14/2021
1/11/2022
7/12/2022
10/11/2022

\$38,467.35

\$27,120.16

\$11,347.19

347.19

June 14, 2023

Office of the County Auditor
Wayne Stein
510 Fir Ave. West
Fergus Falls, MN 56537

Dear Mr. Stein,

The Vergas City Council approved the following dog licenses to be put on property taxes at their June 13, 2023 Council meeting. Please add the following assessment to the property listed below, for assessments payable 2024.

Anthony Boyd
361 S Unit Ave
Vergas MN 56587
Parcel #R82000990121000
In the Amount of \$ **40.00**

Kyle Schrupp
110 Co Hwy 35
Vergas MN 56587
Parcel #R82000500027900
In the Amount of \$ **40.00**

James Endersby
415 S Unit Ave PO Box 65
Vergas MN 56587
Parcel #R82000990155000
In the Amount of \$ **50.00**

Shelby Davis (Olson)
131 E Mill St
Vergas MN 56587-4113
In the Amount of \$ **60.00**

If you have any questions or concerns, please contact me at 218-302-5996 Ext. 1.

Sincerely,

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

CITY OF VERGAS PLANNING COMMISSION MINUTES
Monday, May 22, 2023
6:00 pm
Vergas Event Center

A City of Vergas Planning Commission meeting was held on Monday, May 22, 2023, with the following members present Bruce Albright, Judy Kvam, Rebecca Hasse and Neil Wothe. Absent: Robert Jacoby. Also present: Clerk-Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Engineer Blaine Green, and Jeff Hattlewick.

Call to Order

Chairman Bruce Albright called meeting to order at 6:00 pm.

Agenda Additions and Deletions

Motion by Wothe, seconded by Hasse to approve agenda with following additions: Bunkowske property and approved by Clerk-Treasurer permit.

Minutes

Lammers reviewed the rules regarding attending the meeting online vs in person. Members need to let Lammers know before the agenda is provided to the public location of board members. Motion by Hasse, seconded by Kvam to approve minutes for April 24, 2023. Motion passed unanimously.

Status of Council Recommendations

None.

Construction Permits

Approved by Clerk-Treasurer

101 E Linden St

Lammers approved permit for 101 East Linden for remodel with new windows, siding, fascia, and removal of addition and replacement with a deck (if deck is over 30 inches they will need railing).

Permits Needing Approval

88 Park View Drive, Landscaping

Albright explained the city owned property proposal has been approved by the City Council. Motion by Wothe, seconded by Kvam to approve construction permit 88 Park View Drive for working within shoreline, stabilizes the whole outlet and is completed by May 31, 2023. Motion passed unanimously.

311 E Scharf Ave, Fence and shed

Motion by Kvam, seconded by Hasse to approve fence and shed as designed by plan. Motion passed unanimously.

Bunkowske Property

DuFrane reviewed work being done at 350 Townline Road. There are 7 Grade and Fill permits along his property and the properties lakeside which have been purchased. DuFrane stated they have removed the fence and leveled out his property. Bunkowske told DuFrane that he did not realize Doug Ackling was

moving this much dirt. DuFrane questioned if we could stop allowing Ackling from working within the City of Vergas. Albright stated we would need to speak with our attorney regarding this. Albright questioned if the city holds contractors responsible for having permits. The volume of dirt being moved is not associated with the past grade and fill permits already purchased. A grade and fill permit is \$75.00, and this will double due to work being done before the permit was applied for. A silk fence is required for the 6 lots that have grade and fill permits, but DuFrane is unable to see a silk fence. The property has signs saying private property, so he has not gone on the property. DuFrane stated this work is now done as the farmer has planted the land. Albright asked Lammers to check with the attorney regarding working in the city. DuFrane questioned licensing contractors who are working within the city. Motion Wothe, seconded by Hasse to send letter to Bunkowske to get a grade and fill permit which will be doubled in cost for additional work done on his property. Motion passed unanimously.

Old Business:

Gravel Pit Ordinance

Albright reviewed the gravel pit ordinance improvements. Jacoby sent the following items for discussion:

***Potential Minable Area.** The area within the subject property that can be mined/excavation that meets the conditions and setbacks as described in this ordinance. This area includes any existing mined area and any virgin land that meets the conditions and setbacks within the subject property.

***Prohibited Zone for Mining Operations.** The area within the subject property that cannot be mined/excavated as it does not meet the conditions and setbacks as described in this ordinance.

Potential minable areas should also exclude wetlands and other areas that cannot be legally mined under any local, county, state or federal laws, rules or regulations. For example if I have a 100-acre parcel including 50 acres of wetland this wording may allow me to excavate the entire 50 acres of dry land.

Subject Property. The real property on which Mineral Extraction Facilities, Processing Plant, Asphalt Plant and/or Ready-Mix Plant is sought to be permitted.

Since we are applying a percentage to this, we need to define real property as it relates to this ordinance. Is it a single parcel, can it be multiple parcels or is it something the applicant needs to identify in its permit application?

14. Phasing plan which provides no more than ten (10) acres of the site to be open to active mining at any one time. Before any additional land may be mined, the applicant must reclaim portions of the site to the condition that is indicated on the approved reclamation plan.

14. Phasing plan which provides no more than 50% of the total potential minable area shall be open to active excavation at any one time. Before any additional land may be mined, the applicant must reclaim portions of the potential minable area to the condition that is indicated on the approved reclamation plan.

I would like to know why the original ordinance had the 10-acre limit. It seems to me we are adding this provision for the benefit of the current pit. This ordinance is also for future pits. Prior the city council must have had a reason for the 10 acres limit. We should be prepared to explain to the public and to the city council why we feel the 10-acre limit is inappropriate.

15 Minimum Potential Minable Area. No permits shall be granted for lots with less than thirty (30) Acres of potential minable area.

We need to define lots or replace it with subject property which is defined

151.73 BOND.

The bond shall remain in effect for *at least one year after the expiration of the permit or until reclamation of the subject property* . The bond shall guarantee the required *restoration* of the entire site.

Is this the later or earlier of the two events? Replace restoration with reclamation.

151.77.08. Maximum slopes. **During the entire period of operations**, all excavations other than **the working face** shall be sloped on all sides at a maximum ratio of one foot horizontal to one foot vertical, unless a steeper slope shall be approved by the city. **Where excavations are adjacent to a public roadway or other right-of-way, or the property adjacent to the excavation, the excavation shall have a maximum four to one slope.** Slopes adjacent to or contiguous to bodies of water shall be sloped at a maximum of six to one.

Is the current pit in violation of this ordinance? What is the definition of “the working face”? What slope is allowed on

the working face? We need to ensure the safety of this pit and future pits.

Commissioners reviewed comments. Greene stated we may want to include the wetlands in the prohibited zone definition. The City of Vergas does not manage the wetlands, there is other agencies which oversee them. Motion by Kvam, seconded by Wothe to recommend to Council to approve the proposed gravel pit ordinance by having public hearing and readings with the following change in prohibited zone for mining operations: wetlands which cannot be altered. Motion passed unanimously.

Open Burning

Moton by Hasse, seconded by Kvam to recommend to Council to approve the proposed open burning permit by having public hearing and readings with the following addition adding the word DNR to which was provided in section. Motion passed unanimously.

Streets & Sidewalks

This is a work in process and will have an update soon.

Ordinance Culverts, Right-a-way permit, Ordinance 151.32, 85 and 93

This is a work in process and will have an update soon.

Shoreline Management Ordinance

This is a work in process and will have an update soon.

Updated Vergas Basic Code

Lammers provided LMC update and is working on ordinance to accept and deny portions of the ordinance. This is a work in process and will have an update soon.

New Business

Nuisance Properties within Vergas

101 E. Mill Street

There is garbage all over the yard. Pile of debris with wood and grill.

130 E Elm Street

Trash all over the yard. (No picture was supplied)

131 E Mill Street

Trash all over the yard, dogs continue to tear up garbage and place everywhere.

339 E Frazee Ave

Trash piled up in the back yard.

170 South 1st Avenue

Tractors in front yard. Otter Tail County is working with property owners regarding tractors in the right of way as requested by the streets, sidewalks and yard waste committee. (No picture was supplied)

207 Main Street

Trash all over the yard. (No picture was supplied)

Motion by Wothe, seconded by Hasse to have Lammers send letters to 101 E Mill Street, 131 E Mill Street, and 339 E Frazee Ave. Motion passed unanimously. Discussed having an ordinance stating all properties must have garbage service? Lammers will look into laws regarding.

Motion by Hasse, seconded by Kvam to adjourn meeting at 7:33 pm.

Secretary,

Julie Lammers, Vergas City Clerk-Treasurer

Follow Up Actions:

Snow emergency routes.

Send a letter to the property owner at 311 Park View Drive regarding the shed. (June 1, 2023)

Send letter to property owner at 241 Bennett Road regarding trees in right of way. (June 1, 2023)

Updated Shoreline Management Ordinance (Lammers & Kvam)

Lammers keep planning commission up to date with Otter Tail County ordinances regarding THC.

Lammers, DuFrane, Engineers to review and update Ordinance 79, 85 and Ordinance 93 regarding culverts and right of ways.

Review laws regarding requiring garbage service.

Check with the City Attorney regarding contractors working without a permit.

Council recommendations:

Approve open burning and gravel pit ordinance. (Brought to special council meeting).

City Council
2023 June Council Meeting and Public Hearing
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, June 13, 2023

6. Ordinances

1. Gravel Pit
2. Open Burning

Files Attached

- Proposed ORDINANCE 151.70 Gravel Pit Ordinance as of 05-22-2023.pdf
- 05-2023 Proposed Open Burning Ordinance as of May 24.pdf

**CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
Proposed revision May 22, 2023**

151.70 EXCAVATION, MINING AND GRAVEL PITS

151.70 PURPOSE AND INTENT

It is the purpose of this ordinance to regulate the existing and future Mining Operations in the city. Mining Operations are inherently accompanied by noise and dust, often create hazardous conditions, and may result in lasting disfigurement of the land where they are conducted on, and therefore can tend to interfere with the use of nearby property or the quality of life for the residents adjacent or in proximity to Mining Operations. It is also the city's intent to ensure that the disturbed areas are restored upon completion of Mining Operations, and overall, to protect public health, life and general welfare.

151.701 DEFINITIONS.

For the purposes of this section, the definitions listed below shall be construed as follows:

Abandonment. The inactivity of a worksite for one year or more without the act of extracting any minerals.

***Active Gravel Pit.** The terms "active gravel pit" and "active excavation" mean any area where the topsoil or overburden has been removed for the purpose of mining earthly deposits or minerals.

Berm. A mound of earth designated to provide screening of areas and to reduce noise.

Dust. Airborne mineral particulate matter.

Engine Retard Breaking. Dynamic Brake, Jake Brake, Jacobs Brake, C Brake, Paccar Brake, transmission brake or other similar engine retarding brake system which alters the normal compression of the engine and subsequently releases that compression.

Excavation. The movement or removal of soil and minerals.

Interim Use Permit. A permit for temporary use of a property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.

Manufacturing. Any activity that includes Portable, Permanent, or Temporary Asphalt Plants, Concrete Ready-Mix Plants, Processing and Recycling Plants.

Manufacturing Area. Such operations may include, but are not limited to, concrete mixing, concrete block production, asphalt production, the grinding and/or crushing of concrete or asphalt, and the processing of petroleum-contaminated soil being managed pursuant to the Minnesota Pollution Control Agency (MPCA) approval, so long as the processing or recycling does not violate any federal or state law or any of the requirements of any regulatory agencies having jurisdiction over said operations.

Mineral. Sand, gravel, rock, clay and similar higher density non-metallic natural minerals.

Mineral Extraction. The removal of sand, gravel, rock, clay and other minerals from the ground.

Open Gravel Pit Open-pit mines that produce building materials and dimension stone are commonly referred to as "quarries." Open-pit mines are typically enlarged until either the mineral resource is exhausted, or an increasing ratio of overburden to ore makes further mining uneconomic.

Operator. Any person or persons, partnership, corporations or other entities or a combination or assignees thereof, including public or governmental agencies, engaging in mineral extraction and any processing, recycling, and manufacturing activities derivatives.

Operation. "Operation" includes the driving of all hauling trucks or equipment into or out of a gravel pit, loading, roadwork or engine start-up of any kind.

Owner. Any person or persons, partnership, corporation or other entities owning fee title to the Subject Property.

Processing Area. Any area that is being used for stockpiling, storage, or processing or recycling of sand, gravel, soils, or other materials or products derived from gravel mining, even if such materials did not originate or were not produced on the premises.

Processing Plant. Machinery used to crush, wash, compounding, mixing, or treat dirt, sand, gravel, rocks, or similar mineral products into consumable products such as construction grade sand, gravel, and other similar products. This does not include Asphalt Plants and Concrete Ready-Mix Plants. (see Manufacturing Area)

***Potential Minalable Area.** The area within the subject property that can be mined/excavation that meets the conditions and setbacks as described in this ordinance. This area includes any existing mined area and any virgin land that meets the conditions and setbacks within the subject property.

***Prohibited Zone for Mining Operations.** The area within the subject property that cannot be mined/excavated as it does not meet the conditions and setbacks as described in this ordinance. Potential minable area should also exclude wetlands and other areas that cannot be legally mined under any local, county, state or federal laws, rules or regulations without proper permits.

Reclamation. To claim land to self-sustaining long-term use which is compatible with contiguous land uses, present and future, in accordance with the standards set forth in this Ordinance.

***Reclaimed Area.** Areas of the subject property that have met the reclamation standards.

Rough Grade. The stage at which the grade approximately conforms to the approved plan.

Slope. An inclined ground surface the inclination of which is expressed as a rate of horizontal distance to vertical distance.

Soil. Is naturally occurring superficial deposits overlaying bedrock.

Stockpiling. Move or handle a reserve supply of goods or raw material accumulated for future use.

Subject Property. The real property on which Mineral Extraction Facilities, Processing Plant, Asphalt Plant and/or Ready-Mix Plant is sought to be permitted.

Topsoil. Is the upper most layer of naturally occurring soil.

***Virgin Land.** The area untouched and undisturbed by mining/excavation operations.

* Areas to be monitored annually per inspections.

151.71 PERMIT REQUIRED.

Mineral Extraction.

- A. Permit Required. Irrespective of the zoning classification of a subject property a permit, as provided herein, is required for Mineral Extraction or Manufacturing unless specifically excepted from such permit.
- B. Interim Use Permit (I.U.P.) is required for any Mineral Extraction or Manufacturing Facility.
- C. Interim Use Permits are valid for one year. City has 60 days to issue permit.

151.72 PERMIT APPLICATION REQUIREMENTS.

An application for a permit required by this Ordinance shall contain the following:

- A. The legal description of the lands from which it is proposed to excavate, remove, process, store or handle minerals.
- B. The name and address of the applicant and the name and address of the owner of the land.
- C. Names and addresses of all adjacent landowners within one-half mile radius.
- D. Copies of any agreements pertaining to the operation including the duration of any lease, if applicable.
- E. The purpose of the excavation or related activities.
- F. The estimated time required to complete the excavation or related activities.
- G. The highways, streets or other public ways within the city upon and along which the material removed shall be transported.
- H. The plan of operation, including, but not limited to:
 - 1. Soil processing (any operation other than direct mining and removal),
 - 2. Nature of the processing and equipment,
 - 3. The area to be included in the operation,
 - 4. Depth of topsoil and soil type,
 - 5. The depth and grade of excavation,
 - 6. The estimated quantity of material to be added to or removed from the premises,
 - 7. Location of the plant,
 - 8. Location of stockpiles,
 - 9. Source of water, disposal of water and reuse of water. In the event that water is used in the operation of a pit, approval from the state department of natural resources and other appropriate state or federal agencies shall be obtained as to the type, location and depth of such well and contained with such application.

10. The number and location of trees prior to excavation.
 11. Adjacent and on-site buildings and land uses.
 12. Map or plat of the proposed pit or excavation showing the confines or limits thereof, together with the proposed finished elevations based on sea level readings.
 13. Elevations and percent slope within 100 feet beyond the perimeter of the excavation and other such information necessary to analyze the site shall be provided by the applicant. United States Geological Survey datum shall be used for all topographic mapping where feasible.
 14. Phasing plan which provides no more than 50% of the total potential minable area shall be open to active excavation at any one time. Before any additional land may be mined, the applicant must reclaim portions of the potential minable area to the condition that is indicated on the approved reclamation plan.
- I. The operation plan must also identify actions to be taken during operation to mitigate adverse environmental impacts, particularly erosion and rising dust out of any sand or gravel pit.
 - J. A reclamation plan including, but not limited to:
 1. Final grade of the property;
 2. Depth of topsoil reclaimed;
 3. Type of vegetation replanted;
 4. Number of trees to be replanted, replacing the trees removed during excavation.
- 15 Minimum Potential Movable Area. No permits shall be granted for lots with less than thirty (30) Acres of potential movable area.

151.73 **BOND.**

A. The city council shall require the applicant apply for a special use permit under this ordinance. Owner or user of the property on which the pit or excavation is located, shall post a cost bond with surety acceptable to the city or cash escrow in such form and sum as the city council shall determine, with sufficient surety running to the city, conditioned to pay the city the extraordinary cost and expense of managing or repairing, from time to time, any highways, streets or other public ways where such repair work is made necessary by the special burden resulting from hauling and travel, in removing material from any pit or excavation, the amount of such cost and expense to be determined by the city engineer; and conditioned further to comply with all the requirements of this ordinance, and the particular permit, and to pay any expense the city may incur by reason of doing anything required to be done by any applicant to whom a permit is issued.

The city council, for failure of any person to comply with any requirements made of them in writing, under the provisions of this ordinance, as promptly as the same can reasonably be done, may proceed to such requirement to be complied with and the cost of such work to be taxed against the property, whereon the pit or excavation is located or the city council may at its option proceed to collect such costs by an action against the entity to whom such permit has been issued and its sureties.

B. In addition to the bond required in subsection (A), the applicant for the permit shall post a performance bond of at least \$50,000.00. The amount may be greater based on the city engineer's recommendation(S). The performance bond shall be executed by a corporate surety company authorized to do business in the state. The performance bond shall be used for the subject property for which a permit is granted and conditioned upon full

performance of the terms and conditions of this chapter by the applicant and/or owner of the premises described in the permit application. The bond shall remain in effect for at least one year after the expiration of the permit or until reclamation of the subject property . The bond shall guarantee the required restoration of the entire site.

151.74 AGREEMENT TO HOLD CITY HARMLESS

No person shall open, operate or maintain any mineral extraction facility or engage in mineral extraction on a subject property without an agreement with the city, saving the city free and harmless from any and all suits or claims for damage resulting from negligent excavation, removal or storage of minerals or operation of any mineral extraction facility within the city.

151.75 FEES AND APPLICATIONS.

151.75.001. Annual fee required. An annual fee will be required for the Interim Use Permit. Such fee shall be established by council resolution as adopted from time to time.

151.75.002. Inspection and review permit fee. The inspection and review permit fee shall be established by council resolution adopted from time to time.

151.75.003. Denial of Permit. In the event an application for the issuance of a permit is denied, the city council shall retain such amount of said fees as shall be necessary to defray costs of engineering and legal services incurred by the council in connection with such application and the balance, if any, shall be returned to the applicant.

151.75.004. Reimbursement to city for engineering and legal services. In the event of the cost of engineering and legal services exceeds the permit fee, then and in that event the applicant shall, upon notice from the city, reimburse the city for the same within 30 days.

151.75.005. Form of application. The application shall be in such form and shall furnish such information as shall be required by the city council.

151.76 INSPECTIONS.

The City Engineer shall inspect operating and gravel mining pits annually, approximately May 1, weather permitting, and have the report to the City Clerk by June 1. The Engineer shall inspect and certify as compliant or, if deficient, note the deficiency and corrective action(s) to be taken pursuant to a checklist to be developed by the Engineer and the City to ensure compliance with this Ordinance.

151.77. CONDITIONS OF PERMIT.

151.77.01. Hours of Operation. Operation shall be conducted only between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, unless specifically authorized by the City. No mineral extraction or manufacturing shall take place on holidays. In cases of public emergencies, hours of operation may be extended by the City Clerk. It is the specific intent of this section that no crushing, loading, hauling, or engine startup activity of any kind shall take place on or upon any area or subject property other than during those hours specified above.

151.77.02. Fencing or Berm: Where deemed necessary by the City, a fence or berm may be required prior to the commencement or as a condition of the continuous operation of any Mineral Extraction or Manufacturing operation enclosing the area authorized by the applicable permit. If required, the fencing must have a minimum

of two (2) single strand wires with posts a maximum of twelve (12) feet apart and at least four (4) feet in height. A berm must be a minimum of thirty (30) inches high and six (6) feet in width at the base.

151.77.03. Screening. The applicant or owner shall plant suitable and fast growing screening trees which shall be a minimum of six feet high placed in two rows, staggered with trees not more than ten feet apart in each row, reducing unsightly view of the operations and reducing noise and dust.

151.77.04. Access Roads. All access roads will be of a sufficient length from a public road so that any turns onto the public road can be completed with a margin of safety. All access roads shall be maintained so as to minimize noise and dust from vehicles using such access road.

151.77.05. Dust Control. The Operator shall utilize all practical means to reduce the amount of dust cause by the operation. In no case shall the amount of dust or other particulate matter exceed the standards established by the MPCA pollution control agency and the United States Environmental Protection Agency (EPA).

151.77.06. Noise. Maximum noise levels at the perimeter of the Operation will be consistent with the standards established by the MPCA and the United States EPA.

151.77.07. Air Quality. All activities on the Subject Property will be conducted in a manner consistent with the MPCA standards.

151.77.08. Maximum slopes. During the entire period of operations, all excavations other than the working face shall be sloped on all sides at a maximum ratio of one foot horizontal to one foot vertical, unless a steeper slope shall be approved by the city. Where excavations are adjacent to a public roadway or other right-of-way, or the property adjacent to the excavation, the excavation shall have a maximum four to one slope. Slopes adjacent to or contiguous to bodies of water shall be sloped at a maximum of six to one.

151.77.09. **Setbacks. The following setbacks shall apply:**

a. No mining shall take place within one-hundred (100) feet of any property lines, road right-of-way or easement;

b. No part of the operation shall be within five hundred (500) feet of any occupied structure not owned by the Operator or Owner and existing at the time of the original permitting.

151.77.10. Limits of Excavation. No more than 50% of the total potential minable area shall be open to active excavation at any one time.

151.77.11. Noxious Weeds. The Operator shall utilize all practical means to reduce and prevent the growth of noxious weeds.

151.77.12. Spillage on Public Roadways. Spillage of material on and damage to public streets used as haul roads shall be cleaned up and repaired to the satisfaction of the City Engineer in a timely manner.

151.77.13. Water pollution. Operators shall comply with all applicable state pollution control agency regulations and federal and EPA regulations for the protection of water quality. No waste products or process residue, including untreated wash water, shall be deposited in any lake or natural drainage system, except that lakes or ponds wholly contained within the extraction site may be so utilized.

151.77.131. Topsoil preservation. All topsoil shall be retained at the site until complete reclamation of the site has taken place according to the reclamation plan.

151.78. **RECLAMATION.**

151.78.01. All mining areas shall be reclaimed immediately after mining operations cease. Reclamation shall be complete within one (1) year. The following standards shall apply:

- 1) The peaks and depressions shall be graded and backfilled to a surface which will result in a gentle rolling topography in substantial conformity to the land area immediately surrounding. All interior slopes shall be graded to a maximum of 4:1.
- 2) The slope to adjacent properties shall be four foot horizontal to one foot vertical (4/1) of mined areas;
- 3) Reclaimed areas shall be surfaced with an amount equal to the surrounding area with a minimum of 2 inches of soil of a quality at least equal to the topsoil of the land areas immediately surrounding; and
- 4) The reclaimed areas shall be seeded, sodded or planted with native grasses, legumes and grasses. Trees and shrubs may also be planted, but not as a substitute to native grasses, grasses and legumes. Erosion control measures must be implemented until ground cover is established.

151.79. Standards for filling and compaction.

- 1) Prior to reclamation, the operator shall provide to the city engineer the location, area, and depth of the land before and after the anticipated activity. Such activity and the materials used shall be subject to the following:
- 2) Prior to such activity, the operator shall submit an engineering analysis of the proposed fill and compaction method to the city engineer. Side slopes of the excavation shall be graded to a maximum 1:1 slope prior to the placement of fill and achieve a maximum final slope of 4:1 after filling operations are complete.
- 3) Unless otherwise approved by the city council, materials including, but not limited to, organic soils and debris (topsoil, peat, muskeg, muck, stumps, roots, logs, brush, etc.), demolition debris (broken concrete or bituminous fragments, brick, lumber, metal, etc.) and any other solid or hazardous wastes shall not be used as fill in reclamation.
- 4) Imported materials used as fill in reclamation shall consist of mineral soils which typically demonstrate a minimum soil bearing capacity.
- 5) The top ten feet of all fill areas shall be compacted by mechanical equipment as the fill is placed, unless otherwise approved by the council, to a minimum of 95 percent of maximum density for a particular soil as determined by the Standard Proctor method.

151.79.00 PERMIT RENEWAL

Operations in compliance with the Interim Use Permit may renew the permit on an annual basis. Renewal applications must be submitted to the City, 60 days before current permit expires.

151.80.00 TERMINATION OF PERMIT.

- 1) Violations. The Council may terminate an Interim Use Permit for violation of this Ordinance, or a condition of this permit, or for violation of other applicable laws.
- 2) Notice to Terminate. To terminate a permit, the Council shall give notice of the violation or other cause for termination along with an order that the condition be remedied. If the condition has not been repaired within two (2) weeks, the Council shall hold a hearing to determine whether the permit should be terminated.
- 3) Cease Operation Upon Termination. No mining shall take place after the permit is terminated.

151.81.000 PENALTY

1) Violation a misdemeanor. Any person, firm or corporation who violates or who fail to comply with any of the provision of this ordinance or who make any false statement or omission in any document required to be submitted under the provisions shall be guilty of a misdemeanor and upon conviction shall be punished not more than the maximum penalty for a misdemeanor as prescribed by state law.

2) Each day an offense. Each day that a violation continues shall constitute a separate offense.

151.82 ENFORCEMENT.

Shall be pursuant to Ordinance 151.99, as amended.

Adopted this ____ day of _____, 2023 by the City Council of the City of Vergas., 2023.

Julie Bruhn, Mayor

ATTEST:

Julie Lammers, Clerk

Established: January 25, 2017

Updated:

**CITY OF VERGAS
COUNTY OF OTTER TAIL
STATE OF MINNESOTA
Proposed revision May 24, 2023**

92.00 OPEN BURNING

' 92.60 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

FIRE CHIEF and ***ASSISTANT FIRE CHIEF***. The Fire Chief and Assistant Fire Chief of the Fire Department which provides fire protection services to the city.

OPEN BURNING. The burning of any matter if the resultant combustion products are emitted directly to the atmosphere without passing through a stack, duct or chimney, except a recreational fire as defined herein. Mobile cooking devices such as manufactured hibachis, charcoal grills, wood smokers, and propane or natural gas devices are not defined as open burning.

RECREATIONAL FIRE. A fire set with approved starter fuel no more than three feet in height, contained within the border of a recreational fire site using dry, clean wood; producing little detectable smoke, odor or soot beyond the property line; conducted with an adult tending the fire at all times; for recreational, ceremonial, food preparation for social purposes; extinguished completely before quitting the occasion; and respecting weather conditions, neighbors, burning bans, and air quality so that nuisance, health or safety hazards will not be created. No more than one recreational fire is allowed on any property at one time.

RECREATIONAL FIRE SITE. An area of no more than a three-foot diameter circle (measured from the inside of the fire ring or border); completely surrounded by non-combustible and non-smoke or odor producing material, either of natural rock, cement, brick, tile or blocks or ferrous metal only an which area is depressed below ground, on the ground, or on a raised bed. Included are permanent outdoor wood burning fireplaces. Burning barrels are not a recreation fire site as defined herein. Recreational fire sites shall not be located closer than 25 feet to any structure.

RUNNING FIRE. An attended fire allowed to spread through surface vegetative matter under controlled conditions for the purpose of vegetative management, forest management, game habitat management, or agricultural improvement.

STARTER FUELS. Dry, untreated, unpainted, kindling, branches, cardboard or charcoal fire starter. Paraffin candles and alcohol are permitted as starter fuels and as aids to ignition only. Propane gas torches or other clean gas burning devices causing minimal pollution must be used to start an open burn.

VEGETATIVE MATERIALS. Dry leaves, dry grass clippings, twigs, branches, tree limbs, untreated or unpainted wood that contains no glues or resins, and other similar materials. Paper and cardboard are not considered vegetative materials.

WOOD. Dry, clean fuel only such as twigs, branches, limbs, presto logs, charcoal, cord wood or untreated dimensional lumber. The term does not include wood that is green with leaves or needles, rotten, wet, oil soaked, or treated with paint, glue or preservatives. Clean pallets may be used for recreational fires when cut into three-foot lengths or less.

'92.61 PROHIBITED MATERIALS.

(A) No person shall conduct, cause or permit open burning oils, petrol fuels, rubber, plastics, chemicals treated materials, or other materials which produce excessive or noxious smoke such as tires, railroad ties, treated, painted or glued wood composite shingles, tar paper, insulation, composition board, sheet rock, wiring, paint or paint fillers.

(B) No person shall conduct, cause or permit open burning of hazardous waste or salvage operations, open burning of solid waste generated from an industrial or manufacturing process or from a service or commercial establishment or building material generated from demolition of commercial or institutional structures.

(C) No person shall conduct, cause or permit open burning of discarded material resulting from the handling, processing, storage, preparation, serving or consumption of food.

(D) No person shall conduct, cause or permit open burning of any leaves or grass clippings.
Penalty, see ' 92.99

' 92.62 PERMIT REQUIRED FOR OPEN BURNING.

No person shall start or allow any open burning on any property in the city without first having obtained a Minnesota Department of Natural Resources (DNR) permit in accordance with Minnesota Statutes (M. S.) 88.16 and 88.17 open burn permit, except that a permit is not required for any fire which is a recreational fire as defined in ' 92.60.

Once an open burn permit is received, a copy of burn permit must be provided to City Clerk-Treasurer, 48 hours prior to said burn, with the following additional information: types of materials to be burned, and the date and time burning will take place.

Penalty, see ' 92.99

' 92.63 PURPOSES ALLOWED FOR OPEN BURNING.

(A) Open burn permits may be issued only for the following purposes:

(1) Elimination of fire of health hazard that cannot be abated by other practical means.

(2) Ground thawing for utility repair and construction.

(3) Disposal of vegetative matter for managing forest, prairie or wildlife habitat, and in the development and maintenance of land and rights-of-way where chipping, composting, land spreading or other alternative methods are not practical.

(4) Disposal of diseased trees generated on-site, diseased or infected nursery stock, trees, diseased beehives.

(5) Disposal of unpainted, untreated, non-glued lumber and wood shakes generated from construction, where recycling, reuse, removal or other alternative disposal methods are not practical.

(6) Disposal of yard waste materials at the Vergas Yard Waste Site.

(B) Fire training permits can only be issued by the DNR.

(C) Permits for the operation of permanent tree and brush burning sites may only be issued by the DNR.
Penalty, see ' 92.99

' 92.64 PERMIT APPLICATION FOR OPEN BURNING; PERMIT FEES.

(A) Open burning permits shall be obtained by making an application on a form prescribed by DNR. Except, the City will still require proof of a DNR burning permit even when the ground is snow covered for all fires not requiring a DNR permit.

Penalty, see ' 92.99

' 92.65 PERMIT PROCESS FOR OPEN BURNING.

Upon receipt of the completed open burning permit application and permit fee, the Fire Chief, or Assistant Fire Chief, if he or she reasonably believes necessary, may schedule a preliminary site inspection to locate the proposed burn site, note special conditions, and set dates and time of permitted burn and review fire safety considerations.

' 92.66 PERMIT HOLDER RESPONSIBILITY.

(A) Prior to starting an open burn, the permit holder shall be responsible for confirming that no burning ban or air quality alert is in effect. Every open burn event shall be constantly attended by the permit holder or his or her competent representative. The open burning site shall have available, appropriate communication and fire suppression equipment as set out in the fire safety plan.

(B) The open burn fire shall be completely extinguished before the permit holder or his or her representative leaves the site. No fire may be allowed to smolder with no person present. It is the responsibility of the permit holder to have a valid permit, as required by this subchapter, available for inspection on the site by the Police Department, Fire Department, MPCA representative or DNR forest officer.

(C) The permit holder is responsible for compliance and implementation of all general conditions, special conditions, and the burn event safety plan as established in the permit issued. The permit holder shall be responsible for all costs incurred as a result of the burn, including but not limited to fire suppression and administrative fees.

Penalty, see ' 92.99

' 92.67 REVOCATION OF OPEN BURNING PERMIT.

The open burning permit is subject to revocation at the discretion of DNR forest officer, the Fire Chief, or Assistant Fire Chief or the City of Vergas. Reasons for revocation include but are not limited to a fire hazard existing or developing during the course of the burn, any of the conditions of the permit being violated during the course of the burn, pollution or nuisance conditions developing during the course of the burn, or a fire smoldering with no flame present.

Penalty, see ' 92.99

' 92.68 DENIAL OF OPEN BURNING PERMIT.

If established criteria for the issuance of an open burning permit are not met during review of the application, it is determined that a practical alternative method for disposal of the material exists, or a pollution or nuisance condition would result, or if a burn event safety plan cannot be drafted to the satisfaction of the Fire Chief, or Assistant Fire Chief or the City of Vergas, these officers may deny the application for the open burn permit.

' 92.69 BURNING BAN OR AIR QUALITY ALERT.

No recreational fire or open burn will be permitted when the city or DNR has officially declared a burning ban due to potentially hazardous fire conditions or when the MPCA has declared an Air Quality Alert.

Penalty, see ' 92.99

' 92.70 RULES AND LAWS ADOPTED BY REFERENCE.

The provisions of M.S. ' ' 88.16 to 88.17, as these statutes may be amended from time to time, are hereby adopted by reference and made a part of this subchapter as if fully set forth at this point.

' 92.71 EXTERNAL SOLID FUEL-FIRED HEATING DEVICES (OUTDOOR WOOD BURNING STOVES).

(A) Definitions.

(1) **EXTERNAL SOLID FUEL-FIRED HEATING DEVICE.** A device designed for external solid fuel combustion so that usable heat is derived for the interior of a building, and includes solid fuel-fired stoves, solid fuel-fired cooking stoves, and combination fuel furnaces or boiler which burn solid fuel. Solid fuel-fired heating devices do not include natural gas-fired fireplace logs or wood-burning fireplaces or wood stoves in the interior of a dwelling.

(2) **PERSON.** An individual, partnership, corporation, company or other association.

(3) **STACKS OR CHIMNEYS.** Any vertical structure incorporated into a building and enclosing a flue or flues that carry off smoke or exhaust from a solid fuel-fired heating device, especially, the part of such a structure extending above a roof.

(B) Requirements for operation.

(1) Any dense smoke, noxious fumes, gas and soot, or cinders, in unreasonable quantities, or any use of an external solid fuel-fired heating device to burn solid fuels other than those solid fuels for which the external solid fuel-fired heating device was designed, is declared a public nuisance.

(2) No person may install, use or operate an external solid fuel fired heating device on a lot less

than four acres in size.

(3) All stacks or chimneys must be constructed to withstand high winds or other related elements and in accordance to the specifications of the manufacturer of the external solid fuel- fired heating device. The stack height shall be a minimum of 25 feet above ground level but shall also extend at least as high as the height of the roofs of residents within 500 feet. All stacks or chimneys must be of masonry or insulated metal with a minimum six-inch flue.

(4) All external solid fuel-fired heating devices must be setback a minimum of 50 feet from all property lines.

(5) All external solid fuel-fired heating devices must be set back a minimum of ten feet from any principal or accessory structure.

(C) *Fuels.*

(1) Only fuels designed for burning in an external solid fuel-fired heating device may be burned. No garbage may be burned in an external solid fuel-fired heating device.

(2) The only fuel permitted to be burned is untreated fuel. Wood may not be treated, processed, stained, finished or painted - specifically prohibited woods include plywood, particle board and similar products. Other fuels, such as corn, shall not contain any additives, treatments or chemicals. No petroleum products or processed materials of any kind may be burned.

' 92.99 PENALTY.

Violation of any provision of this chapter, including maintaining a nuisance after being notified in writing by first class mail of a violation of any provision of this chapter, shall be a misdemeanor and punished as provided in ' 10.99

City Council
2023 June Council Meeting and Public Hearing
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, June 13, 2023

8. Committee Reports

- A. Park
 - 1. Loon for the Park fiscal agent-Monday, Aug. 7, 2023 from 5-7 pm
 - 2. Budget Planning
 - 3. Fence
- B. Personnel
 - 1. Personnel Policy update- holiday
 - 2. Event Center Coordinator Job Description
- C. EDA/HRA
 - 1. Gap Financing
- D. CDH-Vergas Fire Board
 - 1 Paving
- E. Water and Sewer
 - 1. Internal Grease Traps (moved to July meeting)
 - 2. Cross Contamination - fine
- F. Streets, Sidewalks and Yard Waste
 - 1. Slope bid
 - 2. 140 E Linden
 - 3. Sunset Strip

Files Attached

- 5.25.2023 Park Minutes DRAFTpdf.pdf
- Eastman Fence & Sons Quote for fence along trail.pdf
- 2023 Holiday Schedule.pdf
- 06-06-2023 EDA_HRA Agenda & Minutes.pdf
- CDH-Vergas Fire Pavement Plan.pdf
- 06-05-2023 Water and Sewer Committee meeting.pdf
- Quote for Slope dressing along E. Scharf 5-22-23.pdf
- Slope Dressing Exhibit.pdf
- 5_22_2023_Water-Sewer Committee Meeting.pdf
- Proposed Job Description Event Center Coordinator.pdf

5.25.2023 Minutes DRAFT Vergas Parks & Rec Advisory Board

The meeting was held from 3:00 to 4:00 p.m. at the Vergas Event Center.

1. Members Present: Carol Albright, Sherri Hanson, Maggie Puetz, Steph Hogan, Dean Haarstick, Matt Engebretson. Absent: Tony Sailer
2. No other citizens present.
3. Additions to Agenda:
 1. Planters at Long Lake Beach
 2. Erosion Plan at Tin Can Alley/EOTSWCD
 3. Apple Trees
4. April Minutes Approved with a motion by Hogan and a second by Hanson.
5. Trail Fence: June 6 is the tentative date for removal and replacement. City will provide truck, chainsaw, and tractor. No volunteers needed. **Hanson will send contact info to Engebretson.**
6. Water Ski Team has not started practice yet. They will be clearing sumac and stumpage with shoots soon, according to an email received by Hanson from Lyn Peterson.
7. Widseth Plans for Long Lake Park: **Hanson will check with Julie Lammers about the next step.** Jillian Reiner from Widseth had said she would send a summary of our last month's meeting to Lammers and then work on combining the two initial drawings into one. Hanson has not heard from Reiner or Lammers.
Hogan will be at a meeting where Reiner will be present. **Hogan will ask when the Parks Board can expect the next set of drawings.**
8. Loon Event: Albright reported the Arts Club will help with the Parks Board Fundraiser. They suggested giving each business a blank loon to decorate. It could then be added to a basket with perhaps a gift card for a silent auction at the event. "Loon Art for the Park" was suggested as a name for the event by Engebretson. Monday, August 7 was chosen as the date, from 5 to 7 at the Event Center. \$30 ticket will be available before the event and at the door. Preliminary park renovation plans will be revealed. A light meal and a free drink will be included with the ticket price. Those attending may also purchase their own blank loon and paint it that evening or take it home to paint.
 - a. **cAlbright will distribute loons to businesses who want to decorate one. Hanson will send her the Community Club Mailing List.**
 - b. **Puetz and Haarstick will bring food ideas and costs to the June meeting.**
 - c. **Hanson will contact Tammy Kinsalla to make tickets and a poster; and contact Spanky's to provide the bar. We will plan for 150 people.**
 - d. **Hogan will help distribute posters and help set up; also, contact people to help set up.**
9. Matt's Update:
 - a. BB Hoop was rejected by Council because it was not the right kind (not safe).
 - b. Ash Cans have been purchased for grills. They will be chained to the grill.
 - c. New toilets have been installed at the baseball field bathrooms.
 - d. Planning to nail down the loose boards on the Boardwalk.
 - e. Trees have been trimmed by the bench in Tin Can.
 - f. Buoys will be installed soon at the beach.
 - g. Apple Trees were planted by Haarstick in Tin Can Alley.
 - h. **Engebretson will contact Albright about the location of the erosion control project in Tin Can. City's work must be done prior to June 12.**
 - i. Sand piles will be spread out at the beach.
 - j. Dennis Pausch has started weeding the garden by the bath house. **Hogan and Puetz volunteered to help keep it clean. They will also maintain the plantings around the loon and help rake the beach. They will locate the list of volunteers to assist.**

10. City Council Action in May
 - a. No word from the Lions about the picnic tables they planned to order.
 - b. The Lions will be donating a new flag pole to be placed near the loon. **Haarstick will help Engebretson remove the old flag for Memorial Day Weekend. Engebretson contact Julie Lammers about the new flag pole.** She and Kyle Thiesen were named last month to coordinate the project.
 - c. Dennis Pausch signed an agreement to help maintain the bath house at Long Lake Park this summer. The agreement states he will not spend more than \$300 for paint.
 - d. Albright expressed disappointment that the Council did not reprimand Robert Hager for planting maple trees on City property and on the Trail Easement without permission and not replanting some of them in Tin Can. Hanson and Haarstick expressed disappointment in the forty-five minute discussion at the Council meeting in regard to the issue. Hanson then dismissed the issue because it was not on our agenda.
11. Budget: Hanson suggested the Board should not have to do any budget planning because we are merely an advisory board. There was no opposition expressed.
12. The next Parks & Rec Board meeting will be Thursday, June 22, 2023 at 3:00 p.m. in the Vergas Event Center.

Items to be Approved by City Council:

1. **Loon Art for the Park, Monday, August 7, 2023 from 5 to 7 p.m. at Event Center. Fundraiser and reveal of plans for the Long Lake Park Renovation.**
2. **Budget Planning for Parks & Rec Advisory Board**

Follow-Up Action:

1. **Hanson will send contact info for Mark Eastman to Engebretson for the Trail fence.**
2. **Hanson will contact Lammers about the next step with Widseth park plans.**
3. **Hogan will ask Reiner when we can expect the next set of park plan drawings.**
4. **Loon Art for the Park:**
 - a. **Albright will distribute loons to businesses who want to decorate one. Hanson will send her the Community Club Mailing List.**
 - b. **Puetz and Haarstick will bring food ideas and costs to the June meeting.**
 - c. **Hanson will contact Tammy Kinsalla to make tickets and a poster; and contact Spanky's to provide the bar. We will plan for 150 people.**
 - d. **Hogan will help distribute posters and help set up; also, contact people to help set up.**
5. **Engebretson will contact Albright about the location of the erosion control project in Tin Can. City's work must be done prior to June 12.**
6. **Park Gardens: next to bath house and surrounding the loon. Hogan and Puetz volunteered to help keep them clean. They will also maintain the plantings around the loon and help rake the beach. They will locate the list of volunteers to assist.**
7. **Haarstick will help Engebretson remove the old flag at Long Lake Park for Memorial Day Weekend. Engebretson will contact Lammers about the new flag pole. She and Kyle Thiesen were named last month to coordinate the project.**

PHONE: 218-847-6706

CELL: 218-849-5933

EMAIL: bradley20015@gmail.com

DATE: 6/8/23

PROPOSAL NO: 2

TERMS: payment upon completion

FOB :

To: city of Vergas/Sherri

REGARDING: fence

We Propose the following:

Furnish Only X Furnish & Install Remove & Install Remove Other

Proposal 1: Install 440' of 3 rail Cedar Tone fence. Use concrete or pea rock to set the posts

All necessary appurtenances, for the total of.....\$12,650.00

The above price(s) is (are) firm for a period of 30 days.

A 10% fee will be charged to any outstanding payment over 30 days past due

Thank you for the opportunity to quote on this project.

Respectfully submitted by Bradley Eastman

ACCEPTANCE OF PROPOSAL

PROPOSAL NO: _____

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: _____ DATE: _____

The following changes are proposed to the Vergas Personnel Policy due to the changes in legal holidays in Mn.

1. Holidays:

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

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

B) When a holiday falls on a Sunday, the following Monday will be the "observed holiday" and when Holiday falls on Saturday, the preceding Friday will be the "observed holiday" for city operations, which will be closed on holidays.

C) Regular, full-time employees will receive regular hourly rate of pay observed holiday days which they are not required to work:

D) Employees required to work on the "actual" holiday, the pay will be at 1.5 times the hourly wage.

2023 Holiday Schedule

Date	Holiday
Monday, January 02 *	New Year's Day
Monday, January 16	Birthday of Martin Luther King, Jr.
Monday, February 20 **	Washington's Birthday
Monday, May 29	Memorial Day
Monday, June 19	Juneteenth National Independence Day
Tuesday, July 04	Independence Day
Monday, September 04	Labor Day
Monday, October 09	Columbus Day
Friday, November 10 *	Veterans Day
Thursday, November 23	Thanksgiving Day
Monday, December 25	Christmas Day

**If a holiday falls on a Saturday, for most Federal employees, the preceding Friday will be treated as a holiday for pay and leave purposes. (See 5 U.S.C. 6103(b).) If a holiday falls on a Sunday, for most Federal employees, the following Monday will be treated as a holiday for pay and leave purposes. (See Section 3(a) of Executive Order 11582, February 11, 1971.) See also our Federal Holidays – "In Lieu Of" Determination Fact Sheet at <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/Federal-Holidays-In-Lieu-Of-Determination>.*

***This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees. Though*

The following changes are proposed to the Vergas Personnel Policy due to the changes in legal holidays in Mn.

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C) Regular, full-time employees will receive regular hourly rate of pay observed holiday days which they are not required to work:

D) Employees required to work on the "actual" holiday, the pay will be at 1.5 times the hourly wage.

other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.

Vergas EDA/HRA
Vergas Event Center Council Chambers and Zoom
2:00 PM on Tuesday, June 6, 2023

The City of Vergas Economic Development Authority (EDA) and Housing Redevelopment Authority (HRA) met on Tuesday, June 6, 2023 at 2:00 pm on zoom with the following members present: Joy Summers, Duane Ditterich and Vanessa Perry. Absent: Bruce Albright and Kevin Zitzow . Also Present: City Clerk-Treasurer Julie Lammers.

Call to Order

Meeting was called to order by Clerk-Treasurer Julie Lammers at 2:05 pm.

Motion by Perry, seconded by Summers to approve Julie Lammers to Chair the meeting as both President and Vice President were absent.

Agenda Additions and Deletions

Approve agenda with the following addition: July meeting date.

July Meeting Date

July meeting is scheduled for July 4, 2023.

Motion by Perry, seconded by Summers to not have a meeting in July unless Lammers feels there is a reason to call one. Motion passed unanimously.

Minutes

Two members present were not present for meeting in May, minutes will be discussed in August.

Status of Recommendations to City Council

Lammers stated the Council gave general support in favor of purchasing the lots.

Financial Update

Lammers stated financial information is the same as given to members in May. (no report was provided)

Old Business

2023 Housing and Economic Goals.

The goals and timelines have not changed.

Tax-Forfeited Land in Vergas

Discussed Sunny Oaks Development with 11 lots that have been given back to the State of Mn. Lammers sent a letter to County for City to purchase 11 lots and have Ottertail County HRA regarding senior housing on 2-3 of the lots. County questioned why they would provide lots to City for \$1.00 and then buy them back. They also questioned City using one lot for a park. Summers stated we do not have an option with the County Senior housing lots. The committee wants senior housing from the County and do not see any reason not to have them keep those lots. Ditterich stated customers coming into the store are looking for basic housing and these lots are what they are looking for. They would like to see the county build on lots 210 and 220 Eva St. Discussed adding a park. Committee does not see a value in having a park for the following reasons: City is already struggling to keep up the parks they already have – not sure the City can afford or maintain another park; we have the Lion's park approximately 3-4 blocks away from this development, may have issues in park due to no visibility and do we want to have children playing this close to the gravel pit.

New Business

Tax Abatement & Gap Financing

The City of Vergas Property Tax Rebate Program provides a refund of up to \$5,000 of future property taxes for the construction of new homes.

The Otter Tail County Property Tax Rebate Program provides a refund of up to \$10,000 of future property taxes for the construction of new homes.

Program Overview

- Refund of the County's portion of the property tax, along with the City's portion in participating cities (currently Battle Lake, Fergus Falls, Henning, New York Mills, Ottertail, Parkers Prairie, Pelican Rapids, Perham, and Vergas), based on the increase to real estate taxes as a result of building a new home
- Provides up to \$15,000 refunded over five years (\$10,000 throughout the county plus \$5,000 if residence being built is located within a participating city)
- Primary residences only (no seasonal owners)
- Rebate paid to the property owner of record in December of the year, transfers with the sale of the property
- Applicant can be the future homeowner or the builder/developer

The property tax rebate program for new single and two-family homes ends December 31, 2024.

The County has a program for Owner-Occupied Development Value Gap Grants.

Value Gap Grant funds are available for owner-occupied developments where there is a demonstrated need to fill the gap between the cost per unit to build and the sale price.

- A grant for up to \$50,000 per unit, maximum of \$100,000 per development
- One-to-one match requirement between County funding and local municipality where development is located. Other options will be considered when municipalities do not have adequate financial resources to provide the match
- Homebuyers must have annual household incomes at or below 115% of Area Median Income (AMI) or the income limits established by the State for Tax Increment Financing (TIF) Districts
- Application must be approved before construction begins

The goals of the program are to increase the tax base and improve the quality of life by supporting activities in the following three areas:

- Affordable Housing: Promote the development of affordable workforce and supportive housing.
- Redevelopment: Assist with the redevelopment of blighted and under-utilized areas to maximize their potential economic value and minimize their negative impact on the livability of a community.
- Commercial Rehabilitation: Support business creation/retention and main street revitalization through exterior improvements and reinvestment.

The application must be made by the city in which the project is located.

The committee discussed the amount of development that may occur in the next 5 years – found there may be 3-4 developments. Summers stated the real estate market is currently slowing down and lots with homes on are selling faster than bare lots. The applications and payments would be handled through the County. This would affect the city by not receiving property taxes on the improvements until the \$10,000 is received. The financial effect would be not receiving the improved taxes as quickly on the properties.

Motion by Summers, seconded by Perry to recommend to Council to allow applications for Owner-Occupied Development Value Gap Grants for \$10,000 per lot for a cost to the city of \$50,000 per development for the next 5 years. Motion passed unanimously.

Motion by Perry, seconded by Summers to adjourn the meeting at 3:00 p.m.

Julie Lammers
City Clerk-Treasurer
City of Vergas

Council Recommendations

Allow applications for Owner-Occupied Development Value Gap Grants for \$10,000 per lot for a cost to the city of \$50,000 per development for the next 5 years.

Follow up Actions.

Lammers to add Give to the Max Fundraiser to the August meeting agenda.

Lammers to write letter to County tax forfeited lots. (letter sent – waiting for response)

Lammers to look into a City sales tax.

Page 55 of 65

Lammers provide map of available lots in the City limits to Joy Summers.

The CDH-Vergas Fire Board met on May 15, 2023.

Parking lot pavement discussed. The board reviewed the Driveway-Service quote as provided by City of Vergas Superintendent. The quote was \$4,825.00 which would entail removal of existing asphalt and repaving.

The Fire Board noted the poor condition of the parking lot and supported replacing the pavement.

Recommendation to take to each township board and the city council to support cost.

Breakdown of cost sharing would be:

City of Vergas- \$530.75

Hobart Township- \$2,137.48

Candor Township- \$1,138.70

Dora Township- \$1,018.07

If all entities approve providing the funding, the Fire Board recommends proceeding with the pavement plan.

Submitted by;

Julie Bruhn

City of Vergas Fire Board Representative

Water Sewer Committee Meeting

The Vergas Water/Sewer Committee met at the Vergas Event Center on Monday, June 5, 2023 at 9:00 am with the following present: Natalie Fischer, Dean Haarstick, Utilities Superintendent Mike DuFrane and Clerk- Treasurer Julie Lammers.

Additions and Deletions

None.

Pond Grease

Natalie Fischer and Mike DuFrane met with Joe Jenson, Mn Rural Water and reviewed the pond and storm drains for grease last week. If the pond reaches 25% grease the pond will turn black, and the city will need to replace or clean the pond for a large sum of money. The water and sewer committee feels we need to be proactive with this issue. Our current ordinance states:

§ 51.086 GREASE, OIL, AND SAND INTERCEPTORS.

Grease, oil, and sand interceptors shall be provided when, in the opinion of the Utilities Superintendent, they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts, as specified in § 51.082(B)(2), any flammable wastes as specified in § 51.081(A), sand or other harmful ingredients; except that interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of the type to be readily and easily accessible for cleaning and inspection. In the maintaining of these interceptors, the owner shall be responsible for the proper removal and disposal of the captured materials by appropriate means and shall maintain a record of dates and means of disposal that are subject to review by the Utilities Superintendent. Any removal and hauling of the captured materials not performed by the owner's personnel must be performed by a currently licensed waste disposal firm.

Penalty, see § 51.999.

Discussed meeting with the following businesses in the city: Billy's, Skal, Vergas 66, Loons Nest, MW Bakery and Ditterich Mercantile to discuss the need for internal grease traps. Joe Jenson, MN Rural Water will attend the June Council meeting and Lammers was asked to invite the food businesses which use our municipal sewer system. Recommend Council enforce the internal grease traps in businesses by October 1, 2023 or charge the businesses for extra jetting, bugs and cleanup of grease issue. Also request a permit for businesses which sell food requiring them to provide records of grease.

(After the meeting Joe Jenson stated he was unable to attend the meeting on June 13 and will attend the meeting on July 11, 2023. Lammers will invite businesses to the July 11 Council meeting)

Cross Connection Policy

Discussed cross contamination which resulted in an emergency for the City of Vergas. DuFrane stated backflow preventors are inspected by the state plumbing inspector and we will need to review state plumbing code. When businesses apply for a construction permit, they should let the city know if they will be working with anything that may cause a backflow into the city's water system. DuFrane recommended the city establish a policy requiring permit which includes annual inspection records of the backflow meter.

Emergency Fine

Discussed the cost of the emergency to the City of Vergas utility customers. Costed approximately \$910.00 in water and \$1,654.22 for employees. Discussed other costs which were associated with the emergency and inconvenience to city utility customers. Motion by Fischer, seconded by Haarstick to recommend to Council to fine Recyclose \$2,800 for the backflow emergency. Motion passed unanimously.

The meeting was adjourned at 10:25 am.

Julie Lammers

City Clerk-Treasurer

City of Vergas

Follow up actions:

Lammers to invite food businesses to the July Council meeting.

Lammers to have information on proper drain disposal City newsletter.

Write policy for backflow meters.

Recommendations to Council:

Fine Recyclose \$2,800 for backflow emergency.

WIDSETH SMITH NOLTING
610 FILLMORE STREET
ALEXANDRIA MN 56308

QUOTE FORM
E. Scharf and Diane Ave. Slope fill

Vergas MN
Widseth # 2022-10918
5/11/2023

City of Vergas, E. Scharf and Diane Ave. -- Slope Fill Quote Form						
NOTES	SPEC ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	AMOUNT
	2021.501	MOBILIZATION	LUMP SUM		1	
1	2504.603	HYDRANT EXTENSION/RISER	LF		1	
	2563.601	TRAFFIC CONTROL	LUMP SUM		1	
2	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT		500	
	2574.507	COMMON TOPSOIL BORROW	CY		350	
3	2575.501	TURF ESTABLISHMENT W/HYDROMULCH	LUMP SUM		1	

TOTAL AMOUNT

- 1 12" or 1' extension is estimated.
2 INCLUDES MAINTENANCE AND REMOVAL
3 SEED 25-151 @ 59lbs/acre, Fertilizer type 3 - 22-5-10 @ 200lbs/acre, hydro mulch

The work shall be governed by the 2020 Edition of the MNDOT Standard Specifications. **The work shall be completed by September 1, 2023.**

QUOTE SUBMITTED BY: _____

DATED: _____

Please return quote to the City of Vergas by 1:30 pm on June 7th.

STREETS

Vergas, MN

N

W

E

S

05001,000

Feet

City Limits

2022-109185/8/2023



**City of Vergas
Water-Sewer Committee Meeting**

Mike DuFrane and Natalie Fischer met with Joe Jenson from Minnesota Rural Water to inspect the city manholes, lift stations and ponds for grease buildup and discuss recommendations based on the findings. The meeting took place on Monday, May 22, 2023 at 10:30 am.

Inspection Results:

1. Manhole Inspection: Grease buildup was very evident in the manholes located on Railway Avenue and by Skal Bar & Grill. There was no grease buildup in the manhole located on highway #17 in front of Cenex. Joe Jenson explained that the only time that grease would be evident on top of the water in the manhole would be when there is grease backed up. Joe also explained that 90% of the problem would be solved if the restaurant owners had grease traps installed. He stated that it is unusual for these types of businesses not to have grease traps.
2. Lift Station Inspection: The lift station across from Long Lake Park was also inspected. There was a lot of grease in the lift station; Joe was surprised at the amount of grease in the station (he estimated there to be 6 to 8" on the walls). Mike DuFrane stated that they are pumped twice per year.
3. Pond Inspection: The pond had a thick edging of grease along one end of the pond that Joe estimated to be covering approximately 10 to 15% of the pond. He stated that when it gets to 25% the pond would most likely turn over and black out – and would shut down. If this happens it would cost the city hundreds of thousands of dollars. He explained that nature naturally treats the natural waste, and it goes back to earth. It cannot happen with the grease, so we have to purchase 'bugs' that help breakdown the grease.

Recommendations:

- Joe stated that the 'smoking gun' is the lack of grease traps at the restaurants. He stated that if we required grease traps it would address 90% of the issues. He recommended that the city be proactive and require that this be done in the Fall. He stated it is a 'win/ win' for the business owners and the citizens/ city of Vergas. If we wait until it gets too bad it will cost hundreds of thousands of dollars. Also, it will save the business owners from backups in their buildings. In the meantime, he recommended that Mike DuFrane purchase more 'bugs' that help address the issue short term. Joe also recommended that we continue to educate homeowners on the subject; explaining that grease should be cooled after cooking and thrown into the trash; not down the drain.
- Joe stated that he would attend a future Council meeting and help explain and educate the council and business owners on the issue and the need for us to be proactive.

Recommendation/ Action Items for City Council

- Invite Joe Jenson and restaurant owners to a future council meeting to discuss current grease situation and his recommendations for grease traps (have Joe educate the council and businesses on current state issues). Request council to make the decision for moving forward after the education session. (Note that Joe has a conflict for June so will attend the July meeting if invited).

Recorder
Natalie Fischer

City of Vergas**Job Description**

POSITION TITLE:	Event Center Coordinator
DEPARTMENT:	General Government
SUPERVISION RECEIVED:	Clerk/Treasurer
SUPERVISION EXERCISED:	None
FLSA STATUS:	Part Time not to exceed 520 hours a year Non-exempt
Date of Latest Revision:	May 2023

Position Summary:

Oversees and administers the day-to-day operations of the Event Center in such a manner to maximize profits within the limits of City policy and applicable government regulations as well as assist City staff with development and implementation of programs and services to retain and attract business and residents. Responsibilities include but are not limited to communications and marketing of the Event Center, maintaining inventory, budgeting, and upholding a positive and effective atmosphere.

Essential Functions of the Position**A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- › Bookkeeping responsibilities including making deposits, ensuring accountability and safekeeping of funds, and coordinating with the City Clerk-Treasurer in the management of all financial matters pertaining to the Event Center;
- › Responsible for marketing, showing, and booking of the Event Center, scheduling and booking of events, coordinating events, following up with renters, and enforcing city policies related to the use of the facilities, and other advisory tasks as needed;
- › Directs all advertising and sales operations for the Event Center, including attending beneficial business/wedding expos;
- › Keep records of contracts, taking down payments, deposits, and rental fees;
- › Oversees all maintenance and cleaning of the buildings and recommends improvements as needed, ensuring excellent levels of safety and sanitation;
- › Attends Event Center Advisory Committee meetings, prepares and gives monthly report to the Event Center Advisory Committee;
- › Responsible for the administration of the security system including entering and removing door codes;

- › Responsible for inventorying items before and after events, ensuring all items rented are accounted for including china, silverware, glassware, and other equipment;

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and the requirements of the job change.

Performance Criteria

- Demonstrates effective communication skills and interpersonal interactions with positive rapport with the council, city employees and public.
- Skilled in performing mathematical calculations specific to job duties.
- Ability to comprehend instructions in the preparation of correspondence and reports.
- Demonstrates organizational skills and ability to prioritize and address multiple work needs and results in a timely manner.
- Working knowledge of general office equipment and computers, including spreadsheet and word processing.
- Independent in completing assigned work in a timely manner; managing time and meeting deadlines.
- Flexibility to work extra hours as needed and to open and close municipal facilities.

Minimum Qualifications

- High school diploma or equivalent
- Knowledge of office procedures, filing systems, record keeping, and accounting procedures
- Proficiency in reading, interpreting, and communicating procedures and policies

Desirable Qualifications

- Vocational or business school training
- Demonstrated ability in customer service and employee relations
- Two to four years' experience in event planning, or related field with progressive increases in responsibility and supervision.

Special Working Conditions

Work is light to moderate with variably frequent rising, walking, standing and bending. This position requires you 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. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is typically low to moderate.

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.

City Council
2023 June Council Meeting and Public Hearing
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)
6:30 PM on Tuesday, June 13, 2023

9. Staff Reports

1. City Clerk-Treasurer - Report
 - A. IIMC Conference
 - B. GOVOS forms
2. Utilities Superintendent Report

Files Attached

- June Clerk-Treasurer Report.pdf

City Clerk Training -Julie Lammers Attended

77th IIMC Annual Conference May 14-17, 2023

Get your Shift Together Presented by Steve Rizzo

Find humor in every situation

Turn negatives into positives-every single day

Make your workplace the best place to succeed

Stop being a full-time resident of the negative zone

Face your fears and get on with your life

Make happiness a choice- and have fun doing it.

Election Security in Times of Disturbances

Election officials should consider ways to harden physical defenses and make plans to deter, de-escalate, defend and mitigate the damage if such situations develop, without excluding observers, who are essential participants in elections.

The Evolving Field of Election Administration: New Challenges and Best practices

By directing attendees to the bounty of resources that the EAC has compiled in its function as clearinghouse for best practices in election administration. Commissioner Hovland provided guidance for municipalities and their election administrators seeking to address challenges so that voters have confidence that they can cast a ballot that counts.

How to Master Whiners and Make them Winners

Focused on adjusting complaining attitudes into a solution-based attitude. We are complainers by nature- babies cry for food or comfort and adults cry by complaining. Many do it out of habit and don't even realize they are complaining.

Digital Government: Bringing your Municipality into the 21st Century

Historical context of technology and how the advances have shaped our way of life. Discussed how and why digital government is changing, how municipalities conduct business, and role of the municipal clerk.

Retire, Let's Refire

Clerk's are tired and have spent their adult life serving others. Discussed alternatives to retirement. What to expect when you retire and steps to take to enjoy that next chapter.

4 Unspoken Communication Secrets Every Municipal Clerk needs to know

Discussed communication secrets of both employees and residents and how to communicate with all of them.

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10. Information & Announcements

Trainings:

- a. League of MN Cities Annual Conference, June 21-23, 2023 (Bruhn, Haarstick, Albright)
- b. Clerks Advanced Academy- Sept 14-15, 2023, Bemidji, MN (Lammers)

Events:

- a. Otter Tail County Board of Review, June 14, 2023.
- b. Household Hazardous Waste Day, Thursday, June 29, 2023 10:00 - 2:00