



City Council Agenda
April 1, 2024
5:30 pm in the City Council Chambers

Invocation – Pastor Doug Dent, Federated Church
Pledge of Allegiance

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda
- D. Public Hearings
- E. Awarding of Bids
- F. Petitions, Communications and Open Forum
 - 1. Proclamation for Daughters of the American Revolution 125th Anniversary
 - 2. Bicycle Friendly Award from the League of American Bicyclists
- G. Consent Agenda
 - 1. Motion approving the minutes from the March 18, 2024 City Council meeting and the March 27, 2024 Committee of the Whole meeting
 - 2. Motion approving licenses
 - 3. Resolution accepting a Pathways to Policing grant from the Office of Justice Programs
- H. Ordinance and Resolutions
 - 1. Second reading of Ordinance 57, Eighth Series, Tobacco Sales in B-2 Zones
 - 2. Resolution approving the new city logo
 - 3. Resolution amending the open forum policy
- I. Presentation of Claims \$1,257,677.67
- J. Board, Committee and Department Reports
- K. Reports from Staff and Administrative Officers
- L. Old Business/Unfinished Business
 - 1. Resolution approving a cost increase for the air conditioning units at the community arena
- M. New Business
- N. Miscellaneous Announcements
 - April 10 7:00 am Committee of the Whole meeting
 - April 15 5:30 pm City Council meeting

O. Adjournment to closed meeting for a real estate transaction as pursuant to MN Statute 13d.05 per Minnesota Statute and to discuss labor negotiations strategy as per Minnesota Statute 13D.03

If you have special needs for accommodations, please call 218-332-5404 or TDD 1-800-627-3529 (Minnesota Relay Service).

**Mayor's Proclamation for
Daughters of the American Revolution 125th Anniversary**

WHEREAS, (January 30) 2024 marks the 125th anniversary of the founding and organization of the Fergus Falls Chapter of the Minnesota Society of the Daughters of the American Revolution that honors the memory and spirit of the men and women who achieved American independence, and promotes education, genealogy, history, historic preservation, patriotism and Americanism; and

WHEREAS, The Fergus Falls Chapter of the DAR was founded in January 1899 by M. Mygatt Brown with a charter membership of 33, the first Minnesota DAR chapter outside of the Twin Cities, to complete this important service work on the local level; and

WHEREAS, Now 41 Fergus Falls daughters continue this fine tradition with the more than one million people who have served in this vibrant service organization's mission to date, promoting historic preservation, education and patriotism; and

WHEREAS, Fergus Falls daughters have provided service to America in the Fergus Falls area, placed historical markers in the city, encouraged the naming of city streets in honor of Revolutionary War heroes and donated countless hours of service to local veterans including serving as Commemorative Partners for the Vietnam War Commemoration; and

WHEREAS, The Fergus Falls Chapter proudly strives to recognize the historic preservation efforts of local businesses, individuals, government entities and faith organizations, honor local Women in American History, and outstanding work in American History studies by students; and

WHEREAS, Fergus Falls Chapter is recognized for their efforts to the preserve headstones in local cemeteries such as Oak Grove Cemetery in Fergus and Silent Vale Cemetery in Maine Township; and

WHEREAS, Fergus Falls members are celebrating their founding and their future and will unveil a publication of their patriots' biographies in honor of their history and the upcoming **America250!** anniversary of the United States of America; and

WHEREAS, It is fitting and proper to accord official recognition to this vital organization and its memorable anniversary upon the visit of their State Regent,

NOW, THEREFORE, BE IT RESOLVED, That I, Ben Schierer, Mayor of the City of Fergus Falls, do hereby proclaim April 11, 2024 as DAUGHTERS OF THE AMERICAN REVOLUTION DAY in the City of Fergus Falls in recognition of this vital organization and to celebrate 125 years of service to America.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Fergus Falls, Minnesota to be affixed this 11 day of April, 2024

City Council Minutes
March 18, 2024

The Fergus Falls City Council held a regular meeting on March 18, 2024, at 5:30 pm in the City Council Chambers. Pastor David Strom gave the invocation and the Pledge of Allegiance was recited. Mayor Schierer called the meeting to order at 5:32 pm and the following council members were in attendance: Job, Kvamme, Rufer, Kremeier, Thompson, Rachels, and Hicks. Fish was absent.

Approval of the Agenda

A motion and second were made by Thompson and Rachels approving tonight's agenda with no changes and the motion carried.

Bid Award

Kvamme offered **Resolution #59-2024** awarding the construction services contract for PI 5372, the 2024 seal coat improvement project to Asphalt Preservation Company in the amount of \$257,847.18, which was seconded by Hicks and was adopted.

Open Forum

Becky Schwarzhoff said she was greatly concerned about the legality of Council Member Kremeier declaring he was vacating his third ward council position on March 4 when he addressed the council at the open forum as a resident. She read language from the City Charter Section 2.04 that discusses vacancies and felt the council should adopt a resolution declaring a vacancy exists and was disturbed he reassumed his seat that night. She asked the city to provide a legal interpretation of his actions.

Consent Agenda

The following items were adopted under **Resolution #60-2024** by Rufer: Motion approving the minutes from the March 4, 2024, City Council meeting. Motion approving the following licenses: Chicken/Quail Cory Nebbeling 725 W Summit Ave, Mobile Food Vending Permit J2M (dba Spanky's Stone Hearth), Sign Hanger Sign Guys, Excavator Budke Excavating. **Resolution #61-2024** setting a public hearing on April 15, 2024, at 5:30 pm in the City Council Chambers for a redevelopment TIF District at 801 W Stanton Avenue. **Resolution #62-2024** accepting a \$500 donation from the American Legion Post 30 and adjusting the Fire Department budget accordingly. **Resolution #63-2024** declaring surplus property and authorizing its disposal. The resolution was seconded by Thompson and was adopted.

Ordinance 57, Eighth Series

Ordinance 57, Eighth Series, Licensing Tobacco Sales in B-2 Zones was introduced by Hicks and was declared to have its first reading.

Ordinance 55, Eighth Series

Ordinance 55, Eighth Series, Rezoning 2008 County Highway 111 from R-1 to R-A as requested by Alex and Megan Blondeau was adopted by a roll call vote.

Ordinance 56, Eighth Series

Ordinance 56, Eighth Series, Rezoning 801 W Stanton Avenue from I-2 to R-4 as requested by the City of Fergus Falls on behalf of Mark and Brenda Christopherson, contingent upon the sale of the property was adopted by a roll call vote.

Resolution of Accounts

Thompson offered a resolution authorizing the payments and claims in the amount of \$1,779,658.51, which was seconded by Rachels and was adopted.

2024 Pebble Lake Lifeguard Agreement

The city budgeted \$25,000 for the Fergus Falls YMCA to provide lifeguarding services at Pebble Lake Beach in 2024. The YMCA requested a \$10,000 increase on the contract. The Park Board considered the request and recommended not renewing the contract this year. The beach is currently staffed with two lifeguards from June 15-August 10 from 1-5:30 pm. Mayor Schierer was concerned about the impact of not having any lifeguard services and asked for this item to be delayed until the next meeting to solicit public input on this issue. The council discussed other options such as reduced hours or days. A motion and second were made by Hicks and Rachels directing staff to contact the YMCA to see what services they could provide with the budgeted amount of \$25,000 and the motion carried.

Air Conditioning System at the Community Arena

When the city purchased the chiller for the community arena from the school, the facilities were put on separate lines which took away the city's ability to cool the community arena facilities during the summer. Not having air conditioning in the facility negatively impacted summer programming and created moisture and humidity issues throughout the building. Staff recommended installing air conditioning units to prevent building deterioration. Portions of the building previously conditioned by the chiller system could be re-connected as an additional project. Two separate air handling units would need to be installed as each serves a different area of the building. Mission Mechanical has provided a quote of \$56,301 for each unit. The funding would come from unspent donations for the community arena project held in an account for capital improvement projects at the facility. Rufer offered **Resolution #64-2024** approving the purchase and installation of two air conditioning units at the community arena, which was seconded by Kvamme and was adopted.

Open Forum Policy

In 2018 the city revised the open forum policy to hold the open forum prior to the council meetings and requiring those wishing to address the council pre-register. In June of 2023 the council revised the policy to hold the open forum during the council meeting and the pre-registration requirement was lifted. Mayor Schierer felt strongly the council should be holding their meetings to conduct their business. A few individuals have taken advantage of the open forum time on camera to make statements and accusations and advocated the council amend the policy to hold the open forum prior to the meetings, to not televised it and not require pre-registration. He felt these changes may be less intimidating for those not wishing to speak to the council off camera and the council could answer simple questions or direct staff later in the meeting to follow up with resident concerns. Rufer agreed the policy was amended with good intentions but has not been used in the spirit of providing opportunities for residents to productively address the council about city business. A motion and second were made by Rufer and Hicks directing staff to amend the open forum policy to be held prior to the council meeting, off camera but not require pre-registration.

Kremeier asked the policy to address a response to the speakers of the open forum. Hicks agreed citing Ms. Schwarzhoff's comments earlier tonight and how a response needs to be made. He suggested a recap of these questions be considered at a subsequent meeting. Thompson said the current policy restricts speakers to the same topic twice in a 12-month period. He asked how that would be enforced without the council being accused of being disrespectful to the speaker. Rufer did not believe it would

be disrespectful to remind participants there are rules set by a resolution they are asked to abide by. If they choose to deviate from the rules, then the council has the right to speak up. He was inclined to leave the two-time limit to continue fresh productive discussions with residents.

Kvamme felt moving the open forum conversation outside the regular meeting allows the council to focus on city business. He asked how the open forum comments would be considered in the minutes and how responses would be provided when necessary. He felt the open forum being held prior to the meeting gives the council an opportunity to put certain topics on that night's agenda if there is unanimous consent to do so. Kvamme said the town hall meetings held last year were designed to seek public input, but without structure, motions, minutes, or accountability, they didn't provide measurable value. Hicks felt the goal of the open forum is to encourage conversation and holding the open forum off camera may make speakers more comfortable. Rachels suggested the open forum period begin at 5:15 pm and encouraged the entire council to make it a point to be at the meeting at this time. Mayor Schierer opened the meeting for public input.

Mark Leighton took offense at the council thinking the council meetings were to conduct their business and that they should be the public's meetings. He accused the mayor of being afraid to listen to the public or hold town hall meetings in the council chambers. He advocated letting people speak for any length of time, and as many times as they want as some topics need more conversation. Leighton doesn't feel he is respected when he does not receive a response.

Bob Noah felt limiting speakers to a limited number of opportunities and a set amount of time was a violation of the first amendment. He asked the council "who they thought they were to limit who can talk and what they can talk about". He claimed the town halls were the only opportunities given to the public to speak freely.

Kirby Anderson spoke as a member of the Fergus Falls School Board to share how they handle public input. The school offers a time at the conclusion of their meetings for people to address the board. There is a 3-minute time limit that is done off camera, which takes away the opportunity to grandstand. He too feels strongly that council meetings, (like school board meetings) are held for the city to conduct their business. At the meetings elected officials conduct financial planning, project implementation, visioning, and budgeting aspects of the city's business. The meetings are open to the public to listen and observe. If someone wants to bring an item for discussion, they should be encouraged to contact staff, who are hired to handle the day-to-day operations prior to addressing the council. The motion was called to a vote and was adopted.

The meeting adjourned at 6:26 pm

Lynne Olson

Committee of the Whole Minutes March 27, 2024

The Fergus Falls City Council held a Committee of the Whole meeting on March 27, 2024, at 7:00 am in the City Council Chambers. Council members in attendance were Job, Kvamme, Rufer, Thompson, Rachels, and Hicks. Kremeier and Fish were absent.

City Logo

In September of 2023 the council adopted the city's communications plan which included a logo refresh. The proposed new city logo was designed with the input of three external and two internal focus groups and reflects the forward motion, reliability, and natural aspects of the community. If approved, the logo would be implemented into the city's print and digital communications and those costs have been budgeted for 2024. The new logo would gradually be added to signage, vehicles and the water tower as time and budget allows. A motion and second were made by Kvamme and Rufer to recommend the council approve the new city logo and the motion carried.

Open Forum Policy

At the March 18 meeting the council directed staff to amend the city's open forum policy. City Administrator Andrew Bremseth reviewed the changes the council requested including holding the open forum prior to the council meetings at 5:15 pm; not televising, broadcasting, or streaming the comments; asking participants to provide the spelling of their name and contact information for the official record and responses. If the council requests a response be provided staff will conduct the necessary research and the mayor will give a recap at a future council meeting. A written summary of the speaker and their subject matter will be included in the city's records, but not a part of the official minutes. Holding the open forum prior to the council meeting will ensure a speaker doesn't come to the open forum to comment on a subject on the agenda that staff and the council have not yet discussed. Bremseth did not feel the open forum should be used for the public to direct staff work and said it is meant as a time for public communication, not as a political platform. If a topic needs to be addressed immediately by the council, it can be added to that evening's agenda by unanimous consent of the council. A motion and second were by Rufer and Kvamme to recommend the council approve the revised open forum policy language as proposed.

Rufer believes there have been residents who have taken advantage of their time on camera to pursue their own agenda and spread misinformation. He felt it was reasonable to ask people to follow a basic set of rules that will promote positive conversations with the council. Kvamme suggested several edits including the notation that the open forum will also not be recorded. Hicks suggested the open forum is televised and recorded and felt it is the council's role to hold speakers accountable to following the rules of the policy. Staff voiced concerns about the time involved in rebooting the city's technology between recordings. Schierer agrees with the need for transparency and acknowledged several individuals have taken advantage of the city's open forum to address the council in a manner that doesn't lead to productive conversations. The motion to recommend the council approve the open forum policy as presented by staff was called to a vote and was adopted.

Pathways to Policing Grant

The Fergus Falls Police Department successfully applied for a \$16,380 grant administered by the Office of Justice Programs to help fill police officer positions in the form of tuition and salaries for non-traditional applicants. The grant requires a 50% match which the department plans to cover with

funds retained from two open positions not currently filled. A motion and second were made by Hicks and Rachels to recommend the council authorize the city to enter into this agreement and the motion carried.

Council Cannabis Committee

The Council Cannabis Committee has met three times to plan how the city will handle the state's legalization of marijuana. Police Chief Kile Bergren explained the city can regulate the number of licenses given and the allowed zoning. The committee agrees mezzo, and micro retail operations should be conducted in industrial zones. They have had extensive conversations about allowing marijuana sales in the downtown area or B-3 zone. The state's legislation allows cities to impose a setback of up 500 feet from parks and treatment facilities and 1000 feet from schools. The splash pad is considered a park, and its downtown location would significantly limit businesses from selling cannabis products in the city's downtown area. Bergren encouraged the council to focus on a recommendation for the downtown business zone noting the city needs clear laws they can enforce. The council was asked to consider if they want to move forward with the 500-foot setback, something lower or have no setback requirements at all.

Rachels was not in favor of allowing marijuana businesses in the main business district and advocated the 500' setback be enforced downtown. Mayor Schierer does not want to do anything that would create law enforcement or public safety issues but didn't feel we can prevent stores from selling marijuana downtown as liquor sales are already allowed within a 500-foot radius of a park. He spoke about the stigmas of marijuana usage and reminded the council that cannabis is now a legal substance to use and soon the sales of these products will also be legal.

Kvamme agreed the city's reach only extends to registration and zoning and he spoke against allowing cannabis sales in residential areas, including downtown. He felt these businesses should only be conducted in a stand-alone structure and should follow the same zoning regulations as listed for adult use businesses. Kvamme suggested the Planning Commission take up the downtown zoning question and hold a public hearing for community input that could be shared with the council. Rufer asked why the city had to impose setbacks and did not feel marijuana sales should be more regulated than alcohol sales citing restaurants located downtown can serve alcoholic beverages within 500 feet of a park. He said the signage at these establishments isn't intrusive and sales are regulated to patrons 21 years of age or older. Kvamme felt the use of alcohol was something that can be kept to the individual using the product whereas the smoke from marijuana products will disturb others. Thompson did not want alcohol and marijuana treated in the same manner and expressed his opinion people are using cannabis with the intention to impair themselves. Bergren acknowledged the passion around this issue and asked the council to focus on the issues the city can control such as the number of businesses being allowed a license and the zoning for these businesses. The city needs to set up parameters that can be loosened with time and experience. The Council Cannabis Committee will work with the Planning Commission to hold a public hearing and will continue other discussions such as the building codes that will need to be enforced.

The meeting adjourned at 8:00 am

Lynne Olson

FOR COUNCIL MEETING APRIL 1, 2024

APPROVALS ON ALL LICENSES ARE CONTINGENT UPON PAPERWORK BEING FILLED OUT CORRECTLY AND COMPLETELY, AND ALL INSURANCES AND BONDS BEING CURRENT.

Paving/Sidewalk

Lee Property Care

Mechanical

Legacy Plumbing of ND

Mobile Food Vendor Permit

Ruby's Pinoy Food



Council Action Recommendation

Page 1 of 1

Meeting Date: March 27, 2024

Subject: Pathways to Policing Grant

Recommendation: Approve and sign contract grant.

Background/Key Points: The police department applied for and received a Pathways to Policing grant administered by the Office of Justice Programs. The grant provides funding to help fill police officer positions by providing funding for tuition and salaries for non-traditional applicants. The grant is a 50% match to department funds. We were awarded \$16,380 for two positions.

Budgetary Impact: Match of \$16,380.

Originating Department: Public Safety

Respectfully Submitted: Kile Bergren, Chief of Public Safety

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal



Office of Justice Programs

445 Minnesota Street • Suite 2300 • Saint Paul, Minnesota 55101-1515

Phone: 651.201.7300 • Fax: 651.296.5787 • TTY: 651.205.4827 • Toll Free 1.888.622.8799

www.ojp.dps.mn.gov

March 13, 2024

Chief Kile Bergren
Fergus Falls Police Department
122 W Junius Ave
Fergus Falls, mn 56537

Dear Chief Bergren,

I am pleased to inform you that the proposal A-PTP-2024-FERGUSPD-010 for the 2024-25 Pathways to policing program has been selected for funding. The tentative award amount is \$16,380, contingent upon final negotiation of a budget.

Kristin Lail will be contacting you soon to finalize negotiations and start the pre-award process. Once the application is approved, we will initiate the grant contract agreement in e-grants. You will then receive a message from e-grants when the grant agreement is ready for signature.

Contact Kristin at kristin.lail@state.mn.us if you have any questions.

Congratulations on being selected for funding. We look forward to working with you to ensure success on your initiative.

Sincerely,

Kim Babine
Deputy Director of Programs
Office of Justice Programs

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that _____ will enter into
(Name of your organization)
a cooperative agreement with the Office of Justice Programs in the
Minnesota Department of Public Safety.

_____ is hereby authorized to execute
(Title of authorized official)
such agreements and amendments, as are necessary to implement
the project on behalf of _____.
(Name of your organization)

I certify that the above resolution was adopted by the

_____ of _____ on
(Executive Body) (Name of your organization)
_____.
(Date)

SIGNED:

(Signature)

(Title)

(Date)

WITNESSETH:

(Signature)

(Title)

(Date)

ORDINANCE NO. 57, EIGHTH SERIES

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, AMENDING CITY CODE
CHAPTER 154.037, B-2, SERVICE BUSINESS
DISTRICT AND CITY CODE CHAPTER 154.038,
B-3, GENERAL BUSINESS DISTRICT RELATING
TO LICENSED TOBACCO SALES.**

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 154.037, B-2, Service Business District, (B) Permitted Uses, is hereby amended to add the following:

(47) Licensed tobacco sales

Section 2. City Code Chapter 154.038, B-3, General Business District, (B) Permitted Uses, Use 54, is hereby amended to read as follows:

(54) Licensed tobacco sales

Section 3. Effective date. The effective date of this ordinance shall be the _____ day of _____, 2024.

Section 4. Summary Publication. Pursuant to Minn. Stat. §412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance.

**AN ORDINANCE OF THE CITY OF FERGUS
FALLS, MINNESOTA, AMENDING CITY CODE
CHAPTER 154.037, B-2, SERVICE BUSINESS
DISTRICT AND CITY CODE CHAPTER 154.038,
B-3, GENERAL BUSINESS DISTRICT RELATING
TO LICENSED TOBACCO SALES.**

THIS ORDINANCE was introduced on the _____ day of _____
2024, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the
_____ day of _____, 2024, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

City Administrator

Mayor

Published in the Fergus Falls Daily Journal on_____.

barb/acityoffergusfalls/ords/8thseries/Ord57

Council Action Recommendation

Page 1 of 2

Meeting Date

March 27, 2024 – Committee of the Whole

April 1, 2024 – City Council

Subject

Updated City Logo and Brand Guidelines

Action Requested

Approve the New City Logo

Background

On September 5, 2023, the City Council approved the communications plan which includes a logo refresh and branding guidelines. The purpose of a new logo is to bring a fresh identity and cohesive energy around a more modern and updated logo mark. The new logo will make a strong first impression and become the foundation of our brand identity. It will revive the city's image, serve as a visual representation, and will emphasize the uniqueness and positive aspects of Fergus Falls. The image will reflect our progress, growth, strengths, and values and help citizens identify and align with the city.

The current logo was designed in the early 1990s through a community contest for the city's tourism work (which was then handled in-house). The font and colors are outdated, and the graphic image (three waves/falls) don't adequately represent the city's strengths/identifying assets.

Process

In 4Q 2023 we engaged the professional services of Intrinsic Designs, a local firm with experience in brand identity and general design expertise. Over the course of five months, we conducted five stakeholder focus groups, (two internal and three external). External focus groups included local marketing professionals, local youth (marketing students at FFHS) and members of the Fergus Falls Senior Center. We brainstormed the city's values and refined designs through four iterations, ultimately agreeing unanimously on the final selection.

Recommendation

The recommended logo (right) builds on the three "waves" and uses dark blue, reminiscent of the current logo. These "waves" can generally depict water, waterfalls, the river or even a road/journey. The lower half suggests forward motion, action, momentum. Blue is associated with knowledge and reliability. The top portion, the prairie flowers, and grasses (and a bird) provide a sense of identity and place-making. Orange is associated with energy, welcoming and liveliness.



During the design process, department heads provided an inventory of places/things that would need the new logo. Everything from the water tower (est. 2027) to business cards and all electronic elements will eventually incorporate the new logo. This will occur gradually as funds are available. Digital elements will roll out as soon as possible.

Additional Brand Guidelines

PRIMARY

FergusFalls_primary_color



FergusFalls_primary_black



WORDMARK

FergusFalls_wordmark 1



FergusFalls_wordmark 2



FergusFalls_wordmark 3



Budgetary Impact

None

Respectfully Submitted: Jean Bowman

Council Action Recommendation

Page 1 of 2

Meeting Date:

3/27/2024 Committee of the Whole, 4/1/24 City Council

Subject:

Open Forum Policy Revisions

Recommendation:

- Resolution adopting a revised open forum policy

Background/Key Points:

After a productive discussion at the March 18, 2024 City Council meeting, the Council directed staff to bring back proposed revisions to the open forum policy based on takeaways from this conversation. It was evident to staff that there was a majority of Council members that favored moving the open forum portion of the meeting to a time prior to the meeting and off-camera. This is consistent with the other local governments in Fergus Falls and still provides direct and meaningful access to the City Council with questions, comments, or concerns. Having it before the meeting allows for more “informal” discussion, which could include answering the speaker’s question in real time or asking follow-up questions. Further, it allows the Council the ability to add a topic, by unanimous consent, to the agenda for that evening’s meetings. Staff is proposing that the open forum be held at 5:15 PM prior to each Council meeting and that the Council is seated and prepared to begin at that time, as no prior sign-up is required to participate in the open forum.

The other revision that the Council articulated a desire for is a process related to how we follow up with speakers. If a speaker is sharing feedback or a comment, no follow up may be necessary. If there is a question that is posed that can’t be answered on the spot, staff can compile an answer and a recap can be provided by the mayor at the following meeting. In some cases, staff may ask the Council to make a motion directing staff to address the topic, as depending on the circumstances, it may be time and labor intensive. The intent is not to create additional work for staff or to create new data, but rather to provide and supply existing information to answer the public’s questions.

Similar to legislative hearings, staff is requesting that individuals “sign in” immediately before or after speaking at the open forum. This allows us to get the name/spelling of the individual correct in the record, but it also allows us to know how to contact or follow up with them.

The council also asked staff to weigh-in about how the minutes would be handled if the open forum was held “outside” of the meeting. As we did when the open forum was previously held before the meeting, we would note at the end of the meeting minutes (after Lynne’s signature) who spoke at the open forum and the topic they discussed. This keeps them “out” of the official minutes but allows a permanent record to exist.

Other parts of the open forum policy seem to be working well and are consistent with other local governments in Fergus Falls. Staff feels that the rest of the policy can remain in place to ensure a respectful and efficient open forum process.

Budgetary Impact:

None

Originating Department:

Administration

Respectfully Submitted:

Andrew Bremseth, City Administrator

Attachments:

None

Open Forum Policy

1. The City of Fergus Falls offers an open forum at 5:15 pm on the dates the City Council holds their regular City Council meetings. The open forum is an opportunity to address the Fergus Falls City Council regarding a city business item that is not on the agenda of a regular meeting to talk about a city issue. It is not intended as a time for to make a presentations. The open forum is not televised, broadcast or streamed.
2. When addressing the council, participants shall address the Council from the podium and speak into the microphone. Each participant shall begin by stating their name and if they are a resident of the city. Participants are asked to provide their name and contact information to ensure the correct spelling of names and the best way to respond to the speaker.
3. Speakers will be limited to a maximum of THREE minutes, unless additional time is granted by the Mayor.
4. All remarks should be directed to the City Council. The Mayor may limit the number of individuals on any issue to accommodate time set aside for the open forum session.
5. Open forum comments may be limited if they become redundant, repetitive, irrelevant, argumentative, disrespectful, disparaging, harassing, abusive, discriminatory, or do not relate to official city business. Participants shall conduct themselves in a professional, courteous manner and refrain from the use of profanity.
6. The open forum must not be used to make personal attacks on the Mayor, Council, city staff, members of the public, or any business.
7. It is inappropriate to use the open forum to make political endorsements, political speeches or for any political campaign purposes.
8. The council will generally not engage in debate or dialogue with speakers during the open forum session. The City Council -and- may refer the issue to staff or ask that it be scheduled on a future agenda, if necessary. If information is available, staff will provide a recap for the mayor to read at the next City Council meeting.
9. Speakers will not be permitted on the same subject more than 2 times within a 12-month period.
10. The use of city technology may be allowed with advance notice and availability.

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RESOLUTION ALLOWING CLAIMS & ORDERING PAYMENT THEREOF

WHEREAS, THE CITY ADMINISTRATOR HAS AUDITED AND THE DEPARTMENTS HAVE APPROVED THE FOLLOWING CLAIMS AGAINST THE CITY OF FERGUS FALLS, AND HAVE CERTIFIED THAT SUCH CLAIMS ARE PROPERLY PAYABLE BY THE SAID CITY, AND THAT THE SAID CITY ADMINISTRATOR HAS VERIFIED SUCH CLAIMS TO BE PAID AND HAS SATISFIED HIMSELF THAT SUCH BILLS AND CLAIMS ARE PROPER CHARGES AGAINST THE CITY OF FERGUS FALLS;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FERGUS FALLS, MINNESOTA, THAT THE FOLLOWING BILLS AND CLAIMS BE AND THEREBY ARE, ORDERED PAID OUT OF THE FOLLOWING FUNDS:

General

ADMINISTRATOR'S CONTINGENCY FD	MARCH LENSES FOR SCBA MASK	70.00
ADMINISTRATOR'S CONTINGENCY FD	MARCH TRAVEL EXPENSES/HICKS	212.12
ADMINISTRATOR'S CONTINGENCY FD	PLPS CANCELLED/HOEPER	165.00
ADMINISTRATOR'S CONTINGENCY FD	RECORD VARIANCE/HABITAT HOME	46.00
ADMINISTRATOR'S CONTINGENCY FD	REPLACE PAYROLL CHECK	150.00
ARAMARK	MARCH LINEN SUPPLY	37.91
AMERICAN TEST CENTER	MAR ANNUAL INSPECTIONS	235.00
SEAN ANDERSON	CLEANING WEEKS OF MAR 11-18	468.00
ASLIS	3/19/24 MEETING-ALC TRANSLATOR	444.00
BIG AXX LLC	FEBRUARY BLADES SHARPENED	66.00
BIG AXX LLC	MARCH FREIGHT	64.75
BRANDON COMMUNICATIONS, INC.	MARCH CABLE FOR HEADSETS	181.46
A CENTER FOR THE ARTS	2ND QTR 2024 BUDGET ALLOCATION	1,875.00
CHARTER COMMUNICATIONS	CABLE 3/18-4/17	67.80
CLIMATE CONTROL INC	MARCH WIRE FOR RELAY/FIRE	337.50
COMMISSIONER OF REVENUE	2024 FEBRUARY SALES TAX	53,130.00
COOPERS TECHNOLOGY GROUP	MARCH NAME BADGE LABELS	3.88
DACOTAH PAPER CO	MARCH BATTERIES	60.26
DACOTAH PAPER CO	MARCH BUFFING PAD	18.89
DACOTAH PAPER CO	MARCH CAN LINERS,TOILET PAPER	148.35
DACOTAH PAPER CO	MARCH CAN LINERS,TOWELS,TP	390.26
DACOTAH PAPER CO	MARCH SCRUB PAD	19.60
DAILY JOURNAL	MARCH PUBLISH ORDINANCE #55	105.27
STATE OF MINNESOTA DEPARTMENT	2024 ARENA HAZARD CHEMICAL FEE	100.00
EQUIPMENT FUND	APRIL EQUIPMENT RENT	127,704.85
JOHN DEERE FINANCIAL	MAR BAR AND CHAIN LUBRICANT	92.00
JOHN DEERE FINANCIAL	MAR STIHL IGN COIL (JACOB H)	51.99
FASTENAL COMPANY	MAR #8 MACHINE SCREWS (ARENA)	.96
FASTENAL COMPANY	MAR EAR MUFFS (FOSSAN)	38.54
FASTENAL COMPANY	MAR PARK SAFETY VENDING	78.76
FASTENAL COMPANY	MAR STREET SAFETY VENDING	78.76

General

FASTENAL COMPANY	MAR 2XL SPLIT PALM GLOVES	76.31
FERGUS FALLS CONVENTION &	JAN 2024 LODGING TAX	8,527.71
FERGUS FALLS CONVENTION &	JAN 2024 LODGING TAX ADMIN	255.83-
GOODIN COMPANY	MARCH RPZ REPAIR	582.63
GOODIN COMPANY	MARCH 34X4 RED BRASS NIPPLE	6.83
GRAINGER INC	MAR FIRE EXT/FLAMMABLE SIGNS	34.76
GRAINGER INC	MAR 2" COPPER ADAPTER/CAP DELA	93.35
GRAND FORKS FIRE EQUIPMENT LLC	MARCH SCBA COMPRESSOR MAINTEN	96.34
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	1,554.68
HIGH POINT NETWORKS LLC	AZURE ACTIVE DIRECTORY PREMIUM	1,008.00
HIGH POINT NETWORKS LLC	HPN MONTHLY M365/GSUITE BACKUP	336.00
HIGH POINT NETWORKS LLC	OFFICE 365 G3 GCC	2,576.00
HIGH POINT NETWORKS LLC	PROJECT PLAN 3 FOR GCC	30.00
HIGH POINT NETWORKS LLC	VISIO PLAN2 FOR GCC	45.00
HOME DEPOT CREDIT SERVICES	GALVANIZED ANGLE,COMMON BOARD	91.16
HOME DEPOT CREDIT SERVICES	MAR BROOM/P-TRAP CITY HALL	39.82
HOME DEPOT CREDIT SERVICES	MAR MISC PARTS GOLF COURSE PRO	44.01
HOME DEPOT CREDIT SERVICES	MAR PLUMBING PARTS GOLF COURSE	80.02
HOME DEPOT CREDIT SERVICES	MARCH COMMON BOARD	13.05
HOME DEPOT CREDIT SERVICES	MARCH DOORSTOPS,BRASS ADAPTERS	29.04
HOME DEPOT CREDIT SERVICES	MARCH FLOWER SEEDS	6.16
HOME DEPOT CREDIT SERVICES	MARCH GERMICIDAL BLEACH	14.96
HOME DEPOT CREDIT SERVICES	MARCH TRIGGER NOZZLE, SEEDS	48.18
HOME DEPOT CREDIT SERVICES	MARCH VINYL TUBE,BARB SPLICER	28.75
HOME DEPOT CREDIT SERVICES	MARCH 4X8 PLYWOOD	320.00
HOME DEPOT CREDIT SERVICES	MARCH 5 TIER PLASTIC SHELF	69.98
HUMANA INSURANCE CO	APR VISION INSURANCE	29.03
ISD #544	JULY-DEC 2022 ARENA NAT GAS	22,305.99
ISD #544	JULY-SEPT 2022 ARENA ELECTRIC	8,087.18
CHRIS JOHNSON	2024 SAFETY BOOT REIMBURSEMENT	125.00
JOHNSON CONTROLS FIRE	ANNUAL FIRE ALARM SYSTEM	1,183.19
LAKE REGION HEALTHCARE CORP	FEB PRE-EMPLOY DRUG SCREEN	396.00
LAKES COUNTRY SERVICE COOP	FEBRUARY PRE-EMPLOY DRUG	35.00
LAKEWAY EXPRESS LLC	MARCH SMALL ENGINE FUEL	45.66
LAKEWAY EXPRESS LLC	MARCH T8 PUMP FUEL	20.71
LOCATORS & SUPPLIES INC	DIG THERM.,LIGHT METER	120.15
LOCATORS & SUPPLIES INC	MAR CHAIN SAW CHAPS	99.95
LOCATORS & SUPPLIES INC	MAR EARPLUGS/CHAIN SAW CHAPS	209.94
MARCO TECHNOLOGIES LLC	COPIER CONTRACT 3/10-4/10/24	386.06
MCCABE ROOFING LLC	ARENA ROOF FLASHING	1,093.00
MEDTOX LABORATORIES INC	FEB PRE-EMPLOY DURG SCREEN	33.40
METRO SALES, INC	02/18-03/17/24 COPIER RENT	152.97
METRO SALES, INC	02/18-03/17/24 COPIER USAGE	19.67

General

MN COUNCIL OF AIRPORTS	RENEWAL MEMBERSHIP	150.00
MINNKOTA ENVIROSERVICES INC	FEBRUARY SHREDDING SERVICE	41.30
MOBOTREX INC	MAR LED 12" PED HAND/MAN DISP	513.00
MOTOROLA SOLUTIONS INC	PORTABLE RADIO ACCESSORIES	17,947.14
TONY NEVILLE	FEBRUARY PROFESSIONAL SERVICES	1,450.00
NYCKLEMOE & ELLIG, P.A.	APRIL RETAIN FEE/OFFICE ALLOW	7,450.00
OTTER TAIL CO. HISTORICAL SOC.	2ND QTR 2024 BUDGET ALLOCATION	2,875.00
OTTER TAIL TELCOM	COIL CORD BLACK 25FT	9.95
OTTER TAIL TELCOM	GRANDSTREAM HT814 ATA SUPPLY	124.95
OTTER TAIL TELCOM	MISC. MATERIALS PHONE MOUNTS	50.00
OTTER TAIL TELCOM	PHONE VODAVI 2801 BLACK	49.95
OTTER TAIL TELCOM	PROFESSIONAL SERVICES LABOR	660.00
PEMBERTON LAW, P.L.L.P.	FEB/MARCH 2024 LEGAL SERVICES	7,042.00
PIGEON CONSULTING LLC	HISTORY ARCHITECTURE SURVEY	1,000.00
POLICE DEPT CONTINGENCY FUND	BERGREN FBI DUES	125.00
POLICE DEPT CONTINGENCY FUND	FOREMAN UNIFORM PURCHASE	393.47
POLICE DEPT CONTINGENCY FUND	SONSTEBO UNIFORM PURCHASE	218.36
POLICE DEPT CONTINGENCY FUND	T BERGREN FINGERPRINTS	33.25
POLICE DEPT PETTY CASH	ESTEP TRNG MEAL	14.51
POSTAGE BY PHONE	POSTAGE BY MAIL	3,000.00
PRODUCTIVE ALTERNATIVES INC.	2ND QTR 2024 BUDGET ALLOCATION	12,500.00
PUBLIC UTILITIES DEPARTMENT	MARCH PUBLIC UTILITIES	3,833.34
PUBLIC UTILITIES DEPARTMENT	MARCH/UTILITIES-522 E HAMPDEN	36.64
PUBLIC UTILITIES DEPARTMENT	OCT 2023 UTILITIES-CLOSED ACCT	125.90
SETCOM CORPORATION	FEBRUARY ENGINE HEADSETS - 2	10,777.58
SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPE	244.10
SWANSTON EQUIPMENT CO	MAR STIHL FILLER CAPS (JACOB)	21.97
USABLE LIFE	APR LIFE INSURANCE	83.60
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	957.54
WIMACTEL INC	MARCH TELEPHONE EXPENSE	99.00
	F U N D T O T A L	308,110.27

P.A. General

UGSTAD PLUMBING INC	APRIL RETAINER FEE	125.00
	F U N D T O T A L	125.00

Public Library

BAKER & TAYLOR INC	BOOKS	4,253.97
BAKER & TAYLOR INC	FREIGHT SURCHARGE	84.79
BAKER & TAYLOR INC	LOWES BOOKS	84.99
BAKER & TAYLOR INC	LOWES FREIGHT SURCHARGE	2.00
BAKER & TAYLOR INC	LOWES PROCESSING	8.60
BAKER & TAYLOR INC	PROCESSING	414.60
HOOPLA	DIGITAL CONTENT	1,079.61
LAKE REGION HEALTHCARE CORP	FEB PRE-EMPLOY DRUG SCREEN	112.50
VICTOR LUNDEEN COMPANY	MARKERS TAPE PAPER LABELS	104.71
MEDTOX LABORATORIES INC	FEB PRE-EMPLOY DURG SCREEN	100.20
MIDWEST TAPE EXCHANGE	LOWE DVDS	80.21
PERRIN MOBILE MEDICAL SERVICES	MAR RANDOM DRUG SCREEN	99.00
PUBLIC UTILITIES DEPARTMENT	MARCH PUBLIC UTILITIES	298.73
VIKING LIBRARY SYSTEM	EQUIPMENT FOR WIRELESS ACCESS	797.60
VIKING LIBRARY SYSTEM	ITEM BARCODES	102.00
VIKING LIBRARY SYSTEM	PATRON ID CARDS	130.00
F U N D T O T A L		7,753.51

Bigwood Event Center

ARAMARK	MARCH LINEN SUPPLY	196.28
BJORN'S HEATING & AIR COND INC	JAN EXHAUST BELTS ON FANS	352.06
VIKING COCA-COLA BOTTLING CO	MARCH BEVERAGES	338.80
ESULTANTS WEB SERVICES	05/01/23-04/30/24 WEB SUPPORT	4,800.00
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	1,251.06
OTTER TAIL POWER COMPANY	FEB REDRAW BIGWOOD FLOORPLAN	146.71
PUBLIC UTILITIES DEPARTMENT	MARCH PUBLIC UTILITIES	576.61
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	83.37
F U N D T O T A L		7,744.89

CDBG/HUD Revolving Loan

STELLA'S FF LLC	MATERIALS/220 W LINCOLN-#511	4,232.35
F U N D T O T A L		4,232.35

Capital Improvement

BOLTON & MENK INC	DOWNTOWN RIVER PHASE 2	1,218.50
BOLTON & MENK INC	PROF SERV 11/25/23-12/22/23	1,410.00
JOEL CARLSON INC.	APRIL LEGISLATIVE FEES	2,285.00
DAILY JOURNAL	MARCH DELAGOON RENEWAL PROJECT	941.69
INTERSTATE ENGINEERING INC.	PROF SERV 1/7/24 TO 2/24/24	1,530.00
INTERSTATE ENGINEERING INC.	PROF SERV 2/11/24 TO 3/9/24	1,657.46
INTERSTATE ENGINEERING INC.	PROF SERV 2/20/24 TO 3/9/24	11,285.85
MOORE ENGINEERING INC	PROF SERV STANTON AVE RECONST	862.84
MUSCO SPORTS LIGHTING LLC	DELAGOON LIGHTS PAY APP NO.1	535,197.00
OTTER TAIL COUNTY HIGHWAY DEPT	2023 TRAFFIC MARKING PROJECT	39,821.86
PATCHIN MESSNER DODD & BRUMM	PROF SERVICES	10,000.00
THE TRADESMEN CONSTRUCTION INC	PAY APPLICATION NO. 2	56,050.00
F U N D T O T A L		662,260.20

Liquor Store

THE AMERICAN BOTTLING COMPANY	MARCH/MIX	275.34
ARTISAN BEER COMPANY	MARCH/BEER	1,359.47
ARTISAN BEER COMPANY	MARCH/MIX	36.90
BELLBOY CORPORATION	MARCH/FREIGHT	142.62
BELLBOY CORPORATION	MARCH/LIQUOR	9,239.54
BELLBOY CORPORATION	MARCH/MIX	262.75
BELLBOY CORPORATION	MARCH/WINE	520.00
BEVERAGE WHOLESALERS INC	MARCH/BEER	44,989.31
BEVERAGE WHOLESALERS INC	MARCH/LIQUOR	3,135.00
BEVERAGE WHOLESALERS INC	MARCH/MIX	341.60
BEVERAGE WHOLESALERS INC	MARCH/WINE	313.60
BJORN'S HEATING & AIR COND INC	FEB REPLACE BELT-AIR HANDLER	132.91
BRAUN VENDING INC	MARCH SUPPLIES-WATER	49.00
BREAKTHRU BEVERAGE MINNESOTA	MARCH/FREIGHT	274.38
BREAKTHRU BEVERAGE MINNESOTA	MARCH/LIQUOR	14,048.37
BREAKTHRU BEVERAGE MINNESOTA	MARCH/MIX	296.41
BREAKTHRU BEVERAGE MINNESOTA	MARCH/WINE	3,142.01
CAYAN	FEB 2024 MONTHLY SERVICE FEE	160.74
VIKING COCA-COLA BOTTLING CO	MARCH/MIX	580.69
COMMISSIONER OF REVENUE	2024 FEBRUARY SALES TAX	1.62
D-S BEVERAGES, INC.	MARCH/BEER	22,201.00
D-S BEVERAGES, INC.	MARCH/LIQUOR	3,106.96
D-S BEVERAGES, INC.	MARCH/MIX	319.55

Liquor Store

D-S BEVERAGES, INC.	MARCH/WINE	33.50
DACOTAH PAPER CO	MARCH ROLL THERMAL, BAGS	386.39
GOODIN COMPANY	MARCH GAS PIPE LEAK REPAIR	538.52
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	247.28
THE HOME CITY ICE COMPANY	MARCH/FREIGHT #7473240016	15.00
THE HOME CITY ICE COMPANY	MARCH/ICE #7473240016	79.56
JOHNSON BROTHERS LIQUOR CO	MARCH/FREIGHT	183.58
JOHNSON BROTHERS LIQUOR CO	MARCH/LIQUOR	3,108.87
JOHNSON BROTHERS LIQUOR CO	MARCH/MIX	54.70
JOHNSON BROTHERS LIQUOR CO	MARCH/WINE	3,955.69
JUNKYARD BREWING COMPANY LLC	MARCH/BEER	426.00
MCCABE ROOFING LLC	LIQUOR STORE ROOF FLASHING	589.00
OTTER TAIL LAKES COUNTRY ASSN	OT LAKES COUNTRY MAGAZINE AD	1,900.00
PEPSI BEVERAGE COMPANY	FEBRUARY/MIX	161.55-
PEPSI BEVERAGE COMPANY	MARCH/MIX	733.60
PERRIN MOBILE MEDICAL SERVICES	MAR RANDOM DRUG SCREEN	81.00
PHILLIPS WINE & SPIRITS CO	MARCH/FREIGHT	102.92
PHILLIPS WINE & SPIRITS CO	MARCH/LIQUOR	6,089.91
PHILLIPS WINE & SPIRITS CO	MARCH/MIX	36.12
PHILLIPS WINE & SPIRITS CO	MARCH/WINE	2,057.10
PUBLIC UTILITIES DEPARTMENT	MARCH PUBLIC UTILITIES	462.98
SOUTHERN GLAZER'S OF MN	MARCH/FREIGHT	348.11
SOUTHERN GLAZER'S OF MN	MARCH/LIQUOR	16,964.24
SOUTHERN GLAZER'S OF MN	MARCH/WINE	1,822.88
TOTAL REGISTER SYSTEMS	FTP MONTHLY SERVICE	32.21
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	420.34
	F U N D T O T A L	145,437.72

Refuse Disposal

COMMISSIONER OF REVENUE	2024 FEBRUARY SALES TAX	7.48
COMMISSIONER OF REVENUE	2024 FEBRUARY SWMT	29,802.00
WASTE MANAGEMENT	03/01-03/15/24 PRO SERVICES	2,017.50
EQUIPMENT FUND	APRIL EQUIPMENT RENT	46,971.08
FASTENAL COMPANY	MAR REFUSE SAFETY VENDING	78.76
GRAINGER INC	MAR 3" PUMP PIPE COUPLING	81.47
JR OIL CO	MAR PICK UP USED OIL FILTERS	90.00
LAKES COUNTRY SERVICE COOP	JANUARY RANDOM DRUG TESTING	35.00
MACQUEEN EQUIPMENT INC	MAR 65 GALLON DARK BLUE CARTS	15,716.23

Refuse Disposal

METRO SALES, INC	02/18-03/17/24 COPIER RENT	16.56
METRO SALES, INC	02/18-03/17/24 COPIER USAGE	13.55
OTTER TAIL COUNTY TREASURER	FEBRUARY TIPPING FEES	79,168.99
OTTER TAIL POWER COMPANY	JANUARY SERVICE-MAIL BILLS	110.80
U.S. POSTMASTER	MARCH POSTAGE	3,000.00
PUBLIC UTILITIES DEPARTMENT	MARCH PUBLIC UTILITIES	1,013.09
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	23.12
F U N D T O T A L		178,145.63

Sewage Treatment

ADMINISTRATOR'S CONTINGENCY FD	JUNE MPCA WORKSHOP TRAINING	260.00
AMERICAN TEST CENTER	MAR ANNUAL INSPECTIONS	550.00
EQUIPMENT FUND	APRIL EQUIPMENT RENT	13,569.00
FASTENAL COMPANY	MAR M12/5/8" THREAD TAPS	64.62
FASTENAL COMPANY	MAR SEWER SAFETY VENDING	78.76
FASTENAL COMPANY	MAR 5/8" SS HARDWARE CHANNING	19.26
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	1,038.63
HAWKINS INC	MARCH CHLORINE/SULFUR DIOXIDE	50.00
LOCATORS & SUPPLIES INC	MAR AERVOE MARKING STICKS	79.98
METRO SALES, INC	02/18-03/17/24 COPIER RENT	16.56
METRO SALES, INC	02/18-03/17/24 COPIER USAGE	13.55
MIDWEST FLO CAL LLC	MARCH CALIBRATE INFL-EFFLUENT	775.50
MOTION INDUSTRIES INC	WASTE WATER EQUIPMENT PARTS	3,387.36
OTTER TAIL POWER COMPANY	JANUARY SERVICE-MAIL BILLS	110.79
U.S. POSTMASTER	MARCH POSTAGE	3,000.00
PUBLIC UTILITIES DEPARTMENT	MARCH PUBLIC UTILITIES	500.56
RMB ENVIRONMENTAL LABORATORIES	MARCH ANALYSIS	481.54
RMB ENVIRONMENTAL LABORATORIES	MARCH WEEKLY ANALYSIS	334.40
SPEE*DEE DELIVERY SERVICE INC	MARCH SHIPMENT	35.74
SPEE*DEE DELIVERY SERVICE INC	MARCH SHIPMENTS	35.95
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	61.25
F U N D T O T A L		24,463.45

Water

Water

ADMINISTRATOR'S CONTINGENCY FD	JUNE MPCA WORKSHOP TRAINING	130.00
AMERICAN TEST CENTER	MAR ANNUAL INSPECTIONS	595.00
EQUIPMENT FUND	APRIL EQUIPMENT RENT	5,183.83
FASTENAL COMPANY	MAR WATER SAFETY VENDING	78.76
FERGUSON WATERWORKS #1657	MAR EXTRA LENGTH CURB STOPS	384.38
FERGUSON WATERWORKS #1657	MAR MTR COUPLER GASKET/2" FLAN	169.37
FERGUSON WATERWORKS #1657	MAR 2" METER P/A WILLOWS	1,206.39
GRAINGER INC	MAR 18" PIPE WRENCH (WTP)	55.00
GRAINGER INC	MAR 45 DEGREE STREET ELBOW 2"	36.92
GRAYMONT (WI) LLC	MARCH CHEMICALS	9,198.65
GREAT PLAINS NATURAL GAS CO	MARCH NATURAL GAS EXPENSE	1,659.57
HAWKINS INC	MARCH CHLORINE/AMMONIA	20.00
HOME DEPOT CREDIT SERVICES	MAR CREDIT RETURNED CUTTER	39.97-
HOME DEPOT CREDIT SERVICES	MAR CUTTER/WEATHER SEAL (WTP)	51.24
HOME DEPOT CREDIT SERVICES	MAR EMERGENCY EXIT BATTERIES	27.99
HOME DEPOT CREDIT SERVICES	MAR MISC SUPPLIES (WTP)	24.56
HOME DEPOT CREDIT SERVICES	MAR TAPE MEASURE/TWINE (WTP)	16.72
MAXAIR, LLC	MARCH BOGE COMPRESSOR SERVICE	1,226.58
METRO SALES, INC	02/18-03/17/24 COPIER RENT	16.56
METRO SALES, INC	02/18-03/17/24 COPIER USAGE	13.55
MN DEPARTMENT OF HEALTH	1ST QTR 2024 WATER CONNECTIONS	12,315.00
OTTER TAIL POWER COMPANY	JANUARY SERVICE-MAIL BILLS	110.79
U.S. POSTMASTER	MARCH POSTAGE	3,000.00
PREFERRED CONTROLS INC	CO2 STORAGE SAFETY ALARM	2,346.30
PREFERRED CONTROLS INC	TROUBLESHOOTING SCADAGAURD	1,892.00
PUBLIC UTILITIES DEPARTMENT	MARCH PUBLIC UTILITIES	142.85
RMB ENVIRONMENTAL LABORATORIES	MARCH 2ND HALF BACT.MONITORING	188.10
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	487.58
E H WACHS COMPANY	MAR VALVE TURNER COUNTER REPLA	561.52
THE WILSON BOHANNAN COMPANY	MARCH KEYS FOR CITY HALL	17.85
	F U N D T O T A L	41,117.09

Storm Water

EQUIPMENT FUND	APRIL EQUIPMENT RENT	12,359.58
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	40.01
	F U N D T O T A L	12,399.59

Equipment

AMERICAN TEST CENTER	MAR ANNUAL INSPECTIONS	2,315.00
AUTO VALUE - FERGUS FALLS	MAR ABRASIVE CERAMIC ALUM-OXID	72.99
AUTO VALUE - FERGUS FALLS	MAR ATC FUSEHOLDER U-266	9.99
AUTO VALUE - FERGUS FALLS	MAR BODY FILLER UNIT 42	26.41
AUTO VALUE - FERGUS FALLS	MAR BRAKE PARTS CLEANER	45.48
AUTO VALUE - FERGUS FALLS	MAR BRAKE PARTS CLEANER (SHOP)	53.46
AUTO VALUE - FERGUS FALLS	MAR BRAKES FOR UNIT 2080	376.96
AUTO VALUE - FERGUS FALLS	MAR CONSOLE LID UNIT 39	123.99
AUTO VALUE - FERGUS FALLS	MAR CONTROL ARM UNIT 2089	172.99
AUTO VALUE - FERGUS FALLS	MAR CREAM HARDENER/BODY FILLER	39.98
AUTO VALUE - FERGUS FALLS	MAR ELECTRICAL PARTS U-77	22.43
AUTO VALUE - FERGUS FALLS	MAR FEMALE JIC HYD FITTINGS	47.18
AUTO VALUE - FERGUS FALLS	MAR HONE STONE SET (SHOP)	5.99
AUTO VALUE - FERGUS FALLS	MAR LIGHT WEIGHT BODY FILLER	29.99
AUTO VALUE - FERGUS FALLS	MAR MALE PIPE FITTINGS U-215	19.98
AUTO VALUE - FERGUS FALLS	MAR MALE PIPE HYD FITTING STK	39.38
AUTO VALUE - FERGUS FALLS	MAR MIXING CUP (SHOP)	3.64
AUTO VALUE - FERGUS FALLS	MAR M2T MEGA FLEX HYD HOSE STK	534.00
AUTO VALUE - FERGUS FALLS	MAR PRIMER/LACQUER THINNER 498	148.47
AUTO VALUE - FERGUS FALLS	MAR STOCK FILTER ORDER	70.86
AUTO VALUE - FERGUS FALLS	MAR STOCK FILTER/FITTING	21.40
AUTO VALUE - FERGUS FALLS	MAR STOCK OIL FILTERS	35.28
AUTO VALUE - FERGUS FALLS	MAR TAILGATE HINGE U-49	17.99
AUTO VALUE - FERGUS FALLS	MAR URETHANE PRIMER UNIT 498	101.08
AUTO VALUE - FERGUS FALLS	MAR WHEEL BEARING/AXLE U-2089	258.56
BERTS TRUCK EQUIPMENT OF MHD	MAR MAXON LIFTGATE NEW SEWER	3,526.00
CODE 4 SERVICES INC	SETUP UNIT 2104-UNMARKED	5,485.54
CODE 4 SERVICES INC	SETUP UNIT 2105-MARKED	12,115.26
CODE 4 SERVICES INC	SETUP UNIT 2106-UNMARKED	3,777.82
COMMISSIONER OF REVENUE	2024 FEBRUARY SPECIAL FUEL TAX	776.63
COMMISSIONER OF REVENUE	2024 FEBRUARY SALES TAX	49.90
ENVIRONMENTAL EQUIP & SERVICES	MAR PARTS ORDER UNIT 238	183.50
EQUIPMENT FUND	APRIL EQUIPMENT RENT	1,833.33
EQUIPMENT FUND	RECEIPT APRIL EQUIPMENT RENT	207,621.67-
FARGO FREIGHTLINER	MAR BRAKE DRUMS UNIT 225	218.10
FARGO FREIGHTLINER	MAR DRIVE AXLE BEARINGS U-226	303.14
FARGO FREIGHTLINER	MAR HOOD STRUTS UNIT 225	263.98
JOHN DEERE FINANCIAL	MAR AXLE GASKET UNIT 958	17.46
JOHN DEERE FINANCIAL	MAR BALL BEARINGS UNIT 944	30.08
JOHN DEERE FINANCIAL	MAR CREDIT RETURN/ WHEEL BRNG	61.46-
JOHN DEERE FINANCIAL	MAR CREDIT RETURNED CONTROLLER	987.86-
JOHN DEERE FINANCIAL	MAR HYD HOSE UNIT 239	145.94
JOHN DEERE FINANCIAL	MAR PARTS ORDER UNIT 949	94.25

Equipment

JOHN DEERE FINANCIAL	MAR PARTS ORDER UNIT 958	144.46
JOHN DEERE FINANCIAL	MAR RH GRINDER TOOTH (STOCK)	30.04
JOHN DEERE FINANCIAL	MAR SLEEVE/PACKING UNIT 949	37.78
JOHN DEERE FINANCIAL	MAR STOCK BUSHINGS (SHOP)	44.06
JOHN DEERE FINANCIAL	MAR STOCK PARTS ORDER U-1181	158.51
JOHN DEERE FINANCIAL	MAR TIRE AND WHEEL UNIT 958	272.30
FASTENAL COMPANY	MAR #343 BUNA N O-RINGS	7.96
FASTENAL COMPANY	MAR BOLTS FOR UNIT 498	50.93
FASTENAL COMPANY	MAR DEBURRING BLADE/FLAP DISCS	256.92
FASTENAL COMPANY	MAR FLEET SAFETY VENDING	30.83
FASTENAL COMPANY	MAR GLASSES CLEANER (SHOP)	15.50
FASTENAL COMPANY	MAR GLOSS BLACK PAINT	80.40
FASTENAL COMPANY	MAR QUIET BAND EAR PLUGS	68.14
FASTENAL COMPANY	MAR SHOP SUPPLY ORDER	38.06
FASTENAL COMPANY	MAR SHOP SUPPLY VENDING	130.91
FASTENAL COMPANY	MAR 5/16X3.5" GRADE 8 BOLTS	31.16
NAPA AUTO PARTS - FERGUS FALLS	MAR HYD HOSE FITTINGS (STK)	107.74
NAPA AUTO PARTS - FERGUS FALLS	MAR OIL DRAIN PLUG UNIT 2085	4.13
NAPA AUTO PARTS - FERGUS FALLS	MAR STOCK HYD FITTINGS	48.18
GRAINGER INC	MAR STOCK SHACKLES/WIRE ROPE C	18.66
HOME DEPOT CREDIT SERVICES	MAR 1" ID BRAIDED HOSE U-238	27.58
INTERSTATE BATTERY SYSTEM	MAR 31-MHD BATTERY (STK)	139.95
INTERSTATE POWER SYSTEMS INC	MAR DIAG/REPAIR TRANS CODES	2,274.58
LEADERS DISTRIBUTING	MAR 3/4" AIR HOSE UNIT 453	523.40
LOCATORS & SUPPLIES INC	MAR 36" PLOW MARKERS (STK)	79.80
MCMASTER-CARR SUPPLY CO	MAR HYD PUMP FITTING U-214	62.16
NARDINI FIRE EQUIPMENT CO INC	MAR PHOTO DETECTOR WEST OFFICE	219.81
NELSON COLLISION CENTER	2099 REPAIRS/23039247	6,371.79
NORTHWEST TIRE INC	MAR P265/70R17 DESTINATION AT2	136.47
OLSON OIL COMPANY INC	MAR #1 RED PREM DIESEL (SHOP)	7,168.75
OLSON OIL COMPANY INC	MAR #2 RED PREM DIESEL (SHOP)	15,115.16
OLYMPIC SALES INC	MAR PACKER CYL PIN/PIN KIT	619.14
OLYMPIC SALES INC	MAR TAILGATE SHIM KIT/SHIMS	138.34
PUBLIC UTILITIES DEPARTMENT	MARCH PUBLIC UTILITIES	693.09
SANITATION PRODUCTS INC	MAR ARM PARTS ORDER UNIT 225	1,409.59
SWANSTON EQUIPMENT CO	MAR BROOM ACTUATOR UNIT 239	1,229.50
SWANSTON EQUIPMENT CO	MAR FILTER UNIT 239	139.97
VERIZON WIRELESS	MARCH CELL PHONE EXPENSE	82.48
WALLWORK TRUCK CENTER F.F.	MAR BRAKE SHOE KIT UNIT 225	187.14
WALLWORK TRUCK CENTER F.F.	MAR STARTER UNIT 286	518.90
F U N D T O T A L		136,542.31-

Flexible Benefit Agency

WEX	2024 FLEX PLAN REIMB	3,081.02
	F U N D T O T A L	3,081.02

PEG Access

BCBS OF MN & BLUE PLUS	APRIL HEALTH INSURANCE	521.51
BCBS OF MN & BLUE PLUS	JUNE HEALTH INSURANCE	521.51
BCBS OF MN & BLUE PLUS	MAY HEALTH INSURANCE	521.51
CHARTER COMMUNICATIONS	01/26-02/25/24 CABLE	8.87
CHARTER COMMUNICATIONS	02/26-03/25/24 CABLE	8.87
CHARTER COMMUNICATIONS	12/26/23-01/25/24 CABLE	8.87
CINCINNATI INSURANCE COMPANY	2024 WORKERS' COMP INSTALLMENT	75.00
DAILY JOURNAL	DECEMBER/KIDS SCOOP-FFSP	379.00
DAILY JOURNAL	FEBRUARY PROGRESS MAGAZINE	429.00
DAILY JOURNAL	FEBRUARY/KIDS SCOOP-FFSP	108.00
DAILY JOURNAL	JANUARY/KIDS SCOOP-FFSP	108.00
	F U N D T O T A L	2,690.14

Fergus Falls Convention and Visitor's Bureau, Inc.

FERGUS FALLS CONVENTION &	JAN 2024 LODGING TAX	8,527.71-
FERGUS FALLS CONVENTION &	JAN 2024 LODGING TAX ADMIN	255.83
OTTER TAIL LAKES COUNTRY ASSN	2024 COLLABORATIVE MEMBERSHIP	3,000.00
OTTER TAIL LAKES COUNTRY ASSN	2024 1/4PAGE AD IN 2024 GUIDE	540.00
OTTER COVE CHILDREN'S	2024 SPONSORSHIP	1,000.00
S&G DISTRIBUTING	DELIVER 2024 GUIDES-20 SITES	391.00
	F U N D T O T A L	3,340.88-

T O T A L A L L F U N D S 1,257,677.67

BE IT FURTHER RESOLVED, THAT THE CITY ADMINISTRATOR BE, AND HE HEREBY IS AUTHORIZED AND DIRECTED TO DRAW WARRANTS FOR THE ABOVE CLAIMS FROM THE RESPECTIVE FUNDS AS HEREIN INDICATED, AND THAT THE MAYOR AND CITY ADMINISTRATOR BE, AND THEY HEREBY ARE, AUTHORIZED TO EXECUTE AND DELIVER SUCH WARRANTS.

THE ABOVE AND FOREGOING RESOLUTION WAS OFFERED AT A REGULAR MEETING OF THE CITY COUNCIL HELD ON THE 01 DAY OF APRIL BY ALDERMAN WHO MOVED ITS ADOPTION, WAS SECONDED BY ALDERMAN AND ADOPTED BY THE FOLLOWING VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

WHEREUPON THE ABOVE RESOLUTION WAS DULY DECLARED ADOPTED.

ATTEST:

APPROVED:

CITY ADMINISTRATOR

MAYOR

4/01/2024

R E S O L U T I O N R E C O R D

COMMISSIONER OF REVENUE	83,767.63
STATE OF MINNESOTA DEPARTMENT	100.00
MN DEPARTMENT OF HEALTH	12,315.00
OTTER TAIL COUNTY HIGHWAY DEPT	39,821.86
OTTER TAIL COUNTY TREASURER	79,168.99
ADMINISTRATOR'S CONTINGENCY FD	1,033.12
THE AMERICAN BOTTLING COMPANY	275.34
ARAMARK	234.19
AMERICAN TEST CENTER	3,695.00
SEAN ANDERSON	468.00
ARTISAN BEER COMPANY	1,396.37
ASLIS	444.00
AUTO VALUE - FERGUS FALLS	2,278.48
BAKER & TAYLOR INC	4,848.95
BELLBOY CORPORATION	10,164.91
BERTS TRUCK EQUIPMENT OF MHD	3,526.00
BEVERAGE WHOLESALERS INC	48,779.51
BIG AXX LLC	130.75
BJORN'S HEATING & AIR COND INC	484.97
BCBS OF MN & BLUE PLUS	1,564.53
BOLTON & MENK INC	2,628.50
BRANDON COMMUNICATIONS, INC.	181.46
BRAUN VENDING INC	49.00
BREAKTHRU BEVERAGE MINNESOTA	17,761.17
JOEL CARLSON INC.	2,285.00
CAYAN	160.74
A CENTER FOR THE ARTS	1,875.00
CHARTER COMMUNICATIONS	94.41
CINCINNATI INSURANCE COMPANY	75.00
CLIMATE CONTROL INC	337.50
VIKING COCA-COLA BOTTLING CO	919.49
CODE 4 SERVICES INC	21,378.62
COOPERS TECHNOLOGY GROUP	3.88
D-S BEVERAGES, INC.	25,661.01
DACOTAH PAPER CO	1,023.75
DAILY JOURNAL	2,070.96
WASTE MANAGEMENT	2,017.50
ENVIRONMENTAL EQUIP & SERVICES	183.50
ESULTANTS WEB SERVICES	4,800.00
FARGO FREIGHTLINER	785.22
JOHN DEERE FINANCIAL	69.55
FASTENAL COMPANY	1,304.30
FERGUSON WATERWORKS #1657	1,760.14
NAPA AUTO PARTS - FERGUS FALLS	160.05
GOODIN COMPANY	1,127.98
GRAINGER INC	320.16
GRAND FORKS FIRE EQUIPMENT LLC	96.34

4/01/2024

R E S O L U T I O N R E C O R D

GRAYMONT (WI) LLC	9,198.65
GREAT PLAINS NATURAL GAS CO	5,751.22
HAWKINS INC	70.00
HIGH POINT NETWORKS LLC	3,995.00
THE HOME CITY ICE COMPANY	94.56
HOME DEPOT CREDIT SERVICES	893.25
HOOPLA	1,079.61
HUMANA INSURANCE CO	29.03
ISD #544	30,393.17
INTERSTATE BATTERY SYSTEM	139.95
INTERSTATE ENGINEERING INC.	14,473.31
INTERSTATE POWER SYSTEMS INC	2,274.58
JR OIL CO	90.00
JOHNSON BROTHERS LIQUOR CO	7,302.84
CHRIS JOHNSON	125.00
JOHNSON CONTROLS FIRE	1,183.19
JUNKYARD BREWING COMPANY LLC	426.00
LAKE REGION HEALTHCARE CORP	508.50
LAKES COUNTRY SERVICE COOP	70.00
LAKEWAY EXPRESS LLC	66.37
LEADERS DISTRIBUTING	523.40
LOCATORS & SUPPLIES INC	589.82
VICTOR LUNDEEN COMPANY	104.71
MACQUEEN EQUIPMENT INC	15,716.23
MARCO TECHNOLOGIES LLC	386.06
MAXAIR, LLC	1,226.58
MCCABE ROOFING LLC	1,682.00
MCMASTER-CARR SUPPLY CO	62.16
MEDTOX LABORATORIES INC	133.60
METRO SALES, INC	262.97
MIDWEST FLO CAL LLC	775.50
MIDWEST TAPE EXCHANGE	80.21
MN COUNCIL OF AIRPORTS	150.00
MINNKOTA ENVIROSERVICES INC	41.30
MOBOTREX INC	513.00
MOORE ENGINEERING INC	862.84
MOTION INDUSTRIES INC	3,387.36
MOTOROLA SOLUTIONS INC	17,947.14
MUSCO SPORTS LIGHTING LLC	535,197.00
NARDINI FIRE EQUIPMENT CO INC	219.81
NELSON COLLISION CENTER	6,371.79
TONY NEVILLE	1,450.00
NORTHWEST TIRE INC	136.47
NYCKLEMOE & ELLIG, P.A.	7,450.00
OLSON OIL COMPANY INC	22,283.91
OLYMPIC SALES INC	757.48
OTTER TAIL LAKES COUNTRY ASSN	5,440.00

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R E S O L U T I O N R E C O R D

OTTER COVE CHILDREN'S	1,000.00
OTTER TAIL CO. HISTORICAL SOC.	2,875.00
OTTER TAIL POWER COMPANY	479.09
OTTER TAIL TELCOM	894.85
PATCHIN MESSNER DODD & BRUMM	10,000.00
PEMBERTON LAW, P.L.L.P.	7,042.00
PEPSI BEVERAGE COMPANY	572.05
PERRIN MOBILE MEDICAL SERVICES	180.00
PHILLIPS WINE & SPIRITS CO	8,286.05
PIGEON CONSULTING LLC	1,000.00
POLICE DEPT CONTINGENCY FUND	770.08
POLICE DEPT PETTY CASH	14.51
POSTAGE BY PHONE	3,000.00
U.S. POSTMASTER	9,000.00
PREFERRED CONTROLS INC	4,238.30
PRODUCTIVE ALTERNATIVES INC.	12,500.00
PUBLIC UTILITIES DEPARTMENT	7,683.79
RMB ENVIRONMENTAL LABORATORIES	1,004.04
S&G DISTRIBUTING	391.00
SANITATION PRODUCTS INC	1,409.59
SETCOM CORPORATION	10,777.58
SOUTHERN GLAZER'S OF MN	19,135.23
SPEE*DEE DELIVERY SERVICE INC	71.69
STELLA'S FF LLC	4,232.35
SUMMIT COMPANIES	244.10
SWANSTON EQUIPMENT CO	1,391.44
TOTAL REGISTER SYSTEMS	32.21
THE TRADESMEN CONSTRUCTION INC	56,050.00
UGSTAD PLUMBING INC	125.00
USABLE LIFE	83.60
VERIZON WIRELESS	2,155.69
VIKING LIBRARY SYSTEM	1,029.60
WALLWORK TRUCK CENTER F.F.	706.04
E H WACHS COMPANY	561.52
WEX	3,081.02
THE WILSON BOHANNAN COMPANY	17.85

TOTAL OTHER GOVERNMENT 215,173.48

TOTAL OTHER VENDORS 1,042,504.19

TOTAL ALL VENDORS 1,257,677.67

4/01/2024

R E S O L U T I O N R E C O R D

Council Action Recommendation

Page 1 of 1

Meeting Date: April 1, 2024

Subject: Community Arena Air Conditioning.

Recommendation: Approve Air Conditioning purchase and installation at the Community Arena.

Background/Key Points:

- With year round ice and other uses of the Community Arena in the summer months, it has become apparent air conditioning is necessary to prevent indoor air quality and building degradation.
- Portions of the building had previously been conditioned by the chiller system, a connection to that system was not re-established after the school was separated from the arena. That will also be looked at as an additional project.

Budgetary Impact:

- This work will be done as 2 separate projects, each costing \$56,301.00.
- Each project serves a different area of the building and will be installed in different air handling units.

****Update:** It was realized that equipment that would not be available until August was quoted. Equipment that is available now is configured differently and is more expensive. The contractor has agreed to cover half of the \$7,200 increase.

Originating Department: Public Works/Community Arena

Respectfully Submitted: Len Taylor, Public Works Dir.

Attachments: