

City Council
2025 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, April 14, 2025

- 1. Call to Order**
- 2. Citizens' Concerns**
- 3. Agenda Additions and Deletions**
- 4. Approval of Consent Agenda**
 - A. Council Minutes March 10, March 31, and April 9, 2025
 - B. Bills paid between Council meetings and Council bills
 - C. Liquor Store bills for March 2025
 - D. Late water/sewer bills
 - E. 2025 Investment Schedule/Bond Schedule
 - F. General Fund Special Revenue Money Market Account
 - G. 2025 Statement of Receipts, Disbursements and Balances
 - H. Certified to Taxes
 1. 350 Pelican Ave - water meter \$195.00
 2. 415 S Unit Ave - water meter \$195.00
 - I. Gaming Permits
 1. Lion's - Oct. 14, 2025
 2. T.I.P. - May 2, 2025
 - J. Committee Reports:
 1. Event Center Advisory Board
 2. Park Advisory Board
 3. Water and Sewer Advisory Board
 4. Planning Commission
 5. EDA/HRA
- 5. Kingsbury Donation**
- 6. Cannabis Business**
- 7. County Hwy Resurfacing**
- 8. City Insurance**
- 9. Yard Waste**
- 10. Mayor's Minute**
 1. City of Frazee
 2. Railroad Under/Over Pass
- 11. Committee Reports**
 - A. Personnel Committee
- 12. Staff Reports**
 - A. Liquor Store Manager Report
 1. First Quarter Report
 2. Municipal Building
 - A. Committee Report (meeting held on 4.14.25 at 2 pm)
 - B. Project
 - B. Utilities Superintendent Report
 - C. Clerk-Treasurer Report
- 13. Information & Announcements**

Trainings:

 - A. Municipal Beverage Association (MMBA) April 20-23, 2025 (Theisen) Alexandria Arrowwood
 - B. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Council & Lammers)
 - C. 16th Annual Operator Expo (MN Rural Water) August 20, 2025 DuFrane, Engebretson)
 - D. Clerks Advanced Academy- September 18-19, 2025 (Lammers)

Events:

- A. Household Hazardous Waste Day, Thursday, June 26, 2025 10:00 - 2:00
- B. Birds of a Feather, Friday, June 27, 2025 3:00 pm 140 East Linden

14. Adjournment

Table of Contents

4. Approval of Consent Agenda	4
April Meeting	10
March	17
2025	19
2025	20
7. County Hwy Resurfacing	31
RESOLUTION 2025-001	39
8. City Insurance	40
10. Mayor's Minute	42
11. Committee Reports	44
LS Clerks	48
12. Staff Reports	52
2025 MMBA Facility of the Year Cover	55
Long Prairie	56
2025 MMBA Facility Award Nomination - Vergas Municipal	59
2025 Sauk Rapids Nomination	68
Windom Awrd	73
Farmington Liquors 2025 Best Innovation	82
13. Information & Announcements	98

City Council
2025 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, April 14, 2025

4. Approval of Consent Agenda

- A. Council Minutes March 10, March 31, and April 9, 2025
- B. Bills paid between Council meetings and Council bills
- C. Liquor Store bills for March 2025
- D. Late water/sewer bills
- E. 2025 Investment Schedule/Bond Schedule
- F. General Fund Special Revenue Money Market Account
- G. 2025 Statement of Receipts, Disbursements and Balances
- H. Certified to Taxes
 - 1. 350 Pelican Ave - water meter \$195.00
 - 2. 415 S Unit Ave - water meter \$195.00
- I. Gaming Permits
 - 1. Lion's - Oct. 14, 2025
 - 2. T.I.P. - May 2, 2025
- J. Committee Reports:
 - 1. Event Center Advisory Board
 - 2. Park Advisory Board
 - 3. Water and Sewer Advisory Board
 - 4. Planning Commission
 - 5. EDA/HRA

Files Attached

- 03.10.25 Council Minutes (004)_.pdf
- 03.31.2025 Council Public Hearing Cannibus.pdf
- 04.9.25 Board of Review.pdf
- 04.2025 City Bill Listing.pdf
- 04.2025 Claims List for Approval.pdf
- 03.2025 Liquor Store Bill Listing.pdf
- past_due_customers (86).pdf
- 03.2025 Investment Schedule & Bond Schedule.pdf
- 03.2025 General Fund_Special Revenue Money Market Account Report.pdf
- Certify to taxes.pdf
- LG220 Lion's Raffle Oct 14, 2025.pdf
- LG220 TIP Gaming May 2-3, 2025, 2025.pdf
- 2025.03.25 Event Center Agenda Minutes.pdf
- 2025.03.27 Park Advisory Board Minutes (002).pdf
- 04.07.2025 Water Sewer Committee.pdf

CITY OF VERGAS
COUNCIL MINUTES
VERGAS EVENTS CENTER & ZOOM
Monday, March 10, 2025

The City Council of Vergas met at 6:30 pm, on Monday, March 10, 2025 at the Vergas Event Center and on a Zoom for a hybrid regular council meeting with the following members present: Mayor Dwight Lundgren, Council Members: Bruce Albright, Paul Pinke, Dean Haarstick, and James Stenger. Absent: none. Also present: Clerk/Treasurer Julie Lammers; Deputy Clerk Sarah Stone; Utilities Superintendent Mike DuFrane; Liquor Store Manager Kyle Theisen; Attorney Tom Winters; Editor Bob Williams of the Frazee-Vergas Forum; Garrett Mosiman UMN, Daniel Handeen UMN; and Citizens Vanessa Perry, Carol Albright, Jordan Grossman, and Sherri Hanson.

Call to Order

Mayor Dwight Lundgren called the meeting to order.

Citizens' Concerns

None.

Agenda Additions and Deletions

Motion by Pinke, seconded by Stenger to approve agenda. Motion passed unanimously.

Approval of Consent Agenda

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

- A. Council Minutes of February 10, 2025
 - B. Bills paid between Council meetings and Council bills totaling \$ 42,440.46.
 - C. Liquor Store bills for January 2025 totaling. \$59,987.33
 - D. Late water/sewer bills
 - E. 2025 Investment Schedule/Bond Schedule
 - F. General Fund Special Revenue Money Market Account
 - G. 2025 Statement of Receipts, Disbursements and Balances
 - H. Committee Reports: Planning Commission, Park Advisory Board and Event Center
- Motion passed unanimously.

Energy -Building Assessment and Benchmarking Report

1. Daniel Handeen UMN and Garrett Mosiman UMN; Gave presentation on energy efficiency and clean energy integration for municipal buildings.
2. Climate Resiliency Board. Lammers discussed having a committee for energy efficiency. Motion by Albright, seconded by Pinke. Julie Bruhn volunteered to be on board.

City Insurance

Sherri Hanson discussed deductibles and city boardwalk coverage.

Vergas Community Club – Looney Days

Vanessa Perry requested the 2025 parade route be the same as 2024 and allow street closings. Motion made by Stenger, seconded by Pinke to approve same route as 2024. Motion passed unanimously.

Cannabis Business Lammers discussed Cannabis regulations between Ottertail County and City of Vergas ordinances. Motion made by Albright and Seconded by Stenger to update to Ottertail County draft ordinance for Cannabis sales with stores being able to operate in the commercial district. Motion passed unanimously. Pinke made a motion to have a public hearing on March 31st, 2025, seconded by Stenger to have public hearing on 3/31/2025. Motion passed unanimously.

Committee Reports

Municipal Building Committee

Theisen discussed Liquor Store updates and would like to have a public meeting for the community. Motion made by Pinke, seconded by Stenger to have meeting directly after Cannabis hearing on March 31st, 2025. Motion passed unanimously.

Water and Sewer

Lammers asked permission to apply for grants for the replacement of copper/lead lines. Motion made by Stenger, seconded by Pinke to allow Lammers to get estimates on replacements. Motion passed unanimously.

Economic Development Authority/ Housing Redevelopment Authority EDA/HRA

Grossman discussed a contract with CEDA and EDA/HRA. If approved, we will be required to sign a contract for 2024/2025. EDA/HRA requested the Council to help pay \$10,000 for hiring CEDA. Motion made by Stenger, seconded by Pinke to approve \$5,000 for 2024 and \$5,000 for EDA/HRA to use for contracted employees. Motion passed unanimously.

Staff Reports

Utilities Superintendent

Lift station on Scharf Ave needs repair. Motion made by Albright, seconded by Stenger for DuFrane to get bids for repairs. Motion passed unanimously.

Clerk-Treasurer Report

Lammers provided written report.

Mayor's Minute

Lundgren discussed having Sanford clinic come to Vergas and solutions to get daycare into town. Newly elected officials report was provided by Lundgren.

Information & Announcements

Training:

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

Events:

- A. Local Board of Review, April 09, 2025, 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

Adjournment

Motion by Albright, seconded by Pinke to adjourn the meeting. Motion passed unanimously. The business for which the meeting was called was completed, the meeting was adjourned at 7:50 pm.

Vergas Clerk-Treasurer
Julie Lammers, CMC

Recorded By Sarah Stone
Deputy Clerk

CITY OF VERGAS
COUNCIL PUBLIC HEARING ON CANNABIS & PUBLIC MEETING ON THE MUNICIPAL BUILDING
VERGAS EVENTS CENTER & ZOOM
Monday, March 31, 2025

The City Council of Vergas met at 6:30 pm on Monday, March 31, 2025, at the Vergas Event Center and on Zoom for a hybrid public hearing with the following members present: Mayor Dwight Lundgren; Council Members: Bruce Albright, Paul Pinke, Dean Haarstick and James Stenger. Absent: none. Also present: Clerk/Treasurer Julie Lammers; Deputy Clerk-Treasurer Sarah Stone; Liquor Store Manager Kyle Theisen; citizens: Pat Strand, Macia Huddleston, Cal Miller Bayleigh Lautenschlager, Carol Albright, Mary Creed Vanessa Perry, Carissa Trites and Robert Jacoby.

Call to Order

Mayor Dwight Lundgren called the meeting to order.

Quick recap

The city council discussed a proposed cannabis ordinance, including potential regulations for cannabis stores and events, with plans for further review by the planning commission and city council. The council also addressed the need for a liquor store remodel, considering various improvements and funding options. Additionally, they explored the design and implementation of an awning for a building, discussing its impact on drainage and potential additions like picnic tables and a flagpole.

Summary

Cannabis Ordinance Review and City Council

Vergas discussed the new cannabis ordinance proposed by the city, which is similar to the county's ordinance but allows cannabis stores in the commercial district, unlike the county's 500 feet from a park restriction. The city's ordinance will be reviewed by the planning commission and then presented to the city council for a decision. The city's ordinance can be more lenient than the county's, as the county has allowed cities to choose certain areas. The process will continue with the planning commission and then the city council.

Cannabis Event Restrictions and Definitions

Bayleigh Lautenschlager discussed the definition and potential restrictions of cannabis events, including the possibility of holding them on public property and the designated hours. Lautenschlager also raised concerns about the inclusion of minors in cannabis events and the need for clearer definitions between cannabis and other products. The team agreed to further discuss these issues and consider the implications of these restrictions on future events.

Cannabis Law and Medicinal Use

Lautenschlager discussed the need for workable laws that would last for 30 years, expressing concerns about blanket statements and potential issues with the county. V Lautenschlager also clarified that the age requirement for consuming cannabis products is 21, with a permission slip from parents for those under 21. The county is still in the draft stage with the cannabis law, and the state has not yet issued licenses. A resident also mentioned that the use of cannabis products for medicinal purposes should not be refused, citing his late wife's experience with cancer treatment.

Cannabis Regulations Discussion and Implementation

The council discusses the potential implementation of cannabis regulations in the city. Lammers is

gathering information from the county and will draft an ordinance to be read at two council meetings before a decision is made. The discussion covers various aspects, including sales hours, licensing, taxation, and banking issues. The council acknowledges that cannabis will be present in the community regardless of regulations and aims to be proactive in managing its effects. They also consider the potential economic impact, noting experiences from other states where cannabis has been legalized. The council agrees that more discussion is needed and plans to hold further meetings on the topic.

Adjournment

The business for which the meeting was called was completed, and the meeting was adjourned at 8:10 pm.

Vergas Clerk-Treasurer
Julie Lammers, CMC

Next steps

- Lammers to contact the county to clarify cannabis event hours and regulations.
- Lammers will investigate the definition of "unorganized territory" as it applies to Vergas.
- City Council will discuss and decide on the number of cannabis stores allowed in Vergas.
- The Planning Commission will review and finalize the cannabis ordinance for Vergas.
- Theisen to proceed with the liquor store renovation project using funds from the capital improvement account.
- Theisen to work with contractors to finalize design details, including billboard placement and height, gutter system, and drainage.
- City to check ordinance for billboard height restrictions.
- Theisen to explore options for picnic table placement and installation in the renovated area.
- Theisen and DuFrane to discuss and plan the most feasible and safe drainage system for the new awning.

CITY OF VERGAS
Board of Review
Wednesday, April 09, 2025 1:00 P.M.

The City Council of Vergas met for the annual board of review at 1:00 p.m., Wednesday, April 9, 2025, in a hybrid meeting in the Smart Room at the Vergas Event Center and on Zoom with the following members present: Mayor Dwight Lundgren, Council Members, Paul Pinke, Bruce Albright, James Stenger and Dean Haarstick. Absent: none. Also present were Clerk-Treasurer Julie Lammers, Otter Tail County Appraiser Thomas Smieja, Appraiser Dawn Swisher, Provisional Appraiser Mara Barsness, and Liquor Store Manager Kyle Theissen.

Mayor Dwight Lundgren called the meeting to order.

Appraiser Swisher reviewed the City of Vergas and Otter Tail County rate changes.

General Assessment Information: 1. 2025 market values are based upon sales activity from 10-1-2023 to 9-30-24. 2. There was a county-wide adjustment for everyone of 5%. . 3. The Minnesota Department of Revenue requires a sales ratio of 90% to 105%.

The following property contacted the County Appraiser before the meeting:

Parcel Address	Notes	Recommendations
82000990136000	341 Pelican Ave	Assessors reviewed the property before the meeting.
	No change was recommended.	
	Motion by Albright, seconded by Pinke, to have no change at 341 Pelican Ave based on recommendation for the County Assessor. The motion passed unanimously.	

Motion by Albright, seconded by Pinke, to adjourn the meeting. The motion passed unanimously. The business for which the meeting was called, having been completed, was adjourned at 1:32 p.m.

Clerk-Treasurer
Julie Lammers, CMC

CITY OF VERGAS
 Bill Listing for March 12 to April 11, 2025

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
CDH-Vergas Fire Department	Reimbursed Grant - State of MN	4,212.00
City of Vergas	Payroll	20,503.16
Frazee-Vergas Forum	Subscription	47.00
Internal Revenue Services	2025 Withholding Tax	3,532.04
Lake Region Electric	Sign, electricity	60.79
Lammers, Julie	Reimbursed Mileage, Energy Grant	64.40
Marco	All Departments, Copier Contract	217.67
MN Dept. of Revenue	Sales Tax	107.00
MN Dept. Revenue	2025 Withholding Tax	648.03
Public Employees Retirement Assoc.	Payroll	2,207.44
Vergas State Bank	HSA Contribution	610.00
Total for bills paid between Council Meetings		<u>\$32,209.53</u>

Date Range : 3/13/2025 To 4/15/2025

<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>
04/14/2025	Arvig	All Depts, security and internet	516344	\$444.96			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$124.27
					100-43010-321-	City Shop	\$68.45
					100-45110-321-	EVENT CENTER	\$85.90
					100-41010-321-	GENERAL GOVERNMENT	\$166.34
04/14/2025	Blue Cross Blue Shield of Minnesota	Employees Health Insurance Premium 2025	516345	\$4,164.29			
					100-41405-131-	Clerk	\$373.26
					601-49440-131-	Water Utilities - Administration and General	\$640.86
					602-49490-131-	Sewer Utilities - Administration and General	\$640.86
					100-43110-131-	Highways, Streets & Roadways	\$267.59
					100-45210-131-	Parks	\$267.59
					609-49751-131-	Liquor Store - Manager - Off-Sale	\$1,974.13
04/14/2025	Cash	Reimburse change drawer, Wat & Sew, certified letters, Energy, syrup	516346	\$55.04			
					601-49440-200-	Water Utilities - Administration and General	\$14.52
					602-49490-200-	Sewer Utilities - Administration and General	\$14.52
					100-49001-999-	MISCELLANEOUS	\$26.00
04/14/2025	CDH-Vergas Fire Department	Fire and Rescue, 2025 2nd Quarter	516347	\$3,764.83			
					100-42010-405-	PUBLIC SAFETY	\$3,764.83
04/14/2025	Corporate Technologies, LLC	All Depts, Technology and Computer Inv #171392, 170591, 170331	516348	\$430.60			
					100-41010-200-	GENERAL GOVERNMENT	\$74.64
					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

Date Range : 3/13/2025 To 4/15/2025

<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>
					100-45210-200-	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
04/14/2025	Dacotah Paper Company	, sAll Depts, supplies (Inv 82691, 11454)	516349	\$284.27			
					100-45110-220-	EVENT CENTER	\$128.77
					100-45210-220-	Parks	\$92.72
					601-49440-220-	Water Utilities - Administration and General	\$31.39
					602-49490-220-	Sewer Utilities - Administration and General	\$31.39
04/14/2025	Michael DuFrane	St, Park, Sewer, Water, cell phone reimbursment	516350	\$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
04/14/2025	Matthew Engebretson	St, Pk, reimbursed cell phone	516351	\$25.00			
					100-43110-321-	Highways, Streets & Roadways	\$12.50
					100-45210-321-	Parks	\$12.50
04/14/2025	Elan Financial Services	GG, proppram fees Wtr, MN Rural Water expenses (DuFrane)	516352	\$620.00			
					100-41010-210-	GENERAL GOVERNMENT	\$236.27
					601-49490-331-	Sewer Utilities - Administration and General	\$383.73
04/14/2025	Great Plains Natural Gas Company	City Shop, Event Center utility	516353	\$732.98			
					100-43010-380-	City Shop	\$266.30
					100-45110-380-	EVENT CENTER	\$466.68

Date Range : 3/13/2025 To 4/15/2025

<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>
04/14/2025	Hansons Plumbing & Heating, Inc.	Event, supplies	516354	\$355.32			
					100-45110-210-	EVENT CENTER	\$355.32
04/14/2025	Hydronic Distribution Center, Inc	Sewer, Flange, buffer, materials	516355	\$135.00			
					602-49490-210-	Sewer Utilities - Administration and General	\$135.00
04/14/2025	Hawkins, Inc	Wtr, 2025 chemicals Inv 7005540	516356	\$713.11			
					601-49440-218-	Water Utilities - Administration and General	\$713.11
04/14/2025	Julie Lammers	Clerk, cell phone	516357	\$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
04/14/2025	Lakes Community Cooperative	Street, operating fuel	516358	\$201.29			
					100-43110-210-	Highways, Streets & Roadways	\$201.29
04/14/2025	League of Minnesota Cities	LMC, Conf, Lundgren, Albright, Stenger, Haarstick, Lammers	516359	\$1,375.00			
					100-41010-331-	GENERAL GOVERNMENT	\$275.00
					100-41310-331-	Mayor	\$275.00
					100-41110-331-	Council/Town Board	\$825.00
04/14/2025	Leighton Broadcasting	Event, 2025 advertising	516360	\$140.00			
					100-45110-340-	EVENT CENTER	\$140.00
04/14/2025	MENARDS - DETROIT LAKES	Shop, floor jack and blow gun	516361	\$301.21			
					100-43010-240-	City Shop	\$301.21
04/14/2025	Crestline Software, LLC	Utility Billing Program Service	516362	\$780.60			
					601-49440-200-	Water Utilities - Administration and General	\$390.30

Date Range : 3/13/2025 To 4/15/2025

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					602-49490-200-	Sewer Utilities - Administration and General	\$390.30
04/14/2025	Madison National Life Ins Co, Inc	Employee short term Insurance (April-June 2025)	516363	\$211.83			
					100-45210-130-	Parks	\$26.90
					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	\$26.91
04/14/2025	ND Sewage Pump Lift Station	Sewer, Service at Main Lift #2 Pump	516364	\$4,120.00			
					602-49490-400-	Sewer Utilities - Administration and General	\$765.00
					602-49490-400-	Sewer Utilities - Administration and General	\$3,355.00
04/14/2025	NAPA CENTRAL	Street, oil	516365	\$97.40			
					100-43110-210-	Highways, Streets & Roadways	\$97.40
04/14/2025	Olson Oil Co.	St, 2025 operating supplies	516366	\$208.29			
					100-43110-210-	Highways, Streets & Roadways	\$208.29
04/14/2025	Otter Tail Power Company	All depts, utility	516367	\$1,889.99			
					602-49490-380-	Sewer Utilities - Administration and General	\$252.25
					100-43160-380-	Street Lighting	\$576.06
					100-45110-380-	EVENT CENTER	\$177.53
					100-45210-380-	Parks	\$84.61
					601-49440-380-	Water Utilities - Administration and General	\$561.00
					100-41010-380-	GENERAL GOVERNMENT	\$140.47
					100-43010-380-	City Shop	\$98.07
04/14/2025	Paulnet Goup, LLC	GG, web site	516368	\$821.95			

Date Range : 3/13/2025 To 4/15/2025

<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>
					100-41010-300-	GENERAL GOVERNMENT	\$821.95
04/14/2025	Productive Alternatives, Inc.	Event Center, 2025 Cleaning Inv#INV 3232	516369	\$119.65			
					100-45110-300-	EVENT CENTER	\$119.65
04/14/2025	RMB Environmental Laboratories, Inc	Sewer & Water, 2025 Chemicals	516370	\$332.31			
					601-49440-218-	Water Utilities - Administration and General	\$144.21
					609-49490-218-	Sewer Utilities - Administration and General	\$188.10
04/14/2025	Steve's Sanitation, Inc.	Event, Parks, garbage pickup	516371	\$429.40			
					100-45210-384-	Parks	\$313.02
					100-45110-384-	EVENT CENTER	\$116.38
04/14/2025	Kyle Theisen	LS, Cell Phone Reimbursement	516372	\$25.00			
					609-49751-321-	Liquor Store - Manager - Off-Sale	\$25.00
04/14/2025	Verizon	GG & Event, 2025 internet and cell phone	516373	\$136.37			
					100-45110-321-	EVENT CENTER	\$96.36
					100-41010-321-	GENERAL GOVERNMENT	\$40.01
04/14/2025	Vergas Hardware	All Depts, supplies	516374	\$149.80			
					100-45210-210-	Parks	\$56.35
					100-45110-210-	EVENT CENTER	\$54.48
					100-43010-210-	City Shop	\$38.97
04/14/2025	Warner Garage Door, Inc.	Shop, service call	516375	\$156.30			
					100-43010-400-	City Shop	\$156.30
04/14/2025	Widseth	Engineering; Inv 236851, 236852	516376	\$3,620.00			
					100-43110-303-	Highways, Streets & Roadways	\$3,620.00

Date Range : 3/13/2025 To 4/15/2025

<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				\$26,991.79			\$26,991.79

Bruce E Albright	City Council/Town Board	Date
Dean Haarstick	City Council/Town Board	Date
Dwight A Lundgren	City Council/Town Board, Mayor	Date
James Stenger	City Council/Town Board	Date
Paul Pinke	City Council/Town Board	Date

City of Vergas Liquor Store Checks Paid in March 2025

Vendor	Description	Total
Absolute Ice		163.50
Artisan Beer Company		60.00
Arvig Communications	Security, phone	248.54
Bergseth Bros		10,362.59
Beverage Wholesalers		2,128.07
Blue Cross/Blue Shield	Employee Insurance	1,974.13
Breakthru Beverage MN Wine and Spirits		1,734.05
City of Vergas	Water/Sewer	63.66
City of Vergas	Payroll	5,583.77
Colonial Life	Em. Reimb. Life insurance	124.12
Corporate Technologies	Computer and telephone updates	39.60
Dacotah Paper Company	Supplies	339.33
D-S Beverage		2,951.15
Elan Financial	Galaxy Tab A7 and cover	966.37
Frazee-Vergas Forum	Ads	40.00
Fricke Consultin	POS System	165.00
Great Plains Nat Gas	Utility	203.23
Internal Revenue Service	2025 Withholding Tax	1,673.81
Johnson Brothers Liquor Co		8,232.94
Klockow Brewing CO		150.00
Merchant Service	Credit Card Fees	742.36
MN Dept. of Revenue	Sales Tax	3,721.00
MN Dept. Revenue	2025 Withholding Tax	242.08
MN Life Ins Company	Employee Life Ins.	33.80
Otter Tail Power Company	Utility	580.65
Phillips Wine & Spirits		5,571.37
Public Employees Retirement Assoc.	Payroll	1,082.55
Southern Glazer's of MN		8,616.13
Theisen, Kyle	Cell phone reimbursement	25.00
Vergas Sate Bank -HAS	Employee HAS	461.00
Vestis		352.08
Viking Coca-Cola Bottling Co		342.80
Total		<u>\$58,974.68</u>
March Receipts		<u>55,865.06</u>
	March Operating Income (Loss)	<u>(3,109.62)</u>
	Jan-Feb Operating Income (Loss)	<u>(50,000.27)</u>
2025 Total Operating Income (Loss)		<u>(53,109.89)</u>

City of Vergas
Past Due Customers

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

Route	Sort	Account #	Customer Name	Status	Parcel #	Service Address	Aged Days	Past Due Amt.	Total Balance	Deposit Balance	Last Pymt. Date	Last Pymt. Amount	Meter #	Meter Type	Pay Plan
2	0	21	Krieg, Benjamin	Active	21	149 E Elm St	94	73.10	307.89	0.00	12/10/2024	223.08	88805360	WATER	No
2	0	3001	Meyer, Jesse	Active	82000990214000	102 Altona Ave	94	60.03	294.03	0.00	03/04/2025	125.00	88707172	WATER	No
2	0	570	Licence, Tony	Active	82000990127000	350 S Pelican Ave	94	92.37	235.07	0.00	01/23/2025	400.00	92089898	WATER	No
Total							Count: 3	225.50	836.99						

City of Vergas Investments

	<u>Account Number</u>	<u>12/31/25 Purchase</u>	<u>Sold</u>	<u>Interest Earned</u>	<u>03/31/25</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
General Fund	325657	260,495.85	0.00	0.00	333.33	148,574.35	0.75% MMDA
Street Debt Fund	325657	201,559.92	0.00	0.00	387.20	201,818.80	0.75% MMDA
Liquor Store Fund	325657	135,000.00	0.00	0.00	269.00	135,269.00	75.00% MMDA
Sewer Reserve	19753	27,978.18	0.00	0.00	0.00	27,978.18	3.50% 6/27/2025
Sewer and Water Debt Service	19759	38,473.23	0.00	0.00	0.00	38,473.23	2.50% 7/17/2025
Liquor Fund	20338	152,802.03	0.00	0.00	0.00	152,802.03	2.50% 12/14/2025
Totals		<u>816,309.21</u>	<u>0.00</u>	<u>0.00</u>	<u>989.53</u>	<u>817,298.74</u>	

City of Vergas Bond Schedule

Title	<u>Purchase Date</u>	<u>Beg. Balance</u>	<u>Interest Rate</u>	<u>Bank</u>	<u>Maturity Date</u>	<u>Balance 12/31/2024</u>	<u>Interest Paid in 2025</u>	<u>Balance 03/31/2025</u>	<u>Amount Paid in 2025</u>
Street Debt Service Fund									
General Obligation Improvement Refunding Bonds, Series 2015A	12/15/2015	\$299,000.00	2.42%	Vergas State Bank	2/1/27	90,000.00	1,192.50	61,000.00	29,000.00
General Obligation Improvement Refunding Bonds, Series 2019A (412)	6/11/2019	\$985,000.00	3.26%	Northland Trust Services, Inc	2/1/40	825,000.00	12,520.63	785,000.00	40,000.00
Taxable Lease, 2023	10/24/2023	\$230,000.00	5.90%	Vergas State Bank	2/1/39	230,000.00	7,122.50	224,000.00	6,000.00
Water Fund									
General Obligation Water Revenue Note, Series 2022A	2/1/2022	<u>\$132,000.00</u>	3.25%	Vergas State Bank	2/1/32	108,000.00	1,080.00	<u>95,000.00</u>	<u>13,000.00</u>
Total		\$1,646,000.00				1,253,000.00		1,165,000.00	88,000.00

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

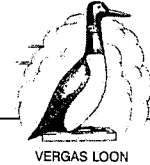
			2025	2025		02/28/2025
	2024 Balance	Interest	Interest	Purchased	2025 sold	Balance
Uncommitted Funds	115,586.18	0.00%	73.63	0.00	115,659.77	0.00
City Shop	8,132.17	1.67%	14.44	500.00	0.00	8,646.61
Easements	5,258.92	1.08%	9.34	0.00	0.00	5,268.26
Event Center	966.67	0.20%	1.28	0.00	0.00	967.95
Event Center Electronic Sign	10,103.96	2.08%	17.95	0.00	0.00	10,121.91
General	14,632.42	3.01%	25.99	0.00	0.00	14,658.41
Park	35,849.15	7.38%	64.67	0.00	0.00	35,913.82
Sand Seal (Seal Coating)	13,098.34	2.70%	23.26	0.00	0.00	13,121.60
Sidewalk	15,037.80	3.09%	26.70	1,500.00	0.00	16,564.50
Street Improvements/Equipment	41,830.28	8.61%	75.13	0.00	0.00	41,905.41
Yard Waste	0.00	0.31%	0.95	1,500.00	0.00	1,500.95
Liquor Store	135,000.00	27.78%	269.00	0.00	0.00	135,269.00
2019 Street Project	201,559.92	41.48%	387.19	0.00	0.00	201,947.11
Balance	597,055.81	99.40%	\$989.53	\$3,500.00	\$115,659.77	485,885.53 ***

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

Current Committed Total 148,669.42

City of Vergas

Home of the Loon



Minnesota's State Bird

April 15, 2025

Office of the County Auditor
Kris Vipond
510 Fir Ave West
Fergus Falls, MN 56537

Dear Ms. Vipond,

At their April 14, 2025, meeting, Vergas City Council approved the following unpaid bills to be added to property taxes. Please add the following assessments to the property listed below for assessments payable in 2026.

Tony Licence	James Endersby
350 Pelican Ave	415 S Unit Ave
Vergas MN 56587	Vergas Mn 56587
Water Meter \$195.00	Water Meter \$195.00

Do not hesitate to let me know if you have any questions.

Sincerely,

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

131 East Main Street • P.O. Box 32 • Vergas, Minnesota 56587 • Phone: (218) 302-5996
Website: www.cityofvergas.com • Email: jlammers@cityofvergas.com

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

4/23
Page 1 of 3

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

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

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

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Lions Club of Vergas MN Previous Gambling Permit Number: X- 07445-24-034

Minnesota Tax ID Number, if any: 1362082 Federal Employer ID Number (FEIN), if any: 416090464

Mailing Address: P O BOX 12

City: Vergas State: MN Zip: 56587 County: Otter Tail

Name of Chief Executive Officer (CEO): Robert Jacoby

CEO Daytime Phone: 6127479894 CEO Email: rpjacoby@comcast.net
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☒ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

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

Check one:
☒ City: Vergas Zip: 56587 County: Otter Tail
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 14, 2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: City of Vergas

Signature of City Personnel:

Julie Lammer

Title: Clerk-Treasurer Date: 04-01-2025

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Robert Jacoby Date: 4/1/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Robert Jacoby

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

An equal opportunity employer

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**

Organization Name: TIP Turn in Poachers Ottertail Chapter Inc License Number: 05574

Address: PO Box 1673 City: Detroit Lakes, MN Zip: 56502

Chief Executive Officer (CEO) Name: Tony Peterson Daytime Phone: 952-200-4780

Gambling Manager Name: Rebecca Folendorf Daytime Phone: 218-841-1019

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 05 / 02 / 2025 to 05 / 03 / 2025

Check the type of games that will be conducted:

☒ Raffle ☒ Pull-Tabs ☐ Bingo ☐ Tipboards ☒ Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Vergas Community & Event Center

Street address and
City (or township): 140 West Linden Street Zip: 56587 County: Otter tail

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

☐ Yes If yes, a lease is not required.
☒ No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

CONTINUE TO PAGE 2

LG230 Application to Conduct Off-Site Gambling

10/24 Page 2 of 2

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>Vergas</u>	County Name: _____
Date Approved by City Council: <u>04-14-2025</u>	Date Approved by County Board: _____
Resolution Number: <u>2025-006</u> (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: <u>Julie Lamners</u>	Signature of County Personnel: _____
Title: <u>Clerk-Treasurer</u> Date Signed: <u>4/14/25</u>	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; text-align: center;"> Local unit of government must sign. </div>	TOWNSHIP NAME: _____
	Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)
	Print Township Name: _____
	Signature of Township Officer: _____
Title: _____ Date Signed: _____	

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.


4-10-25
 Signature of CEO (must be CEO's signature; designee may not sign) Date

Mail or fax to:

Minnesota Gambling Control Board
Suite 300 South
1711 West County Road B
Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

An equal opportunity employer

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
5:30 P.M. on Tuesday, March 25, 2025

The City of Vergas Event Center Advisory Committee was called to order by James Stenger on Tuesday, March 25, 2025, at 5:30 pm with the following members present: Sarah Stone, Vanessa Perry and Robert Jacoby. Stenger is attending via Zoom. Absent: Deb Jacoby. Also present: Clerk-Treasurer Julie Lammers.

Approval of the Agenda

Added employees to the agenda.

Minutes

Motion by Perry, seconded by R. Jacoby to approve the minutes for February 25th, 2025. The motion carried unanimously.

Status of Recommendations to City Council

No items were presented to the council.

Income and Expense

Lammers reviewed the income and expenses provided for the 2025 report.

Building Review

Perry contacted Doors and Stuff to get an estimate of kitchen window/door closure and will provide that information along with other estimates at the April meeting.

Stenger is continuing to get projector estimates and will be looking into options to replace it. Stenger reviewed the sound system and will work with Lammers to replace old cables.

Maintenance does not feel comfortable moving the microphone and camera discussed in Feb. Lammers said she would look into finding someone to help move them.

Committee "To-Do" List was discussed. Committee members will continue to look for items at the center needing to be done. Perry provided posts from FB on ways to improve the Event Center. The coffee pot is one of the biggest issues discussed. Maintenance will look into the dripping and the board is discussing a replacement or moving it to another location that is more accessible to all.

Employees

The committee discussed the loss of the current Event Center Coordinator and Stone will be taking over some of those responsibilities until further notice.

Adjournment

Motion by R. Jacoby, seconded by Perry, to adjourn the meeting. The motion passed unanimously.

Respectfully submitted,

Sarah Stone, Deputy Clerk

Council Recommendations

None.

Follow up Actions

Perry will provide more information on window/door closures.

Stenger will investigate more options to replace the projector.

CITY OF VERGAS
Park Board Advisory Board Minutes
Vergas Event Center & Zoom Teleconference
3:00 P.M. on Thursday, March 27, 2025

Call to Order

The City of Vergas Park Advisory Board was called to order by Sherri Hanson on Thursday, March 27, 2025 at 3:00 pm with the following members present: Tony Sailer, Maggie Puetz, Steph Hogan, Dean Haarstick, Mike DuFrane and Sarah Stone. Absent: Sherri Hanson, Chuck Hanson. Also present; Rex Kingsbury.

Additions and Deletions of the Agenda

Rex Kingsbury: Donation

Minutes

Motion by Hogan, seconded by Puetz to approve the minutes for March 27, 2025. Motion passed unanimously

Status of Recommendations to City Council

None

Pickleball

No report provided.

Baseball Committee

The baseball committee met and discussed the need for nets, painting the posts in bright colored paint and the need for dirt and ag lime. Dufrane is going to check on prices for 10 yards of black dirt and see if he can borrow a trailer once dirt is purchased.

Waiting on more nominations for the Vergas Baseball Field signage.

The first sign will recognize 4 people: Ole Peterson, Jerry Johnson, Dale Glawe and Harvey Sonnenberg. The recognized will have names submitted to the committee by the community and voted on by the members.

Criteria: Name and what they have done for Vergas Baseball Field.

Advertise: City Newsletter, Facebook (both City and Community Club pages).

Date names must be submitted by: May 1, 2025

City Worker Update

DuFrane reported on opening up ballfields when weather permits and painting the inside of the bathhouse when it warms up.

Budget

Lammers provided written report

Other Business

Rex Kingsbury updated the board on the donation of memorial planters for his mom Lois Kingsbury. They will be moveable and will work with DuFrane to find the best placement by Long Lake Park.

Next Meeting Date/Time

April 24, 2025 at 3:00 pm.

Adjournment

Motion by Hogan, seconded by Puetz to adjourn at 3:25 pm. Motion carried unanimously.

Respectfully submitted,

Sarah Stone, Deputy Clerk

Council Recommendations

None.

Follow up Actions

Sailer to provide City Office with information regarding recognition names for signage for newsletter.

DuFrane to check on black dirt and ag lime.

Water Sewer Committee Meeting

The Vergas Water/Sewer Committee met at the Vergas Government Services Center on Tuesday, April 8, 2025, at 8:30 am with the following members present: Members Dean Haarstick and Dwight Lundgren; Utilities Superintendent Mike DuFrane and Clerk-Treasurer Julie Lammers; Engineer Blaine Green, and Katelyn Kack GIS Specialist.

Call to Order

Lammers called the meeting to order at 8:30 am.

Additions and Deletions

None

Vergas Hardware (storm drain)

Regarding the storm drain issue, it's reported that the property owners will redirect the runoff from the front roof to the gutter by the dumpster at their own expense, resolving the matter without cost to the city.

Main Street Infrastructure

The committee discussed the upcoming resurfacing of Main Street by Ottertail County in 2028. The committee determined that the city's water infrastructure, installed in 1993, should be good until at least 2030 (estimated life 50 years) and does not need replacement. However, plan to request that the county consider crowning the road to improve water runoff. The committee also mentioned plans to relocate a sewer line for the Municipal Building to the other side of the structure during future renovations. The team discussed the sewer system of a building, specifically focusing on the location of the sewer line and the possibility of redirecting it for a shorter run. DuFrane was asked to consult with Hanson's to either camera or locate the sewer line to determine the best course of action. If they are unable to provide information, find another company that could.

Lift Station

DuFrane informed the committee that he doesn't have the quotes for the lift station yet but will include them in the water-sewer portion of the packet for the council meeting. The committee agrees to this approach by passing a separate committee review.

New Service Line -Pelican Avenue

The meeting discussed the potential development of a new service line for Pelican Avenue. The developer is considering building on the area, which would require the installation of water and sewer systems. The attendees discussed the possibility of connecting the new service line to existing infrastructure. They also considered the feasibility of extending the service line further south to accommodate future development. The attendees agreed to include a utility easement in the documentation to allow for future connections. The conversation ended with the understanding that the new service line would primarily serve the area around the lake, with the possibility of expansion in the future.

The meeting focused on the city's agreement with contractors regarding engineering costs. The city's engineer is responsible for verifying the contractors' designs to ensure they match the city's system. The city pays for the engineer's review of the plans, while the contractor covers the cost of the actual infrastructure work. The meeting also discussed the need for a written ordinance to protect the city from developers who want to drill wells within city limits. The city is considering splitting the cost of a lift station with the developer to ensure consistency with the rest of the system.

Lead Copper Lines

Lammers stated the state extended the deadline to apply for the grant and is waiting for the State to notify the city if the grant is accepted.

2025 Projects

Sewer Projects

DuFrane discussed the current operating depth of the system at the ponds, which is 5.5 feet, and the need to expand it. They considered the need to start looking at expanding the lagoon system. The team also discussed the importance of being able to receive grant dollars or low-cost loan dollars, which would have a great impact on their rates. They concluded that rates would need to be raised to maintain the system and to pay for the lagoons.

Water Projects

DuFrane stated he knew of no projects for 2025.

Adjournment

The meeting was adjourned at 09:36 am.

Julie Lammers, CMC
City Clerk-Treasurer
City of Vergas

Recommendations to Council:

None.

Follow-up actions:

- Lammers will look up existing ordinances regarding developers' responsibilities for engineering costs and utility hookups within city limits.
- Lammers to research creating a new ordinance requiring developers to pay for engineering costs and mandating city utility hookups within city limits.
- DuFrane will find a company to locate and camera the sewer line for the municipal building located at 111 Main St.
- Lammers will respond to the county that the city does not have infrastructure concerns for Main Street but would like them to consider crowning the road to help with water runoff.
- Green will inspect First Street for potential road repair needs.
- Lammers will discuss First Street repair to the street committee's agenda.
- Green will start looking into expanding the sewer system (Lagoon) and getting on the Intended Use Plan (IUP) list for future funding.

City Council
2025 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, April 14, 2025

7. County Hwy Resurfacing

Files Attached

- CSAH 35 Plan Sheets - Vergas.pdf
- Resolution 2025-001 SAP 056-635-043_Resolution CSAH 35 within Vergas.pdf

MINNESOTA DEPARTMENT OF TRANSPORTATION
OTTER TAIL COUNTY, MN

CONSTRUCTION PLAN FOR FULL DEPTH RECLAMATION, GRADING, BITUMINOUS SURFACING
LOCATED ON C.S.A.H. 35 FROM MN.T.H. 108 TO C.S.A.H. 4

SECTIONS 7, 8, 9, 16, 17, 18, 21, 27, 28

SECTIONS 1, 2, 11, 12, 13, 14

SECTIONS 25, 36

TOWNSHIP 136N

TOWNSHIP 136N

TOWNSHIP 137N

RANGE 40W

RANGE 41W

RANGE 41W

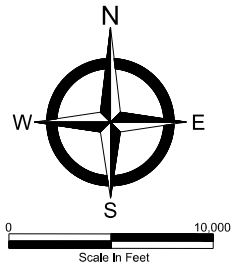
S.A.P. NO. 056-635-043

GROSS LENGTH 57,004.06 FEET 10.796 MILES

BRIDGES-LENGTH 0.00 FEET 0.000 MILES

EXCEPTIONS-LENGTH 0.00 FEET 0.000 MILES

NET LENGTH 57,004.06 FEET 10.796 MILES



INDEX

- 1

2

3-8

9-15

16-54

55-60

61-67

68-76

77-95

96-114

115

116-124
- TITLE SHEET

STATEMENT OF ESTIMATED QUANTITIES

TABULATIONS

TYPICAL SECTIONS

CONSTRUCTION PLAN & PROFILE

ADA STANDARD PLANS

EROSION CONTROL DETAILS

SWPPP

EROSION CONTROL - TEMPORARY

EROSION CONTROL - PERMANENT

PAVEMENT MARKING PLAN

TRAFFIC CONTROL

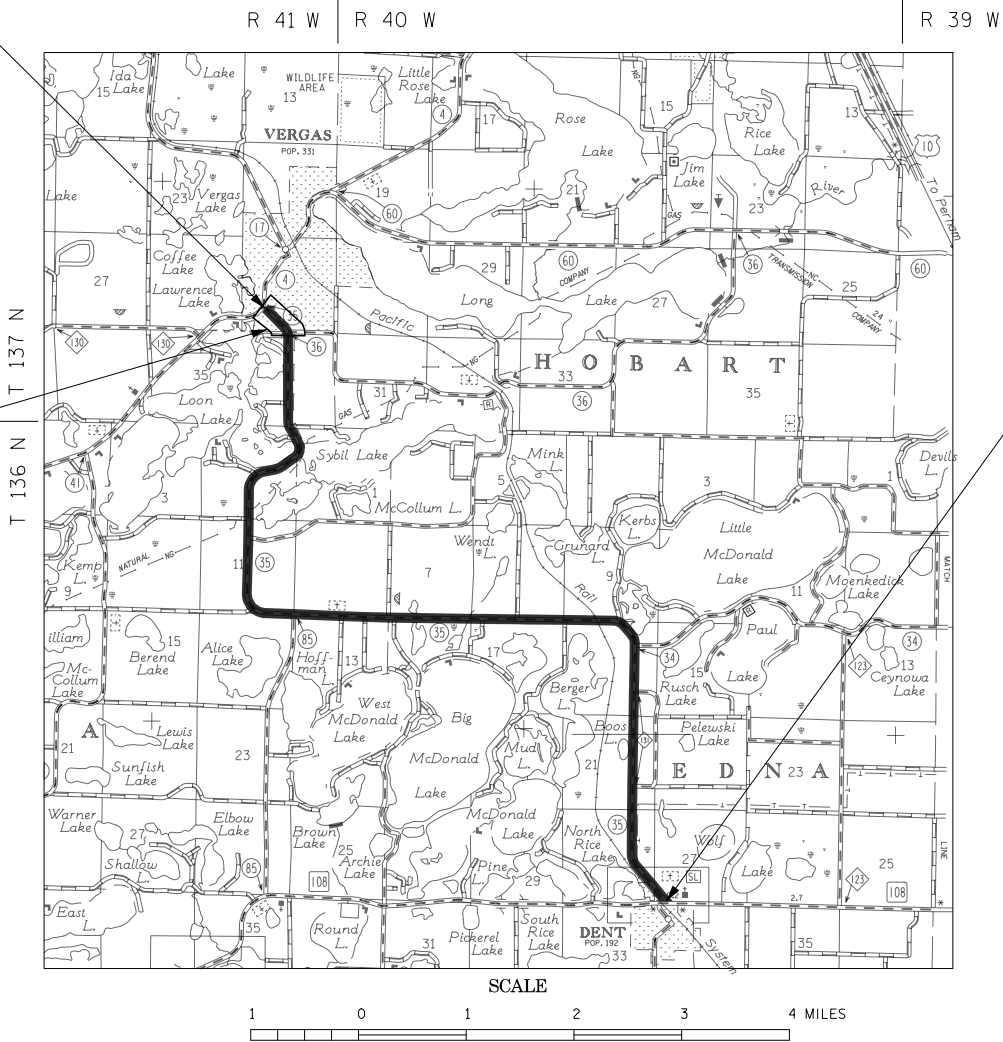
DESIGN DESIGNATION

Design ESALS 2045 = 467,000
ADT (Current Year) 2025 = 1433
ADT (Future Year) 2045 = 1476
R - VALUE = 36
ESALS = 629,000
DESIGN = 10 TON
DESIGN STANDARDS = 8820.9926
Design Speed Varies 30 MPH URBAN
55 MPH RURAL
Based on STOPPING Sight Distance
Height of eye 3.5' Height of object 2.0'
Design Speed not achieved at:
STA. 396+92.08 TO STA. 408+82.08 MPH 50
STA. 471+37.08 TO STA. 487+38.77 MPH 45
Functional Classification: Minor/Major Collector

END S.A.P. 056-635-043
STA. 580+08.43

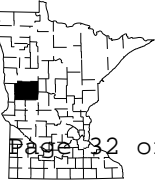
MUNICIPAL

BEGIN S.A.P. 056-635-043
STA. 10+04.37

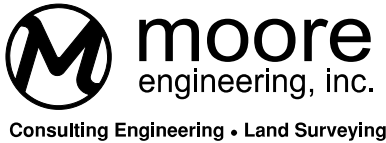


PLAN	
100'	
PROFILE	
100'	
HORIZ.	
10'	
VERT.	
INDEX MAP	
10,000'	
GENERAL LAYOUT	
500'	

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY



PROJECT LOCATION
COUNTY : OTTER TAIL
DISTRICT : 4



Consulting Engineering • Land Surveying

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.
ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST MMUTCD, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED, "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

THIS PLAN CONTAINS 124 SHEETS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: NICK ANDERSON LICENSE # 40100

DATE: 3/11/2025 SIGNATURE: Nicholas A. Anderson

PROJECT MANAGER RYAN QODEN

RECOMMENDED FOR APPROVAL KRYSIEN SAATELA FOSTER OTTER TAIL COUNTY ENGINEER DATE

REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY DISTRICT STATE AID ENGINEER DATE

APPROVED FOR STATE AID FUNDING STATE AID ENGINEER DATE

PATH & FILENAME: C:\Project Working Files\23544 - CSAH 35\23544_SE0&TABS.dgn
PLOTTED/REVISED: 03/11/25

STATEMENT OF ESTIMATED QUANTITIES								
S.A.P. 056-635-043								
ITEM NO.	SHEET NO.	TAB.	SPEC NO.	DESCRIPTION	UNITS	PARTICIPATING MUNICIPAL	PARTICIPATING RURAL	TOTAL ESTIMATED QUANTITY
1			2021.501	MOBILIZATION	LUMP SUM	0.035	0.965	1
2			2051.501	MAINT AND RESTORATION OF HAUL ROADS	LUMP SUM	0.035	0.965	1
3			2101.501	CLEARING AND GRUBBING	LUMP SUM		1	1
4	3,6	D,Q	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	23	337	360
5	3	G	2104.503	REMOVE CATTLE PASS	1. LIN FT		66	66
6	4	H,J	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	349	6808	7157
7	6	Q	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD		341	341
8	3	F	2104.507	REMOVE AGGREGATE	CU YD	525	9220	9745
9	3	A	2104.518	REMOVE CONCRETE WALK	SQ FT		339	339
10	6	L	2106.507	EXCAVATION - COMMON	(P) CU YD	328	14916	15244
11	6	L	2106.507	GRANULAR EMBANKMENT (CV)	(P) CU YD	244	6386	6630
12	6	L	2106.507	SELECT GRANULAR EMBANKMENT (CV)	(P) CU YD		736	736
13	6	L	2106.507	COMMON EMBANKMENT (CV)	(P) CU YD	249	14412	14661
14	6	L	2108.504	GEOTEXTILE FABRIC TYPE 5	SQ YD		220	220
15	4,6	H,J,M	2118.509	AGGREGATE SURFACING CLASS 1	TON	97	2665	2762
16	3,4,6	A,H,J,Q	2211.509	AGGREGATE BASE CLASS 5	TON	104.7	2131.8	2236.5
17	3	E	2215.504	FULL DEPTH RECLAMATION	SQ YD	10428	198947	209375
18	3	E	2215.504	STABILIZED FULL DEPTH RECLAMATION	3. SQ YD	10428	198947	209375
19	3,4	B,H,J	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	4. TON	795	17682	18477
20	3,4	B,H,J	2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	4. TON	795	17682	18477
21	3	A	2521.518	6" CONCRETE WALK	5. SQ FT		344	344
22	3	A	2531.618	TRUNCATED DOMES	SQ FT		36	36
23	3	C	2540.602	MAIL BOX SUPPORT	6. EACH	1	40	41
24			2563.601	TRAFFIC CONTROL	LUMP SUM	0.035	0.965	1
25			2563.602	RAISED PAVEMENT MARKER TEMPORARY	7. EACH	32	863	895
26	7	U	2564.518	SIGN PANELS TYPE C	SQ FT	13	38	50
27	7	R,S	2573.503	SILT FENCE, TYPE MS	LIN FT		7208	7208
28	7	R,S	2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT		32130	32130
29	5	J,K	2574.505	SOIL BED PREPARATION	ACRE	0.2	12.4	12.6
30	5	J,K	2574.508	FERTILIZER TYPE 3	POUND	34	4320	4354
31	5	J,K	2574.508	FERTILIZER TYPE 4	POUND		2.0	2.0
32	5	J,K	2575.505	SEEDING	ACRE	0.2	12.4	12.6
33	5	J,K	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	649	43361	44010
34	6	N,O,P	2575.523	RAPID STABILIZATION METHOD 3	M GALLON	1.5	73.9	75.4
35	5	J,K	2575.608	SEED MESICINSLOPE	LB	12.0	711.5	723.5
36	5	J,K	2575.608	SEED WET DITCH	LB		0.3	0.3
37	5	J,K	2575.608	SEED SOUTHERN TALL GRASS ROADSIDE	LB	4.8	36.7	41.5
38			2580.503	INTERIM PAVEMENT MARKING	8. LIN FT	150	4407	4557
39	8	V	2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	975	22280	23255
40	8	V	2582.503	6" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	3834	107615	111449
41	8	V	2582.503	4" BROKEN LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	195	8369	8564
42	8	V	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	1000	13075	14075
43	7	T	2582.503	24" SOLID LINE PREFORM TAPE GROUND IN	LIN FT	32	145	177
44	7	T	2582.518	PAVEMENT MESSAGE PREFORM TAPE GROUND IN	SQ FT	66.97	224.68	291.65
45	7	T	2582.518	CROSSWALK MULTI-COMPONENT GROUND IN (WR)	SQ FT		150	150

NOTE:

WHEN A (P) DESIGNATION IS PLACED ON AN INDIVIDUAL CONTRACT ITEM. THE PLAN DIMENSIONS ARE USED TO COMPUTE THE PAY QUANTITY FOR THAT ITEM OF WORK AND NO MEASUREMENTS WILL BE TAKEN IN THE FIELD.

ALL MATERIAL NOT UTILIZED ON THIS PROJECT SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND DISPOSED OF OFF THE R/W IN ACCORDANCE WITH SPEC 2104.

RECONSTRUCT ENTRANCES TO MATCH INPLACE MATERIAL. SEE TYPICAL DETAIL SHEET FOR BITUMINOUS ENTRANCE PAVING.

1. REMOVAL LENGTH INCLUDES CATTLE PASS APRONS.

2. REMOVED AGGREGATE IS QUANTIFIED AS REMOVAL OF 2" OF MATERIAL AFTER INITIAL FULL DEPTH RECLAMATION. REMOVED AGGREGATE MAY BE USED AS AGGREGATE SURFACING CLASS 1 AFTER SCREENING AND MEETING MNDOT SPEC. 2118.

3. BASE ONE STABILIZING AGENT OR EQUIVALENT TO BE USED. APPLICATION RATE IS 0.005 GALLONS PER SQUARE YARD PER INCH OF STABILIZED RECLAMATION DEPTH. TOTAL ESTIMATED QUANTITY IS 6282 GALLONS. APPROVED EQUIVALENT BY OTTER TAIL COUNTY CAN BE SUBSTITUTED.

4. TACK COATS SHALL USE SPEC. 2357 AND SHALL BE INCIDENTAL. QUALITY MANAGEMENT - E-TICKETING IS REQUIRED AND SHALL BE INCIDENTAL.

5. PLAN LEVEL 1 ADA DESIGN. CONTRACTOR TO FIELD DESIGN ADA RAMPS TO MEET DESIGN STANDARDS.

6. SEE BIDDER'S PROPOSAL FOR OTTER TAIL COUNTY MAILBOX SUPPORT DETAIL FOR SWING-AWAY TYPE POSTS.

7. RAISED PAVEMENT MARKERS TEMPORARY WILL BE USED ON FINAL LIFT ONLY AND WILL BE PLACED EVERY 100' ON TANGENTS AND EVERY 50' ON CURVES (HORZ. AND VERT.).

8. INTERIM PAVEMENT MARKING WILL BE PLACED AT A 4/50 RATIO AND WILL BE USED ON FIRST LIFT ONLY.

ALIGNMENT TABLE	
EXISTING ALIGNMENT STATIONING	PROPOSED ALIGNMENT STATIONING
SOUTH ALIGNMENT	
0+00.00	10+00.00
27+60.55	37+60.55
BK 35+32.81	45+32.86
AH 35+40.35	45+32.86
73+20.36	83+12.82
126+06.82	135+99.28
152+44.01	162+36.47
MIDDLE ALIGNMENT	
219+56.41	162+36.47
212+98.17	168+94.70
206+63.92	175+28.96
199+64.72	182+28.16
171+76.45	210+16.42
145+62.71	236+30.16
119+48.92	262+43.95
93+28.16	288+64.72
81+52.44	300+40.43
64+55.53	317+37.34
46+15.40	335+77.47
19+55.80	362+37.07

ALIGNMENT TABLE	
EXISTING ALIGNMENT STATIONING	PROPOSED ALIGNMENT STATIONING
NORTH ALIGNMENT	
10+00.00	362+37.07
25+82.90	378+19.98
42+83.94	395+21.02
58+27.61	410+64.68
84+80.19	437+17.27
100+57.72	452+94.80
115+65.45	468+02.52
121+43.36	473+80.44
126+05.02	478+42.09
134+78.13	487+15.20
BK 144+43.99	496+81.06
AH 143+87.30	496+81.06
143+87.32	496+81.08
152+10.62	505+04.39
157+85.61	510+79.37
180+81.60	533+75.37
BK 196+18.39	549+12.15
AH 366+00.00	549+12.15
373+72.90	556+85.06
BEGIN MUNICIPAL	
376+73.00	559+85.16
381+21.32	564+33.48
393+38.23	576+50.38
397+15.67	580+27.83
END 397+17.69	END 580+29.85

STANDARD PLATES	
THE FOLLOWING STANDARD PLATES, APPROVE BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION & THE FEDERAL HIGHWAY ADMINISTRATION, SHALL APPLY ON THIS PROJECT.*	
PLATE NO.	DESCRIPTION
7038A	DETECTABLE WARNING SURFACE TRUNCATED DOMES
8000K	TEMPORARY CHANNELIZERS (3 SHEETS)
*MISCELLANEOUS DETAILS SHALL TAKE PRECEDENCE OVER STANDARD PLATES IF THERE ARE CONFLICTS	

BASIS OF QUANTITIES	
TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	115 POUNDS/SQUARE YARD*INCH
TY PE SP 12.5 WEARING COURSE MIXTURE (3,C)	115 POUNDS/SQUARE YARD*INCH
BITUMINOUS TACK COAT UNDILUTED (INCIDENTAL)	0.05 GALLON/SQUARE YARD
BITUMINOUS TACK COAT DILUTED (INCIDENTAL)	0.07 GALLON/SQUARE YARD
AGGREGATE SURFACING CLASS 1	1.823 TON/CUBIC YARD (CV)
AGGREGATE BASE CLASS 5	1.823 TON/CUBIC YARD (CV)
RAPID STABILIZATION METHOD 3	6 M GALLON/ACRE
MESICINSLOPE (SEED)	65 POUNDS/ACRE
WET DITCH (SEED)	20 POUNDS/ACRE
SOUTHERN TALL GRASS ROADSIDE (SEED)	26 POUNDS/ACRE
FERTILIZER TYPE 3, ANALYSIS 22-5-10	350 POUNDS/ACRE
FERTILIZER TYPE 4, ANALYSIS 17-10-7	120 POUNDS/ACRE
HYDRAULIC BONDED FIBER MATRIX	3,500 POUNDS/ACRE

REVIEWER: NAA	DATE: 03/11/25	OTTER TAIL COUNTY MINNESOTA
DRAFTER: ARJ	DATE: 03/11/25	



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.		
NAME <u>NICHOLAS A. ANDERSON</u>		
SIGNATURE <u>Nicholas A. Anderson</u>	LIC. NO. <u>40100</u>	DATE <u>03/11/25</u>

STATEMENT OF ESTIMATED QUANTITIES		
S.A.P. 056-635-043	C.S.A.H. 35	SHEET NO. 2 OF 124 SHEETS

1 BIKE LANE TO FOLLOW MN/DOT SPECIFICATIONS

PROPOSED TYPICAL SECTION - C.S.A.H. 35
C.S.A.H. 34 TO 440TH ST
EXISTING CURB TIE IN

STA 169+62.00 - STA 172+69.05

STA 182+96.00 - STA 185+59.11

STA 186+53.31 - STA 189+50.65

STA 190+64.54 - STA 191+14.33

STA 192+72.47 - STA 196+97.21

STA 198+03.86 - STA 199+71.32

STA 200+85.22 - STA 202+53.13

STA 203+67.11 - STA 205+84.91

STA 206+98.39 - STA 209+51.15

STA 226+27.81 - STA 234+59.76

STA 235+52.75 - STA 237+33.66

STA 238+46.72 - STA 239+28.05

STA 240+20.84 - STA 240+89.80

STA 241+82.56 - STA 243+26.24

STA 244+39.54 - STA 251+77.79

STA 252+92.36 - STA 254+98.39

STA 256+38.60 - STA 261+02.90

STA 261+96.22 - STA 272+32.29

STA 273+26.57 - STA 279+34.96

STA 280+28.66 - STA 284+23.02

STA 285+36.45 - STA 296+85.70

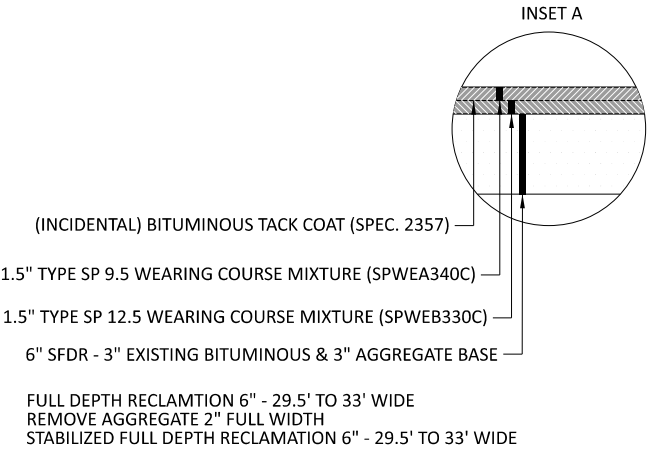
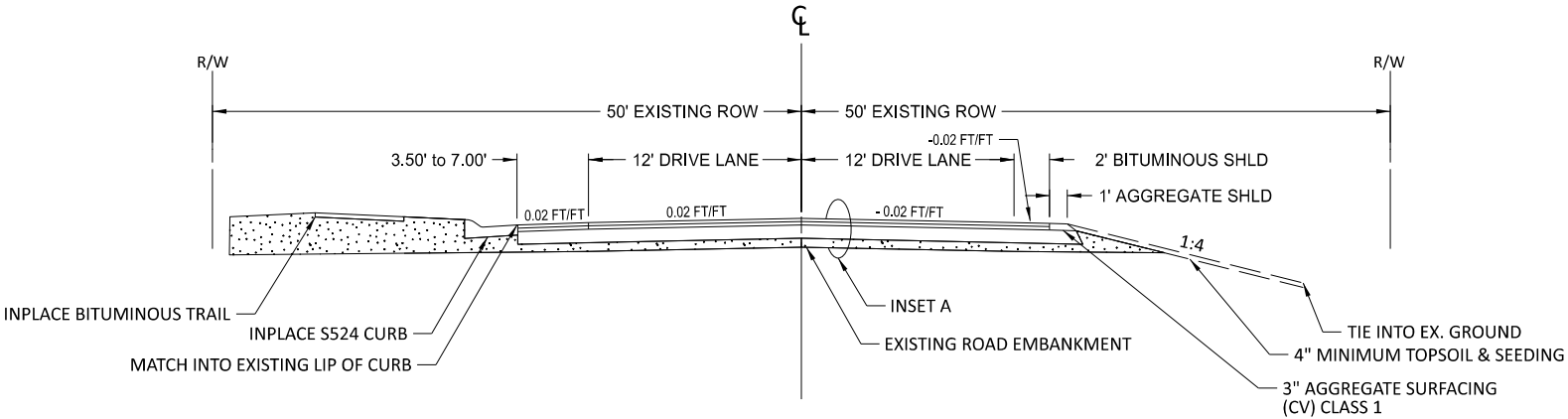
STA 317+63.31 - STA 321+55.18

STA 322+68.36 - STA 324+75.14

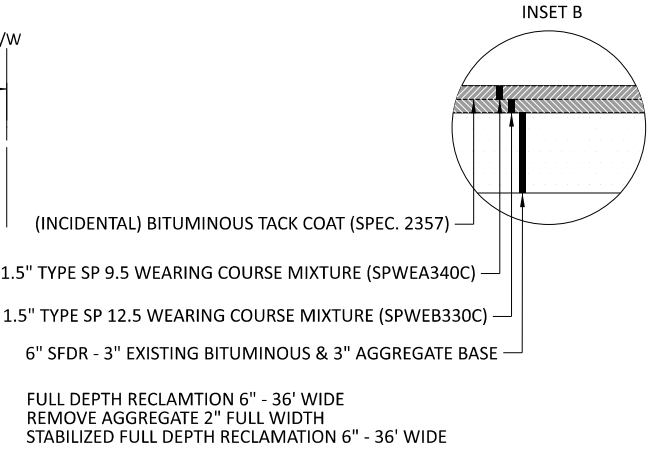
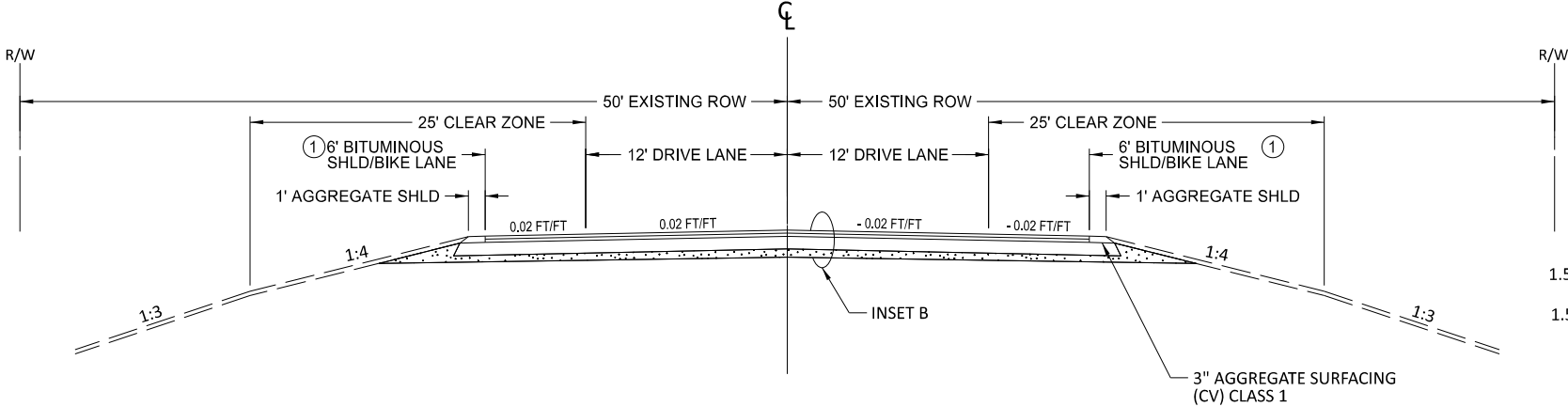
STA 349+14.19 - STA 350+51.61

STA 351+65.21 - STA 358+81.73

STA 359+75.04 - STA 361+16.84



PROPOSED TYPICAL SECTION - C.S.A.H. 35
440TH ST TO C.S.A.H. 4
STA 395+93.00 - STA 450+50.00
STA 468+75.00 - STA 472+10.00
STA 479+90.00 - STA 484+00.00
STA 497+25.00 - STA 504+00.00
STA 511+52.00 - STA 556+13.00
STA 565+05.00 - STA 578+08.81



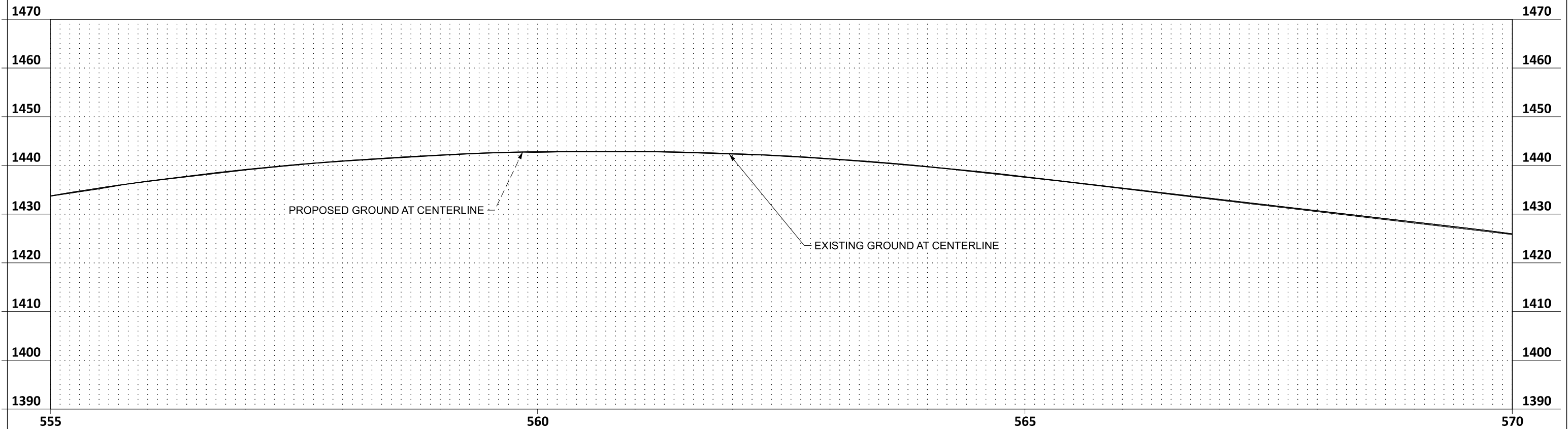
PATH & FILENAME: C:\Project Working Files\23544 - CSAH 35\23544_typicals.dgn
PLOTTED/REVISED: 03/11/25


REVIEWER:	NAA	DATE:	03/11/25
DRAFTER:	ARJ	DATE:	03/11/25
OTTER TAIL COUNTY MINNESOTA			

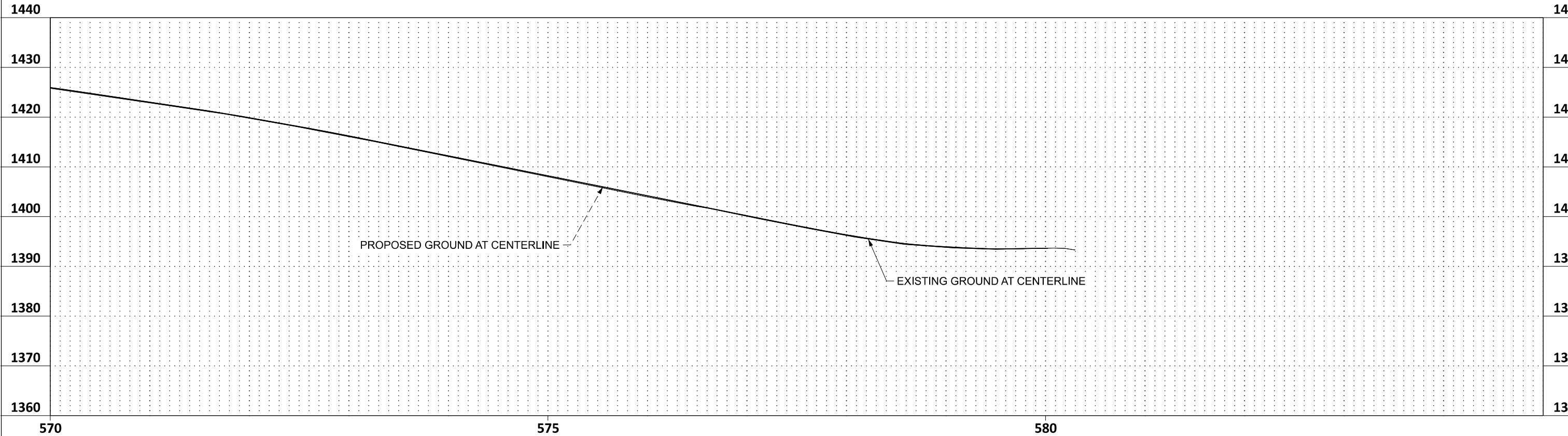
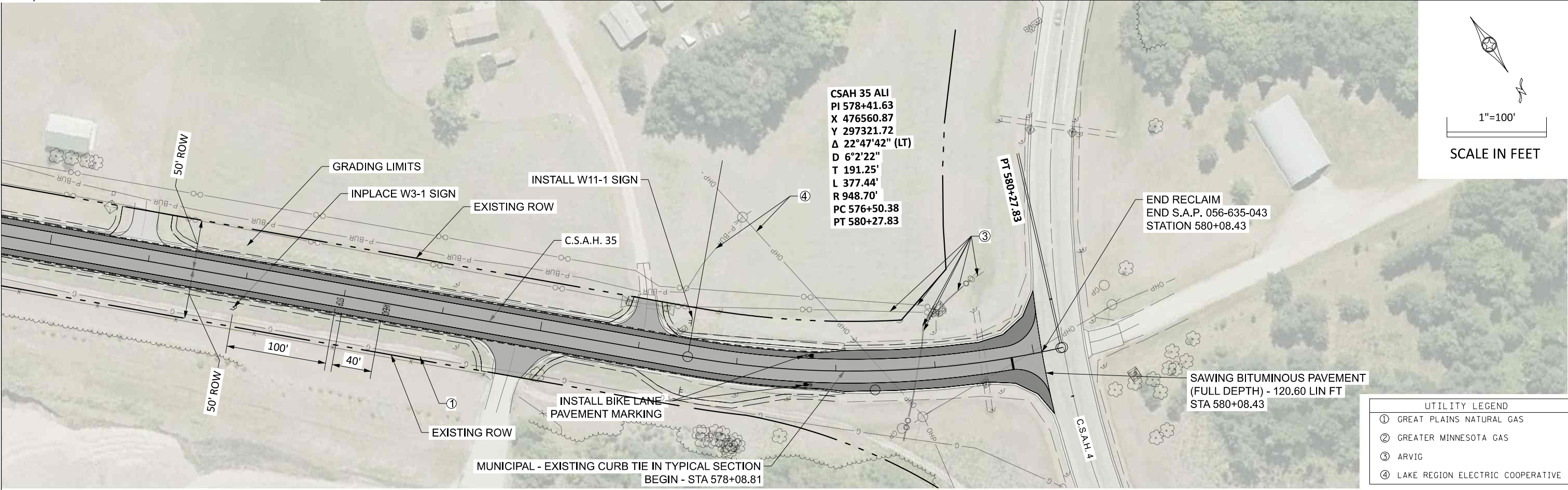


I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION
AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
NAME NICHOLAS A. ANDERSON
SIGNATURE Nicholas A. Anderson LIC. NO. 40100 DATE 03/11/25

TYPICAL SECTIONS			
S.A.P. 056-635-043	C.S.A.H. 35	SHEET NO. 12 OF 124 SHEETS	



REVIEWER: NAA	03/11/25	OTTER TAIL COUNTY MINNESOTA		I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. NAME <u>NICHOLAS A. ANDERSON</u> SIGNATURE <u>Nicholas A. Anderson</u> LIC. NO. <u>40100</u> DATE <u>03/11/25</u>	CONSTRUCTION PLAN & PROFILE - NORTH	
DRAFTER: ARJ	03/11/25				S.A.P. 056-635-043 C.S.A.H. 35 SHEET NO. 53 OF 124 SHEETS	



REVIEWER: NAA	03/11/25	OTTER TAIL COUNTY MINNESOTA
DRAFTER: ARJ	03/11/25	




I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
NAME: NICHOLAS A. ANDERSON
SIGNATURE: Nicholas A. Anderson LIC. NO. 40100 DATE 03/11/25

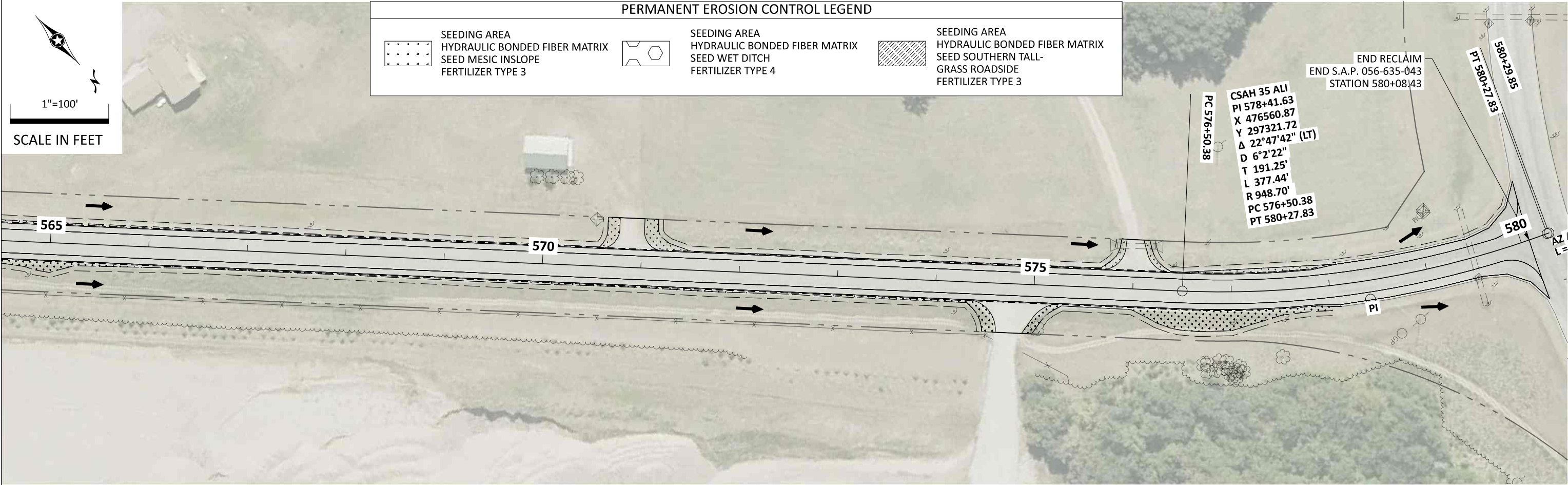
CONSTRUCTION PLAN & PROFILE - NORTH

S.A.P. 056-635-043 C.S.A.H. 35 SHEET NO. 54 OF 124 SHEETS

PATH & FILENAME: C:\Project Working Files\23544 - CSAH 35\23544_pp-north.dgn
H-13
PLOTTED/REVISED: 03/11/25



REVIEWER: NAA	DATE: 03/11/25	OTTER TAIL COUNTY MINNESOTA		I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. Page 37 of 99 NAME <u>NICHOLAS A. ANDERSON</u> SIGNATURE <u>Nicholas A. Anderson</u> LIC. NO. <u>40100</u> DATE <u>03/11/25</u>	TEMPORARY EROSION CONTROL		
DRAFTER: ARJ	DATE: 03/11/25				S.A.P. 056-635-043	C.S.A.H. 35	SHEET NO. 95 OF 124 SHEETS



PATH & FILENAME: C:\Project Working Files\23544 - CSAH 35\23544_ec-perm.dgn
PLOTTED/REVISED: 03/11/25

REVIEWER:	NAA	DATE:	03/11/25
DRAFTER:	ARJ	DATE:	03/11/25
OTTER TAIL COUNTY MINNESOTA			



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
NAME NICHOLAS A. ANDERSON
SIGNATURE Nicholas A. Anderson LIC. NO. 40100 DATE 03/11/25

PERMANENT EROSION CONTROL

RESOLUTION 2025-001
APPROVING COUNTY PROJECT WITHIN MUNICIPAL CORPORATE LIMITS

WHEREAS, plans for Project No. S.A.P. 056-635-043 showing proposed alignment, grades and typical sections for the resurfacing or improvement of Otter Tail County State Aid Highway No. 35 within the limits of the City of Vergas as a State Aid Project have been prepared and presented to the City of Vergas.

NOW, THEREFORE, BE IT RESOLVED: That said plans be in all things approved.

ATTEST:

	Dated _____
Mayor	
	Dated _____
Clerk	

CERTIFICATION

STATE OF MINNESOTA)
COUNTY OF OTTER TAIL) SS
CITY OF VERGAS)

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Vergas, Minnesota at a duly authorized meeting thereof held on the 14th day of April, 2025, as shown by the minutes of said meeting in my possession.

(SEAL)

Clerk

City Council
2025 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, April 14, 2025

8. City Insurance

Files Attached

- Vergas Insurance Agency Memo-3-12-2025.pdf



Vergas Insurance Agency, LLP

106 East Main St, PO Box 67

Vergas, MN 56587

Lee Dahlgren, Cheryl Hanson, agents

sherrih@vergasstatebank.com - Phone (218) 342-2481

03-12-2025

City of Vergas Insurance

Information has been received back from the League of Minnesota Cities regarding two questions – Increase of deductibles and Coverage for the Boardwalk.

Deductibles:

Although the league does not usually endorse changes mid-term, they did say that an underwriter would consider.

The city presently has a \$1000.00 property deductible, with \$2500 deductible for equipment breakdown. The \$2500 deductible for equipment breakdown would stay.

Options:

- \$2500.00 property deductible – Savings of **\$1,719.00 annually**
- \$5000.00 property deductible – Savings of **\$3,430.00 annually**
- \$10000.00 property deductible – Savings of **\$5,765.00 annually**

Boardwalk:

The LMC would want this insured for replacement cost, and it was unclear what that might be until we determine from the Boardwalk Company:

Options:

- \$250,000.00 RCT – Annual premium would be \$1340.00
- \$300,000.00 RCT – Annual premium would be \$1,607.00

Our original investment for the Boardwalk was \$385,751.00.

Let me know of questions.

Sherri Hanson

City Council
2025 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, April 14, 2025

10. Mayor's Minute

1. City of Frazee
2. Railroad Under/Over Pass

Files Attached

- 04.2025 Mayor Report.pdf

West Central

Hazard mitigation plan for city

Strategy for mitigation action plans

Warning systems (Sirens, phone,)

County plan. Is done I believe.

Power poles in alley. Hazard mitigation.

Grant fundraising for plan.

OTP accept power from solar

Contractors ask about safe room in build.

Tool kit for extreme weather'

Steps to take to help out

Knowledge of green infrastructure to help

From
Dwight.

City Council
2025 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, April 14, 2025

11. Committee Reports

A. Personnel Committee

Files Attached

- 04.03.2025 Personnel Committee Meeting.pdf
- 04.09.2025 Personnel Committee Meeting.pdf
- 4.14.2025 Proposed Clerk Pay Structure.pdf
- 4-25 DuFrane Council Report.pdf
- Sonnenberg Lift Station Bid.pdf

**City of Vergas
Personnel Committee**

The Personnel Committee was called to order on Thursday, April 3, 2025, at 10 am. Present were Dwight Lundgren, James Stenger and Julie Lammers. At 10:30 am Julie Lammers left the meeting, and Matt Engebretson joined the meeting. At 11:10 Matt Engebretson left the meeting, and Julie Lammers rejoined the meeting.

AFLAC Insurance was discussed as a representative has requested permission to speak with employees about purchasing through the City payroll system. The City currently has Colonial Life Insurance available for employees. The committee recommends only one company be approved to run through the City payroll system.

The annual performance appraisal was conducted with Matt Engebretson. Performance was fully successful in meeting the performance standards.

Discussed the resignation of Event Center Coordinator Jezmae Burkett. Burkett has returned the computer and paperwork to the City Clerk-Treasurer. The City Clerk-Treasurer is waiting for Burkett to return the cell phone (which has been suspended), printer, and keys. Discussed adding duties to the Deputy Clerk, advertising position, or having the Clerk-Treasurer delegate work to maintenance employees, the Deputy Clerk, and herself. The current Deputy Clerk is still learning her position, the committee did not feel we should add this to the position until the current position is mastered, and extra time is available for her. Burkett was working 2-10 hours every 2 weeks and the committee felt we should evaluate the position and have the Clerk-Treasurer delegate position for a while.

The Personnel Committee Adjourned at 12:05 pm.

Recommendation to the Council:

Approval of fully successful performance ratings of Matt Engebretson.

Accept the resignation of Jezmae Burkett and leave the Event Center Coordinator position unfilled with the City Clerk-Treasurer delegating duties.

Recorder;
Julie Lammers
City Clerk-Treasurer
City of Vergas

**City of Vergas
Personnel Committee**

The Personnel Committee was called to order on Wednesday, April 9, 2025, at 1:30 pm. Present were Dwight Lundgren, James Stenger, Kyle Theisen and Julie Lammers.

The Personnel Committee adjourned at 2:35 pm.

Staffing Challenges and Store Operations

Theisen discussed the need to increase the base level for employees. Theisen also mentioned the challenges of maintaining the store's sales with less help and proposed expanding the retail floor as a potential solution. However, they noted that remodeling is expensive and a long-term solution.

Lundgren discussed the potential staffing challenges for the upcoming summer season, noting that the market for part-time workers is currently unfavorable. Lundgren also mentioned a potential candidate for a part-time position and the need to find ways to entice people to work part-time for the city.

Theisen discussed the challenges of managing the store, particularly with staffing and hours. He expressed concerns about the impact of staff shortages on store operations and the need to balance staffing with keeping the store open. Theisen concluded by emphasizing the importance of maintaining sales during peak hours and the potential consequences of losing business to competitors.

Liquor Store Employee Wage Increase

The committee discussed raising the minimum wage for liquor store employees to \$15 per hour. Lammers explains that this increase would affect other positions on the pay scale and result in raises for current clerks as well. The committee considers the responsibility of managing \$260,000 worth of inventory. The committee debated whether to make a recommendation to the council immediately or wait, considering the potential impact on a new hire starting on Saturday.

Liquor Store Staff Wage Increase

The committee is discussing raising the minimum wage for liquor store employees to address staffing issues. They consider increasing it from \$13.33 to \$14.50 per hour, resulting in a \$0.47-\$0.53 increase for current employees. The committee has decided to recommend this wage increase to the council, to implement it sooner rather than later to attract and retain staff for the busy summer season. They also discuss the potential impact on the budget.

Event Center Coordinator Position Challenges

The committee discussed the Event Center Coordinator position, which has been vacant. The past coordinator has returned all City-owned equipment. The committee reviewed the challenges of the role, including irregular hours and weekend work, and its impact on customer experience. The position costs about \$8,000 annually. While they acknowledge potential issues without a coordinator, they decided not to make immediate changes. The group also addressed a recurring water leak in the Event Center that needs attention. They conclude by agreeing to document any problems that arise during upcoming events to address them systematically in the future.

Recommendation to the Council:

- Approval of updating the pay scale for liquor store clerks with a new starting wage of \$14.50/hour.

Follow Up Actions:

- Lammers will prepare a recommendation for the City Council meeting on Monday regarding the wage increase for liquor store clerks.

Recorder;
Julie Lammers
City Clerk-Treasurer
City of Vergas

2025 STEP STRUCTURE - Liquor Store Clerks

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

Grade Level	Points	MINIMUM				MIDPOINT						MAXIMUM	Job Title
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9		
100	153	\$13.33	\$13.73	\$14.14	\$14.56	\$15.00	\$15.45	\$15.91	\$16.39	\$16.88	\$17.39	\$17.91	Liquor Store Clerks
		MINIMUM	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	

Effective: 1/1/2025

4.14.25 Proposed Liquor Store Clerk Increase

2025 STEP STRUCTURE - Liquor Store Clerks

Grade Level	Points	MINIMUM				MIDPOINT						MAXIMUM	Job Title
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9		
100	153	\$14.50	\$14.94	\$15.38	\$15.84	\$16.32	\$16.81	\$17.31	\$17.83	\$18.37	\$18.92	\$19.49	Liquor Store Clerks
		MINIMUM	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	MAXIMUM	

Proposed
Effective: 4.15.2025

Council report from utilities superintendent 4-14-25

1. Water
 - a. Tower is set for summer mode. Ther is approximately 100000 gallons when full.
Also contacted Fire Chief Jeff Zitzow.
2. Parks
 - a. Garbage cans are placed in different areas where there is use of the parks.
3. Streets
 - a. Filling potholes as the roads dry with asphalt cold patch.
4. Wastewater
 - a. Only one contractor has responded for project on Scharf Ave. see attached
 - b. Permission for Matt and I to attend MNRWA training in Park Rapids on may 1st

Sonnenberg Excavating
48990 COUNTY HIGHWAY 17 VERGAS, MN 56587
218-342-2167

Date: 4/14/25

Bid is for: City of Vergas

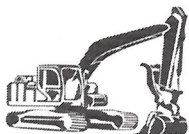
Insulate above Pressure line to property line:

- Insulate approx. 75 ft above pipe to property line\$2480
 - *includes insulation and bedding sand
 - *hydroseeding included on culvert extension quote
- TOTAL \$2480
- ❖ Does not include any material other than material on site unless specified
 - ❖ Does not include any needed permits

- **50% down payment required before work begins**
- **Remaining 50% due upon completion**
- **Anything extra will be at \$120/machine & \$60/man per hour**
- **Silt fence will be at additional charge of \$8/ft**

Sonnenberg Excavating Contractor

Homeowner Signature



Sonnenberg Excavating
48990 COUNTY HIGHWAY 17 VERGAS, MN 56587
218-342-2167

Date: 4/14/25

Bid is for: City of Vergas

Extend culvert and and fill area above:

- Extend 24inch culvert approx. 50 ft culvert included.....\$3536
- Fill in hole over pipe approx. 20 x 25 area 110 tons of fill
And 20 tons of black dirt.....\$2700
- Hydro seed area including pipe area\$1000

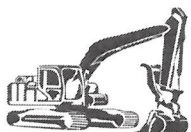
TOTAL \$6236

- ❖ Does not include any material other than material on site unless specified
- ❖ Does not include any needed permits
- ❖ Allotment price is a budget number and will be billed per amount used

- **50% down payment required before work begins**
- **Remaining 50% due upon completion**
- **Anything extra will be at \$120/machine & \$60/man per hour**
- **Silt fence will be at additional charge of \$8/ft**

Sonnenberg Excavating Contractor

Homeowner Signature



City Council
2025 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, April 14, 2025

12. Staff Reports

- A. Liquor Store Manager Report
 - 1. First Quarter Report
 - 2. Municipal Building
 - A. Committee Report (meeting held on 4.14.25 at 2 pm)
 - B. Project
- B. Utilities Superintendent Report
- C. Clerk-Treasurer Report

Files Attached

- LS Liquor Store Manager Report (2).pdf
- LS Council Spreadsheet.pdf
- LS 2025 MMBA Conference Facility Awards Final.pdf
- DuFrane Certificates.pdf
- 03.2025 Clerk-Treasurer Report.pdf
- 2025 MCFOA Certificates.pdf
- Paul Net SOW_Estimate_City_of_Vergas.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 (on a temp short-term leave)
- Paul – Oct 2020

Misc:

- Front of store remodel. Update?
- Jezmae is on temp leave.
- Advertised hiring for part-time help.
 - Getting very few applicants.
 - 5 people so far inquired. All declined due to pay.
- I'm recommending to council to hire Shawna Jones at step 1
 - She has previously worked here several years ago
 - She's looking for nights and evening hours, which are primarily what we need in the summer.
- 2023 auditors report was released.
 - VMLS ranked 105 out of 176 statewide in sales
 - VMLS net profit \$33,568
 - 14 munis statewide must hold public hearing to decide if they remain open
 - 31 cities reported a loss in 2023
 - 3 munis closed in 2023
- VMLS has won the 2025 MMBA Facility Award "Best Community Involvement"
 - All municipal liquor stores in the state compete for this award.
 - We will be presented with a plaque and \$300 to be used for a community project.
 - See attached award letter from MMBA president Paul Kaspszak

2025

Q1	Cost	Retail Value
Liquor	\$128,242	\$166,715
Beer	\$39,308	\$51,100
Wine	\$29,870	\$38,831
Everything	\$204,774	\$266,206

Q2	Cost	Retail Value
Liquor		
Beer		
Wine		
Everything		

Q3	Cost	Retail Value
Liquor		
Beer		
Wine		
Everything		

Q4	Cost	Retail Value
Liquor		
Beer		
Wine		
Everything		

2024

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

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

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

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

Product Cost

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

Product Retail

	Q1	Q2	Q3	Q4
2018	\$227,657	\$252,276	\$267,408	\$253,600
2019	\$255,930	\$294,667	\$300,920	\$314,531
2020	\$548,755	\$362,236	\$351,689	\$351,376
2021	\$367,773	\$373,261	\$336,659	\$327,818
2022	\$322,928	\$321,025	\$310,109	\$302,596
2023	\$324,199	\$318,728	\$265,023	\$268,540
2024	\$302,857	\$330,529	\$267,668	\$239,817
2025	\$266,206			

2025 MMBA *Facility of the Year*
Award Winners



BEST THEMED PROMOTION

Last Year an employee approached me and showed me a Tik Tok on how in California they were selling bags with little bottles in them with mix to go. I said we can do more than that!! With that Cocktails to Go was Born!!

Cocktails to Go have been a huge success. Our drinks include 50ml bottles , Ice, Mix, A Glass and instructions on how to mix. There is single drinks all the way up to drink dispensers with Party's to go for 4. Some drinks will make 2 drinks per unit some only 1. All are prepackaged ready to go. Being an ex bartender help with coming up with names and drink mixing combos. I'm always on the lookout for new 50 ml bottles of liquor. The trick is to try to get the proportions to match.... Some drinks are a little strong!! I have made drinks in Fish bowl!! Added Swedish fish for fun!! Glowing ice cubes, anything to make them more fun!!

530 Cocktails to Go have been sold from 4/29/24 to date. Prices from \$3.49 - \$29.99.

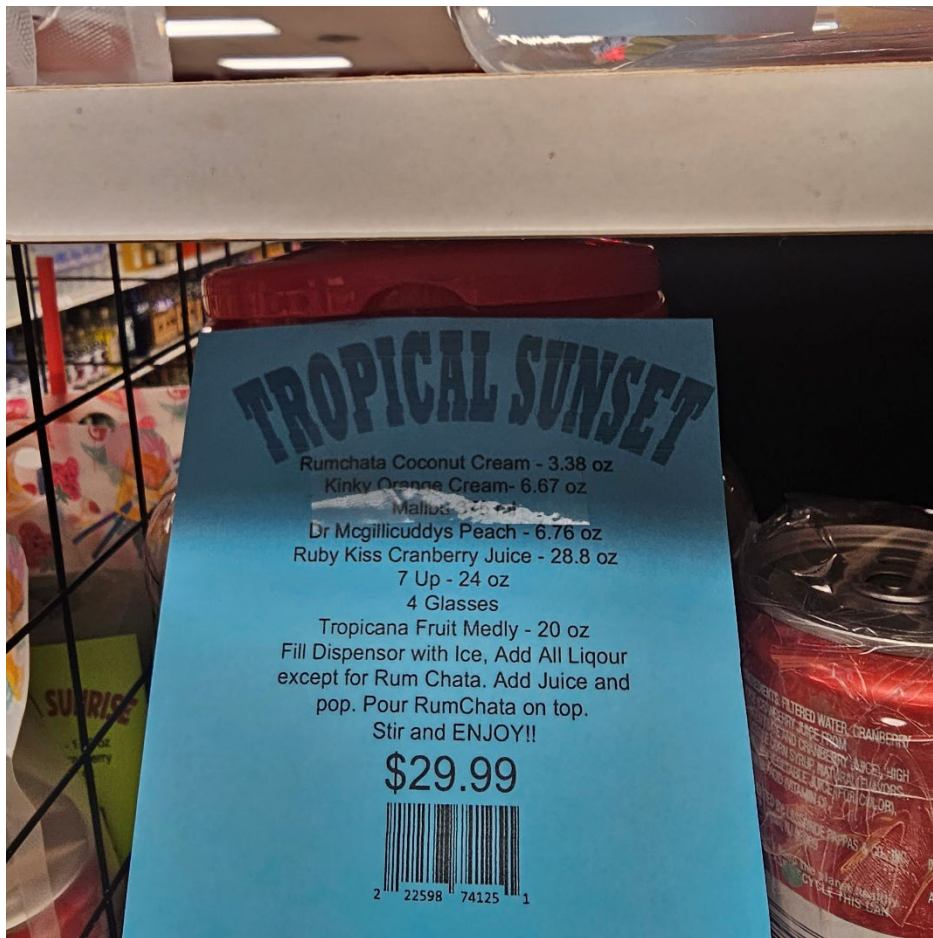
Markup 20% to 71%. So averages around 50% Markup.

It all depends on the cost of the Glass and I try to get not to outrageously priced (on the larger ones) so people will buy them as an add on sale.

And that's my story, I know the Phillips salesman has showed a couple stores my idea but Riverside Liquor was the first!!

Thank You

Pam Koska and her wonderful Staff!!





2025 MMBA Facility Award

Community Involvement

The Vergas Municipal Liquor store has always been more than just a liquor store to the 350 some residents of Vergas. They're active in several ways within their community. Here are a few examples.

The liquor store staff work closely with the city's fire department for fundraising events. They've donated alcohol for a "Wheelbarrow of Booze" to be raffled off and promoted the event in their store and on their Facebook page.

Two years ago, the fire department started doing a "Wall of Beer" raffle event. Each fireman bought beer that they donated, and the whole wall of beer was awarded to one random winner. Kyle worked with the fire department to get better pricing on purchased cases of beer. Last year they changed it up and started asking the public to donate. They were expecting just a small handful of donations, but ended up getting about 50 cases of beer donated. Keep in mind that Vergas only has a population of 350, so 50 cases donated was a HUGE outpouring of support! This fundraising event has become one of the largest and most popular events in town, and the whole community wins!

They also work closely with The Marshmallow Foundation, which is a local animal shelter similar to the Humane Society. They have a donation jar at the register throughout the year. In December, Kyle personally matched every penny donated. It usually ends up being a couple hundred dollars raised. Two summers ago, they had a large event in town and Kyle got the Marshmallow Foundation to bring a shelter dog to the event. A regular customer of theirs, the local coffee shop, and Kyle all offered to pay for this dog's adoption fees, and the dog found her "forever" home!

The folks at the Vergas Municipal Liquor Store take a lot of pride in being a vital part of their community. They participate in and promote a wide variety of community events. They're hoping to give the monetary portion of the award to the Marshmallow Foundation and display the award with pride at the liquor store.

Buy a Fireman A Beer Fundraiser -



Vergas Municipal Liquor Store

October 23, 2024 · 🌐

...

Today is your last day to purchase beer at a huge discount to donate to the [Vergas Fire/Rescue Department](#) annual fundraiser. After today, you may still purchase cases of beer and donate them but at regular price.

Buy a Fireman a Beer!

The Vergas Fire & Rescue Annual Fundraiser is **Saturday, October 26th**.

As part of the fundraiser, they will be auctioning off a "Wall Of Beer" and You can help!

Purchase any of the beers below at the reduced price. Purchased beer remains at The Vergas Liquor Store. We will then deliver all purchased beer to the fundraiser to be auctioned off. All proceeds raised go to the Annual Fundraiser for firefighters and rescue.

6 pack of 16-ounce cans

\$6 regular price \$8.49

12 pack of 12-ounce cans

\$10 Regular price \$13.99

24 pack of 12-ounce cans

\$20 Regular price \$24.99

Vergas Fire & Rescue will be donating \$75 Looney Bucks to one lucky winner. Write your name & number on the back of your receipt for your chance to win!

Vergas Wine Walk –

**Vergas Municipal Liquor Store**
October 9, 2024 · 🌐

One of your favorite events of the year is less than 2 weeks away!



The Village of Vergas Welcomes You!

vergas, mn

Unewalk

Saturday, October 19 • Noon-4 pm

- Entry forms will be available at participating businesses •
- Every participating business will be serving a different wine •
- You must visit every participating business to qualify for door prizes •

Bring your friends and enjoy sampling wines while you do your holiday shopping at Vergas businesses!

**door prizes
appetizers
sales**



TAMM KOSKULA

**Vergas Community Club**
October 4, 2024 · 🌐

The 🍷 **6th Annual Vergas Wine Walk** 🍷 is just 2 weeks away!
Such a fun event....bring your friends and enjoy the day.
🛒 SHOP - 🍷 SIP - 🍴 EAT - REPEAT!
It's going to be ... See more

Vergas Hairyman Festival –



Vergas Municipal Liquor Store
September 18, 2024 · 📍

...

Registration forms are available at the Vergas Liquor Store. Get your team signed up



HMF 2024

Annual Hairyman Festival Bean Bag Tournament
Saturday, September 28th, 2024 @ 2:00 pm

REGISTRATION IS \$25 (cash only)

****IMPORTANT RULES:**

- Each player throws all four bags by alternating tosses with the opposing player.
 - The round is complete after all eight bags are tossed.
- The points are awarded as follows:**
- 3 points for each bag made in the hole, 1 point for each bag made on the board. A bag must go completely in the hole to count for 3 points. Any bag(s) that is partially in the hole and partially on the board counts as 1 point.
 - The score for each round is determined by each team combining their points for all bags in the hole with all bags on the board. The team with the higher total subtracts the opposing team's points and earns the points of the difference between the two totals. The team with the lower total does not earn any points for the round.
 - The team that scores more points for the round goes first in the next round. If there is a tie, the team that went first in the previous round shall go first in the next round.

The winner is declared once a team reaches or exceeds 21 points after the completion of a round.

Entry Form:

Limited to 32 Teams

Registration: Date _____

Team Name: _____

Team Member Name: _____

E-Mail Address: _____

Phone Number: _____

Team Member Name: _____

E-Mail Address: _____

Phone Number: _____

Paid: _____

We thank you in advance for entering in the bean bag contest at our Hairyman Festival. **Check in for tournament is at the Vergas Baseball Field.** Mark your calendar for an afternoon of fun!!



This completed application form can be delivered to the
Vergas Municipal Liquor or mailed to:
HMF2024 Bean Bag Contest
Attn: Sherri
PO Box 264

For more information, call Barry Lindblom – 218-205-4257- www.vergascommunityclub.com

Vergas Loony Days –



Vergas Municipal Liquor Store

June 10, 2024 · 🌐

...

No this isn't Looney Days. But it sure did feel like it was!

Shops & Hops 2024 sure was busy and a ton of fun! We had awesome weather, great beer samples, delicious food and amazing music.

Thank you to all of the breweries who sampled out your beers and ciders. I heard from numerous people that the beers were amazing and a fantastic variety. Ya'll rock!

Thank you to everyone who came out and celebrated with us. We love seeing so many people downtown Vergas. Main Street looks better with a few hundred people laughing and having a good time 😊

A huge shout out to all of the volunteers who helped make this happen! Without you, this wouldn't be possible. You help make Vergas the best town in lakes country!



MMBA Pet Supply Drive –



Vergas Municipal Liquor Store

April 22, 2024 · 🌐

...

Good morning Vergas!


We're still taking donations for a pet drive. Food, leashes, blankets, toys, etc. You name it and the shelter dogs and cats can probably use it.

Also, you can get \$100 back for adopting a pet from a shelter in the month of April. Stop by the liquor store for more details.

[Marshmallow Animal Shelter](#)



Animal Shelter Fundraiser –

 Vergas Municipal Liquor Store is at Marshmallow Animal Shelter.
December 25, 2023 · Detroit Lakes · 📍

My friend Maggie and I spent some time on Christmas Day with the [Marshmallow Animal Shelter](#) and brought gifts for all the good dogs and cats.

Femur bones
Collars
Dog and cat treats
Cat nip
Cat food

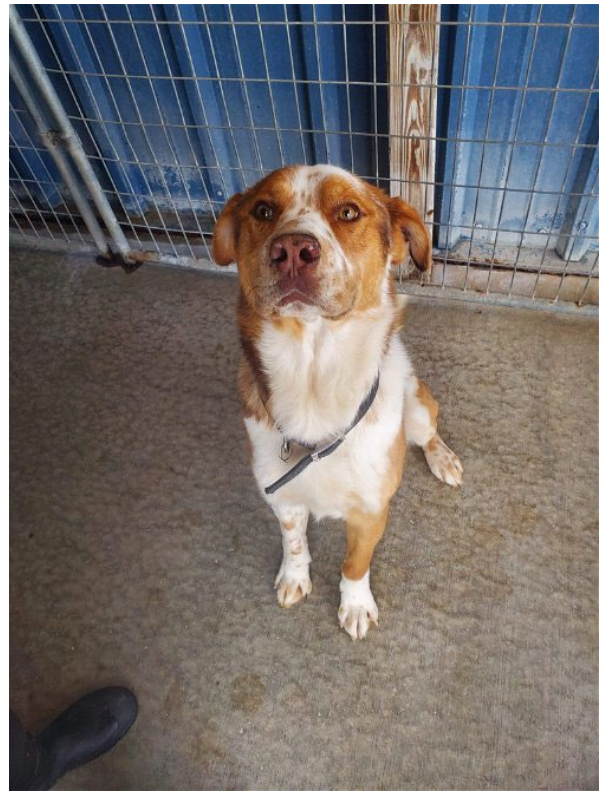
In addition, thanks to all of the customers at the Vergas Liquor Store, we raised \$86 last weekend alone! I said I would match it, so we gave them approximately \$200 cash.
Merry Christmas to everyone. And Merry Christmas to all the animals!



Firefighter Wall of Beer Fundraiser –



Finley before she found her “furever” home –



Sauk Rapids 2025 Team of the Year

Awarded to the facility showing outstanding achievements of teams epitomizing the spirit of unity, collaboration, and collective success in their operation.

Exception teams play an integral role in driving excellence, innovation, and the overarching success of their organization.

The judges will pay particular attention to:

1. Team excellence: *Demonstrate how your team has achieved outstanding teamwork, contributed to significant objectives and impacted the overall success of the organization.*

2. Collaboration and initiative: *Prove your ability to foster collaboration, inspire initiative, and work collectively toward common goals, with specific examples.*

3. Results and impact: *Share measurable results, such as improved performance, positive influence, and contributions to the retail industry.*

Unfortunately, often municipal liquor departments are treated as outliers by city officials and staff.

Furthermore, liquor management often takes a “leave me alone” attitude toward those officials and staff.

The City of Sauk Rapids takes a different approach which has resulted in great success for both the liquor operation and city.

Here are two articles from city administrator Ross Olson showing how the liquor department is integrated into city operations.

I've been with the City of Sauk Rapids since 2000.

I started as the city's Community Development Director and one of seven department heads.

One department though functioned much like an independent service.

Our Liquor Operations Department really didn't participate in our weekly department head meetings nor did the City Administrator or the City Council pay much attention to the day-to-day running of the store.

I think the mentality was as long as the store makes money, everyone is happy.

I became the City Administrator in 2002 and made the decision to treat and interact with the Liquor Operations Department the same as I would the Police Department or the Public Works Department.

All of our departments provide a necessary service to the community and all deserve the respect and attention to make the service the best we can.

This new direction and attention brought with it a site visit and evaluation by the MMBA on how we could become more competitive in our market and how to best engage our leadership and staff at the store.

Sometimes change can be difficult for employees who have become very secure in their usual day-to-day operations.

Change brought about by the observation, expertise and recommendations from the MMBA can take an adequate or underproducing service to a position that can offer a better service and more profit to the city.

This is what happened in my community.

Today, even with harsh competition, the store is as profitable as it has ever been and the leadership, staff and elected officials work together on a regular basis.

To the City Clerks, Administrators and Elected Officials who see their Liquor Operations as a service that is different than services traditionally provided, change your attitude.

Become more involved in the daily operations of your business.

All of the community's services need to work together.

Sauk Rapids doesn't just provide Public Works, Police or Building Inspection services.

We work together to provide efficient and successful community service.

Municipal Liquor Operations in Sauk Rapids is one "City" service we are proud to offer and strive to provide the same level of administrative support to our store and dedicated employees as we do for any other department.

If you want a successful store that will attract and retain quality and dedicated employees, you should do the same.

Keeping City Hall and the City Council Engaged.

At the last Regional Meeting in Alexandria, we went around the room allowing members to share “Updates” from their store.

Members shared how well their store is doing, different promotions and events that have been successful or challenging.

Some shared the existing relationship the store and management is experiencing with their elected leaders.

Some stores shared that City Hall and City Council members absolutely leave them alone and how wonderful this relationship is.

Some other members shared their relationship with City Hall and City Council members is one of micro-management and constant review and criticism.

I am here to tell you if your store has the “Hands Off” relationship with City Hall and your elected leaders, you need to change that.

I believe this situation can quickly change to the more chaotic relationship we all don’t need.

I wrote an article a few years back that spoke to the issue of developing positive relationships with the City Council and City Hall.

I want to bring some of the elements of that article back.

I’ve been with the City of Sauk Rapids long enough to experience a number of different City Council member personalities.

Council Members want to understand and have input on the operations and services the city provides.

Sometimes council members take the “laid-back” approach and only need periodic summaries as to how departments are doing.

But some members are very aggressive and feel they need to be part of many, if not most of the operational decisions.

The City of Sauk Rapids, a number of years ago, developed a working group structure in an effort to keep all City Council members comfortable they are appropriately engaged in the operations of the departments.

Today our City Council has four department working groups consisting of two members of the City Council and the applicable city staff.

The working groups are: Personnel and Finance, Land Use/Development, Public Works and Liquor Operations.

When the City Council established the working group structure, they made a decision to trust the members appointed to each group that they will be appropriately engaged and participate in assisting administration in developing recommendations to the City Council.

It is very important to understand the two working group members from the Council meet on an as-needed basis with staff and the two council members do not make any decisions.

Their role is to provide the City Council with a comfort level that they have spent the appropriate amount of time with staff and feel comfortable with the departments operations and any recommendation being placed on the dais for consideration.

Managing a Liquor Operations Department and keeping elected officials informed can sometimes feel like a difficult task.

When I first came to Sauk Rapids, the City Council basically knew nothing about the operations of our store.

Today, due to the elected leader's structured participation in the working group, the Council better appreciates the services the department provides the community and advocates for the operations/services just as they do for the Police, Public Works and Fire Department.

Working Group Descriptions

Personnel and Finance

This group meets on an as-needed basis (up-to three times per month depending on the time of year) and assists in developing recommendations to the Council on staffing, collective bargaining unit(s), budget and other financial issues.

Land Use/Development

This group meets on an as-needed basis (six to twelve times per year) and assists in developing recommendations to the Council on residential, commercial and industrial related development/zoning issues as well as regulatory issues pertaining to our land-use ordinances.

Public Works

This group meets on an as-needed basis (depends on the current projects) and assists in developing recommendations to the Council on road and infrastructure related projects.

Liquor Operations

This group meets on an as-needed basis (three to four times per year) and assists in developing recommendations to the Council on Liquor Store sales, operations and development related projects.

As always, please feel free to [contact me](#) if you have any questions.

I'm happy to assist!

2025 MMBA Facility Award

Windom In-Store Experience & Design

For many years, Windom has looked at a need for a Rebuild or a Remodel. It was in April of 2021 a Feasibility Study was completed with TSP, Inc. out of Sioux Falls, SD. There we looked at four different designs:

1. An expansion onto the east and south sides of the existing liquor store
2. A teardown and rebuild of the existing liquor store while working with EDA on future development to the south of the liquor store.
3. Exploration of design in leasing square footage from the vacated Shopko building
4. A new build in another location near the vacated Shopko building in hopes of drawing a 2nd major grocery store to the community.

During this process, option 4 was cut due to somebody else having an interest in that parcel of EDA land. We continued the feasibility study with the first three locations. In the end, we had designs and potential costs, which ranged from \$1.1 Million to \$2.6 Million. Then of course with COVID-19, building materials skyrocketed (30%) and everything was put on hold.

However, I did not give up! In late 2022, we decided to look at a building #5 option. This option involved an expansion onto the south side of the existing building. This came with many different design hurdles. One was that we were sitting in the 100-year flood plain. What did this mean? We had to design for an elevation change. The existing building was built in the mid-1970s. Rules were different. We had to plan for the expansion to be at an elevation of 2 feet higher than the existing store floor. Not ideal for retail. We could have customers going up and down the elevation change. We maximized the expansion by keeping it the same width as the existing building and expanding to the south as far as we could. In turn, we added a 25'x60' addition, which would be our new warehouse/storage. We did not stop there. Other things needed to be addressed from our mid-1970s building. The cooler was outdated and small. The shelving was old, warped, and small, and ADA Accessibility was an issue.

Highlights:

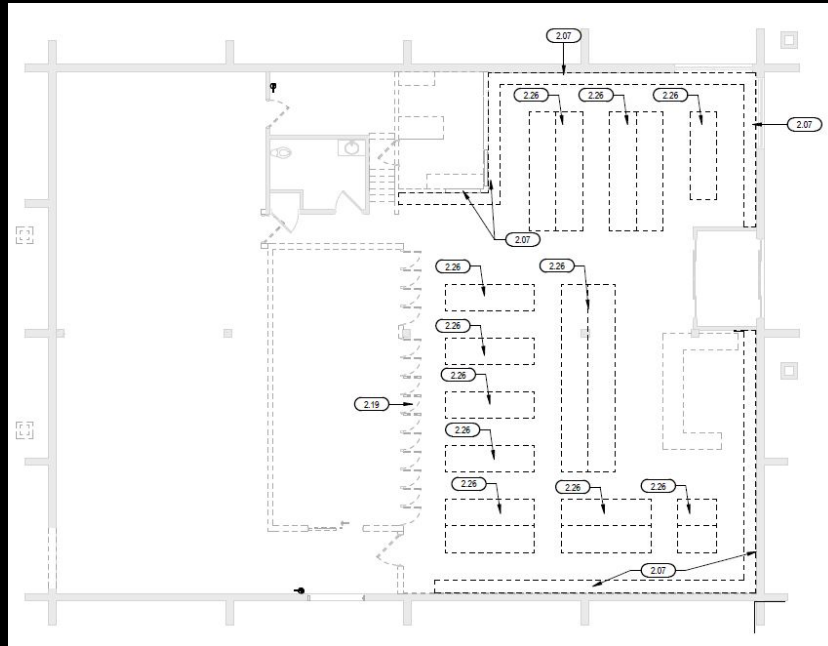
- Walk-in Cooler Space Increased from 455 square feet to 794 square feet (75% Increase)
- Expanded Retail Space from 2,291 square feet to 2,800 square feet (22% Increase)
- Extended Shelving from 929 linear feet to 1304 linear feet (40% Increase)

Construction began in Late September of 2023 and was completed in May of 2024. There were a couple of days of late openings (1 pm instead of the typical 10 am), and only five consecutive days of complete closure during the epoxy flooring install and new shelving setup. When existing wall shelving was dismantled product was stored in the warehouse and was fetched for the customer if it was not set up on a display on the floor.

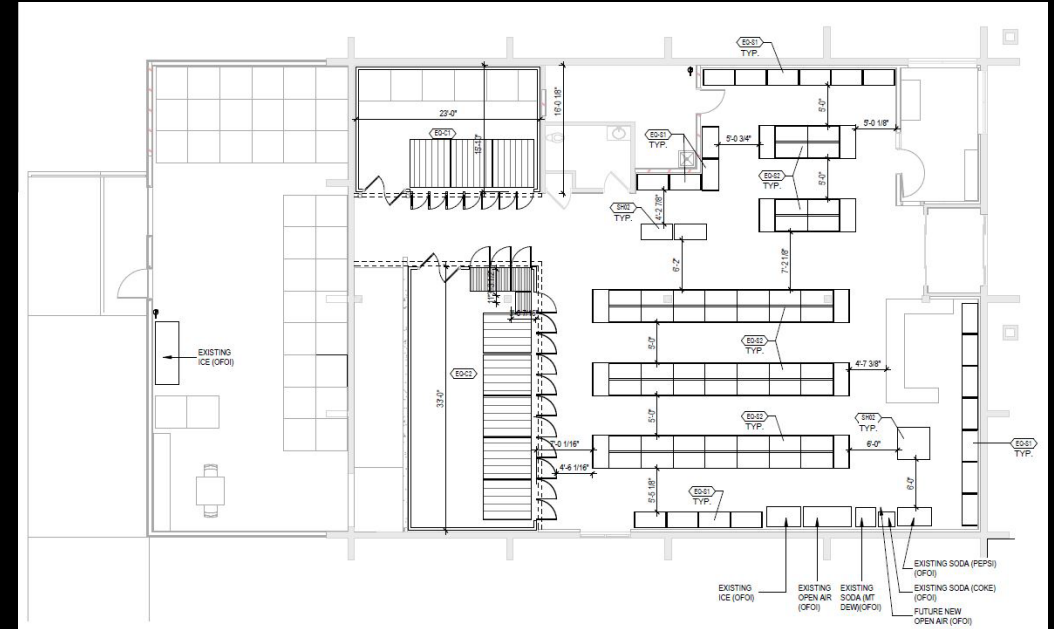
Overall many new and existing customers enjoy this project and some cannot still believe the change that was made.

Check out our Launch Video here: <https://youtu.be/KhMPS31P3wA?si=GmDol8Y8sZn8j9OH> or Search on YouTube for River Bend Liquor. Photos on PowerPoint Document.

Floor Plan Adjustments



Existing Building Floor Plan



Final Floor Plan Design



Work began in Sept 2023 with Groundwork, forms, fill, existing roof to tie the two buildings together, finished with new sidewalk out front



The existing backroom/warehouse was prepared for footings and a ramp to be built for access between two buildings





Spray foam insulation was added to the new addition and also all exterior walls on the existing building to be a little more energy efficient over the existing exposed brick.



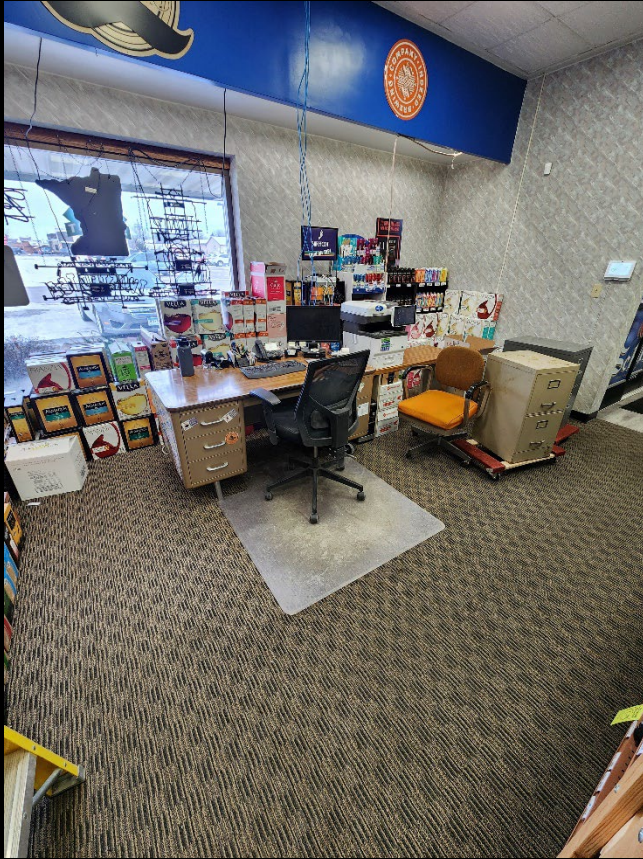
The front entry point was updated as a more modern looking as the old worn awning was removed.





Lots of demo in existing store including removal of shelving and storage. Product was not on shelves for months and managed to maintain sales.

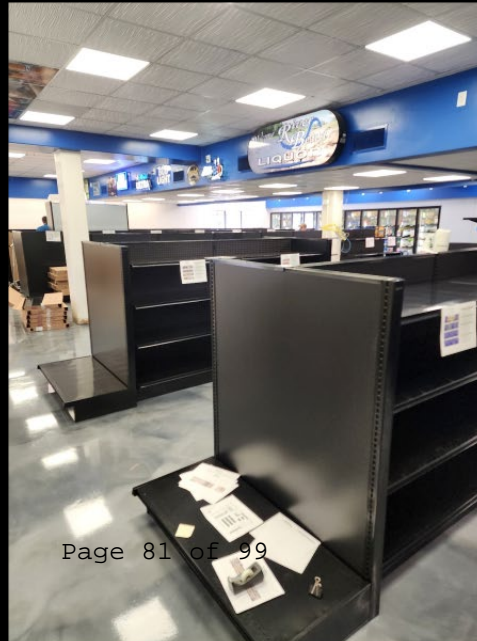




Managed to keep store operational even while moving office 3 times before it was in it's final location.



The only store closure was needed for the installation of epoxy flooring and then initial setup of new shelving



Farmington Liquors 2025 Best Innovation

(Comments from the nominator)

His social media is some of the best I have ever seen, and he utilizes it to its fullest potential.

1. In April for the baseball opening, he created baseball trading cards of the liquor store's senior staff, with bios listed
2. In March he made a video of him as a leprechaun sitting on a barrel "Josh O' Sollinger"
3. Better yet is his Super Bowl feed where he is mourning that he cannot root on his favorite team (in front of a Dallas Jersey, then says or his second favorite team (in front of a Ponder Jersey) which he says no comments. LOL. But then it goes into what is on sale.
4. Best is his pre football season video of his staff in training video showing how his team trains to serve the customer.

In addition to this, he utilizes the Farmington Feed, a podcast to support the operations big events and fundraisers. Using social media and the podcast, they raised over \$24.000 for the Farmington K-9 unit and "Tots for Town," which is the police department's Toys for Tots but ensures all the giving remains in town.



Farmington Liquors · Follow

March 17 at 6:00 PM · 🌐

...

Meet your Farmington Liquors All-Stars!

Marc F - 14 Years

I love my job because it allows me to make a positive impact in the Farmington community. The proceeds from the Liquor stores benefit our parks, senior center, and the Fire and Police Departments. I like to think I am doing my part in helping provide a higher quality of life and more recreational opportunities for all in our community!

Dave T - 22 Years

I love working in the community that I live in. It has been amazing being a part of the growth we have experienced since we were in that small store next to Subway. Being witness to of all the changes in the industry has been exciting. The relationships I've made with all the co-workers, customers, and sales reps are something I greatly appreciate.

Scott H - 13 Years

I love working at Farmington Liquors because it offers a vibrant and exciting atmosphere. Friendly customers and all my teammates are a great perk as well.

ALL-STARS



SCOTT H • 13 YEARS

ALL-STARS



ALL-STARS



DAVE T • 22 YEARS



Farmington Liquors

August 31, 2024 · 🌐

Get your game face on for this Liquors video! 🍷... See more





Farmington Liquors · Follow

Reels · Feb 5 · ⚙️



4



Wastewater Treatment Facility Operator Certificate

This is to certify that

Michael D DuFrane

has fulfilled the requirements for certification as a
waste disposal facilities operator in accordance with the
provisions of Minnesota Statutes, Section 115.71 - 115.77

The above person is here by certified to operate a

Class C

Wastewater Treatment Facility.



Certificate number: C-54233303
Issue date: 03/01/2025
Expiration date: 03/01/2028

Nick Haig

Nick Haig, Supervisor, Certification and Training
Stormwater Section, Municipal Division



March [XX], 2025

Contact: [Facility or city representative name and email]
[Facility or city representative phone number]

[name of facility] earns recognition from MPCA for operational excellence

The Minnesota Pollution Control Agency (MPCA) recognizes [name of facility] for outstanding operations in 2024. To receive this recognition, facilities must demonstrate consistent compliance with monitoring, operations, and maintenance requirements; submit accurate, on-time reports to the MPCA; and employ staff certified by the MPCA in wastewater operations.

"Communities across Minnesota rely on wastewater treatment facilities to stay healthy and to protect our rivers and streams," said Nicole Blasling, Municipal Division director at MPCA. "Operators at [insert name of facility] are critical to protecting and preserving water quality, and the MPCA is deeply grateful for their considerable efforts and service to their community."

[Facility] inserts information about its operations including history, recent upgrades, size of community it serves, etc.]

[insert quote from facility leader about what this recognition means for the people who work there and for the wider community]

More than 50 years ago, the Clean Water Act established the basic framework for regulating pollution in waters by creating water quality standards to protect drinking water and to maintain a healthy aquatic community for animal and recreational uses. These standards led to the development of clean water before it is returned to a river or stream.

The MPCA recognizes outstanding wastewater operators each year. Approximately 1,600 municipal and industrial wastewater treatment facilities operate across Minnesota. The MPCA reviewed a total of 676 facilities, from communities of all sizes, with 235 qualifying for the outstanding operations recognition.

About the Minnesota Pollution Control Agency (MPCA)

The Minnesota Pollution Control Agency is a state agency committed to ensuring that every Minnesotan has healthy air, sustainable lands, clean water, and a better climate.

###

CERTIFICATE OF COMMENDATION

This Wastewater Treatment Facility Operational Award is presented to

Vergas Wastewater Treatment Facility and its staff

in recognition of exceptional compliance with its Minnesota Pollution Control Agency
NPDES/SDS wastewater permit during the 2024 review period.

Your dedication to protecting Minnesota's waters is duly
recognized and appreciated by the state of Minnesota.

Katrina Kessler

Katrina Kessler, MPCA Commissioner



Clerk-Treasurer Council Report
March 2025

Meetings Attended:

Feb 12 & 26, March 5: Energy Meetings 12:30 zoom

Board of Review, Public Hearing and meeting on Cannabis and Municipal Building front

MN Clerks and Finance Officers Annual Conference

See Certificates

Clerk's Meeting, April 11

Meetings and Committees

Committees should be reviewed every 5 years

Are they needed? Can they be combined or held quarterly instead of monthly

Do not have meetings to have a meeting

Know the purpose of the meeting: everything on the agenda should include the purpose

Meetings are a way for staff to connect with board members

Office Staffing

Sarah Stone, Deputy Clerk, began Feb. 3 and will have a three-month review in May. Council members, please provide me with information regarding the review before May 1.

Projects Currently Working on:

Audit: 2024 information to auditor

EDA/HRA: Daycare, annual meeting.

Event Center: Brochure of services; advertising at events; party planner for birthday parties at VEC

Park: City Sales Tax

Planning Commission: Updating Ordinance book for Planning Commission to approve and recommend to Council

Proposal

There have been requests to fill out forms online for the event center, yard waste, and animal licenses. Please see the attached quote so that we can do so.

**St. Cloud State University
Professional & Continuing Education
and the Municipal Clerks & Finance Officers
Association of Minnesota**

proudly award this certificate to

Julie Lammers

**for the successful completion of Data Requests Panel at
the 2025 MCFOA Annual Conference**

**This conference provides 1 CMC or MMC Education Point for every 4 hours of
verified participation with a completed learning assessment.**

Hours Completed: 1.25

Date: 19-Mar-2025

**St. Cloud State University
Professional & Continuing Education
and the Municipal Clerks & Finance Officers
Association of Minnesota**

proudly award this certificate to

Julie Lammers

**for the successful completion of Staying Sane from 9-5 at
the 2025 MCFOA Annual Conference**

**This conference provides 1 CMC or MMC Education Point for every 4 hours of
verified participation with a completed learning assessment.**

Hours Completed: 1.25

Date: 19-Mar-2025

**St. Cloud State University
Professional & Continuing Education
and the Municipal Clerks & Finance Officers
Association of Minnesota**

proudly award this certificate to

Julie Lammers

**for the successful completion of Opening Keynote with
Greta Grosch at the 2025 MCFOA Annual Conference**

**This conference provides 1 CMC or MMC Education Point for every 4 hours of
verified participation with a completed learning assessment.**

Hours Completed: 1.25

Date: 19-Mar-2025

**St. Cloud State University
Professional & Continuing Education
and the Municipal Clerks & Finance Officers
Association of Minnesota**

proudly award this certificate to

Julie Lammers

**for the successful completion of Artificial Intelligence in
Municipal Governance at the 2025 MCFOA Annual
Conference**

**This conference provides 1 CMC or MMC Education Point for every 4 hours of
verified participation with a completed learning assessment.**

Hours Completed: 1.25

Date: 20-Mar-2025

**St. Cloud State University
Professional & Continuing Education
and the Municipal Clerks & Finance Officers
Association of Minnesota**

proudly award this certificate to

Julie Lammers

**for the successful completion of DISCover Your
Communication Style at the 2025 MCFOA Annual
Conference**

**This conference provides 1 CMC or MMC Education Point for every 4 hours of
verified participation with a completed learning assessment.**

Hours Completed: 1.25

Date: 21-Mar-2025

Statement of Work Estimate

Prepared by: PaulNet Group, LLC

Prepared for: City of Vergas

Project Title: Custom Form Module for CityCMS

Date: April 10, 2025

1. Project Overview

The City of Vergas has requested a custom form module for their municipal website, which is hosted and maintained by PaulNet Group, LLC using the CityCMS content management platform. The module will allow city staff to create, publish, and manage custom web forms that accept submissions, notify appropriate staff, store submission data in a secure database, and optionally collect payments via Stripe.

2. Scope of Work

PaulNet Group, LLC will design and implement a Custom Form Module with the following features:

Form Builder Interface

- Admin UI within CityCMS to create/edit/delete custom forms.
- Drag-and-drop or field selection interface for creating fields (e.g., text, dropdown, checkboxes, file upload).
- Optional required field settings.
- Ability to specify if payment is required and the amount.

Form Frontend Display

- Display of form on designated public-facing pages.
- Responsive design for mobile and desktop use.
- Real-time validation and error handling.

Form Submissions

- All submissions stored securely in the CityCMS database.
- Admin interface to view/export submissions (CSV/Excel format).
- Email notification to city office upon each submission (configurable email address).

Stripe Payment Integration

- Option to enable payment on a per-form basis.

- Integration with Stripe for secure payment collection.
- Configurable payment amount (static or dynamically based on form input).
- Payment status tracking with each submission.

3. Assumptions

- Stripe account is already set up by the City of Vergas and API keys will be provided.
- CityCMS includes user authentication and role-based access (assumed to restrict form creation/editing).
- Payment-related forms will follow PCI-compliance standards using Stripe's hosted payment elements (PaulNet will not store card data).
- City staff will enter their own content and configure new forms after the module is deployed.

4. Timeline Estimate

Phase	Duration
Requirements Finalization	1–2 days
Module Design	1–2 days
Form Builder Development	3–5 days
Submission + Database	2–3 days
Email Notification Logic	1 day
Stripe Integration	2–3 days
Admin Interface (Submissions)	2 days
Testing & QA	2–3 days
Deployment & Training	1–2 days

Estimated Total Time: 2.5 – 3.5 weeks

5. Estimated Cost

Task Area	Est. Hours	Subtotal
Planning & Communication	4	
Module Development	35	
Stripe Integration	10	
Testing & QA	6	
Deployment & Support	4	
Estimated Total	59 hrs	\$1,700
Monthly Charges?		-included in subscription-

* This is a non-binding estimate and subject to change based on client-requested revisions or new requirements. *

6. Deliverables

- Fully integrated custom form module in CityCMS.
- Stripe payment integration.
- Admin access to view and export submissions.
- Email notification configuration.
- Documentation for City staff on form setup and use.
- Up to 1 hour of post-deployment support.

7. Acceptance Criteria

- Forms can be created and displayed via CMS.
- Submissions are recorded and viewable in admin.
- Email notifications are received by designated staff.
- Stripe payments are processed successfully.
- Module passes internal QA and client sign-off.

City Council
2025 April Council Meeting
Vergas Event Center & Zoom Id number 267-094-2170 password 56587
6:30 PM on Monday, April 14, 2025

13. Information & Announcements

Trainings:

- A. Municipal Beverage Association (MMBA) April 20-23, 2025 (Theisen) Alexandria Arrowwood
- B. League of MN Cities Annual Conference June 25-27, 2025 in Duluth (Mayor, Council & Lammers)
- C. 16th Annual Operator Expo (MN Rural Water) August 20, 2025 DuFrane, Engebretson)
- D. Clerks Advanced Academy- September 18-19, 2025 (Lammers)

Events:

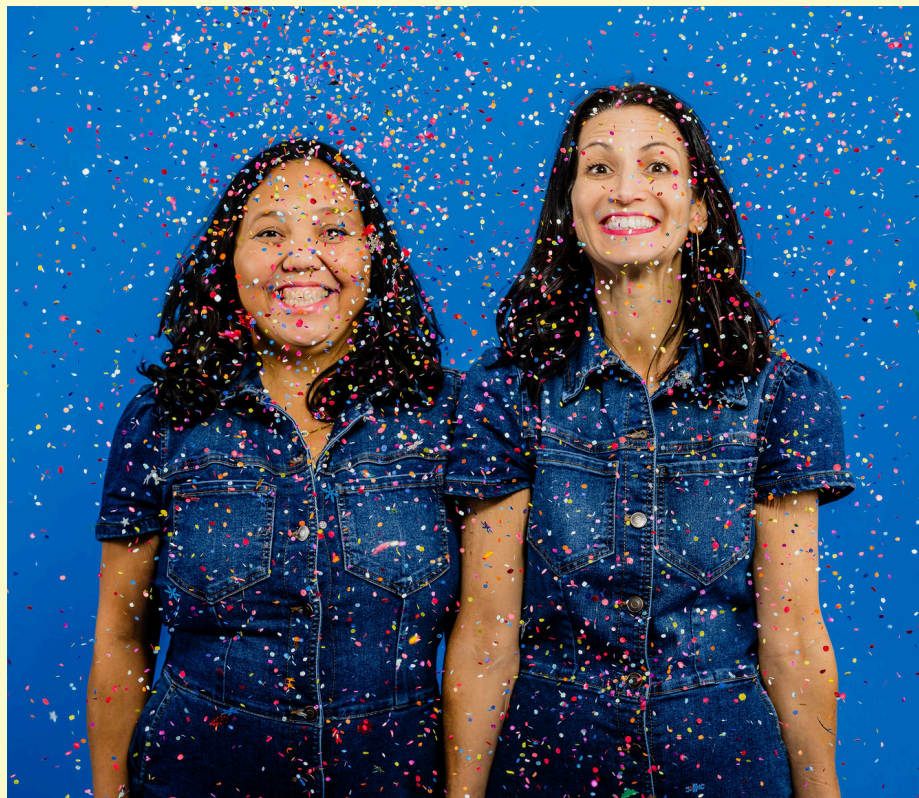
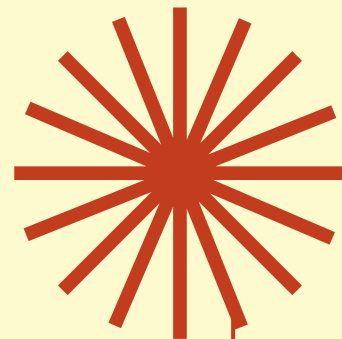
- A. Household Hazardous Waste Day, Thursday, June 26, 2025 10:00 - 2:00
- B. Birds of a Feather, Friday, June 27, 2025 3:00 pm 140 East Linden

Files Attached

- Birds_poster_CoV.pdf

FREE!
ALL AGES ARE WELCOME!

BIRDS OF A FEATHER



MUSICIANS ANN TORRALBA
AND SUZI SHELTON

Event Center Park in Vergas

FRIDAY, JUNE 27 ✦ 3:00 PM

140 West Linden | 218.302.5996

*In case of weather concerns, the concert will move inside
the Event Center.*



This program is sponsored by the City of Vergas and Viking Library System, funded in part or in whole with monies from Minnesota's Arts and Cultural Heritage Fund.