

**City Council**  
2021 June Council Meeting & Public Hearing Agenda  
Vergas Event Center and Zoom Id number 267-094-2170 (password 56587)  
6:30 PM on Tuesday, June 8, 2021

1. Pickleball Informational Meeting from 6-6:30 pm
2. Public Hearing - 100 S Railway Ave Tax Abatement
3. Call to Order
4. Citizens' Concerns
5. Agenda Additions and Deletions
6. Approval of Consent Agenda
  - a. Council Minutes of the May 11, 2021
  - b. Board of Review Minutes
  - c. Bills paid between Council meetings and Council bills
  - d. Liquor Store bills for May 2021
  - e. General Fund/Special Revenue Money Market Account Report
  - f. 2021 Investment Schedule/Bond Schedule
  - g. Late water/sewer bills
7. Committee Reports
  - a. Personnel Committee
  - b. EDA/HRA Commission
  - c. Event Center Advisory Board
  - d. Park Advisory Board
  - e. Planning Commission
  - f. Yard Waste Committee
  - g. Mayor's Update
8. Construction Permits
  - a. 275 S Railway Ave - chain link fence and 12x12 gazebo
  - b. 230 East Frazee Ave - Pickleball Courts
9. City Attorney
10. Staff Reports
  - a. Utilities Superintendent Report
  - b. Liquor Store Manager Report
11. Information & Announcements
  - a. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
  - b. League of MN Cities Annual Conference June 22-25 (Fischer, Albright & Lammers) online
  - c. Board of Review Training Opens July 1, 2021 (All Council Members)
  - d. Household Hazardous Waste Mobile Collection July 9, 2021 10 am -2 pm (Volunteers needed)
  - e. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
  - f. Clerks Advanced Academy-September 23-24, 2021 (Lammers)
  - g. Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood
12. Adjournment

**CITY OF VERGAS**  
Informational Meeting on the Pickleball Courts  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, June 8, 2021

The City Council of Vergas met at 6:00 pm, on Tuesday, June 8, 2021, at the Vergas Event Center and on a Zoom hybrid meeting for a pickleball informational meeting with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke and Natalie Fischer. Absent: Logan Dahlgren. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Ron Franklin, Sherri Hanson, Shannon Charpentier, Maria Sontag, Mike Summers, Jerry Johnson and Barbie Porter of the Frazee-Vergas Forum.

Bruhn opened informational meeting at 6:00 pm.

Shannon Charpentier reviewed the pickleball project.

Jerry Johnson reviewed the ballfields history and explained he was in favor of a pickleball field but not in the location they are requesting.

Charpentier reviewed the maintenance of a pickleball court and stated their organization will be responsible for maintenance.

Sherri Hanson reviewed other locations the organization has looked at for pickleball in Vergas.

Albright reviewed discussion at the last planning commission meeting regarding pickleball: the moving of placement of the pickleball courts, questions raised about use of the court, the amount needing to be raised before project could proceed and holding an informational meeting.

Bruhn closed informational meeting at 6:25 pm.

CITY OF VERGAS  
PUBLIC HEARING  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, June 8, 2021

The City Council of Vergas met at 6:30 pm, on Tuesday, June 8, 2021, at the Vergas Event Center and on a Zoom hybrid meeting for a public hearing on commercial tax abatement with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke, Logan Dahlgren and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Chuck Boehn, Vanessa Boehn, Sherri Hanson, Maria Sontag, Mike Summers, Jerry Johnson, Frank Vana, Tony Sailer, Engineer Scott Kolbinger, Rebecca Haase and Barbie Porter of the Frazee-Vergas Forum.

Bruhn opened public hearing regarding Tax abatement at 100 S Railway Avenue. The requests are to abate 100% of the increase to the City of Vergas portion of real estate taxes related to the commercial property located at 100 S Railway Avenue building improvements on the subject properties for a period of up to 5 years.

Lammers reviewed the procedure of commercial tax abatement. Albright reviewed the Economic Development Authority board's approval for the commercial tax abatement.

Mike Summers, applicant reviewed the construction proposed for 100 S Railway Avenue.

Bruhn closed the public hearing at 6:34 pm.

CITY OF VERGAS  
COUNCIL MINUTES  
VERGAS EVENTS CENTER & ZOOM  
Tuesday, June 8, 2021

The City Council of Vergas met at 6:35 pm, on Tuesday, June 8, 2021, at the Vergas Event Center and on a Zoom hybrid meeting for a public hearing on commercial tax abatement with the following members present: Mayor Julie Bruhn, Council Members: Bruce Albright, Paul Pinke, Logan Dahlgren and Natalie Fischer. Absent: none. Also present: Clerk/Treasurer Julie Lammers, Utilities Superintendent Mike DuFrane, Steve Peloquin, Chuck Boehn, Vanessa Boehn, Sherri Hanson, Maria Sontag, Mike Summers, Jerry Johnson, Frank Vana, Tony Sailer, Engineer Scott Kolbinger, Rebecca Haase and Barbie Porter of the Frazee-Vergas Forum.

Mayor Julie Bruhn called the meeting to order.

No citizens' concerns were discussed.

Motion by Pinke, seconded by Fischer to accept agenda as presented. Motion passed unanimously.

Motion by Fischer, seconded by Dahlgren to approve the following consent agenda items with typos corrected without changing content:

- a. Council Minutes of the May 11, 2021
- b. Board of Review Minutes
- c. Bills paid between Council meetings and Council bills
- d. Liquor Store bills for May 2021
- e. Late water/sewer bills

Motion passed unanimously.

Bruhn reviewed personnel information regarding the COVID-19 Preparedness plan which has been updated to occur with current recommendations. Motion by Pinke, seconded by Fischer to approve the Covid-19 Preparedness Plan approved by City Council on June 25, 2020, and updated on June 8, 2021. Motion passed unanimously. Discussed the current Personnel Time Off (PTO) policy of employees not being able to carry over more than 200 hours. Lammers is unable to take time off currently with the responsibilities of both City and Liquor Store and has requested Council to approve allowing her to carry over time until July 31, 2021. Motion by Albright, seconded by Pinke to allow Lammers to go above 200 hours of PTO until July 31, 2021. Motion passed unanimously. Bruhn reviewed proposed pay structure based on a pay for performance instead of an automatic pay increase annually. Annually there would be a cost-of-living increase for employees and step increases every 3 years. Motion by Dahlgren, seconded by Pinke to accept the 2021 Step Structure. Motion passed unanimously. Bruhn reviewed the City Clerk-Treasurer job description which would be in place once a liquor store manager is hired. Motion by Fischer, seconded by Pinke to approve Clerk-Treasurer job description. Motion passed unanimously.

Albright reviewed EDA/HRA meeting held on June 2, 2021 (minutes available at the Vergas City Office). Motion by Albright, seconded by Pinke to approve the commercial tax abatement for a period up to 5 years or \$5,000 for 100 S Railway Avenue. Motion passed unanimously.

Lammers reviewed the Vergas Event Center meeting held on May 12, 2021 (minutes available at the Vergas City Office).

Sherri Hanson reviewed the Park Board meeting held on May 27, 2021 (minutes available at the Vergas City Office). Discussed purchasing buoys for the beach area as we have been contacted by the Otter Tail County Sheriff's department to get a beach permit. Before they will issue a permit for city beach the area needs to be outlined with buoys. Tony Sailer has been attended park board meetings and reviewed the ability for cities to have a park dedication fee. Park board could build up a fund with fees to every new home built. These funds can only be used for new parks and will help when budget time rolls around. Hanson explained during Looney Days Park events they would be collecting donations for our parks. On July 10-11, 2021, Northern Lights Ski Team will be doing a free water-skiing event. Motion by Albright, seconded by Pinke to purchase 4 buoys for the beach area for \$1320.00. Motion passed unanimously. Motion by Albright, seconded by Pinke to spend \$2,250 from Newling Asphalt Service, LLC. for seal coating the trail. Motion passed unanimously. Hanson stated she has had a request for the City property on W Lake Street for a tractor pull. General support was given but Council would like to see a proposal before giving final approval. Discussed the need for a sign saying, "no lifeguard on duty". DuFrane stated there is a sign by the beach currently. Discussed the platform by the boardwalk. Quote received is for \$4,500.00 and Council has approved \$1,000.00. Owner of property has signed off on the platform designed by KLJ Engineering and has been approved the Ottertail County. Discussed the fact, current owner is using the trail for his side by side and 4-wheeler and there are no motorized vehicles allowed on the trail. Motion by Albright, seconded by Pinke to table the discussion for a month. Motion passed unanimously.

Albright reviewed Planning Commission meeting minutes of May 24, 2021 (minutes available at the Vergas City

Office). Albright stated that currently the Planning Commission has 3 Council members. Motion by Albright, seconded by Pinke to accept resignation of Natalie Fischer and appoint Neil Wothe to the Vergas Planning Commission. Motion passed unanimously. Bruhn thanked Fischer for sitting on planning commission the past 7 years. Discussed variance hearing that will take place Wednesday, June 9, 2021. Motion by Dahlgren, seconded by Albright to revise the proposals involving permanent structure(s) and/or activity on city property to state 100% of funding must be in place before construction could begin. Motion passed unanimously. Pickleball courts were discussed. Summers questioned if both baseball fields are used and if City would consider a sports complex. Motion by Dahlgren, seconded by Albright to approve the pickleball proposal involving city involving permanent structure with the understanding if an alternative site can be located, we will at least look at alternative sites. Voting Yes: none. Voting No: Albright, Dahlgren, Fischer and Pinke. Motion failed. Motion by Albright, seconded by Fischer to approve pickleball court as defined in the proposal involving city involving permanent structure but prior to actual construction if council identifies and alternate property the courts can be moved to that location. Motion passed unanimously. Motion by Albright, seconded by Pinke to hire West Central Initiative for the City of Vergas Comprehensive Plan for \$7,200. Motion passed unanimously. Motion by Albright, seconded by Pinke to accept task order from KLJ Engineering for Townline Road for \$4,000.00. Motion passed unanimously. Kolbinger asked if the city is looking at the entire Townline Road or just portions of the road within the City Limits. Task order for East Lake Street was discussed to replat the property. Tabled the discussion regarding East Lake Street. Motion by Fischer, seconded by Pinke to appoint Bruce Albright as the City project representative. Motion passed unanimously.

Albright reviewed yard waste committee meeting minutes of May 26, 2021 (minutes available at the Vergas City Office). Vergas Hardware is no longer selling yard waste permits, they are being sold at the City Office and at the Vergas Liquor Store.

Mayor Bruhn update Council on information for the American Rescue Plan Act. Bruhn requested all committees review their budgets and be aware of the fiscal recovery. Motion by Albright, seconded by Pinke to approve resolution 2020-004 (A complete text of the resolution is part of permanent public record in the City Clerk's office) regarding the coronavirus local fiscal recovery fund established under the American Rescue Plan Act. Motion passed unanimously.

Motion by Pinke, seconded by Fischer to approve construction permit for 275 S Railway Ave for a chain link fence and 12x12 gazebo. Motion passed unanimously.

Motion by Albright, seconded by Pinke to approve construction permit for 230 East Frazee Ave for pickleball courts with the criteria discussed in the City Proposals. Motion passed unanimously.

City Attorney proposals were discussed. Motion by Albright, seconded by Fischer to approve the RFP for new attorney proposal. Motion passed unanimously.

Utilities Superintendent Mike DuFrane provided the following:

1. Parks

A. Lawn Mower see attachment. DuFrane stated the bid for the lawn mower is apart of the State Bidding process. Motion by Pinke, seconded by Albright to purchase a 2013 John Deere Z930M lawn mower for \$5,728.96 plus a cushion seat. Motion passed unanimously.

B. Baseball fields water is shut off. 4 sprinkler heads are leaking. Parts are ordered.

2. Wastewater.

A. 1/3 of sewers main line was jetted last week.

B. Lift station and catch basin will be cleaned this or next week.

3. Water plant.

A. Dehumidifier is not working. In the process of fixing it. Zitzow Electric will be coming to look at the dehumidifier tomorrow.

DuFrane discussed computer and email issues. Albright questioned if his iPad worked, DuFrane stated he does not use iPad for email, he only uses it for zoom. Council discussed need for new computer. DuFrane has had issues with computer zapping its hard drive due to dust, dirt and office conditions. Albright stated we need an IT person to look at the computer. City of Vergas pays Arvig for IT support which DuFrane has used, and they are unable to repair the issue. KLJ was asked if they had an IT person who would investigate the issue. Kolbinger said he would check if KLJ IT department could look at the computer. DuFrane does not have Office 365 and DuFrane was asked to drop off computer at City Office for Office 365 to be placed on computer.

Lammers reviewed Liquor Store activities.

The following City meetings were mentioned:

- a. MN Clerks & Finance Conference-June 15-18, 2021 (Lammers) St Cloud
- b. League of MN Cities Annual Conference June 22-25 (Fischer, Albright & Lammers) online
- c. Board of Review Training Opens July 1, 2021 (All Council Members)
- d. Household Hazardous Waste Mobile Collection July 8, 2021, 10 am -2 pm (Volunteers needed)
- e. MN Rural Water Conference – Aug.24-26, 2021 (DuFrane) St Cloud
- f. Clerks Advanced Academy-September 23-24, 2021 (Lammers)
- g. Municipal Beverage Association (MMBA), September 25-28, 2021 (Lammers) Arrowwood

The business for which the meeting was called having been completed, the meeting was adjourned at 9:10 p.m.

Clerk-Treasurer Julie Lammers, CMC