

**City Council**  
**2025 January Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:15 PM on Tuesday, January 14, 2025**

- 1. Public Hearing - Tax Abatements**
  - Parcel 82000990249000 - 420 Diane Ave
  - Parcel 82000990244000 - 415 Diane Ave
- 2. Oath of Office**
  - A. Mayor - Dwight Lundgren
  - B. Council Members - Bruce Albright and James Stenger
- 3. Council Orientation**
- 4. Call to Order**
- 5. Citizens' Concerns**
- 6. Agenda Additions and Deletions**
- 7. Approval of Consent Agenda**
  - A. Council Minutes of the December 10 and December 20, 2024
  - B. Bills paid between Council meetings and Council bills
  - C. Liquor Store bills for December 2024
  - D. Late water/sewer bills
  - E. 2024 Investment Schedule/Bond Schedule
  - F. General Fund Special Revenue Money Market Account
  - G. 2024 Statement of Receipts, Disbursements and Balances
  - H. Forms
    - 1. Event Center Agreement
    - 2. Work in Right of Way Permit
- 8. Set Time, Place and Date of Regular 2025 Meetings**
- 9. Appointment of Acting Mayor**
- 10. Appointments**
  - A. Council Portfolios
  - B. CDH-Vergas Fire Board Representative
  - C. Planning Commission Representative and Appointments - Bruce Albright, Rebecca Hasse and Shane Hasse
  - D. Economic Development Authority and Housing Redevelopment Authority Representative and Member - Bruce Albright and Kevin Zitzow
  - E. Event Center Advisory Board Representative and Member- James Stenger
  - F. Appoint City Attorney- Ramstad, Skoyles and Winters, P.A.
    - 1. Annual Review of Contract
  - G. Designate Official Newspaper - Frazee-Vergas Forum
  - H. Designation of official pace of advertisement of projects: [www.cityofvergas.com](http://www.cityofvergas.com)
  - I. Designate Official Depositories: Vergas State Bank
  - J. Appoint of City Engineering Firm - Widseth
    - 1. Annual Review of Contract
- 11. Tax Abatement**
- 12. City Insurance**
- 13. Committee Reports**
  - A. Personnel
- 14. Staff Reports**
  - A. Utilities Superintendent Report
  - B. Liquor Store Manager Report
  - C. Clerk Treasurer Report
- 15. Mayor's Minute**

## **16. Information & Announcements**

### Trainings:

- A. MN Rural Water, Jan 30, 2025 Elbow Lake (DuFrane and Engebretson)
- B. MN Rural Water Conference – March 4-6, 2025 in St Cloud (DuFrane)
- C. MN Clerks and Finance Officers – March 17 -21, 2025 in Brooklyn Center (Lammers)
- D. Clerks Advanced Academy- September 18-19, 2025 (Lammers)
- E. LMC, Loss Control Workshop March 26 in Alexandria (DuFrane, Engebretson, Lammers)
- F. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Council &

Lammers)

- G. Municipal Beverage Association (MMBA) April 20-23, 2025 (Theisen) Alexandria Arrowwood

- H. 16th Annual Operator Expo (MN Rural Water) August 20, 2025 DuFrane, Engebretson)

### Events:

- A. Local Board of Review, April 10, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
- B. Household Hazardous Waste Day, Thursday, June 26, 2025 10:00 - 2:00

## **17. Adjournment**

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**City Council**  
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**1. Public Hearing - Tax Abatements**

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Parcel 82000990249000 - 420 Diane Ave  
Parcel 82000990244000 - 415 Diane Ave

**Files Attached**

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- Public Hearing Notice SF abatement .pdf

CITY OF VERGAS  
OTTER TAIL COUNTY, MINNESOTA  
NOTICE OF PUBLIC HEARING  
REGARDING PROPOSED PROPERTY TAX ABATEMENTS

NOTICE IS HEREBY GIVEN that the Vergas Council, City of Vergas of Otter Tail County, Minnesota (the “City”), will hold a public hearing, at 6:15 p.m., on Tuesday, January 14, 2025, to be held at the Vergas Event Center, 140 W Linden Vergas, Minnesota, to consider a tax abatement requests from the following named applicants pursuant to Minnesota Statute 469.1813 and 116J.993 through 116J.995. The requests are to abate 100% of the increase to the City portion of real estate taxes related to the residential building improvements on the subject properties for a period of up to 5 years with a maximum of \$5,0000 rebated.

Applicants	Parcel Number	Estimated amount of taxes to be abated
Hunter Ditterich	82000990244000	\$5,000.00
Colton Ditterich	82000990249000	\$ 5000.00

A person with residence in or the owner of taxable property in the granting jurisdiction may file a written complaint with the City if the City fails to comply with Sections 116J.993 to 116J.995, and no action may be filed against the City for the failure to comply unless a written complaint is filed.

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 and 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 prior to the hearing so arrangements can be made to address any specific requirements.

**City Council**  
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**2. Oath of Office**

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- A. Mayor - Dwight Lundgren
- B. Council Members - Bruce Albright and James Stenger

**City Council**  
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**3. Council Orientation**

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**Files Attached**

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- Role-with-it-Individual-Versus-Council-Authority.pdf

## INFORMATION MEMO

# Role with It: Individual Versus Council Authority

*Learn common ways councilmembers may overstep their proper role and the personal liability that may ensue. Understand your role as an individual councilmember versus your role as part of the entire city council.*

### RELEVANT LINKS:

See Handbook, [Elected Officials and Council Structure and Role](#), Section II-A, *Role of the Individual Councilmember* and Section II-B, *The Council's Authority*.

## I. Role of an individual elected official

The cornerstone of city government in Minnesota is the elected city council. The city council passes ordinances and adopts policies that determine a community's present and future well-being.

Councilmembers and mayors perform their statutory duties, almost without exception, as a member of a council as a whole. The entire council, not individual councilmembers, supervise administrative officers, formulate policies, enter into contracts and exercise city powers. Indeed, preparing for and attending meetings and voting on policy represent the key duties of elected officials. For statutory cities, Minnesota's statutes specifically list out council duties, which include full authority to make and second motions, participate in discussions, and vote on the matters before council.

## II. Tips for meetings

It is not uncommon for elected officials to struggle with the transition from an individual candidate to a member of a decision-making body. The following basic tips for meetings can ease that transition:

- Read the packet before the meeting and share any possible questions or concerns with staff ahead of time.
- Be mindful that staff work for the city and act on the direction of the council as a whole, not at the discretion of individual councilmembers or the mayor.
- Arrive to meetings on time.
- Learn and use the city's rules of process to help ensure clear communication in meetings.
- Proactively learn how to get things on the agenda.
- Approach every agenda item with the belief that everyone has something to contribute and likely has information that you do not have. Listen to others and be curious about their perspective.
- Avoid making assumptions, choosing instead to listen with a true

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.



## RELEVANT LINKS:

curiosity.

- Focus on the policy at hand, not the person, and put personal feelings aside.
- Acknowledge others' reasoning and explain your own. Try to find commonality of interests.
- Keep cell phones and other distractors off the dais.

Focus on progress toward the overall goals of the city, not individual positions.

Since councilmembers collectively make decisions, how councilmembers behave in meetings matters a great deal. With the right mindset and clear policy in place, public meetings can result in efficient decision making.

### III. Team leadership

Councils represent a team – both with each other and with staff. Highly cohesive teams have more success achieving the goals they have set for themselves, than teams that suffer from distrust. Lack of civility within a team working environment impacts team performance by causing unnecessary stress and tension among team members. Leaders of highly cohesive teams do the following:

- Cut people slack – remember, whatever the situation, it likely may be new for some, if not everyone, and may be causing angst for all.
- Don't play the blame game. Don't play the power game. Councils and Council-Staff represent a TEAM.
- Focus on process, not the people involved.
- Assume good motives of others.
- Listen to learn, rather than pretending to listen while formulating a counter argument.
- Ask expansive questions and be patient with silence while waiting for a response. Compromise is good but understanding all the underlying interests may lead to a new idea that meets everyone's needs.
- Practice interpersonal empathy. Remember empathy does not mean giving up your beliefs; rather, it means listening, respecting others positions and validating their worth.
- Identify individual strengths of team members and recognize their unique contributions to validate belonging.
- Learn to delegate with clear expectations to empower others.
- Celebrate success – all success. Realize success comes in all shapes and sizes.

## IV. Councilmembers and city employees

While the council handles the mission and policy objectives for the city, staff handle the administrative and management side of things. Sometimes, these roles unintentionally get blurred in city government. Relationships between the council and city employees can create situations where councilmembers may overstep their proper role, causing potential liability for the councilmember and the city. Generally, councilmember duties include upholding their oath, modeling respectful behavior, participating in council meetings and votes, working with staff to get educated on issues, and serving as a liaison between the city and residents. Individual councilmembers do not have administrative authority and they cannot directly give orders or otherwise supervise city employees, unless specifically directed to do so by the council. Councilmembers should remember that staff work for the entire council (as a whole), not for one individual councilmember.

Occasionally, councilmembers (including mayors) can lose sight of their collective role and try to handle matters individually. In doing so, those city officials' actions can cause discord on the council, can make staff feel untrusted or unappreciated and, in some instances, can subject councilmembers and the city to liability for taking unauthorized actions on the part of the city.

City employees face the unique challenge of working for an entity governed by a collective body, the makeup of which can change from year to year. Many cities have found that adopting clear practices or policies regarding the below and frequently communicating them to elected officials have led to better governance:

- Elected officials follow a common, communication method for them to get information to or from staff.
- Staff check-in with the elected officials after packets go out but before council meetings to gather or answer questions.
- Elected officials provide staff with a heads-up, when feasible, about concerns or additional questions prior to the meeting.
- Elected officials use a designated staff person to distribute information to other elected officials before the meeting to ensure more robust discussion during meeting without violating the Open Meeting Law.
- Staff realize that Council may not always follow staff recommendation and, in those instances, accept and implement the Council decision.

## RELEVANT LINKS:

[Minn. Stat. § 412.221](#), listing powers of the council.

[Minn. Stat. § 412.201](#), requiring council approval of contracts for Standard Plan and Plan A cities.

[Plymouth Foam Products, Inc. v. City of Becker](#), 944 F. Supp. 781 (D. Minn. 1996).

[Minn. Stat. § 412.611](#). For further discussion of Plan B cities, see discussion III below.

[Minn. Stat. § 410.16](#).

### A. Role scenario

The following employment scenario helps demonstrate how an individual councilmember, who just wants to do the right thing for the city, can overstep his or her role in dealing with employee discipline and termination, potentially exposing the city to liability.

Imagine the council has ongoing concerns with the municipal liquor store manager. Citizens complain the store is closed when it should be open and that the staff drinks on the premises. One councilmember decides to address the situation herself. She continuously stops by the store and even drives by the manager's house to make sure he is not home when he should be working. During one visit to the store, the councilmember finds the staff, including the manager, drinking in the back of the store. Knowing the council would agree, she terminates the manager on the spot. To make this situation easier, she negotiates a severance package with him. The councilmember then relates the incident to several friends, making some exaggerated descriptions of what happened.

Even though the liquor store manager's actions raise many liability concerns for the city, the councilmember acted beyond the scope of her authority and her actions also present problems for the city.

### B. Investigating and terminating employees

In the scenario above, did the councilmember have authority to investigate or terminate the store manager? No.

In Minnesota, state statutes or city charters set forth city council powers. In statutory Standard Plan and Plan A cities, the statutes give the entire council control over city matters, including the power to control city finances, to make contracts, to enact ordinances, and to oversee city personnel. The statutes do not allow an individual councilmember to independently investigate employees or terminate employment. In the optional statutory Plan B cities, known as the council-manager plan, the council determines all matters of policy, and a city manager heads up the administrative branch with responsibility to the council for the proper administration of all affairs relating to city.

In charter cities, the charter dictates a councilmember's role. State law allows charter cities to adopt any form of government, if it is not inconsistent with state statutes or the state constitution. In almost all charter cities, the charter gives authority to the council rather than to individual councilmembers. However, councilmembers from charter cities should consult their charters to determine their proper roles.

## RELEVANT LINKS:

*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. Ct. App. 1993) (discussion of delegations of duties and inapplicability of open meeting law based on lack of decision making authority).

[Minn. R. 1250.0400, subd. 2.](#)

[Minn. Stat. § 13.43, subd. 2.](#)

See Handbook, [Elected Officials and Council Structure and Role](#), Section III, *Mayor*.

### C. Delegating authority to councilmembers

Could the council, in our liquor store scenario, have delegated some of its authority to individual councilmembers? It depends, but unlikely based on the nature of the actions.

Individual councilmembers can perform those duties the council, as a whole, **legally** assigns to them. However, a statutory city council cannot legally delegate any of its discretionary powers, defined by case law as powers involving the exercise of judgment, like making independent hiring or firing decisions. Charter cities also likely cannot delegate any discretionary authority, unless the charter specifically allows the delegation. Councilmembers should act carefully so as to not overstep boundaries.

On a related matter, the League often receives calls about whether an individual councilmember can review an employee's private personnel documents. Individuals whose job duties reasonably require access to private data may, in certain instances, view the data. However, since **individual** councilmembers **do not** have authority over city personnel, they cannot, as a matter of course, access this private information. The council could authorize an individual councilmember to view the data, such as in instances when councilmembers serve on the personnel committee and need to do so for a review. Keep in mind that state law does classify some employee information as public, and councilmembers, like any member of the public, can have access to that information. Cities should work with their city attorneys to understand what employee data represents public data and what employee data qualifies as private personnel data.

### D. Mayor's power to investigate or terminate employees

Like councilmembers, in most cities, a mayor usually does not have authority to investigate or terminate an employee. Contrary to common misconceptions, statutory city mayors do not have more decision-making power than other councilmembers. The mayor serves as the official head of the city, and he or she presides over council meetings. The mayor in a statutory city does not break tie votes of the council, with one exception. Statutory city mayors do have authority to break a tie vote on an appointment from council to fill a council vacancy. The mayor also has authority to make some other appointments, such as park board members, often subject to council approval. As outlined above, the mayor of a statutory city does not have individual authority over city staff.

## RELEVANT LINKS:

[Minn. Stat. § 412.201.](#)

*Jewell v. Bertha*, 97 N.W. 424 (Minn. 1903). *Plymouth Foam Products, Inc. v. City of Becker*, 944 F. Supp. 781 (D. Minn. 1996).

[Minn. Stat. §§ 412.601 - .751.](#)

Similarly, a majority of charter cities have a weak-mayor form of government, in which the mayor's powers generally do not exceed those of other councilmembers. A few charter cities give the mayor limited additional powers, such as control over the police department. However, three charter cities—St. Paul, Duluth, and St. Cloud—follow a strong-mayor format where the mayor has administrative authority over city matters, including city personnel. Mayors of these cities probably could investigate and remove employees without council approval. Mayors in charter cities should review their charters to determine the extent of their authority over employees.

### E. Negotiating employee severance packages

In the liquor store scenario, did the councilmember lawfully negotiate a severance package? No, individual councilmembers may not independently negotiate contracts or agreements, such as a severance package with the liquor store manager. State law provides the “council” must authorize contracts. Minnesota case law not only states that this power cannot be delegated, it also prevents a city from being bound by a contract made by an individual councilmember. Councilmembers from charter cities should consult their charters, but most charters probably do not authorize an individual councilmember to execute contracts.

The full council could later ratify the contract. If the council does not ratify the contract, the individual councilmember potentially could bear the personal liability for claims raised by the contracting party, such as detrimental reliance or promissory estoppel. Accordingly, all councilmembers should make clear to individuals interested in contracting with the city that the city can only enter into a contract with the vote of council.

## V. Councilmembers and employees in Plan B cities

Plan B cities have a council-manager form of government. A number of charter cities also use this structure. Like Standard Plan and Plan A cities, the council exercises policy-making and legislative authority. However, for Plan B cities, Minnesota's statutes grant city managers additional, administrative duties. For example, the council appoints the manager who, in turn, appoints and supervises the city staff. Therefore, in a Plan B city, the city manager makes initial hiring and firing decisions, with later approval of the council needed still being required. Additionally, regarding expenditures, a city manager in a Plan B city serves as the city's purchasing agent for contracts under \$20,000, unless the city council provides for a lower limit, which provides the city manager some discretion in spending.

## RELEVANT LINKS:

Handbook, [City Administrative Staff](#).

[Minn. Stat. 412.651](#).

[Minn. Stat. § 466.07](#).

See Handbook, [Liability](#),  
Section II-E, *Official Immunity*.

See Handbook, [Liability](#),  
Section III-B, *Protection from Defamation*.

[Minn. Stat. § 13.08](#).  
[Minn. Stat. § 13.09](#).

People often confuse city managers with city administrators, but the statutes treat these two positions very differently. Minnesota statutes define the duties of the city manager position and recognize the position as integral to the Statutory B city. The city administrator position, on the other hand, is a position created by council, not by statute. The duties of the administrator vary from city to city, with some administrators also serving as city clerk. A statutory city council cannot delegate any discretionary authority to a city administrator. A charter city council may do so only if the charter allows delegation.

## VI. Potential personal liability for councilmembers

Subject to certain limitations, state law generally requires cities to defend and indemnify councilmembers (and employees) for lawsuits arising out of their official duties, as long as the councilmember or employee did not act in bad faith, malfeasance, or willful neglect of their duties.

The doctrine of official immunity protects public officials from suits based upon discretionary actions performed in the course of their official duties. For example, a councilmember, acting in good faith, likely would not have liability over the question of calling for special assessments. Neither official immunity nor the statute applies when a councilmember acts with malice or in bad faith.

In the liquor store manager scenario above, immunity may not protect the councilmember because she acted outside the scope of her duties.

The liquor store scenario highlights other possible issues, such as providing a basis for the employee to allege defamation, intrusion upon seclusion, harassment, retaliation, or data practices violations. For example, the law states that a defamatory statement is one that is false, made to a third party, and harms the reputation of the subject. In the scenario provided, depending on what was said, a councilmember's exaggerated rendition of the termination and severance to her friends may rise to the level of defamation. A councilmember has protection through immunity from claims of defamation if the councilmember made statements, in good faith, during a proper occasion and based on probable cause. Here, none of these factors apply. Also, the councilmember in the scenario likely disclosed private personnel data in retelling the events surrounding the termination and severance to her friends, possibly subjecting the city to civil liability for the disclosure.

## RELEVANT LINKS:

[Research@lmc.org](mailto:Research@lmc.org)  
651.281.1200 or  
800.925.1122

[pwhitmore@lmc.org](mailto:pwhitmore@lmc.org)  
651.281.1224.

## VII. Further Assistance

If you have questions about the role of an individual councilmember or the city council as a whole, you should discuss the matter with your city attorney. In addition, the League's Research and Information Services Department can answer questions about the role of council members in different types of cities. The League of Minnesota Cities Insurance Trust Collaboration Services also offers specialized support for cities, like on-site collaboration workshops, that can further educate elected officials about their roles, responsibilities, and good governance.

**City Council**  
**2025 January Council Meeting**  
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**6:15 PM on Tuesday, January 14, 2025**

**7. Approval of Consent Agenda**

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- A. Council Minutes of the December 10 and December 20, 2024
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for December 2024
- D. Late water/sewer bills
- E. 2024 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2024 Statement of Receipts, Disbursements and Balances
- H. Forms
  - 1. Event Center Agreement
  - 2. Work in Right of Way Permit

**Files Attached**

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- 12.10.24 Council Minutes.pdf
- 12.20.24 Council Special Meeting Minutes.pdf
- 01.2025 City Bill Listing.pdf
- 01.2025 Claims List for Approval.pdf
- 12.2024 Liquor Store Bill Listing.pdf
- 01.2025 past\_due\_customers (73).pdf
- 12.2024 Investment Schedule & Bond Schedule.pdf
- 12.2024 General Fund\_Special Revenue Money Market Account Report.pdf
- 01.14.2025 Vergas Event Center rental agreement.pdf
- Work in Road Right of Way Permit.pdf



CITY OF VERGAS  
COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM

The City Council of Vergas met at 6:30 pm, on Tuesday, December 10, 2024, at the Vergas Event Center and on Zoom for a hybrid regular council meeting with the following members present: Mayor Julie Bruhn; Council Members: Dean Haarstick, Paul Pinke, Bruce Albright and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers; Utilities Superintendent Mike DuFrane; Liquor Store Manager Kyle Theisen, Editor Bob Williams of the Frazee-Vergas Forum; City Engineer Blaine Greene and Citizens: Dwight Lundgren, James Stenger, Andrew Kinneberg and Rachel Kinneberg.

**Call to Order**

Mayor Julie Bruhn called the meeting to order.

**Citizens' Concerns**

None.

**Agenda Additions and Deletions**

Motion by Pinke, seconded by Albright to approve the agenda as presented. Motion passed unanimously.

**Approval of Consent Agenda**

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

- A. Council Minutes of the November 12, 2024 meeting
  - B. Bills paid between Council meetings and Council bills totaling \$101,929.62
  - C. Liquor Store bills for November 2024 totaling \$56,689.72
  - D. Late water/sewer bills
  - E. 2024 Investment Schedule/Bond Schedule
  - F. General Fund Special Revenue Money Market Account
  - G. 2024 Statement of Receipts, Disbursements and Balances
  - H. 2025 Licenses
    - 1. Cigarette
      - a. Lakes Community Co-op
      - b. Olson Oil
    - 2. Liquor on-sale
      - a. Billy's Corner Bar
      - b. Skal
  - I. Tax Abatement Hearings for parcels: 82000990249000 and 82000990244000 on January 14, 2025 at 6:15 pm.
  - J. Employee Training
    - 1. MN Rural Water Conference – March 4-6, 2025 in St Cloud (Utilities Superintendent )
    - 2. MN Clerks and Finance Officers – March 17 -21, 2025 in Brooklyn Center (Clerk-Treasurer)
    - 3. Clerks Advanced Academy- (Clerk-Treasurer)
    - 4. LMC, Loss Control Workshop March 26, 2025 in Alexandria (Utilities Superintendent, Maintenance Operator, Clerk-Treasurer)
    - 5. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Council & Clerk-Treasurer)
    - 6. Municipal Beverage Association (MMBA) April 20 - 23, 2025 Alexandria (Liquor Store Manager)
    - 7. 16th Annual Operator Expo, (MN Rural Water) August 20, 2025 (Utilities Superintendent and Maintenance Operator)
    - 8. Minnesota Clerks and Finance Officers Region 1 Meetings, various dates, (Clerk-Treasurer)
  - K. 2025 Elections
    - 1. Resolution 2024-015 Polling Place Designation
  - L. Energy Grant
    - 1. Update
    - 2. Resolution
  - M. Committee Reports - requiring no Council Action
    - 1. EDA/HRA
  - N. Comp Plan Progress 2024
  - O. Certify Mowing Invoice to Taxes - Parcel 82000990130000
- Motion passed unanimously.

Andrew Kinneberg stated when being assessed for the asphalt for the 2019 Street Project, KLJ Engineering figured his footage incorrectly. Current city engineer Blaine Green also figured the amount of asphalt for this project and stated the assessment amount is incorrectly figured. Attorney Tom Winters stated during the assessment procedure a hearing was held, and property owners had a chance to dispute the assessment amount. The city has no obligation to refigure the amount assessed and recommends no change be made as it can set a precedent for all projects to be reviewed. Albright stated the city can take this into consideration when the next phase of Scharf is asphalted or when the cul-de-sac on their property is abandoned.

#### **Otter Tail Lakes Country Assn**

Haarstick reviewed the city membership of the Otter Tail Lakes Country Association, which he holds a seat on the board.

#### **Committee Reports**

##### CDH-Vergas Fire Board

Bruhn reviewed CDH-Vergas Fire Board meeting minutes of November 25, 2024 (minutes available at the Vergas City Clerk's Office). Motion by Pinke, seconded by Albright to approve the increase in 2025 rates of 4%. Motion passed unanimously.

##### Water/Sewer Committee

Fischer reviewed the Water/Sewer Committee meeting minutes of November 20, 2024 (minutes available at the Vergas City Clerk's Office) Motion by Albright, seconded by Pinke to get quotes for fencing around water plant and apply for MN Health Department grant for \$10,000.00. DuFrane questioned if we wanted the fence to go around all of the City property or if they would like the fence around the water plant and water tower. DuFrane questioned if we wanted to use the tree line for a fence or have a completed fence. Albright stated a tree line will not keep people out of the water plant area so we can not use a fence around the whole area. Two estimates are needed on a project this size. Albright asked DuFrane to get multiply bids for the project: around the water plant and water tower and around the whole parcel. Motion passed unanimously.

Motion by Albright, seconded by Pinke to raise the water rate by \$3.00 for the base rate and the sewer rate by 25 cent per 1,000 gallons of usage. Motion passed unanimously. Discussed a control panel by the pump on County road 4 needs to be replaced due to terminals getting burnt. DuFrane will be getting quotes for pumps and control panels. DuFrane provided a quote for a submersible pump from MN Pump Works for \$13,819.40, this is located in the park. This pump was replaced in 2012. DuFrane will get another quote for this pump.

Motion by Albright, seconded by Pinke to approve the 2025 water and sewer budgets. Motion passed unanimously.

##### Park Board

Lammers reviewed the park board meeting minutes of November 27, 2024 (minutes available at the Vergas City Clerk's Office). Lammers requested the Council allow her to look into a sales tax for the Long Lake Trail Improvements. The sales tax moratorium ends June 1, 2025 and the state is changing the criteria on how Cities can require a sales tax. Motion by Albright, seconded by Pinke for Lammers to look into a sales tax for Vergas Long Lake Trail. Motion passed unanimously. Motion by Pinke, seconded by Haarstick to transfer \$15,000 to the park money market account for capital outlay projects. Motion passed unanimously.

##### Event Center

Pinke reviewed the event center meeting minutes of November 26, 2024 (minutes available at the Vergas City Clerk's Office). The stove top which was purchased has 4 burners with only 2 burners having controls, the other 2 burners are either only on or off. The council sent the discussion back to the event center committee to discuss the stove top after they have used the stove top. Event Center committee is still in need of a member in 2025. Discussed adding a \$125 fee to all bar rentals as the Lion's needed a permit which cost \$125 when they were doing the bar. This is another revenue making item for the Event Center. The council discussed if the renter or the bar would pay this fee. The council asked the committee to review this fee amount and consider if City, Community Club and Lion's could be exempt from this fee. Those who are doing our bars have catering licenses. May want to look at \$50 or something. For those bars that do events throughout the year maybe want to have a per year fee. Motion by Albright, seconded by Pinke to table further discussion with the event center considering the things we discussed tonight. Motion passed unanimously.

##### Streets/Sidewalk/Yard Waste

Motion by Fischer, seconded by Pinke to approve installing 3 lights for \$110.56 in the Sunny Oaks Division. Motion passed unanimously. Winters stated he is collaborating with Engineer Green on the right-of-way for E Lake Street by the end of the year. Engineer Green reviewed the extension of Scharf Avenue and stated the pond is not the size stated on the plans and there is some erosion. No recommendation to accept until it is built according to the design. The utilities are good but will

need to be evaluated for tracer wires.

### **2025 General Fund Budget**

Motion by Albright, seconded by Pinke to adopt the 2025 Fee Schedule. Motion passed unanimously.

Motion by Pinke, seconded by Albright to approve the 2025 Employee PayScale. Motion passed unanimously.

Motion by Fischer, seconded by Haarstick to approve the presented General Fund Budget which dropped from a 9.9% to a 6.97%. Motion passed unanimously.

### **Staff Reports**

#### Liquor Store Manager

Theisen presented a proposal from JH Signs to remove awnings, strip, and recover with cool vinyl material. He is still waiting for 2 more quotes which he hopes to have at the January meeting.

#### Utilities Superintendent

DuFrane asked Green to explain the Lead and Copper reporting to the State of MN. Widseth has a contract with the MN Department of Public Health and there was a technical glitch when data was submitted, and more data has been entered in. Next step is to get on a PPL list for funding to identify the 70 unidentified lines. DuFrane questioned why 1/3 of the project is not complete and they are looking for more money to complete the project they were supposed to complete. Green stated the timeline made it exceedingly difficult to complete, they truly did their best effort to complete the project. DuFrane stated he feels Widseth should complete this project for no additional payment, he feels Widseth failed. Albright questioned if they only received 60% of funds they were allocated, as they were only paid for the items that were completed and Green stated he was correct. It was reported to the State that 125 lines were unidentified but in reality, there are 55 unidentified lines. Green stated they have not found any lead or galvanized lines in Vergas. Bruhn asked DuFrane and Green to have a conversation regarding reporting and bring it back to water and sewer committee if there are still concerns.

Motion by Albright, seconded by Pinke to allow DuFrane to attend MN Warn Training in St Cloud on December 17, 2024 (no cost other than travel expense) and for both DuFrane and Engebretson to attend MRWA training in Elbow Lake on January 30, 2025. Motion passed unanimously.

#### Clerk-Treasurer Report

The written report was provided by Lammers. Otter Tail County will be bringing the agreement to the County Commissioners on December 17 for them to oversee Lake shore Management permits. If this is approved, we may need a special council meeting for this to go into effect on January 1, 2025.

### **2024 Mayor State of Address**

Bruhn reviewed 2024 accomplishments. The 2024 State Address can be found on the City webpage and a copy is available at the City Clerk's office.

### **Information & Announcements**

Lammers invited Council members to consider training for the board of review. Currently Albright is our only trained member. The city will hold the local board of review on April 9, 2025.

### **Adjournment**

The business for which the meeting was called having been completed, the meeting was adjourned at 8:03 pm.

Vergas Clerk-Treasurer  
Julie Lammers, CMC

CITY OF VERGAS  
SPECIAL COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM

The City Council of Vergas met at 9:00 am, on Friday, December 20, 2024, at the Vergas Government Services Center and on Zoom for a hybrid special council meeting with the following members present: Mayor Julie Bruhn; Council Members: Dean Haarstick, Bruce Albright and Natalie Fischer. Absent: Paul Pinke. Also present: Clerk/Treasurer Julie Lammers; Editor Bob Williams of the Frazee-Vergas Forum; and Citizens: Dwight Lundgren, James Stenger and Marcia Huddleston.

**Call to Order**

Mayor Julie Bruhn called the meeting to order.

**Memorandum Agreement with Otter Tail County**

Bruhn introduced the memorandum stating we have had a hearing regarding the County overseeing the construction permit process for all property within 1,000 feet of the shoreline. Albright reviewed recommendation of the Planning Commission to approve the 2-year trail period for Otter Tail County to issue lake shore management permits. This will include all permits within 1,000 feet of lakeshore beginning January 1, 2025. The city will still need to oversee violations, conditional use and variance permits. Lammers stated Attorney Tom Winters has approved signing the memorandum agreement with Otter Tail County. Motion by Albright, seconded by Fischer to approve the memorandum agreement with Otter Tail County. Motion passed unanimously.

**Personnel Committee**

Bruhn reviewed personnel meeting minutes of December 18, 2024 (minutes available at the Vergas City Clerk's Office) . Personnel has done an employee management review, and it came down to 3 positions to update. Recommended changing the Event Center Coordinator and adding a Deputy Clerk positions. Event Center Coordinator position would change to an Event Center Support position removing administrative aspects to the office.

Motion by Albright, seconded by Fischer to accept change in Event Center Coordinator position to Event Center Support positions. Motion passed unanimously.

There are some clarifications that need to be made before making changes from the full-time to part-time position at the Liquor Store.

Bruhn reviewed the need for back up for the City Clerk and has attended LMC classes stating you need someone to be able to cover the office when the Clerk is not available and currently, we do not have that support when Lammers is not in the office. The city does not need both a receptionist and a Deputy Clerk and with the current receptionist salary and Lammers overtime hours will cover a majority of the salary increase. One of the largest complaints we have is the office not being open on Fridays and this position would add Friday hours from Memorial Day to Labor Day. Motion by Albright, seconded by Fischer to approve adding a Deputy Clerk position and terminating the receptionist position. Motion passed unanimously.

Motion by Albright, seconded by Haarstick to approve job description for the event center support position. Motion passed unanimously.

The Deputy Clerk would oversee the city website, city newsletter and committees Lammers delegates to this position. Albright questioned if this person would have a probationary period. Bruhn stated the personnel policy states all employees have a 6-month review. Motion by Albright, seconded by Fischer to approve job description for Deputy Clerk . Motion passed unanimously.

Motion by Albright, seconded by Fischer to advertise Deputy Clerk position with the timeline provided by City Clerk-Treasurer. Motion passed unanimously.

**Adjournment**

The business for which the meeting was called having been completed, the meeting was adjourned at 9:22 am.

Vergas Clerk-Treasurer  
Julie Lammers, CMC

CITY OF VERGAS  
 Bill Listing for Dec. 11, 2024 to Jan. 13, 2025

VENDOR	DESCRIPTION	TOTAL
Adam & Tara Dresen	Big Build Tax Refund	1,297.00
Carol Sharp	Big Build Tax Refund	1,576.00
City of Vergas	Water and Sewer	59.90
City of Vergas	Payroll	
	General Fund	1,539.22
	Streets	4,202.91
	Yard Waste	572.65
	Parks	272.12
	Event	127.40
	Water	2,730.32
	Sewer	2,828.05
Internal Revenue Services	2024 Withholding Tax	3,743.67
Jezmae Burkett	Event, Supplies	11.66
Lake Region Electric	Sign, electricity	59.94
Michelle Norby	Event Center, deposit refund	75.00
MN Dept. Revenue	2024 Withholding Tax	681.37
MN Revenue	Sales Tax	
	General Fund	16.00
	Water Fund	102.00
Public Employees Retirement Assoc.	Payroll	2,442.40
Teagan Brambrink	Event Center, deposit refund	75.00
Total for bills paid between Council Meetings		<u>\$22,412.61</u>

Date Range : 12/10/2024 To 1/15/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/14/2025	Arvig	All Depts, security and internet	516143	\$448.28			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$85.95
					100-43010-321-	City Shop	\$68.45
					100-45110-321-	EVENT CENTER	\$85.90
					100-41010-321-	GENERAL GOVERNMENT	\$207.98
01/14/2025	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium 2025	516144	\$3,563.68			
					100-41405-131-	Clerk	\$309.52
					601-49440-131-	Water Utilities - Administration and General	\$541.66
					602-49490-131-	Sewer Utilities - Administration and General	\$541.66
					100-43110-131-	Highways, Streets & Roadways	\$232.14
					100-45210-131-	Parks	\$232.14
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,706.56
01/14/2025	Colonial Life	2025 Employee Reimbursed Insurance	516145	\$182.24			
					100-41405-999-	Clerk	\$58.12
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$124.12
01/14/2025	Corporate Technologies, LLC	All Depts, Technology Inv #160386, 159239, 159899	516146	\$438.76			
					100-41010-200-	GENERAL GOVERNMENT	\$82.80
					609-49751-200-	Liquor Store - Manager - Off-Sale	\$39.60
					100-45110-200-	EVENT CENTER	\$42.20
					100-43110-200-	Highways, Streets & Roadways	\$42.20
					100-45210-200-	Parks	\$42.20
					601-49440-200-	Water Utilities - Administration and General	\$60.00
					602-49490-200-	Sewer Utilities - Administration and General	\$54.76
					100-41110-200-	Council/Town Board	\$60.00
					100-41310-200-	Mayor	\$15.00

Date Range : 12/10/2024 To 1/15/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/14/2025	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	516147	\$75.00			
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					601-49440-321-	Water Utilities - Administration and General	\$18.75
					100-43110-321-	Highways, Streets & Roadways	\$18.75
					100-45210-321-	Parks	\$18.75
01/14/2025	Matthew Engebretson	St, Pk, reimbursed cell phone	516148	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
01/14/2025	Elan Financial Services	GG, operating supplies	516149	\$37.63			
					100-41010-210-	GENERAL GOVERNMENT	\$37.63
01/14/2025	Great Plains Natural Gas Company	City Shop utility	516150	\$448.89			
					100-43010-380-	City Shop	\$201.32
					100-45110-380-	EVENT CENTER	\$247.57
01/14/2025	Hach Corporation	Wtr, WWTF, 2024 chemicals Invoice#14303790	516151	\$456.20			
					601-49440-218-	Water Utilities - Administration and General	\$228.10
					602-49490-218-	Sewer Utilities - Administration and General	\$228.10
01/14/2025	Hansons Plumbing & Heating, Inc.	Water, 2024 supplies	516152	\$64.42			
					601-49400-210-	Water Utilities - Source of Supply	\$64.42
01/14/2025	Hawkins, Inc	Wtr, 2024 chemicals Inv 6941355	516153	\$799.63			
					601-49440-218-	Water Utilities - Administration and General	\$799.63
01/14/2025	L & M Supply, Inc.	Shop, shop, WW, 2024 supplies	516154	\$109.98			
					100-43010-210-	City Shop	\$36.66

Date Range : 12/10/2024 To 1/15/2025

<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>
					100-43110-210-	Highways, Streets & Roadways	\$36.66
					602-49490-210-	Sewer Utilities - Administration and General	\$36.66
01/14/2025	Julie Lammers	Clerk, cell phone reimbursement	516155	\$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
01/14/2025	League of Mn Cities	Mayor, dues	516156	\$30.00			
					100-41310-345-	Mayor	\$30.00
01/14/2025	Lakes Community Cooperative	Street, operating fuel Sewer, bales	516157	\$220.85			
					100-43110-210-	Highways, Streets & Roadways	\$220.85
01/14/2025	League of Minnesota Cities	LMC, 2025 Lammers Safety Loss Control Workshop	516158	\$20.00			
					100-41010-331-	GENERAL GOVERNMENT	\$20.00
01/14/2025	Leighton Broadcasting	Event, 2024 advertising	516159	\$100.00			
					100-45110-340-	EVENT CENTER	\$100.00
01/14/2025	Northland Trust Services	St, \$985,000 General Obligation Improvement Bonds Services Paying & Interest, Series 2019A	516160	\$52,520.63			
					412-41010-611-	GENERAL GOVERNMENT	\$12,520.63
					412-41010-601-	GENERAL GOVERNMENT	\$40,000.00
01/14/2025	Marco Inc	Copier, contract	516161	\$9.75			
					100-41010-200-	GENERAL GOVERNMENT	\$3.25
					601-49440-200-	Water Utilities - Administration and General	\$3.25
					602-49490-200-	Sewer Utilities - Administration and General	\$3.25



Date Range : 12/10/2024 To 1/15/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/14/2025	MN Department of Natural Resources	Parks, 2025 Aquatic Plant Management Permit, Long Lake	516162	\$35.00			
					100-45210-354-	Parks	\$35.00
01/14/2025	Madison National Life Ins Co, Inc	Employee short term Insurance (Jan-Mar 2025)	516163	\$211.83			
					100-45210-130-	Parks	\$26.91
					601-49440-130-	Water Utilities - Administration and General	\$26.91
					602-49490-130-	Sewer Utilities - Administration and General	\$26.91
					100-41405-130-	Clerk	\$17.28
					609-49751-130-	Liquor Store - Manager - Off-Sale	\$86.92
					100-43110-130-	Highways, Streets & Roadways	\$26.90
01/14/2025	Minnesota Life Insurance Company	Employee Life Ins, EmployeeLife Ins. 2025	516164	\$7.20			
					100-41405-131-	Clerk	\$1.00
					100-43110-131-	Highways, Streets & Roadways	\$0.50
					100-43110-999-	Highways, Streets & Roadways	\$1.00
					609-49751-999-	Liquor Store - Manager - Off-Sale	\$2.10
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$2.10
					100-45210-131-	Parks	\$0.50
01/14/2025	Otter Tail County Highway Dept.	St, salt/sand (2024)	516165	\$679.14			
					100-43125-210-	Ice and Snow Removal	\$679.14
01/14/2025	Otter Tail Power Company	All depts, utility	516166	\$1,848.26			
					602-49490-380-	Sewer Utilities - Administration and General	\$226.30
					100-43160-380-	Street Lighting	\$599.33
					100-45110-380-	EVENT CENTER	\$186.42
					100-45210-380-	Parks	\$91.05
					601-49440-380-	Water Utilities - Administration and General	\$561.87
					100-41010-380-	GENERAL GOVERNMENT	\$97.03

Date Range : 12/10/2024 To 1/15/2025

<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>
					100-43010-380-	City Shop	\$86.26
01/14/2025	Olson Oil Co.	St, 2024 operating supplies	516167	\$402.03			
					100-43110-210-	Highways, Streets & Roadways	\$402.03
01/14/2025	PB Pey-Barker Fire & Safety	Event, maintenance inspection	516168	\$756.00			
					100-45110-300-	EVENT CENTER	\$756.00
01/14/2025	Productive Alternatives, Inc.	Event Center, 2024 Cleaning Inv#INV 2649, 2802	516169	\$235.99			
					100-45110-300-	EVENT CENTER	\$235.99
01/14/2025	Kyle Theisen	LS, Cell Phone Reimbursement	516170	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
01/14/2025	RMB Environmental Laboratories, Inc	WW, 2024 Chemicals	516171	\$306.19			
					602-49490-218-	Sewer Utilities - Administration and General	\$306.19
01/14/2025	Steve's Sanitation, Inc.	Parks, garbage pickup 2024	516172	\$295.38			
					100-45210-384-	Parks	\$295.38
01/14/2025	Vergas State Bank	G.O. Improvement Refunding Bonds, Series 2015A	516173	\$30,192.50			
					220-47010-611-	DEBT SERVICE	\$1,192.50
					220-47010-601-	DEBT SERVICE	\$29,000.00
01/14/2025	Vergas State Bank	\$230,000 Taxable Lease-Purchase 2023A	516174	\$13,122.50			
					440-47010-611-	DEBT SERVICE	\$7,122.50
					440-47010-601-	DEBT SERVICE	\$6,000.00

Date Range : 12/10/2024 To 1/15/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/14/2025	Vergas State Bank - #4616	Gen Obligation Water Revenue Note, Series 2022A Mn Rural Water Micro-Loan	516175	\$14,080.00			
					601-47210-611-	Interest - Bonds	\$1,080.00
					601-47110-601-	Bond Principal	\$13,000.00
01/14/2025	Vergas Hardware	All Depts, supplies	516176	\$128.57			
					100-43110-210-	Highways, Streets & Roadways	\$68.96
					100-43010-210-	City Shop	\$19.00
					100-45210-210-	Parks	\$5.18
					602-49490-210-	Sewer Utilities - Administration and General	\$34.47
					100-45110-210-	EVENT CENTER	\$0.96
01/14/2025	Verizon	GG & Event, 2024 internet and cell phone	516177	\$26.44			
					100-45110-321-	EVENT CENTER	\$16.44
					100-41010-321-	GENERAL GOVERNMENT	\$10.00
01/14/2025	Vergas Insurance Agency, LLP	Bond, 2025-2026 Clerk/Treasurer Renewal	516178	\$205.00			
					100-41405-360-	Clerk	\$205.00
01/14/2025	Vestis	Event, rugs and supplies (2024=243.42, 2025=243.42)	516179	\$486.84			
					100-45110-210-	EVENT CENTER	\$243.42
					100-45110-210-	EVENT CENTER	\$243.42
01/14/2025	Widseth	Engineering;	516180	\$910.00			
					100-43110-303-	Highways, Streets & Roadways	\$910.00
01/14/2025	Zitzow Electric, Inc.	Event, electrical work	516181	\$727.33			
					100-45110-400-	EVENT CENTER	\$727.33

Date Range : 12/10/2024 To 1/15/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
Total For Selected Claims				\$124,307.14			\$124,307.14

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 December 2024

Vendor	Description	Total
Artisan Beer Company		
Arvig	Internet and security	\$60.08
Bergseth Bros		6,974.20
Beverage Wholesalers		2,140.52
Blue Cross Blue Shield of MN	Employee, health insurance	\$1,706.56
Breakthru Beverage		\$1,132.00
City of Vergas	Payroll	7,699.60
City of Vergas	Utility	60.32
Colonial Life	Employee, reimbursed insurance	248.24
Corporate Technologies, LLC	Technology	39.60
D-S Beverages		3,055.39
Elan Financial Services	Supplies	62.49
Frazee-Vergas Forum	Advertising	40.00
Fricke Consultin Sale	POS service fee	165.00
Great Plains Natural Gas	Utility	\$113.39
Internal Revenue Service	2024 Withholding Tax	2,292.21
Johnson Brothers Liquor Co		2,488.31
Klockow Brewing Co		63.00
Merchant Services	Credit Card Fees	938.43
MN Dept. of Revenue	Sales Tax	5,487.00
MN Dept. Revenue	2024 Withholding Tax	324.00
Perham Printing	Envelopes	51.03
Phillips Wine & Spirits		8,484.14
Public Employees Retirement Assoc.	Payroll	\$1,481.49
Southern Glazer's Wine & Spirits		1,712.78
Theisen, Kyle	Cell Phone	25.00
Vergas State Bank	HAS Contributions	\$407.00
Viking Coca-Cola Bottling Co		410.75
	Total	<u>47,662.53</u>
	December Receipts	<u>64,292.19</u>
<b>December Balance</b>		<u>\$16,629.66</u>
	January - November Operating Income	\$50,029.57
	Transfer to General Fund	<u>25,000.00</u>
<b>2024 Total Income (Loss)</b>		<u>\$91,659.23</u>

Route	Sort	Account #	Customer Name	Status	Parcel #	Service Address	Aged Days	Past Due Amt.	Total Balance	Deposit Balance	Last Pymt. Date	Last Pymt. Amount	Meter #	Meter Type	Pay Plan
2	0	621	Woods, Cassandra	Active	82000990123000	304 S Pelican Ave	108	133.39	478.38	0.00	10/15/2024	200.00	87137796	WATER	No
2	0	211	Lemon, Brandon	Active	82000990110000	213 W Main St	127	190.48	528.97	0.00	09/24/2024	160.00	88707196	WATER	No
2	0	570	Licence, Tony	Active	82000990127000	350 S Pelican Ave	127	135.10	492.37	0.00	10/15/2024	200.00	86271557	WATER	Yes
5	0	1870	Bonham, James A. Rev.Trust	Active	82000500037007	806 E Scharf Ave	100	27.49	166.33	0.00	10/02/2023	500.00	5632554SG	WATER	No
Total							Count: 4	486.46	1,666.05						

**City of Vergas Investments**

	<u>Account Number</u>	<u>12/31/23</u>	<u>Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>12/31/24</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund/Street Funds	325657	233,467.68	150,000.00	100,000.00	884.13	284,351.81	0.75%	MMDA
Street Debt Fund	325657	260,975.43	150,000.00	100,000.00	1,728.53	312,703.96	0.75%	MMDA
Sewer Reserve	19753	27,018.62	0.00	0.00	959.56	27,978.18	3.50%	6/27/2025
Sewer and Water Debt Service	19759	37,526.60	0.00	0.00	946.63	38,473.23	2.50%	7/17/2025
Liquor Fund	20338	149,042.35	0.00	0.00	3,759.68	152,802.03	2.50%	12/14/2025
Totals		708,030.68	300,000.00	200,000.00	8,278.53	1,216,309.21		

**City of Vergas Bond Schedule**

Title	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2023</u>	<u>Interest Paid in 2024</u>	<u>Balance 12/31/2024</u>	<u>Amount Paid in 2024</u>
<b>Street Debt Service Fund</b>									
General Obligation Improvement Refunding Bonds,	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	174,173.50	2,782.50	144,173.50	30,000.00
General Obligation Improvement	6/11/2019	\$985,000.00	3.26%	Northland Trust	2/1/40	865,000.00	26,026.26	825,000.00	40,000.00
Taxable Lease, 2023	10/24/2023	\$230,000.00	5.90%	Vergas State Bank	2/1/39	230,000.00	10,960.74	230,000.00	0.00
<b>Water Fund</b>									
General Obligation Water Revenue Note, Series 2022A	2/1/2022	<u>\$132,000.00</u>	3.25%	Vergas State Bank	2/1/32	118,800.00	2,280.00	<u>106,800.00</u>	<u>12,000.00</u>
Total		\$1,646,000.00				<b>1,387,973.50</b>		1,305,973.50	82,000.00

**Liquor Store/2006 and 2019 Street Project/General Fund/Special Revenue Money Market Account**

	2023 Balance	Interest	2024 Interest	2024 Purchased	2024 sold	12/31/2024 Balance
Uncommitted Funds	104,412.88	1.12%	29.26	0.00	100,000.00	4,442.14
City Shop	8,078.61	2.05%	53.56	0.00	0.00	8,132.17
Easements	5,224.43	1.32%	34.49	0.00	0.00	5,258.92
Event Center	960.36	0.24%	6.27	0.00	0.00	966.63
Event Center Electronic Sign	10,037.60	2.54%	66.36	0.00	0.00	10,103.96
General	14,536.02	3.69%	96.41	0.00	0.00	14,632.43
Park	20,711.99	5.25%	137.16	15,000.00	0.00	35,849.15
Sand Seal (Seal Coating)	13,012.13	3.30%	86.22	0.00	0.00	13,098.35
Sidewalk	14,938.79	3.79%	99.02	0.00	0.00	15,037.81
Street Improvements/Equipment	41,554.87	10.54%	275.37	0.00	0.00	41,830.24
Liquor Store	0.00	0.00%	0.00	135,000.00	0.00	135,000.00
2019 Street Project	150,562.67	38.17%	997.25	150,000.00	100,000.00	201,559.92
2006 Street Project	110,412.76	27.99%	731.28	0.00	0.00	111,144.04
Balance	\$494,443.11	100.00%	\$2,612.66	\$300,000.00	\$200,000.00	597,055.77 ***
			2,612.66			

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

Current Committed Total 284,351.80



RENTAL AGREEMENT  
VERGAS EVENT CENTER, 140 W. LINDEN STREET

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ by and between the City of Vergas, Minnesota, as Lessor, and \_\_\_\_\_, as Lessee, witnessed:

The Lessor leases to the Lessee, the Event Center under the following conditions:

1. This agreement covers a lease of said premises for the following period from
2. \_\_\_\_\_, 202\_\_ at \_\_\_\_\_ am or pm to \_\_\_\_\_, 202\_\_ at \_\_\_\_\_ am or pm
3. The rent to be paid by the Lessee is as follows:

**MULTI-DAY EVENT:**

Multi-day Event (Friday at 12:00, Saturday, Sunday until 5:00 p.m.) \$800.00 + tax (Includes recreation room, meeting room, and kitchen for up to 350 people)

Multi-day Event (Friday at 12:00, Saturday, Sunday until 5:00 p.m.) \$1,500.00 + tax (Includes recreation room, meeting room, kitchen and security (up to 4 hours) for up to 350 people). **Do you reside in Vergas City Limits? \$500.00 CREDIT**

**DAILY EVENT** (Over 8 hours) \$350.00 + tax Includes use of Kitchen Facilities and Equipment.

**SECURITY**

\$35.00 per hour per guard

Security shall start the same time that the bar is opened and one hour after the bar is closed to allow for clearing building. Must have two security guards for a wedding dance or any event over 200 people.

**Cleaning/Damage Deposit** (Separate Check) \$300.00

**HOURLY EVENT:**

**Recreation Room** Less than 8 hours (Includes use of Kitchen Facilities and Equipment.) \$50.00 per hour + tax

Cleaning/Damage Deposit (Separate Check) \$75.00

**Meeting / Smart Room** \$25.00 per hour + tax

Cleaning/Damage Deposit (Separate Check) \$50.00

Exercise Rate, weekdays only \$15.00 per hour + tax

4. Non-refundable Deposit must be paid when returning the rental agreement to reserve your date, rental rate must be received fourteen (14) days before event. No refunds will be made for events cancelled within fourteen (14) days of the event.

5. **There shall be no intoxicating liquor or 3.2 beer at the Event Center without providing the City with a certificate of liquor liability insurance.** The City will contact Spanky's Stone Hearth for bar if requested by Lessee.

The following currently have liquor liability insurance on file with the City of Vergas.

**Spanky's Stone Hearth 218-334-3555 and Bleachers Sports Bar & Grill 218-844-6820.**

If you have your own bar, you will need to provide the City with Liquor Liability insurance naming the City as additional insured.

6. Public Liability Insurance:
  - a. Public Liability Insurance on the building is provided by the Lessor.
  - b. Lessee will hold the Lessor harmless from any accident that might relate to event, unless caused by the negligence of the lessor.

RENTAL AGREEMENT  
VERGAS EVENT CENTER, 140 W. LINDEN STREET

- c. Lessee will hold the Lessor harmless from any accident that might relate to event, unless caused by the negligence of the lessor.

7. Special Provisions:

- a. All tables shall be wiped off and all garbage brought to outside dumpster following the event. Tables need to be placed in racks and racks need to be placed by stage wall of Event Center located by the bar after event.
- b. Following the event chairs need to be stacked eight (8) high and placed by the outside wall of the Event Center.
- c. You may put decorations up with damage-free hanging command strips. There shall be no tape, tacks, or masking tape used on the walls or posts. You may use hooks already located on pillars. All decorations need to be taken down at the end of your event.
- d. Kitchen needs to be cleaned at the end of your event. Rinse out all coffee makers and pots at end of event. **Only Folgers coffee can be used in the coffee maker.** (If any other brand is used \$50.00 will be deducted from your deposit)
- e. Candles must be placed in enclosed holders (if wax is found on table or floor \$25.00 will be deducted from your deposit).
- f. If the Lessee hires a DJ or Music Group, it is their responsibility to let them know that all equipment must be removed when rental is complete.
- g. If you would like to use the wireless internet password is **Verga\$2021**.
- h. If Lessee would like information placed on sign in front of building the Lessee is responsible for giving us information they want placed on the sign. Informational or congratulatory messages regarding event only. Lettering can be put up fifteen (15) days before the event will be removed day after the event rental time. (or shorter period of time if requested by Lessee)
- i. Security code for door will be provided before reserved rental time. Lessee is responsible for unlocking and locking doors during rental period.
- j. Security has the authority to terminate events it deems uncontrollable.

8. Please call Jezmae @ 218-850-0594 or the City Office: 218-302-5996, Opt. 2 with any questions.

E-mail: [eventcenter@cityofvergas.com](mailto:eventcenter@cityofvergas.com) Mail: City of Vergas, Attn: Jezmae, PO box 32, Vergas MN 56587

Renter shall assume responsibility for damages to the building and fixtures not covered by insurance, except reasonable use and wearing thereof or other accidents not happening through the negligence of the renter.

CITY OF VERGAS, LESSOR

I have read the above and hereby  
Agree to all conditions.

By: \_\_\_\_\_

\_\_\_\_\_  
Lessee

By: \_\_\_\_\_

RENTAL AGREEMENT  
VERGAS EVENT CENTER, 140 W. LINDEN STREET

Name of Organization \_\_\_\_\_ Name of Contact Person \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ email address \_\_\_\_\_  
Date of Event \_\_\_\_\_

This agreement covers a lease of said premises for the following period from

\_\_\_\_\_, 202\_\_ at \_\_\_\_\_ am or pm to \_\_\_\_\_, 202\_\_ at \_\_\_\_\_ am or pm

**(This is from the time you are going to set up until the time you will be finished cleaning up.)**

**Fees:**

Multi-Day Event: Friday at 12:00 p.m. to Sunday at 5:00 p.m. Yes \_\_\_\_ No \_\_\_\_ \$ \_\_\_\_\_

**(\$1,500.)**

Do you reside in Vergas City Limits? **\$500.00 CREDIT** Yes \_\_\_\_ No \_\_\_\_ \$ \_\_\_\_\_

Multi-Day Event: no alcohol/no security, hours as above **(\$800.00)** Yes \_\_\_\_ No \_\_\_\_ \$ \_\_\_\_\_

Daily Event: Daily with kitchen and equipment **(\$350.)** Yes \_\_\_\_ No \_\_\_\_ \$ \_\_\_\_\_

Security: **(\$35. / hour per guard)** Start \_\_\_\_\_ End \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ \$ \_\_\_\_\_

Hourly Event: Recreation Room less than 8 hours **(\$50. / Hour)** Yes \_\_\_\_ No \_\_\_\_ \$ \_\_\_\_\_

Meeting / Smart Room **(\$25. / Hour)** Yes \_\_\_\_ No \_\_\_\_ \$ \_\_\_\_\_

Exercise Rental **(\$15 / Hour)** Yes \_\_\_\_ No \_\_\_\_ \$ \_\_\_\_\_

Bar: Yes \_\_\_\_ No \_\_\_\_ Liquor Liability Insurance Holder Name \_\_\_\_\_

Name of Band or DJ \_\_\_\_\_

Will your event need the sound system: Yes \_\_\_\_ No \_\_\_\_

Will your event need the screen: Yes \_\_\_\_ No \_\_\_\_

Total of Event \$ \_\_\_\_\_ Tax (7.375%) \_\_\_\_\_ Total Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

If you are tax exempt, please provide Certificate of Exemption form ST3

\*Total of Deposit \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

\*Please note: Deposit will be refunded only if the event occurs according to the contract agreement & after confirmation that the VEC is in the same condition as it was prior to the event.

Message to be displayed on the Electronic Sign:

**Date is not guaranteed until deposit and form are received at City Office. Email confirmation will be sent when received in the mail.**

**Please return form and payment to: Vergas City Office, PO Box 32, Vergas MN 56587-0032.**

**Please call Jezmae @ 218-850-0594 or the City Office: 218-302-5996, Option #2 with any questions.**

**E-mail: [eventcenter@cityofvergas.com](mailto:eventcenter@cityofvergas.com)**



RENTAL AGREEMENT  
VERGAS EVENT CENTER, 140 W. LINDEN STREET

Please return this form after renting the Vergas Event Center - it will help us serve you and other patrons in the future.

Was the building open, clean and ready at the time you designated?

Fair

Good

Excellent

Comments:

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Were the employees available, helpful and courteous?

Fair

Good

Excellent

Comments:

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Was the bar satisfactory during your event?

Fair

Good

Excellent

Not Applicable

Comments:

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Would you recommend the Vergas Event Center to your friends and family?

Yes

No

Comments:

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Permit Number: \_\_\_\_\_ Date Received: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

**Any questions regarding Work in Road Right of Way Permit  
please contact City Clerk-Treasurer by calling  
218- 302-5996 Ext. 1 or stop by the City Office at 131 Main Street Vergas MN.**

### Work in Road Right of Way Permit Application

To the Vergas Planning Commission of the City of Vergas in the County of Otter Tail, State of Minnesota:  
Application is hereby made by the undersigned for a Work in Road Right of Way Permit as provided by City Ordinance as adopted by the City of Vergas.

PLEASE NOTE: THE PERMIT FEE TO WORK IN THE CITY RIGHT OF WAY IS \$350.00.  
SITE MAP REQUIRED.

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Permit to: (CHECK ONE)

☐

Install

☐

Repair

Description of work to be done: \_\_\_\_\_

Date project will begin: \_\_\_\_\_ Date project will be completed: \_\_\_\_\_

APPLICANT'S

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Permit expires in one year if project is not complete, please reapply for permit.

By signing this application, you are giving City employees and representatives permission to inspect your property.

I do hereby say that the facts stated by me in the site application are true to the best of my knowledge and belief. Please be aware that **no work** shall begin until the Zoning official has approved the plans and revisions the site plan if necessary and has indicated approval to begin.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Zoning Official

\_\_\_\_\_  
Date

City of Vergas has 60 days to approve or deny a permit. The date begins when all documents have been submitted to the city. Permits are valid for one calendar year.

\*\*\*\*\*

#### FOR OFFICE USE ONLY

☐

Received Site Map

☐

\$350.00 Permit Fee

Receipt # \_\_\_\_\_ Date Paid \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_

**City Council**  
**2025 January Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:15 PM on Tuesday, January 14, 2025**

**10. Appointments**

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- A. Council Portfolios
- B. CDH-Vergas Fire Board Representative
- C. Planning Commission Representative and Appointments - Bruce Albright, Rebecca Hasse and Shane Hasse
- D. Economic Development Authority and Housing Redevelopment Authority Representative and Member - Bruce Albright and Kevin Zitzow
- E. Event Center Advisory Board Representative and Member- James Stenger
- F. Appoint City Attorney- Ramstad, Skoyles and Winters, P.A.
  - 1. Annual Review of Contract
- G. Designate Official Newspaper - Frazee-Vergas Forum
- H. Designation of official pace of advertisement of projects: [www.cityofvergas.com](http://www.cityofvergas.com)
- I. Designate Official Depositories: Vergas State Bank
- J. Appoint of City Engineering Firm - Widseth
  - 1. Annual Review of Contract

**Files Attached**

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- 2025 Proposed City of Vergas Portfolio.pdf
- 12.20.24 CITY ATTORNEY PERFORMANCE REVIEW RATING SHEET.pdf
- 12.20.24 CITY ENGINEER PERFORMANCE REVIEW RATING SHEET.pdf

<b>2024 City of Vergas Portfolio's/Councils/Committees/Boards</b>			
	<b>Council Appointment</b>	<b>Staff Appointment</b>	<b>Citizen Appointments (as applicable)</b>
Acting Mayor		Julie Lammers	
Weed Inspector	Dwight Lundgren	Mike DuFrane	
Ongoing inspection during the months of May-October			
Budget	Dwight Lundgren James Stenger	Julie Lammers	
Annual meeting in July to establish annual budget for City Council review at September meeting			
Liquor Store/Municipal Building/License	James Stenger Dean Haarstick	Julie Lammers Kyle Theisen	
Bi-annual meeting for Liquor Store to review beginning and end of year budget License meeting when proposing fee changes or new license Municipal Building meets at call of the Utility Superintendent &/or City Clerk to discuss municipal buildings and required action needs.			
Streets/Sidewalks Yard Waste	Bruce Albright Paul Pinke	Mike DuFrane	
As needed to address issues requiring action			
Water & Sewer	Dwight Lundgren Dean Haarstick	Mike DuFrane	
Meet annually for budget review and development in November. Other meetings as needed to address issues requiring action			
Emergency Management Safety	Dwight Lundgren	Julie Lammers Mike DuFrane	Fire Chief: Jeff Zitzow Rescue: Byron Zitzow
Annual EM review and exercise/training Safety Training oversight and meet as needed to address safety issues requiring action			
Personnel	Dwight Lundgren James Stenger	Julie Lammers	
Annual evaluation meeting, new hires, probation reviews and as needed to address issues			
Event Center Advisory Board (3 year term with unlimited terms)	James Stenger	Deputy Clerk	Vanessa Perry (2020- 2022/2023-2025) Deb Jacoby (2024-2026) Robert Jacoby (2023-2025)
Monthly meeting or at the call of the Chair			

Planning (2 year term. 3 term limit)	Bruce Albright	Julie Lammers	<ul style="list-style-type: none"> <li>• Jim Courneya (2024-2026)</li> <li>• Alex Ohman(2024-2025)</li> <li>• Shane Hasse (2023-2024)</li> <li>• Rebecca Hasse (2023-2024)</li> </ul>
Meets 10 months of the year (No meeting July or Dec)			
EDA/HRA (6 year term- 3 term limit)	Bruce Albright	Julie Lammers	Paul Sonnenberg- thru 2027 Kevin Zitzow- thru 2028 Joy Summers-thru 2025 Duane Ditterich-thru 2026
Monthly			
Fire Board	Dwight Lundgren	N/A	Fire Chief Candor, Dora, Hobart Township
3 meetings annually- budget, audit, and annual meeting			
Park Advisory Board (Park & Recreation) (3year term- unlimited terms)	Dean Haarstick	Deputy Clerk Mike DuFrane	Sherri Hanson (2020-2022/2023-2025) Chuck Hanson (2024-2026) Steph Hogan (2021-2023/2024-2026) Maggie Puetz(2023/2024-2025) Tony Sailer (2022-2024/2024-2026)
Meets monthly or at the call of the Chair			

1. Recorded minutes are reviewed by the City Council
2. Minutes contain recommendations to the council. Be clear and specific in terms of background of the issue, aspects reviewed and recommended action(s).
3. Minutes must contain when meeting held, where meeting was held, who was present/absent at the meeting, recommendations, and who was the recorder of the minutes.
4. Appointed Council Member to Councils/Committees/Boards are responsible to facilitate communication with the City Council.
5. Appointed Council members to Councils/Committees/Boards are responsible for attendance. If not able to attend the meeting. Contact the city office and an alternate council member will be asked to attend that meeting.



## CITY ATTORNEY PERFORMANCE REVIEW RATING SHEET

Rate each item 1 (low) to 5 (high) based on your opinion of the City Attorney's performance. Mark N/A if you do not have enough information to rate.

### I. LEGAL CONSULTATION

- A. Has legal advice provided by the City Attorney proven to be accurate and technically, correct?  
1.Yes. 2. Yes 3. Yes.
- B. Does the City Attorney possess and provide an efficient and effective knowledge of the City's Municipal Code and regulations?  
1.Yes. 2. Yes 3. Yes.
- C. Does the City Attorney proactively identify potential issues when he is aware of them to avoid problems from occurring?  
1.Yes. 2. Yes 3. Yes.

### II. LEGAL REPRESENTATION

- A. Does the City Attorney aggressively represent the interests of the City as directed by the City Council?  
1. Yes 2. Yes, represents, not sure aggressively but no specific issue 3. Not aggressively but does represent well.

### III. STAFF WORK

- A. Does the City Attorney prepare ordinances, resolutions, contracts and other legal work accurately and consistently with the direction and objectives communicated by the City Council, City Clerk and/or department directors?  
1. Yes 2. Yes 3. yes
- B. Are staff and City Council advised of key changes in municipal law as it pertains to the City's activities?  
1. n/a not aware of any 2. Yes 3. Yes
- C. Has the City Attorney been successful in accomplishing objectives previously established?  
1.Yes. 2. Yes 3. Timeline/Timeliness an issue with written type document needs.

### IV. COST/FISCAL ACCOUNTABILITY AND CONTROL

- A. Are regular legal activities achieved within budgetary goals and limits?  
1. Have appreciated the pro bono work for the city. 2. We don't see actual bills, something I'd like to see in the future. 3.Tom is so generous we pay very little for his services. He represents the city well. He seems to have a heart for Vergas.

- B. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?

1. We don't see. 2. N/A 3. N/A

## V. RESPONSIVENESS/TIMELINESS OF ACTIONS

- A. Are requested legal work and assignments completed in a timely manner within established time frames?

1. ? E Lake St R/W @. Timeliness can be an issue 3.Timeliness lags but for the price and need. I think he's wonderful.

- B. Is the City Attorney accessible when needed to respond to requests for legal information and assistance?

1.For the most part. He lets any council member meet with him at 'no' cost. Unbelievable. 2. Generally responses to questions. Information needs will take longer. Feel insures giving accurate information. 3. Yes, but he's mostly contacted by staff.

## VI. COMMUNICATIONS

- A. Does the City Attorney communicate effectively with the City Council, staff and the community?

1. For the most part. He lets any council member meet with him at 'no' cost. Unbelievable 2. Yes 3. Yes.

- B. Are answers provided in a timely and in an understandable manner?

1. Yes, generally. 2. Yes...not always timely but very understandable. 3. Yes.

- C. Are timelines for follow-up to requests clearly communicated?

1. Could improve 2. Not Consistently 3.No.

### Comments and recommendations

1. Suggest keeping Tom for the long haul. He cares about Vergas – not the paycheck.  
2. Have appreciated Mr. Winters presence at council and speaking up as needed with guidance. Feel Mr. Winters has a genuine interest in Vergas and Council.  
3. Better communication on everyone's behalf. Lots of players involved (Attorney, staff, Council) hard to keep everyone on the same page.

### Future Goals, Objectives and Areas for Improvement

1. Set better goals/expectations. Improve communication at all levels.  
2. Timeliness for work completion \, i.e. Lake St.  
3. 3. No response.
-

## CITY ENGINEER PERFORMANCE REVIEW RATING SHEET

### I. LEGAL CONSULTATION

- A. Has advice provided by the City Engineer proven to be accurate and technically, correct?  
1. Yes 2.Yes 3.Yes – I have enjoyed working with them. I learn and am always impressed with response time.
- B. Does the City Engineer possess and provide an efficient and effective knowledge of the City's Municipal Code and regulations?  
1.Yes, very well. 2. Yes 3. Yes, feel good understanding and knowledge
- C. Does the City Engineer proactively identify potential issues when he is aware of them to avoid problems from occurring?  
1.Yes, esp. with road being turned over to City, has ensured all issues were addressed.  
2. Yes  
3. Yes, road improvement long term planning is an example. They are proactive and on top of most thigs.

### II. STAFF WORK

- A. Does the City Engineer prepare documents contracts and other work accurately and consistently with the direction and objectives communicated by the City Council, City Clerk and/or department directors?  
1. Yes 2. Yes 3. Yes
- B. Are staff and City Council advised of key changes in engineering as it pertains to the City's activities?  
1. Yes 2. Yes! 3.Yes
- C. Has the City Engineer been successful in accomplishing objectives previously established?  
1. The only complaint is with the lead/copper pipe project. They dropped the ball and should finish "period"  
2. Yes  
3. Yes, exception may be the lead pipe Lost data, city assumed more work yet engineering firm paid. City administrative time and costs for mailings.

### III. COST/FISCAL ACCOUNTABILITY AND CONTROL

- A. Are regular activities achieved within budgetary goals and limits?  
1. Council has become more aware of costs and didn't go over budget this year for engineering.  
2. Yes 3. yes
- B. Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?  
1. Yes

2. We didn't get to see invoices, something I'd like to do in the future.
3. Seems there are set rates, \$2,000/\$5,000 more costly than prior city engineer, but higher quality of work.

#### IV. RESPONSIVENESS/TIMELINESS OF ACTIONS

A. Are requested work and assignments completed in a timely manner within established time frames?

1. For the most part, yes. We'll see, alley project do this month.
2. Generally with few exceptions.
3. Again most – only complaint is lead/copper line project. They dropped the ball.

B. Is the City Engineer accessible when needed to respond to requests for legal information and assistance?

1. Yes 2. Yes 3. Yes

#### V. COMMUNICATIONS

A. Does the City Engineer communicate effectively with the City Council, staff and the community?

1. Yes 2. Yes 3. Yes

B. Are answers provided in a timely and in an understandable manner?

1. Yes 2. Generally Yes 3. Yes

C. Are timelines for follow-up to requests clearly communicated?

1. Yes, but we can always improve on communication.
2. Yes, only complaint lead/copper project, city helped already and should not be responsible. Work should be completed at no cost.
3. Generally yes.

#### Comments and recommendations

Generally, feel the Engineer does good work for Vergas and is knowledgeable of what is best for Vergas.

We have a good working relationship, Jeff and Blaine are both good to work with. There are a lot of players in City work (staff, Clerk, Council, Attorney, Engineering Staff) communication is always key.

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#### Future Goals, Objectives and Areas for Improvement

Continue to work on and improve communication.

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**City Council**  
**2025 January Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:15 PM on Tuesday, January 14, 2025**

**13. Committee Reports**

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A. Personnel

**Files Attached**

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- 01.10.25 Personnel meeting.pdf
- Widseth City Center Parking Lot Conf 1-14-25.pdf

City of Vergas  
Personnel Committee Meeting

The Personnel Committee was called to order on January 10, 2025 at 8:30 am, at the City Office. Present: Dwight Lundgren, James Stenger and Julie Lammers.

1. Discussed personnel policy and reporting overtime, comp time and night hours to personnel committee. Clerk-Treasurer, Utilities Superintendent and Maintenance Worker report to personnel committee. Event Center, Deputy Clerk and Liquor Store Manager report to Clerk-Treasurer and Liquor Store Clerks report to Liquor Store Manager.
2. Reviewed Liquor Store full-time positions and recommend making no changes in staffing. Lundgren requested we review this in the spring with Liquor Store Manager present.
3. Deputy Clerk position was reviewed. Two applications were received and two others inquired about the position after the application deadline was past. The committee requested opening the application period up until January 21 doing interviews on January 24 with the applicant starting Feb. 3, 2025. Applications: Interviewed one applicant and rejected the other applicant as they requested a hybrid version of the position, and the committee did not feel this was in the best interest of the city. The current receptionist position ends January 16 and Lammers or Theisen will cover office hours until Deputy Clerk is hired.
4. Discussed Clerk-Treasurer vacation February 14-24, 2025. The cost for her to have cell service is \$179.93. The committee recommends not paying for cell service and allowing Lammers to check in when cell service is available. Lundgren stated if something comes up and immediate attention is needed, he will call a special council meeting, and the council will handle the issue.

**Adjournment**

The business for which the meeting was called having been completed, the meeting adjourned at 9:40 am.

**Follow Up:**

- Julie Lammers to advertise the new date of January 21 for applications.
- Schedule personnel meeting for January 24, 2024 at 8:30 am.

**Council recommendations:**

Allow personnel committee to hire Deputy Clerk with a start date of February 3 or schedule special Council meeting.

Vergas City Clerk-Treasurer  
Julie Lammers, CMC

## CONFIRMATION OF REQUEST FOR ENGINEERING SERVICES

**CLIENT:** City of Vergas**LOCATION:** Vergas, MN**SERVICE REQUESTED BY:** City of Vergas    **DATE:** January 14, 2025**PROJECT:** City Center Parking Lot    **Widseth #:** 2024-10827

**DESCRIPTION OF WORK INVOLVED:** Provide professional surveying and engineering services for the preparation of a feasibility report for the proposed City Center Parking Lot. The City Center Parking Lot is the area confined by E Main, E Linden, S 1<sup>st</sup> Ave, and S Railway Ave. Due to some uncertainty with drainage & storm sewer requirements, this agreement is broken into different phases.

Phase 1: Feasibility Report & Engineer's Estimate

- This work is to include a topographical survey of the parking lot and abutting curb lines, as well as the delivery of a feasibility report with estimate to resurface and correct drainage in the area.

Phase 2: Design, permits, plans, specifications, bidding.

- This work includes utilizing the survey data to design and deliver plans and specifications, and assist in the bidding of the project.

Phase 3: Construction admin, as-builts, project closeout, and final assessment hearing.

**TIME SCHEDULE FOR WORK:** Phase 1 work to begin ASAP upon approval.

### ESTIMATED ENGINEERING COSTS:

Phase 1:

Feasibility report & Engineer's estimate.	Lump Sum:	\$3,000
---	-----------	---------

Phase 2:

Design, permits, plans, specifications, bidding.	Lump Sum:	\$12,000
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Phase 3:

Construction Admin, as-builts, project closeout, Final assessment hearing	Hourly	\$15,000
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<b>Total for this agreement:</b>		<b>\$30,000</b>
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### BILLING METHOD:

(X) Lump Sum

### BILLING SCHEDULE:

(X) Monthly

**REMARKS:** See attached General Provisions of Professional Services Agreement. This agreement does not include any costs for right of way acquisition.

**WIDSETH SMITH NOLTING** agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

**SUBMITTED:**  
**WIDSETH SMITH NOLTING**

BY:   
Blaine Green, P.E., V.P.

BY:   
Jeffrey L. Kuhn, P.E., V.P.

**APPROVED:**  
**CITY OF VERGAS**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_



**City Council**  
**2025 January Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:15 PM on Tuesday, January 14, 2025**

**14. Staff Reports**

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

**Files Attached**

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- 01.2025 Liquor Store Manager Report (1).pdf
- 2024 Liquor Store Review.pdf
- Utilities Report-Vergas survey report.pdf
- 01.2025 Clerk-Treasurer Report.pdf
- 01.2025 Utilities council report (1).pdf
- 01.2025 Utility Vergas MN 138809 01-14-2025.pdf
- 12.2024 MPW-VergasMain-QTE007958-V2.pdf
- Vergas Water Tower Fence.pdf
- 01.2025 Liquor Store Sales and Valuarion.pdf

## Liquor Store Manager Report

### **Financials:**

The following has been transferred to the general fund:

2020	2021	2022	2023	2024
\$30,000	\$30,000	\$25,000	\$15,000	\$25,000

### **Employees:**

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

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

### **Misc:**

- See attached PowerPoint presentation for a recap of 2024
- Front of store remodel:
- Our current awnings need replacement. They are permanently stained and moldy, and drip melting snow on the sidewalk (very icy). Also, the electronic bulletin board's power cord is only 1 inch underground (electrical code violation?) and plugged into an outlet instead of hardwired. Last summer we had a problem with local kids unplugging it. Grass no longer grows in part of the yard, and it remains a dirty/muddy mess all summer. Poor appearance for our tourism.
  - JH Signs quote for removal and replacement of fabric awning. Appearance will remain the same with updated graphics.
    - \$7,541.20
  - Summer's Design quote for removal of both awnings and replace with new layouts. See attached 3D drawings of pergolas and covered patios
    - \$15,500 – demo and install
    - \$20,000 – patio paver the whole front lawn, material and labor
    - Have not received a quote yet on concrete instead of pavers

# 2024



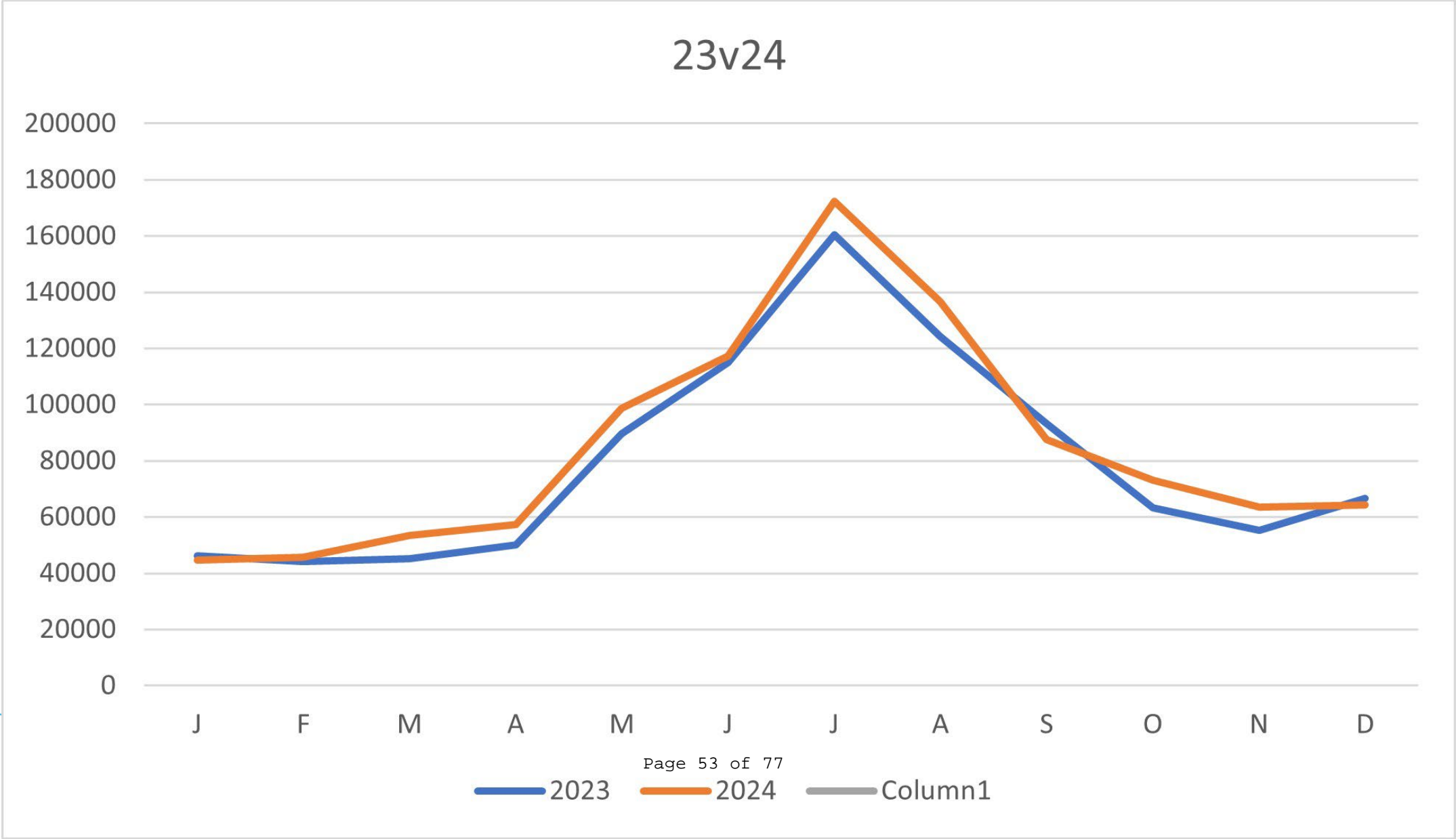
Where all the  
profits, profit  
vergas

## The Vergas Liquor Store

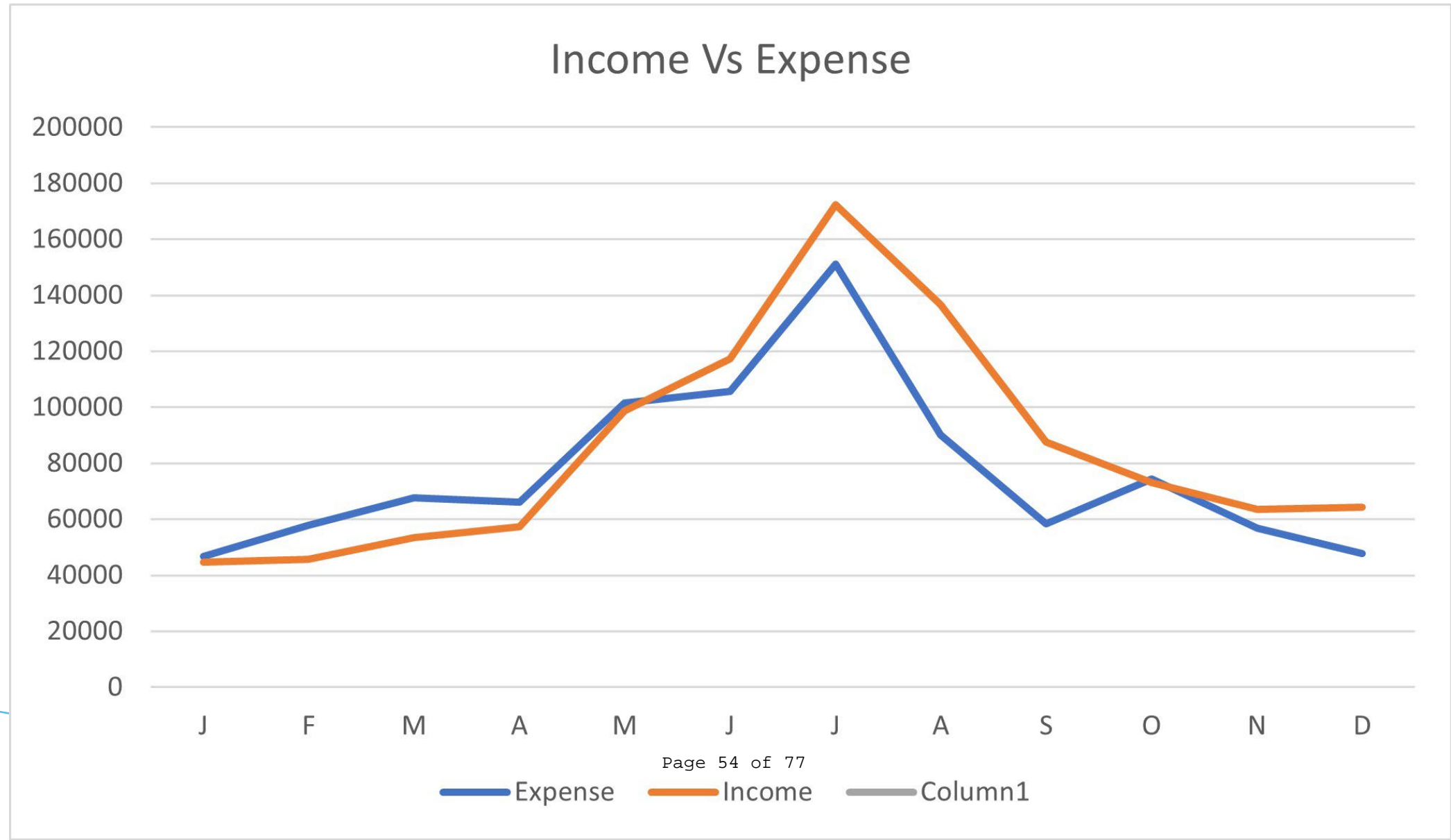
# Financials

- Yearly sales - **\$1,012,236**
  - Cash received - \$336,425
  - Credit Card transactions - \$660,265
  - Checks received - \$14,651
- Profit after product was paid for (excluding wages, utilities, etc.) \$266,331 (29.49%)
- Profit after all expenses - \$91,725
- General Fund Transfer - \$25,000
- Discounts given to the community - \$14,347
  - This equals 1.59% of yearly sales
  - I am considering switching from discounts to a loyalty program. This would give more discounts to loyal customers instead of one-time shoppers.

# SALES COMPARISON 2022 VS 2023

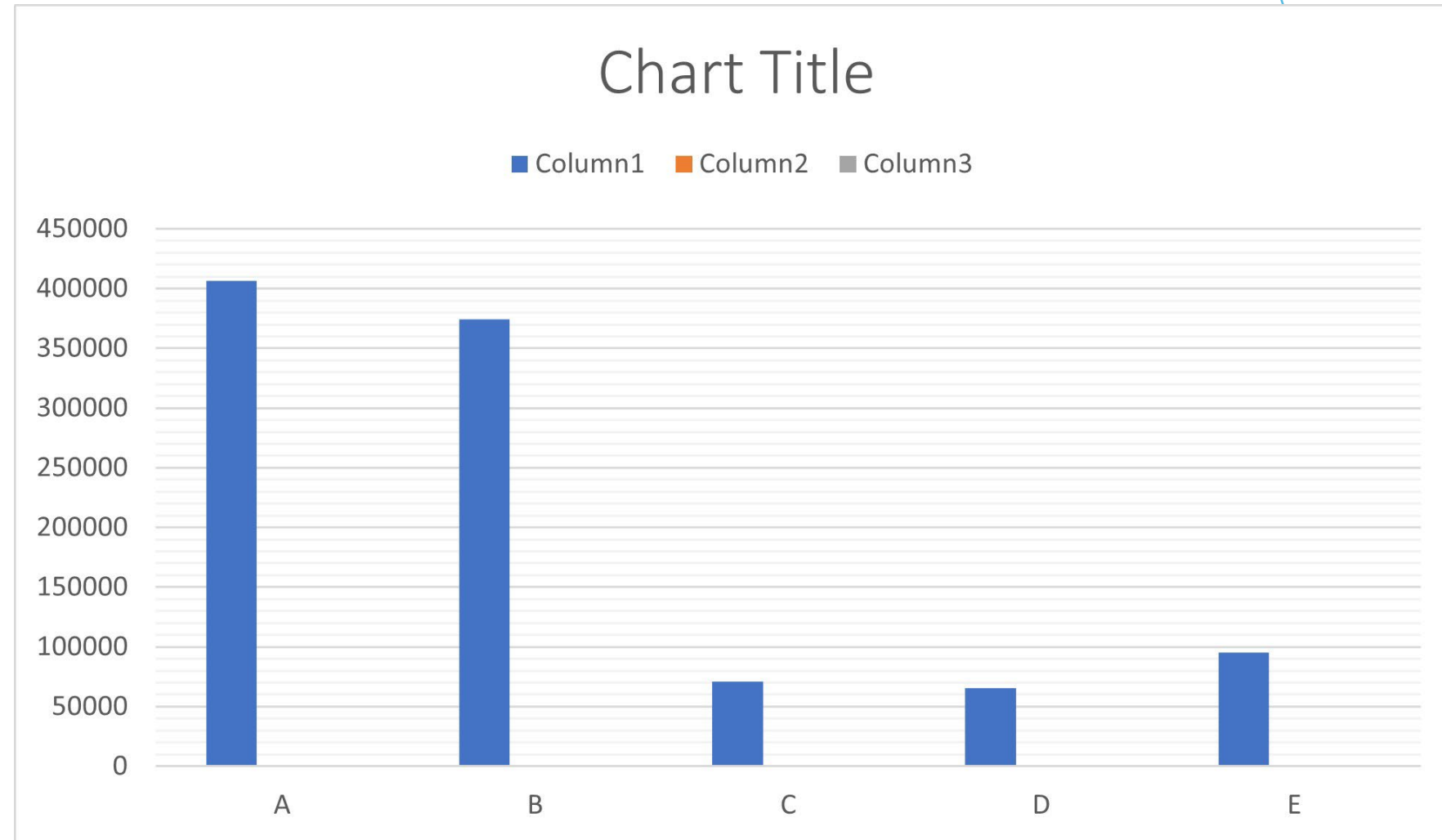


# *INCOME VS EXPENSES*



# *DOLLARS RECEIVED PER EMPLOYEE*

- Employee A – \$406,610
- Employee B – \$374,160
- Employee C – \$70,690
- Employee D – \$65,493
- Employee E – \$95,282



# PRODUCT SALES BY CATEGORY

- Beer
  - Quantity sold – 28,710
  - \$463,407
  - 51.31% of sales
- Liquor
  - Quantity sold – 32,618
  - \$286,079
  - 31.68%
- Wine
  - Quantity sold – 6,351
  - \$84,567
  - 9.36%
- THC (began selling Feb 12th)
  - 5,365
  - \$33,874
  - 3.75%



# Products

- Average transaction - \$27.36
- Number of transactions - 33,016
- Number of products sold (Since May 8) - 80,536
- Number of products in the store, EOD Dec 31 – 21,518
- Value of products in the store, EOD Dec 31- \$239,446
- Top 5 products sold
  - Kinky 50ml – 8,113
  - Fireball 50ml – 1,878
  - Busch Light 30 pack – 1,312
  - Coors Light 24 pack – 1,249
  - 20lb bag of ice – 965



*Protecting, maintaining and improving the health of all Minnesotans*

January 13, 2025

Vergas City Council  
c/o Julie Lammers, City Clerk  
P.O. Box 32  
Vergas, Minnesota 56587

Dear Council Members:

SUBJECT: Sanitary Survey Report for Vergas Public Water System (PWS), Otter Tail County,  
PWSID 1560029

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards. Michael DuFrane was present during this inspection.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 218-332-5187.

Sincerely,

Brady S. Krueger  
Community Public Water Supply Unit  
Environmental Health Division  
2312 College Way  
Fergus Falls, Minnesota 56537



MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report



System Name: **Vergas**  
PWSID: **1560029**  
System Contact: **Michael DuFrane**

Survey Date: **12/12/2024**  
Surveyor: **Brady S. Krueger**  
PWS Type: **Community**

### Contact Information

Name	Address	Phone/Email
<b>Contact</b>		
Michael DuFrane	P.O. Box 32 Vergas, MN 56587	Business Phone 1 218/234-5110, Ext. mobile Email mdufrane@cityofvergas.com
Julie Lammers		Business Phone 1 218/409-8275 Email jllammers@cityofvergas.com

### Owner/Responsible Party

Vergas City Council	c/o Julie Lammers, City Clerk P.O. Box 32 Vergas, MN 56587	Business Phone 1 218/409-8275 Email jllammers@cityofvergas.com
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### Financial

City of Vergas	P.O. Box 32 Vergas, MN 56587	Business Phone 1 218/409-8275 Email cityofvergas@arvig.net
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### Sample Bottles/General Correspondence

Vergas Water Superintendent	111 East Main Street P.O. Box 32 Vergas, MN 56587	Cell Phone 218/234-5110 Email mdufrane@cityofvergas.com
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### Emergency Workday

Michael DuFrane	Cell Phone 218/234-5110 Email mdufrane@cityofvergas.com
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### Emergency After-Hours

Michael DuFrane	Cell Phone 218/234-5110 Email mdufrane@cityofvergas.com
Matt Engebretson	Cell Phone 218/234-7053

### Consumer Confidence Report

Julie Lammers	Business Phone 1 218/342-2091 Email jllammers@cityofvergas.com
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### Classification Information

Owner Type:	Municipal	Population:	358
System Class:	C	Service Connections:	169
Service Area Characteristics:	Municipal	Class Points:	34

### Certified Operators

Name	Class	Expiration Date	Name	Class	Expiration Date
DuFrane, Michael D.	B	04/30/2026			



MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report



System Name: **Vergas**  
PWSID: **1560029**  
System Contact: **Michael DuFrane**

Survey Date: **12/12/2024**  
Surveyor: **Brady S. Krueger**  
PWS Type: **Community**

### Production Totals

Design Capacity:	150 Gallons per Minute	Emergency Capacity:	100,000 Gallons
Average Daily:	28,000 Gallons	Storage Capacity:	100,000 Gallons
Highest Daily:			

### Source Information

#### Well #1

Unique Well No.: 00520969	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 150
Status: Active	Pumping Rate (gpm): 150
Availability: Primary	Emergency Capacity:
Year Constructed: 1992	Static Depth (ft): 70
Well Depth (ft): 383	Drawdown (ft): 8
Casing Depth (ft): 353	Pump Type: Submersible
Casing Diameter (in): 8	Vulnerable: No
Screen Length (ft): 20	Last Rehabilitated: 2014
Aquifer: Quaternary Buried Artesian Aquifer	

#### Well #2

Unique Well No.: 00520970	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 150
Status: Active	Pumping Rate (gpm): 150
Availability: Primary	Emergency Capacity:
Year Constructed: 1992	Static Depth (ft): 72
Well Depth (ft): 395	Drawdown (ft): 6
Casing Depth (ft): 355	Pump Type: Submersible
Casing Diameter (in): 8	Vulnerable: No
Screen Length (ft): 40	Last Rehabilitated: 2014
Aquifer: Quaternary Buried Artesian Aquifer	

### Treatment Information

#### TREATMENT PLANT #1

Type: Treatment Plant	Source Water: Groundwater
Status: Active	Design Capacity: 150 Gallons per Minute
Availability: Primary	Emergency Capacity:
	Operating Rate: 150 Gallons per Minute

#### Treatment Objective

Disinfection  
Fluoridation  
Iron/Manganese Removal

#### Treatment Process Mechanism

Chlorine/Sodium hypochlorite  
Fluoridation/Hydrofluosilicic acid  
Coagulation/nonionic polyelectrolytes  
Detention (chemical reaction time)  
Filtration (Pressure)/Anthracite/Greensand  
Oxidation - chemical/Potassium permanganate



MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report



System Name: **Vergas**

PWSID: **1560029**

System Contact: **Michael DuFrane**

Survey Date: **12/12/2024**

Surveyor: **Brady S. Krueger**

PWS Type: **Community**

**Storage Information**

Elevated 100000

Type: Storage-Elevated

Status: Active

Capacity: 100,000

Availability:

Chlorination:

Gallons

Primary

☐



MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report



System Name: **Vergas**

PWSID: **1560029**

System Contact: **Michael DuFrane**

Survey Date: **12/12/2024**

Surveyor: **Brady S. Krueger**

PWS Type: **Community**

**Bacteriological Sample Site Plan**

**Distribution**

<u>Sample Site ID</u>	<u>Sample Location</u>	<u>Status</u>	<u>Notes</u>
	311 Glenn St	Active	City Shop
	140 W Linden St	Active	Community Center
	230 E Frazee Ave	Active	Ball Park
	E Frazee Ave (beach)	Active	City Beach
	111 W Main St	Active	Liquor Store



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: **Vergas**  
PWSID: **1560029**  
System Contact: **Michael DuFrane**

Survey Date: **12/12/2024**  
Surveyor: **Brady S. Krueger**  
PWS Type: **Community**

### **Requirements and Recommendations**

Requirements are based on regulation, code, and standard operating procedures across the water industry to be followed to maintain the public water supply and are listed here as informational guidance. Requirements not followed may be elevated to deficiencies. Recommendations are best practices for a public water supply to maintain the safe delivery of drinking water to consumers.

### **Water Source**

As a reminder, it is required that a well for a community public water supply be located according to distances specified in Minn.Rules 4725.4450, including not less than 50 feet from a source of contamination including buried sewers (except as specified in Minn. Rules 4725.5850).

### **Pumps/Pump Facilities and Controls**

No deficiencies observed.

### **Treatment**

It is recommended that when replacing the liquid storage tanks a secondary containment be provided to prevent the accidental discharge of chemical in the event of an equipment failure or spill. [Recommended Standards for Water Works 5.1.9]

It is recommended that all chemical barrels be labeled as to their contents to prevent accidental cross filling.

### **Water Storage**

No deficiencies observed.

### **Distribution**

It is recommended that dead ends in the distribution system be minimized by looping. If looping is not feasible, a fire hydrant, approved flushing hydrant or blow off for flushing purposes must be used at the dead ends to maintain water quality and/or chlorine residual. [Recommended Standards for Water Works 8.0]



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: **Vergas**

PWSID: **1560029**

System Contact: **Michael DuFrane**

Survey Date: **12/12/2024**

Surveyor: **Brady S. Krueger**

PWS Type: **Community**

### **Requirements and Recommendations**

Requirements are based on regulation, code, and standard operating procedures across the water industry to be followed to maintain the public water supply and are listed here as informational guidance. Requirements not followed may be elevated to deficiencies. Recommendations are best practices for a public water supply to maintain the safe delivery of drinking water to consumers.

### **Monitoring/Reporting Data Verification**

The following applicable records are required to be maintained by the water supply system:

- a. Coliform bacteria results - 5 years
- b. Chlorine residual results - 5 years
- c. Chemical results - 10 years
- d. Sanitary survey reports - 10 years
- e. All lead and copper materials - 12 years
- f. Consumer confidence reports - 3 years
- g. Public Notices - 3 years
- h. Fluoride quarterly results and monthly reports - 1 year
- i. Turbidity results - 3 years

[Minn. Rules 4720.0350]

### **Water System Management/Operation**

Engineering plans for new, modifications to, or additions to the water supply system, including watermain, are required to be properly submitted to the Minnesota Department of Health for review. All plans must be approved prior to the start of construction. [Minn. Rules 4720.0010]

To ensure security, it is recommended that a daily check of critical system components be conducted, including confirmation that all doors and access hatches are locked.

It is recommended that a security gate/fence be installed at the road's entrance to the water treatment plant. A security gate would reduce the amount of unwanted traffic and visitors.

### **Operator Compliance with State Requirements**

The certified operators are required to qualify themselves by attending waterworks operators training seminars offered throughout the state. Continuing education is valuable experience for anyone engaged in this field. The required contact hours in the previous 3 years for certification renewal are:

- Class A 32 contact hours
- Class B 24 contact hours
- Class C 16 contact hours
- Class D 8 contact hours
- Class E 4 contact hours

[Minn. Rules 9400.1200]





**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: **Vergas**  
PWSID: **1560029**  
System Contact: **Michael DuFrane**

Survey Date: **12/12/2024**  
Surveyor: **Brady S. Krueger**  
PWS Type: **Community**

**Bacteriological Results and Chlorine Residuals**

<u>Date</u>	<u>Sampling Location</u>	<u>Chlorine Residual Free / Total (mg/L)</u>	<u>Coliform Bacteria</u>	<u>E.Coli</u>
12/12/2024	Well #1	/	Absent	
12/12/2024	Well #2	/	Absent	
12/12/2024	TREATMENT PLANT #1	/ 3.21	Absent	
12/12/2024	111 W Main (liquor store)	0.03 / 0.75	Absent	
12/12/2024	120 W Linden (comm center)	0.06 / 1.20	Absent	

Clerk-Treasurer Council Report  
January 2025

**Meetings:**

Jan 14: Energy Meeting 11-3 Vergas City Office  
Jan. 15 Wellhead Meeting 1:00 pm Vergas City Office  
Jan 16 Cannabis Meeting 1-2 pm zoom  
Jan 23 LMC Visit in Detroit Lakes 8:30-9:30 am

**Projects Currently Working on:**

Audit: 2024 information to auditor  
EDA/HRA: Brochure for giving.  
Event Center: Brochure of services; advertising at events; party planner for birthday parties at VEC  
Humas Resources: Pera Excursion Report; Pay Equity Report due to state by Jan. 31, 2025  
Park: City Sales Tax  
Planning Commission: Updating Ordinance book for Planning Commission to approve and recommend to Council  
.

**City Meetings Attending:**

Council: January 14  
Park Board: January 23  
Personnel January 24  
Planning Commission: January 27  
CDH-Vergas Fire Audit: January 27  
Event Center: January 28  
EDA/HRA: Feb. 5

## January 2025 City Council Meeting Report from Utilities Superintendent Mike DuFrane

### Water

1. Dakota Fence proposal see attached.
2. Sanitary survey MDH see attached.
3. Total water pumped .664 MG average daily flow .021, highest daily flow .040 in December 2024
4. Total gallons discharge from filter backwash .034 MG in December 2024
5. Chemicals pumped 1.5 gallons of Fluoride, 15.5 gallons of chlorine, 21.0 gallons of polymer, 97 gallons of potassium permanganate in 2024.

### Wastewater

1. Influent total gallons .492 MG in December 2024.
2. Quarter results for influent. TSS 174mg/l, CBOD5 251mg/l, Phosphorus 4.95mg/l
3. No discharge for the month of December
4. Pump replacement or repair quote See attached Replacement cost or rebuild bottom of the pump.

Old meters were sold for brass totaling \$872.20 and would like to purchase an air compressor with these funds.



## Tri-State Pump & Control

Loess Hills Holdings Inc dba Tri-State Pump & Control

20092 21st Avenue East

PO Box 7

Clearwater, MN 55320

320-558-2000

**This Estimate is  
Good for 30 Days  
from the date of  
Issue**

## Estimate

Date	Estimate
12/11/2024	138809

Name / Address
CITY OF VERGAS PO BOX 32 VERGAS, MN 56587
Phone: 218-302-5996 Fax: 218-342-2068

Ship To
CITY OF VERGAS 111 EAST MAIN STREET VERGAS, MN 56587

Terms	Rep	Project
NET 30	KEVIN	

Item	Description	Qty	U/M	Unit Price	Total
	PARTS FOR A MYERS PUMP MODEL 4VH100M4-23, SN 10576044				
MY22885D561	IMPELLER, 4VH, 7.88", TAPERED SHAFT	1	EA	1,476.88	1,476.88
MY22712D001A	WEAR RING, BRASS, 4VH	1	EA	297.52	297.52
MY22886D000	VOLUTE, CAST IRON	1	EA	2,430.77	2,430.77
LF1	LABOR IN FIELD, 1 SERVICE TECHNICIAN	6	HR	200.00	1,200.00

***tristate@tristatepump.com - www.tristatepump.com***

***We Accept Visa, MasterCard, Discover & American Express***

***A Processing Fee Will Be Charged On All Credit Card Payments***

***Net 30 Days Unless Noted - 1.5% Month Thereafter***

***No Returns on Electrical Components***

<b>Subtotal</b>	\$5,405.17
<b>Tax (7.375%)</b>	\$0.00
<b>Total</b>	\$5,405.17



## MINNESOTA PUMP WORKS

-a UFT Company-

Minnesota Pump Works  
1 Cannon St W  
Dundas, MN 55019

Quote  
#QTE007958  
11/19/2024

**Bill To**

Vergas MN, City Of  
PO Box 32  
Vergas MN 56587  
United States  
Phone:

**Ship To**

Vergas MN, City Of  
111 Main St  
Vergas MN 56587  
United States

**Details**

Main LS. Sale & Installation of Sulzer ABS Submersible Pump to Replace Existing AFP 1046 M70/4 225 imp. & Myers 4VH100M4-23 7.88imp. Based Upon Reusing Existing Guide Brackets. Freight Not Included.

**Prepared By**

Bailey Mueller

**Phone**

877-645-8004

**Email**

[info@minnesotapumpworks.com](mailto:info@minnesotapumpworks.com)

**Sales Rep**

Justin MacPherson

**Expires**

12/27/2024

**Terms**

Net 30

Item	Comment	QTY	Rate	Amount
<b>11821</b> ABS XFP100E CB1.4A PE75/4 10/230/3 XP 49' 4" D/C	27.4 FLA on 230V Service Power	1	\$12,293.00	\$12,293.00
<b>11430</b> ABS SEAL LEAK/OVER TEMP RELAY, CA462, DIN RAIL MOUNTED, 110/230V-AC		1	\$514.00	\$514.00
INSTALL SERVICES		1		\$1,012.40

**Subtotal**

\$13,819.40

**Total**

\$13,819.40

*Pricing is valid for 10 days and does not include freight charges or applicable taxes.*

**Items quoted for repair and leftover 30 days, without a decision to repair, will be discarded.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your business.

Toll Free: 877-645-8004 | Email: [info@minnesotapumpworks.com](mailto:info@minnesotapumpworks.com) | Website: <http://www.minnesotapumpworks.com>



QTE007958



# Dakota Fence

1110 25<sup>th</sup> Ave N | Fargo, ND 58102

Phone: 701-237-6181 | Toll Free: 800-726-4064 | Fax: 701-293-7811

E-mail: sales@dakotafence.com Website: www.dakotafence.com

City of Vergas PROPOSAL SUBMITTED TO	218.234.5110 – Mike PHONE	12/27/2024 DATE
411 W Glenn St. STREET	Water Tower Fence JOB NAME	
Vergas, MN 56587 CITY, STATE AND ZIP CODE	Water Tower JOB LOCATION	

We hereby submit specifications and estimates for:

All labor and material required to install:

- 480 LF of 6' commercial grade galvanized chain link fence with 3 strands of barb wire
- (1) – 20' double swing 6' commercial grade galvanized chain link gate with 3 strands of barb wire
- (2) – 4' single swing 6' commercial grade galvanized chain link gates with 3 strands of barb wire
- All posts to be direct driven with exception of double swing gate which will set in concrete

**TOTAL PRICE INSTALLED - \$29,815.00**

Notes/Exceptions:

- Price does not include clearing of fence line, dirt work, grading, compaction/testing, staking, or survey. Responsibility of Owner.
- Price does not include Bond, add \$8.20/\$1,000.00 if needed.
- Priced for completion during 2024 Construction season.
- Electrical grounding is not included, by others.
- Additional charges will apply if a secondary sweep/locate is required
- Hydro-vac excavation or core drilling of holes is not included.
- **Price does not include work during frozen weather conditions.**
- Dakota Fence is a member of PEC Veriforce, Avetta, ISNetworld, and Gold Shovel Standard.
- A copy of this proposal is to become part of any subsequent contract.

Terms of Payment to be made as follows: **50% down, material draw at 60% of contract value (less received 50% down), monthly progress billings, and balance upon completion, unless otherwise specified above, payment due upon receipt and subject to approved credit**

Purchaser agrees to indemnify and hold harmless Dakota Fence and its agents from and against any and all claims, liabilities and damages, including outside and in-house attorneys' fees and costs, arising from or related to any failure to erect fence, guardrail, or other products on or within property lines; any failure to comply with by-laws, restrictive covenants, building codes or other restrictions; encroachment or interference with any easement; damage to any improvements, including underground sprinklers, utilities, including wires or pipes; frost heave; personal injury or death; removal of fence or products. Purchaser agrees that Dakota Fence's liability shall not exceed the amount paid to it under this Proposal. Dakota Fence shall not be liable for any direct, indirect, special, incidental, or consequential damages. Purchaser agrees to be responsible for excavated soil or Dakota Fence shall dispose of soil for an additional charge. All work to be completed according to standard industry practices. Any alteration or deviation from this proposal requires Dakota Fence's prior written consent and shall automatically become part of and subject to this Proposal. Any additional costs from any such change shall result in an extra charge, which Purchaser agrees to pay. Purchaser agrees to pay Dakota Fence's outside and in-house attorneys' fees and costs in the collection and enforcement of this Proposal. This Proposal contingent upon strikes, accidents or delays beyond Dakota Fence's control and supersedes all prior written or oral agreements. Purchaser agrees to carry all homeowner, liability and other necessary and required insurance. Dakota Fence's workers are fully covered by Workers Compensation Insurance or other required insurance. All fence or product remains the property of Dakota Fence until paid for by Purchaser and Purchaser authorizes Dakota Fence to remove the same and charge Purchaser for the fence or product and their removal if payment is not made per the terms of this Proposal. Purchaser agrees to pay 1.5% per month on all past due accounts. Any fence project that is considered custom or has special order materials is not returnable and therefore not fully refundable. A minimum of 25% restocking fee will apply with certain items being subject to higher restock fees as established from time to time by Dakota Fence.

Unless objected by the Purchaser, Dakota Fence shall place a lawn sign on the property for the duration of Dakota Fence's work.

**Acceptance of Proposal.** The above prices, specifications, terms, and conditions are satisfactory and accepted by Purchaser. Dakota Fence is authorized to do the work as specified and Purchaser agrees to make payment as outlined above.

Date of Acceptance \_\_\_\_\_

**Equal Opportunity Employer**

By: Tyson Willis

**Tyson Willis – Commercial Estimator**

This Proposal may be withdrawn by Dakota Fence within 15 days.

**Purchaser**

Purchaser Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name \_\_\_\_\_

Its: \_\_\_\_\_

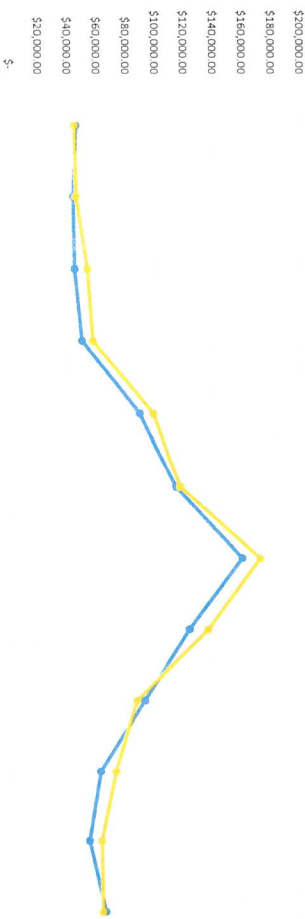
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2	<u>2023</u>														
3	Q1	Cost	Retail Value		Q2	Cost	Retail Value		Q3	Cost	Retail Value		Q4	Cost	Retail Value
4	Liquor	\$148,303.00	\$217,312.00		Liquor	\$131,475.00	\$195,240.00		Liquor	\$111,647.00	\$164,735.00		Liquor	\$116,155.70	\$171,114.70
5	Beer	\$31,611.00	\$42,604.00		Beer	\$46,820.00	\$63,103.00		Beer	\$32,840.00	\$43,309.00		Beer	\$31,292.72	\$40,799.37
6	Wine	\$35,487.00	\$56,190.00		Wine	\$35,257.00	\$51,372.00		Wine	\$33,058.00	\$50,905.00		Wine	\$32,728.89	\$51,344.38
7	Everything	\$222,100.00	\$324,199.00		Everything	\$219,813.00	\$318,728.00		Everything	\$181,440.00	\$265,023.00		Everything	\$183,787.18	\$268,539.92
8															
9	<u>2024</u>														
10	Q1	Cost	Retail Value		Q2	Cost	Retail Value		Q3	Cost	Retail Value		Q4	Cost	Retail Value
11	Liquor	\$133,844.00	\$195,213.00		Liquor	\$135,626.00	\$197,143.00		Liquor	\$112,853.00	\$163,721.00		Liquor	\$100,317.00	\$144,795.00
12	Beer	\$30,327.00	\$39,864.00		Beer	\$48,089.00	\$64,413.00		Beer	\$35,840.00	\$47,796.00		Beer	\$31,149.00	\$41,920.00
13	Wine	\$34,285.00	\$54,420.00		Wine	\$35,494.00	\$55,893.00		Wine	\$28,819.00	\$45,916.00		Wine	\$25,805.00	\$41,301.00
14	Everything	\$206,108.00	\$302,857.00		Everything	\$227,608.00	\$330,529.00		Everything	\$184,327.00	\$267,668.00		Everything	\$165,446.00	\$239,817.00
15															
16	<b>Product Cost</b>														
17		Q1	Q2	Q3	Q4				Q1	Q2	Q3	Q4			
18	2018	\$154,391	\$168,148	\$181,370	\$171,230		2018	\$227,657	\$252,276	\$267,408	\$253,600				
19	2019	\$175,352	\$203,013	\$207,617	\$212,844		2019	\$255,930	\$294,667	\$300,920	\$314,531				
20	2020	\$236,937	\$249,378	\$239,382	\$235,576		2020	\$548,755	\$362,236	\$351,689	\$351,376				
21	2021	\$245,710	\$253,106	\$230,930	\$221,536		2021	\$367,773	\$373,261	\$336,659	\$327,818				
22	2022	\$219,817	\$220,182	\$214,990	\$203,765		2022	\$322,928	\$321,025	\$310,109	\$302,596				
23	2023	\$222,100	\$219,813	\$181,440	\$183,787		2023	\$324,199	\$318,728	\$265,023	\$268,540				
24	2024	\$206,108	\$227,608	\$184,327	\$165,446		2024	\$302,857	\$330,529	\$267,668	\$239,817				
25															

Sales	J	F	M	A	M	J	J	A	S	O	N	D
2022	\$ 39,171.00	\$ 36,567.00	\$ 42,040.00	\$ 43,222.00	\$ 75,756.00	\$ 103,254.00	\$ 140,385.00	\$ 110,926.00	\$ 84,064.00	\$ 67,464.00	\$ 51,655.00	\$ 62,324.00
2023	\$ 46,164.00	\$ 44,182.00	\$ 45,201.00	\$ 50,198.00	\$ 89,656.00	\$ 114,874.00	\$ 160,449.00	\$ 124,341.00	\$ 93,379.00	\$ 63,204.00	\$ 55,414.00	\$ 66,507.00
2024	\$ 44,733.00	\$ 45,764.00	\$ 53,507.00	\$ 57,202.00	\$ 98,648.00	\$ 117,380.00	\$ 172,385.00	\$ 136,552.00	\$ 87,500.00	\$ 73,144.00	\$ 63,439.00	\$ 64,358.00

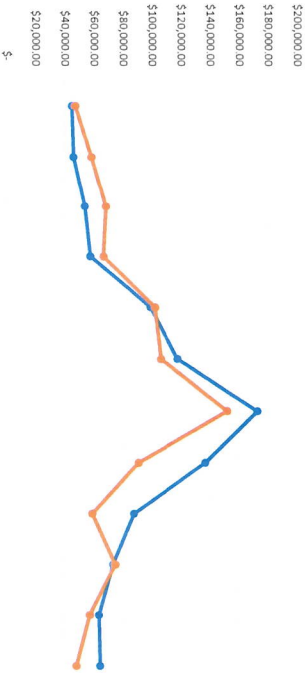
Year  
\$858,850.00  
\$955,592.00  
\$1,014,612.00

Expense	J	F	M	A	M	J	J	A	S	O	N	D	Total
2023	\$48,898	\$51,272	\$64,292	\$40,394	\$69,113	\$121,228	\$96,857	\$109,670	\$96,446	\$71,263	\$54,556	\$66,185	\$890,174.00
2024	\$46,777	\$57,835	\$67,651	\$66,063	\$101,509	\$105,587	\$151,262	\$90,241	\$58,466	\$74,327	\$56,690	\$47,662	\$924,070.00

Sales by Month



Income vs Expense



	2022	2023	2024	Difference
Q1	\$ 117,778.00	\$ 135,547.00	\$144,004.00	106.2%
Q2	\$ 222,232.00	\$ 254,728.00	\$273,230.00	107.3%
Q3	\$ 335,375.00	\$ 378,169.00	\$396,437.00	104.8%
Q4	\$ 181,443.00	\$ 185,125.00	\$200,942.00	108.5%
Total	\$ 856,828.00	\$ 953,526.34	\$1,016,637.00	106.6%



**City Council**  
**2025 January Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:15 PM on Tuesday, January 14, 2025**

**15. Mayor's Minute**

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**Files Attached**

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- Council Chicken Information.pdf
- Chicken Letter to residents.pdf
- Current Nusiance Letter.pdf

To: Council

From: Mayor Dwight Lundgren

Date: January 9, 2025

Re: Chicken Permits and All Pets

It has come to our attention that there has been no activity in acquiring proper permitting of chickens in the city limits.

The city enacted the proper ordinance to ensure correct and safe acquisition and pending chickens in our city limits. This was done with the idea of keeping all residents in the city of Vergas on the same page for safety and compliance with the ordinance of the city.

It is not a pick and choose system, all residents who choose to keep and retain any and all animals (IE: birds, dogs, cats) whatever animal that is kept by residents will be treated the same.

We have these in place to ensure the safety of all concerned. Your participation is needed to keep our city a safe and pleasant place to live.

Date

Name

Address

Vergas Mn 56587

To: Named Resident

It has come to the attention of our city that there is no activity on your part to comply with permitting of keeping chickens on your premises.

The ordinance was enacted for all residents who wish to keep chickens at their residence.

It is not a haphazard item to choose one over another. All who wish to take part must follow the rules as set forth by the City.

As there has been no activity on your part to follow rules. It will be assumed that you do not wish to be a part of this, and we will assume that you will dispose of any chickens that you have.

Any seen after March 31, 2025 will be in noncompliance and penalties will be forthcoming.

Sincerely,

Dwight Lundgren, Mayor

Date

Name

Address

VERGAS MN 56587

**RE: Parcel Number, Physical Address**

Dear Name,

**NOTICE OF VIOLATION**

You are hereby notified that there exists upon the property identified above a nuisance. Either you or the occupant of the property has:

- ☐ maintained or permitted a condition upon the property that unreasonably annoys, injures, or endangers the safety, health, morals, comfort, or repose of any considerable members of the public;
- ☐ Interfered with, obstructed, or rendered dangerous the passage of any public highway or right-of-way, or waters used by the public; and/or
- ☐ Has violated Sections 92.16 (Public Nuisances Affected Health), 92.17 (Public Nuisances Affected Morals and Decency, or 92.18 (Public Nuisances Affected Peace and Safety of the Code of Ordinances of the City of Vergas.

Specifically, the followings conditions exist or have been allowed to be maintained on your property:

**Item, Ordinance Section 92.15**

You must **abate the nuisance by** . In order to abate the nuisance, you must complete the following:

**What they need to do.**

If the nuisance is not abated by the date specified above, an officer or employee of the City will report that fact to the City Planning Commission and then to the Council for further action. That action may include public hearings, enforcement proceedings, litigation, and the City hiring someone to abate the nuisance for you. If the City is forced to abate the nuisance on your behalf, you will be billed for all costs associated with abating the nuisance including administrative costs. The City may also assess those costs against your property. A City employee will be reporting their findings regarding your property at the **Date of Meeting** Planning Commission meeting.

You are invited to attend the planning commission meeting on **Date of Meeting** at 6:00 pm at the Vergas Government Services Center to discuss the nuisance found on your property.

If you have any questions concerning this notice or you are not able to attend the planning commission meeting, please contact me at 218-302-5996 Ext. 1.

Sincerely,

Julie Lammers, CMC  
City Clerk-Treasurer  
City of Vergas

**City Council**  
**2025 January Council Meeting**  
**Vergas Event Center & Zoom Id number 267-094-2170 password 56587**  
**6:15 PM on Tuesday, January 14, 2025**

**16. Information & Announcements**

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Trainings:

- A. MN Rural Water, Jan 30, 2025 Elbow Lake (DuFrane and Engebretson)
- B. MN Rural Water Conference – March 4-6, 2025 in St Cloud (DuFrane)
- C. MN Clerks and Finance Officers – March 17 -21, 2025 in Brooklyn Center (Lammers)
- D. Clerks Advanced Academy- September 18-19, 2025 (Lammers)
- E. LMC, Loss Control Workshop March 26 in Alexandria (DuFrane, Engebretson, Lammers)
- F. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Council & Lammers)
- G. Municipal Beverage Association (MMBA) April 20-23, 2025 (Theisen) Alexandria Arrowwood
- H. 16th Annual Operator Expo (MN Rural Water) August 20, 2025 DuFrane, Engebretson)

Events:

- A. Local Board of Review, April 10, 2023 Vergas Event Center Council Chambers, 1:00 pm (Mayor, Council and Lammers)
- B. Household Hazardous Waste Day, Thursday, June 26, 2025 10:00 - 2:00