



## City of Fergus Falls Committee of the Whole Agenda

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March 31, 2021

7:00 am

City Council Chambers

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Due to the COVID-19 pandemic, some or all members of the Fergus Falls City Council, will participate in the March 31, 2021 Committee of the Whole meeting via zoom or telephone rather than by being personally present at the regular meeting place at 112 W Washington Avenue.

Members of the public can monitor the council meeting by logging into zoom

<https://us02web.zoom.us/j/6667456876>

Meeting ID: 666 745 6876

Members of the public can also use the call in number of 312 626 6799

After the meeting has concluded, it can also be accessed through the city's You Tube channel

<https://www.youtube.com/channel/UCDF-uPf-xwIfdqZURg578DA>

A. Call to Order

B. Roll Call

C. Discussion Items

1. Heritage Preservation Commission's 2021 goals
2. YMCA Lifeguard Services  
Len Taylor  
**Requested Action:** Recommendation to the council to enter into the 2021 lifeguard services contract with the Fergus Falls YMCA
3. Otter Tail Watershed Restoration and Protection Strategies (WRAPS) Update
4. Inter Fund Loan  
Len Taylor  
**Requested Action:** Recommendation to the council to approve an inter fund loan from the Equipment Fund to the Pebble Lake Golf Course
5. Fee Schedule Amendment  
Bill Sonmor  
**Requested Action:** Recommendation to the council to amend the 2021 fee schedule for Tax Increment Financing

6. Highland Avenue Vacation Request  
Brian Yavarow  
**Requested Action:** Recommendation to the council accepting a vacation petition for Highland Avenue and setting a public hearing date for April 19, 2021
  
7. Pioneer Road  
Brian Yavarow  
**Requested Action:** Recommendation to the council authorizing the City Attorney and City Engineer to execute the necessary documents to acquire Parcel No. 71003500195007 (Pioneer Road) in the amount of \$30,000.00
  
8. PI 6077: 2021 Sidewalk/Driveway Program  
Brian Yavarow  
**Requested Action:** Recommendation to the council initiating PI 6077, the 2021 sidewalk/driveway projects and approving the 2021 sidewalk assessment rates
  
9. PI 5955 Whitford/Bancroft Improvement Project  
Brian Yavarow  
**Requested Action:** Recommendation to the council accepting the Preliminary Engineering Report for PI 5955 and setting the preliminary project hearing for April 19, 2021
  
10. Historic Property Designations  
Klara Beck  
**Requested Action:** Recommendation to the council designating the Victor Lundeen Company Building, located at 126 W Lincoln Avenue and the Northern Pacific Depot, located at 423 S Cascade Street as locally designated landmarks and setting a public hearing for April 19, 2021
  
11. United Prairie Request for Property  
Klara Beck  
**Requested Action:** Recommendation to the council to authorize city staff and the City Attorney to negotiate a lease with United Prairie Foundation for city owned property on Western Avenue, requesting United Prairie pay property tax on site

D. Additional Agenda Items

E. Announcements

- |         |  |
|---------|--|
| April 2 | Most city offices and facilities closed for observance of Good Friday<br>Garbage and recycling normally picked up on Friday is moved to Thursday April 1. Thursday pickup is moved to Wednesday March 31 |
| April 5 | 5:30 pm City Council Meeting   |

Adjourn



# 2021 Priorities

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**March 25, 2021**

The following tasks were identified as top priorities for the Fergus Falls Heritage Preservation Commission in the year 2021. This list was compiled during the commission's Feb. 3, 2021 meeting. Present were commissioners Tom Hintgen, Gordon Hydukovich, Ed Strand, Lois Josefson, Craig Gantner (ex-officio), R.C. Drews, and staff liaisons Klara Beck and Jill Hanson.

Those priorities are as follows:

- 1) Finalize historic designations of Victor Lundeen Company building and Northern Pacific Railroad Depot.
- 2) Pursue further historic designations, which could include WPA stonework in addition to historic businesses and residences.
- 3) Provide an update to the City Council on HPC activities and keep that entity better informed of projects throughout the year.
- 4) Engage with the MN State Historic Preservation Office toward a Historic District designation for downtown Fergus Falls.
- 5) Identify means by which repairs could be accomplished on historic WPA stonework sites, such as the walls surrounding the Pebble Lake Golf Course or work at Roosevelt Park.
- 6) Develop plans or programs for enhanced community awareness and reasonable preservation/restoration of the Broken Down Dam site.
- 7) Identify possible projects for the preservation/registration of the Edward Grussendorf home at 212 E. Alcott Ave.
- 8) Work with the Fergus Falls Public Arts Commission regarding the restoration of the George B. Wright statue along Union Ave.
- 9) Recommend design criteria for new construction and development projects in downtown Fergus Falls.



## Council Action Recommendation

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Page 1 of 1

**Meeting Date:** 3-31-21

**Subject:** Pebble Beach Lifeguards

**Recommendation:** Approve a contract with the Fergus Falls YMCA to provide lifeguard services at Pebble Beach for the 2021 season.

**Background/Key Points:** The Fergus YMCA has provided the lifeguard service at Pebble Beach since 2008 (with a break in 2020 due to C-19) and they have agreed to provide the service once again for the 2021 season. The beach will be open on June 13<sup>th</sup> and be open each day from 1:30-5:30 (weather permitting) until August 21st.

**Budgetary Impact:** The \$25,000 cost for this service will be the same as it was in 2019, and will be payable in 3 equal installments.

**Originating Department:** Public Works

**Respectfully Submitted:** Len Taylor (Parks and Rec. div.)

**Attachments:** 2021 agreement

LIFEGUARD SERVICES CONTRACT  
AT PEBBLE BEACH

This contract is made and entered into by and between the City of Fergus Falls, Minnesota, hereinafter referred to as "City" and the Fergus Falls Area YMCA of Fergus Falls, Minnesota, hereinafter referred to as the "YMCA".

WHEREAS, it is appropriate that the following contract be entered into for the safety and convenience of the general public in the use and enjoyment of the Pebble Lake Beach located in the City of Fergus Falls, Minnesota and it is mutually agreed by and between the parties as follows:

- 1. Description of Premises:** The city for and in consideration of the agreements hereinafter stated, grants to the YMCA, for purposes stated herein, the right, privilege and duty to provide lifeguarding services to the City of Fergus Falls at Pebble Lake Beach, hereafter referred to as "beach".
- 2. Term:** The term of this contract will be a period commencing on June 12, 2021 through August 21, 2021.

The YMCA shall provide lifeguard services between the above dates from the hours of 1:30 pm until 5:30 pm. It being the intent of the parties that there shall be no days excluded from having lifeguard supervision at the above beach, however the parties agree that in the discretion of the YMCA Aquatic Director, the YMCA shall not provide lifeguarding services when weather, water level or any other unforeseen situation becomes a safety concern for the public utilizing the beach and the staff of the YMCA. If the YMCA in its discretion decides not to provide lifeguarding services based upon the above conditions, the YMCA shall have the obligation of providing adequate posting on the premises to ensure the public fully understands lifeguarding services would not be offered for that particular day. Any signage so placed by the YMCA shall also include a warning to the public that lifeguarding services are not being provided and that the public use of the beach is at their own risk.

- 3. Compensation:** In exchange for providing lifeguarding services, the YMCA shall be paid the total sum of \$25,000 payable in three monthly installments, with the first installment being due and payable on or before June 15, 2020, the second installment due and payable on or before July 15, 2020 and the final installment due and payable on or before August 15, 2020. This agreement supports the YMCA's Aquatics Department by driving investment into our lifeguard training and certification processes. Some of that investment actually comes back to the Community Education Department as the YMCA partners with Community Education to offer Lifeguard Certification classes.
- 4. Docks, Equipment, Maintenance and Telephone:** The city shall be responsible for maintaining, installing and removing any docks or any other equipment at the beach. The City of Fergus Falls shall also provide cleanup of the waterfront area to ensure there is no debris or other materials that may be harmful or cause harm to the public. The city will also maintain the restrooms and garbage on site. The city shall provide and equip the beach with standard rescue equipment. Said equipment shall be generally accepted as appropriate and necessary rescue equipment together with a working telephone in close proximity to the beach. The YMCA shall furnish a fully stocked first aid kit and lifeguard fanny packs complete with

rescue masks and additional first aid supplies. Lifeguard staff must carry a cell phone in the event of an emergency. The city shall furnish a charged AED and megaphone.

5. **Right to Terminate:** The YMCA agrees that the city shall retain the right to permanently close the beach if the city determines lifeguarding services are being provided by the YMCA are inadequate or, if because of natural disasters, high water or for other unknown reasons, it becomes necessary to close the beach on either a temporary or permanent basis. In the event the city chooses to close the beach on a permanent basis for the year, the city shall notify the YMCA, in writing, to close the beach and cancel the contract. In that event, all payments due under the terms of this contract shall be pro-rated and paid directly to the YMCA up until the date of the Notice of Termination. Any remaining portion of payments under the terms of this contract shall not require to be paid by the city to the YMCA.
6. **Insurance:** The YMCA shall provide and maintain in force throughout the term of this contract, the following insurance:
  - a. General liability insurance which shall not be in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage combined.
  - b. Worker's Compensation insurance in an amount and form to meet all applicable requirements of the labor code of the State of Minnesota.

In the event of destruction, loss or damage by fire or other casualty of any of the city owned buildings, improvements or fixtures located at the beach and the city determines it to be essential to the continued operation of this contract and which cannot be repaired reasonably within fifteen (15) days, the city, may at its option, terminate this contract. A decision by the city to terminate this contract shall be communicated in writing to the YMCA as soon as practical. If the contract is so terminated, the payments to the YMCA shall be in amounts as set forth above.

Each policy of liability insurance shall contain additional named insured endorsements in the name of the City of Fergus Falls.

7. **Indemnification:** The YMCA agrees to defend and indemnify the city for all claims arising out of any act or omission of the YMCA or any other entity acting on the YMCA's behalf. The city agrees to defend and indemnify the YMCA for any claims arising out of any act or omission of the city or any employee acting on the city's behalf as it relates to the terms of this contract and lifeguarding services being provided to the city.

The YMCA agrees to further follow all state laws or rules regarding lifeguards, licensing of lifeguards and agrees lifeguards will have current certification.

8. **Minimum Hours and Lifeguards Provided:** The YMCA agrees that it shall have the duties and responsibilities to provide lifeguards during the hours of service identified above unless the beach is closed for reasons identified above. Further, the YMCA agrees that it shall maintain a minimum of 2 lifeguards on duty at the premises, during the hours of service identified above. Further, the YMCA agrees that it shall maintain a minimum of 2 lifeguards on duty at the premises providing lifeguarding services during the term of this contract

The lifeguards will minimally clean the beach area for a period of up to 30 minutes per day. The lifeguards will also monitor and support restroom cleanliness.

The YMCA shall comply with all applicable laws, rules, regulations and orders existing during the terms of this contract.

- 9. Non-Assignability, Modification of Contract:** Notwithstanding any of the provisions of this contract, the parties agree that they will not assign, nor modify this contract unless said modifications or assignment is expressly agree, in writing between the parties.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

CITY OF FERGUS FALLS by

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator

FERGUS FALLS YMCA by

\_\_\_\_\_  
Authorized Representative



# East Otter Tail

Soil & Water Conservation District

## Otter Tail River Watershed Restoration and Protection Strategies (WRAPS)

### What is WRAPS?

It is a culmination of 2-3 years of data collection and analysis. There are several documents that are released prior to this final report, including a stressor identification report for lakes, a stressor identification report for streams, and a monitoring and assessment report.

This report attempts to include all surface water concerns into a single document. This includes lakes and rivers. It includes pollutants like phosphorus, nitrogen, sediment, ammonia and populations of fish and bugs. Fish and bugs can be more sensitive to changes in water quality and often serve as a better indicator of issues in surface waters.

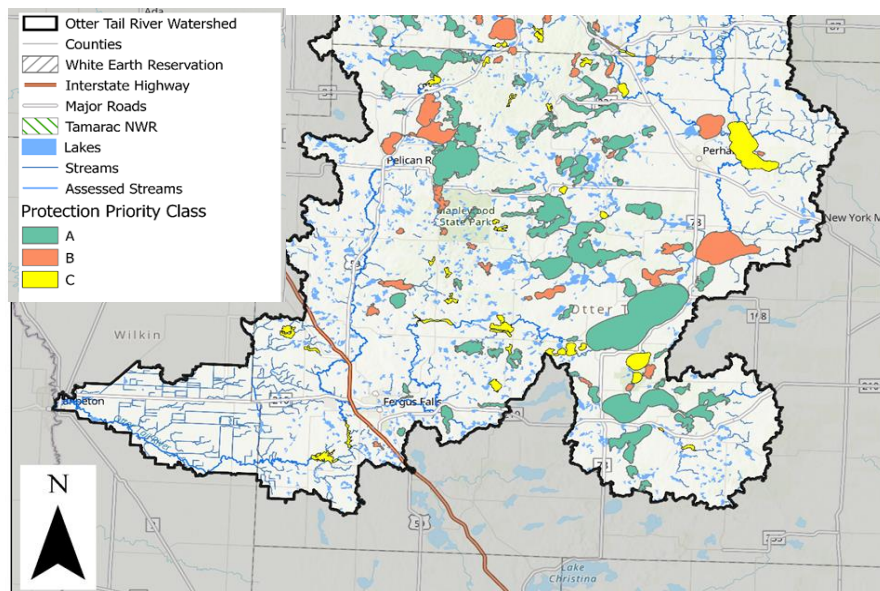
This data and report are used by water resource professionals, such as state agencies and SWCD offices, to guide their priorities and actions. This report will also be used in the One Watershed, One Plan process.

There are several types of impairments, but they can generally be broken into Aquatic Life (fish and macroinvertebrate) and Aquatic recreation (sediment, E. coli, and Phosphorus) impairments.

In Otter Tail County the following lakes are impaired: Long (near Otertail), Crooked, West Spirit, Norway, Devils, Grandrud, Johnson, Oscar, Hovland, Twin (Aquatic Recreation) and Walker, Little McDonald, Paul, Big McDonald, Anna, West Silent, Fish, Jewett (Aquatic Life).

In Otter Tail County the following streams are impaired: portions of the Otter Tail River, portions of the Pelican River, Judicial Ditch 2 (Aquatic Recreation) and portions of the Otter Tail River, portions of the Pelican River, Judicial Ditch 2 (Aquatic Life).

High Quality waterbodies in Otter Tail County most in need of protection: portions of the Otter Tail River near Fergus Falls, Otter Tail River near Elizabeth, Dead Lake, East Battle, North Lida Lake, Otter Tail Lake, Pelican Lake, Star Lake, West Battle,

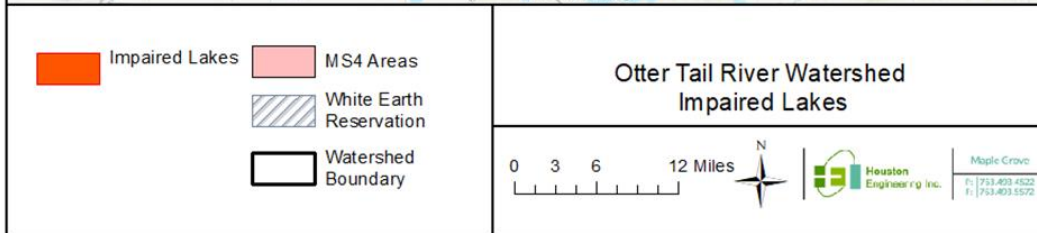
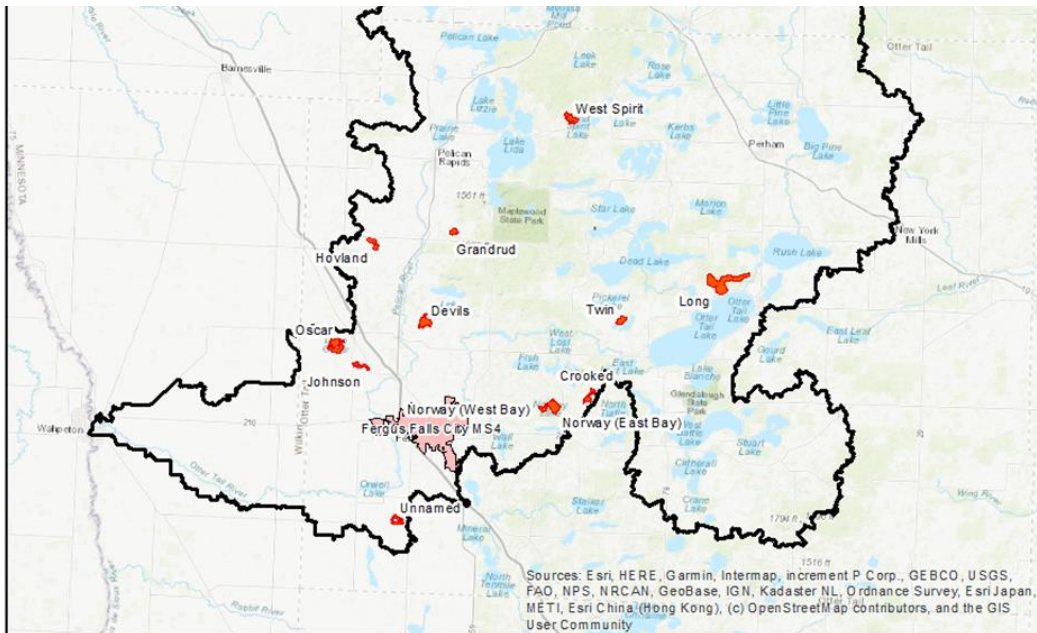
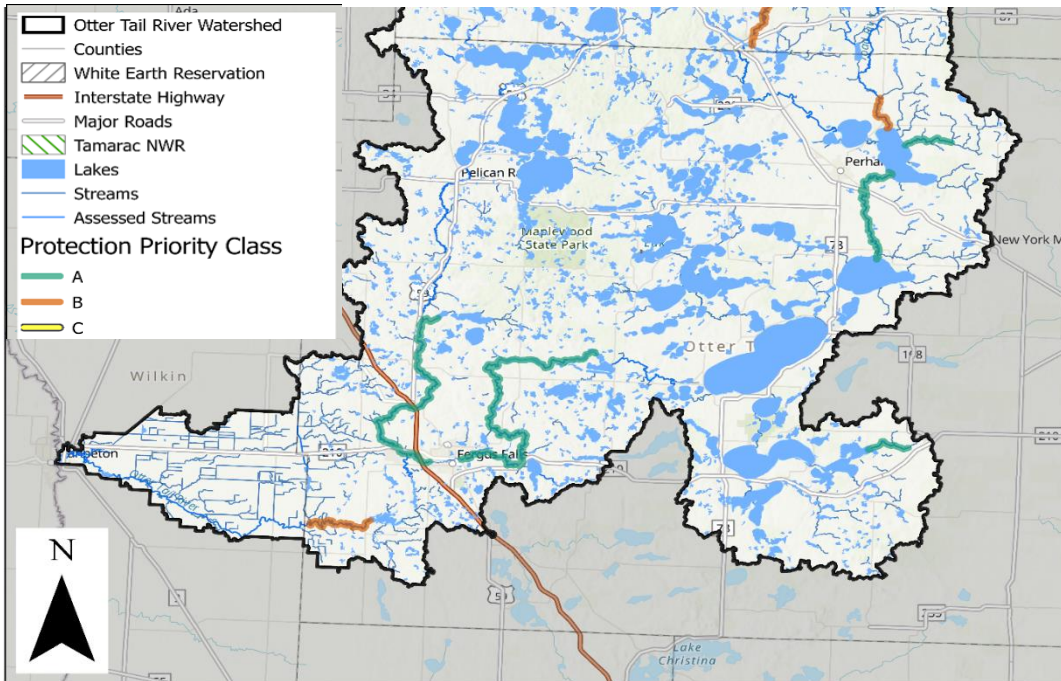






# East Otter Tail

Soil & Water Conservation District





## Council Action Recommendation

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Page 1 of 1

**Meeting Date:** 3-31-21

**Subject:** Inter-fund loan

**Recommendation:** Authorize a loan from the Equipment fund to the Park and Rec. (Golf Course) budget in the General fund.

**Background/Key Points:** The skidsteer that has been in use at the golf course is in need of repair, the cost of which exceeds its value. The course superintendent has identified a Bobcat "Toolcat" as a piece of equipment that would take the place of the skidsteer and with various attachments, be a more valuable/versatile piece of equipment for use in the operation/maintenance of the golf course.

**Budgetary Impact:** The cost of the "Toolcat" is \$71,488.10 and will be amortized over 6 years at 3% interest with one annual payment each year.

**Originating Department:** Public Works

**Respectfully Submitted:** Len Taylor

**Attachments:** Quote from Swanston Equipment, amortization schedule



# Bobcat

## Product Quotation

Quotation Number: HMM-25930v1

Date: 2021-03-19 11:38:56

Customer Name/Address:	Bobcat Delivering Dealer	<b>ORDER TO BE PLACED WITH:</b> Contract Holder/Manufacturer
<b>PEBBLE LAKE GOLF COURSE FERGUS FALLS, MN 56537</b>	<b>Bobcat of Otter Tail County, Fergus Falls, MN 3327 East Fir Avenue Fergus Falls MN 56537 Phone: 218-739-4505 Fax: 218-739-4505</b>	<b>Clark Equipment Co dba Bobcat Company 250 E Beaton Dr, PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855.608.0681 Contact: Heather Messmer Heather.Messmer@doosan.com</b>

Description	Part No	Qty	Price Ea.	Total
<b>Bobcat 5600</b>	<b>M1221</b>	<b>1</b>	<b>\$42,723.20</b>	<b>\$42,723.20</b>
Adjustable Vinyl Seats				
All-Wheel Steer				
Automatically Activated Glow Plugs				
Auxiliary Hydraulics				
<ul style="list-style-type: none"> <li>Variable Flow with dual direction detent</li> </ul>				
Beverage Holders				
Bob-Tach				
Boom Float				
Cargo Box Support				
Cruise Control				
Deluxe Operator Canopy includes:				
<ul style="list-style-type: none"> <li>Front Window, Rear Window ,</li> <li>Front Wipers, and Electrical Power Port</li> </ul>				
Lower Engine Guard				
Limited Slip Transaxle				
Engine and Hydraulic Monitor with Shutdown				
Front Work Lights				
Full-time Four-Wheel Drive				
Horsepower Management				
<ul style="list-style-type: none"> <li>Roll Over Protective Structure (ROPS) . Meets Requirements of SAE-J1040 &amp; ISO 3471</li> <li>Falling Object Protective Structure (FOPS) . Meets Requirements of SAE-J1043 &amp; ISO3449, Level I</li> </ul>				
Dome Light				
<b>Deluxe Road Package</b>	<b>M1221-P01-C01</b>	<b>1</b>	<b>\$1,857.60</b>	<b>\$1,857.60</b>
Backup Alarm				
Turn Signals				
Flashers				
Tail Lights				
Brake Lights				
Rear View Mirror				
<b>Cab Enclosure with Heater &amp; Air Conditioning</b>	<b>M1221-R02-C03</b>	<b>1</b>	<b>\$3,891.20</b>	<b>\$3,891.20</b>
High Flow Package	<b>M1221-R03-C02</b>	<b>1</b>	<b>\$1,388.80</b>	<b>\$1,388.80</b>
29 X 12.5 Turf Tires	<b>M1221-R05-C05</b>	<b>1</b>	<b>\$628.80</b>	<b>\$628.80</b>
Keyless Ignition	<b>M1221-R06-C02</b>	<b>1</b>	<b>\$268.80</b>	<b>\$268.80</b>
Heavy Duty Battery	<b>M1221-R07-C02</b>	<b>1</b>	<b>\$77.60</b>	<b>\$77.60</b>
Attachment Control	<b>M1221-R08-C02</b>	<b>1</b>	<b>\$188.80</b>	<b>\$188.80</b>
Power Bob-Tach	<b>M1221-R12-C02</b>	<b>1</b>	<b>\$879.20</b>	<b>\$879.20</b>
Radio Option	<b>M1221-R15-C02</b>	<b>1</b>	<b>\$426.40</b>	<b>\$426.40</b>
Traction Control	<b>M1221-R16-C02</b>	<b>1</b>	<b>\$436.00</b>	<b>\$436.00</b>
Engine Block Heater	<b>M1221-A01-C02</b>	<b>1</b>	<b>\$104.00</b>	<b>\$104.00</b>
<b>Hydraulic Dump Box</b>				
<b>Instrumentation:</b>				
<ul style="list-style-type: none"> <li>Hour meter, Job Hours, Speedometer,</li> <li>Tachometer, Fuel Gauge, Engine</li> <li>Temperature Gauge, and Warning Lights</li> </ul>				
Joystick, Manually Controlled with Lift Arm Float				
Lift Arm Support				
Parking Brake, automatic				
Power Steering with Tilt Steering Wheel				
Radiator Screen				
Rear Receiver Hitch				
Seat Belts, Shoulder Harness				
Spark Arrestor Muffler				
Suspension, 4-wheel independent				
Tires: 27 x 10.5-15 (8 ply), Lug Tread				
Toolcat Interlock Control System (TICS)				
Two-Speed Transmission				
Machine Warranty: 12 Months, unlimited hours				
Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty				
<b>Side Mirrors</b>				
<b>Horn</b>				
<b>Lower Engine Guard</b>				
<b>Rear Work Lights</b>				
<b>Headlights</b>				

Interior Trim	M1221-A01-C05	1	\$164.00	\$164.00
68" Heavy Duty Bucket	7272679	1	\$786.60	\$786.60
--- Bolt-On Cutting Edge, 68"	6718006	1	\$228.00	\$228.00
SB200 Snowblower - 72" Width	M7003	1	\$3,798.48	\$3,798.48
--- 9.6 Hyd Motor Package (25 - 31 gpm)	M7003-R01-C04	1	\$955.32	\$955.32
Soil Conditioner, 72-in. Hydraulic Angle and Depth for High Flow machines	7135944	1	\$7,359.84	\$7,359.84
--- Attachment Control, 7 Pin (5600 D-Series, 5610)	7133350	1	\$365.33	\$365.33

<b>Total of Items Quoted</b>	<b>\$66,527.97</b>
<b>Dealer Assembly Charges</b>	<b>\$50.00</b>
<b>Quote Total - US dollars</b>	<b>\$66,577.97</b>
Tax Rate: 7.375%	\$4,910.13
<b>Quote Total</b>	<b>\$71,488.10</b>

Notes:

*\*Prices per the Minnesota Contract# - E-110(5)*  
*\*Must be a Coop Member to purchase off contract*  
*\*Terms Net 60 Days. Credit cards accepted.*  
*\*FOB Destination within the 48 Contiguous States.*  
*\*Delivery: 60 to 90 days from ARO.*  
*\*State Sales Taxes apply. Tax Exempt Certificate required with all purchases*  
*\*TID# 38-0425350*  
***\*ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales,  
250 E. Beaton Drive, West Fargo, ND 58078.***

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

**ORDER ACCEPTED BY:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATED

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
PURCHASE ORDER #

SHIP TO ADDRESS: \_\_\_\_\_

BILL TO ADDRESS (if different than Ship To): \_\_\_\_\_



3/25/21

AMORTIZATION SCHEDULE

GOLF COURSE - TOOL CAT

ANNUAL INTEREST RATE 3.0000 % PERIODS/YEAR 1 RATE/PERIOD 3.0000000 %  
NUMBER OF PERIODS 6.00  
PRINCIPAL AMOUNT 71,488.10  
PERIODIC PAYMENT 13,196.53

PERIOD	PRINCIPAL	INTEREST	PRINCIPAL BALANCE	CUMULATIVE PRINCIPAL	CUMULATIVE INTEREST	TOTAL PAID
1	11051.89	2144.64	60,436.21	11,051.89	2,144.64	13,196.53
2	11383.44	1813.09	49,052.77	22,435.33	3,957.73	26,393.06
3	11724.95	1471.58	37,327.82	34,160.28	5,429.31	39,589.59
4	12076.70	1119.83	25,251.12	46,236.98	6,549.14	52,786.12
5	12438.99	757.54	12,812.13	58,675.97	7,306.68	65,982.65
6	12812.13	384.36	0.00	71,488.10	7,691.04	79,179.14

FINAL PAYMENT IS \$13,196.49



# Council Action Recommendation

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Page 1 of 1

**Meeting Date:** March 31, 2021

**Subject:** 2021 Fee Schedule Adjustment – Tax Increment Financing

**Recommendation:** Please adjust the Tax Increment Financing (TIF) fees as follows:

	<u>Current</u>	<u>Proposed</u>
TIF Administration Fee	\$ 1,500	\$ 2,000
TIF Plan Escrow	10,000	15,000

**Background/Key Points:**

The City charges an administration fee to a proposed developer requesting tax increment financing. The fee helps compensate for the time City staff spends researching the potential district. The City also receives escrow funds for funding all costs associated with establishing a TIF District (TIF Consultant, Legal Fees, and Publishing etc.)

The City has been experiencing higher costs when establishing TIF Districts and has been requesting additional funds from developers.

I am recommending the City Council approve an increase to the fee and escrow amounts to more accurately reflect the costs of TIF District establishment.

**Budgetary Impact:** The requested changes are necessary to compensate the City for costs associated with establishing TIF districts.

**Originating Department:** Finance

**Respectfully Submitted:** Bill Sonmor, Finance Director

**Attachments:**

Page 4 from the 2021 Fee Schedule

## PLANNING AND ZONING

### ADULT USE PERMITS

Adult Use Accessory License	\$100.00
Adult Use Primary License	\$500.00
Adult Use Investigation Fee	\$400.00

### ANNEXATION

Annexation Petition	\$500.00
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### CONDITIONAL USE PERMITS

Residential	\$350.00
Commercial	\$650.00
Planned Unit of Development (PUD)	\$350.00
After the Fact Conditional Use Permit	\$750.00
Interim Use Permit	\$200.00
Home Occupation Permit	\$ 50.00

### PLAT

Preliminary or Final - Residential	\$500.00 plus \$30.00 per lot
Preliminary or Final - Commercial	\$600.00 plus \$50.00 per lot

### TAX INCREMENT AND ABATEMENT

Tax Increment Financing	<del>\$1,500.00</del> <b>\$2,000</b> plus <del>\$10,000</del> <b>\$15,000</b> escrow
Tax Abatement	\$1,500.00 plus \$7,500 escrow

### VARIANCE

Residential	\$350.00
Commercial	\$650.00

### ZONING LETTER

\$50.00

### OTHER

Revolving Loan Funds	1-2% of loan amount
Rezoning	\$500.00
Right of Way/Vacation	\$500.00

### LAND ALTERATION

Land Alteration	\$50.00
Shoreline Alteration	\$20.00
Solar Power Systems	
Fee based off the building permit fee schedule	
Towers/Antenna Fee	
Fee based off the building permit fee schedule	
Change-outs and Alterations	\$15.00
Wind Energy Conversion System (WECS )	
Fee based off the building permit fee schedule	
Inspection when no city permit is issued (after the fact) (Minimum 1/2 hour)	\$65.00 per hour



## Council Action Recommendation

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Page 1 of 2

**Meeting Date:**

March 31, 2021 – Committee of the Whole  
April 5, 2021 – City Council

**Subject:**

Vacation Petition – North/South Highland Avenue R/W Highland Avenue from Main Street to North Terminus

**Recommendation:**

- Accept the Highland Avenue Vacation petition
- Set the Public Hearing date for April 19, 2021 City Council meeting

**Background/Key Points:**

City staff has received a “Vacation” petition for the above referenced platted right of way. Please refer to the attached petition and exhibit for additional information.

The original Guttenberg Addition plat is believed to be recorded in 1881. The owner of platted Lots 10 thru 23 is requesting the vacation of Highland Avenue. Highland Avenue is dedicated R/W located between Lots 10 - 13 and Lots 14 - 23. To date, this specific area has not been developed. If acceptable, the procedural steps moving forward are:

- A Public Hearing on the vacation is requested for scheduled for the April 19, 2021 City Council meeting (5:30 p.m.).
- A Notice of the Hearing will be mailed to all owners of property adjacent to Highland Avenue and the local Public Utility Companies.
- After receiving comments at the Public Hearing, the City Council will decide whether or not to proceed with the “Vacation”.
- If approved, City staff will prepare the necessary “Ordinance” for introduction and first reading at a City Council meeting.
- A second reading is required at a separate City Council meeting before the City Council votes on the “Vacation” Ordinance.
- If approved by the vote, the “Vacation” Ordinance must then be published in the local newspaper. Fifteen days after the date of “Publication” the “Vacation Ordinance” becomes effective.
- The City then has the “Vacation Ordinance” recorded in the County’s property records.

**Budgetary Impact:**

The vacation process and publications is funded by the \$500.00 application fee that has been received.



**Originating Department:**

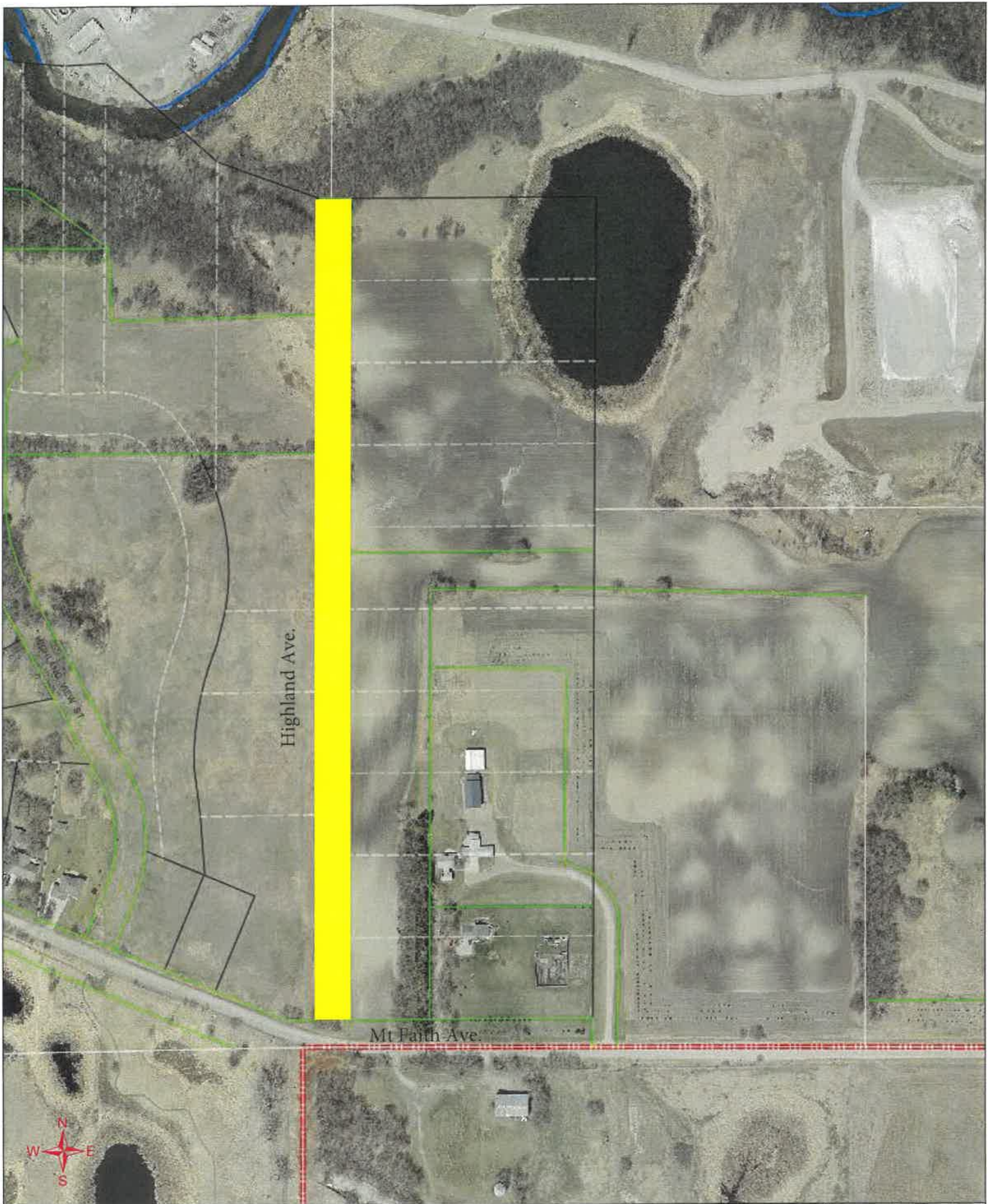
Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. – City Engineer

**Attachments:**

Vacation Petition – North/South Highland Avenue R/W Guttenberg Addition



Highland Ave.

Mt Faith Ave.



Vacation Highland Ave.  
Mt. Faith Ave. to North Terminus

This map has been compiled from information on file at the City of Fergus Falls Engineering Department. The City of Fergus Falls makes no representation and assumes no liability for errors, omissions, or inaccuracies contained on this map. This map should not be used for boundary survey information.

STATE OF MINNESOTA

COUNTY OF OTTER TAIL

JoAnn M. Thompson (Petitioner), being first  
duly sworn on oath says that he or she is one of the petitioners who  
signed the foregoing petition and that he or she circulated the petition  
and personally states that the signatures on this petition, which appear  
on page one, were made in his or her presence and that he or she  
personally knows that each who signed the petition is, in fact, a petitioner  
and that person signing the same was shown the petition and given an  
opportunity to read the contents thereof, and that affiant has read the  
foregoing petition and knows the contents thereof, and that the same  
is true of his own knowledge except as to matters therein stated on  
information and belief and as to those matters, he believes it to be true.

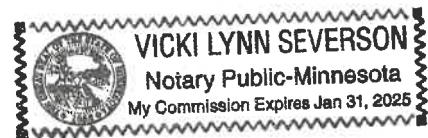
JoAnn M. Thompson (Petitioner Signature)

Subscribed and sworn to before me

this 18<sup>th</sup> day of March, 2021

Vicki Lynn Severson (Notary Signature)

My commission expires Jan. 31, 2021



**PETITION FOR VACATION OF PUBLIC GROUNDS OR STREETS**

The UNDERSIGNED, being a majority of the owners of property abutting on the proposed vacation of public grounds or streets as described below and shown on the attached plat, and whose names, residences, and descriptions of the real estate are respectively as follows:

**PETITIONER/PETITIONERS MUST INCLUDE \$500.00 PAYMENT ALONG WITH PETITION TO COVER COSTS INCURRED BY THE CITY.**

<b>NAME</b>	<b>RESIDENCE, STREET NO.</b>	<b>CITY</b>
=====	=====	=====
_____ Otter Tail Power Company _____	_____ 215 S Cascade St. _____	_____ Fergus Falls _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

DO HEREBY PETITION the Council of the City of Fergus Falls, Minnesota, to vacate:

The platted North-South Highland Ave. Right of Way GUTTENBERG ADDITION to the City of Fergus Falls From Mt Faith Ave to North Terminus .

FOR THE FOLLOWING REASONS:

Said R/W is not needed for public use.

Property abutting said requested vacation is as follows:

Registered Owner	Part Lot	Lot	Blk.	Frontages
Otter Tail Corporation	GUTTENBERG ADDITION	10 thru 23		



## 2021 Parcel Report

Parcel Number: 71002990610904

### General Information

OWNER NAME: OTTER TAIL POWER CO  
TAXPAYER ID: 10506  
OWNER ADDRESS: 215 CASCADE ST S  
FERGUS FALLS MN 56537 2897

ALTERNATE TAXPAYER NAME:  
ALTERNATE TAXPAYER ADDRESS:  
PHYSICAL (E911) ADDRESS:  
PHYSICAL (E911) ADDRESS (ALTS):  
DEEDED ACRES: 0  
SECTION/TOWNSHIP/RANGE: 36 133 043  
LEGAL DESCRIPTION: Sect-36 Twp-133 Range-043 GUTTENBERG N 59.9' OF LOT 19  
& ALL LOTS 20-21-22-23

TOWNSHIP/CITY: FERGUS FALLS CITY  
SCHOOL DISTRICT: FERGUS FALLS ISD 544

### Tax Information

TAX YEAR: 2019/2020  
PROPERTY CLASSIFICATION 1:  
PROPERTY CLASSIFICATION 2:  
PROPERTY CLASSIFICATION 3:  
ESTIMATED LAND MARKET VALUE:  
ESTIMATED BUILDING MARKET VALUE:  
TOTAL ESTIMATED MARKET VALUE:  
TOTAL LIMITED MARKET VALUE:  
PROPERTY TAX:



## 2021 Parcel Report

Parcel Number: 71002990610003

### General Information

OWNER NAME: OTTER TAIL CORPORATION  
TAXPAYER ID: 137737  
OWNER ADDRESS: PO BOX 496  
FERGUS FALLS MN 56538 0496

ALTERNATE TAXPAYER NAME:  
ALTERNATE TAXPAYER ADDRESS:  
PHYSICAL (E911) ADDRESS:  
PHYSICAL (E911) ADDRESS (ALTS):  
DEEDED ACRES: 6.1  
SECTION/TOWNSHIP/RANGE: 36 133 043  
LEGAL DESCRIPTION: Sect-36 Twp-133 Range-043 GUTTENBERG 6.10 AC W 200'  
OF LOTS 14 THRU 18 & LOT 19 EX TRS

TOWNSHIP/CITY: FERGUS FALLS CITY  
SCHOOL DISTRICT: FERGUS FALLS ISD 544

### Tax Information

TAX YEAR: 2019/2020  
PROPERTY CLASSIFICATION 1:  
PROPERTY CLASSIFICATION 2:  
PROPERTY CLASSIFICATION 3:  
ESTIMATED LAND MARKET VALUE:  
ESTIMATED BUILDING MARKET VALUE:  
TOTAL ESTIMATED MARKET VALUE:  
TOTAL LIMITED MARKET VALUE:  
PROPERTY TAX:



## 2021 Parcel Report

Parcel Number: 71002990603000

### General Information

OWNER NAME: OTTER TAIL POWER CO  
TAXPAYER ID: 152271  
OWNER ADDRESS: 216 CASCADE ST S  
FERGUS FALLS MN 56537 2802

ALTERNATE TAXPAYER NAME:  
ALTERNATE TAXPAYER ADDRESS:  
PHYSICAL (E911) ADDRESS:  
PHYSICAL (E911) ADDRESS (ALTS):  
DEEDED ACRES: 7.72  
SECTION/TOWNSHIP/RANGE: 36 133 043  
LEGAL DESCRIPTION: Sect-36 Twp-133 Range-043 GUTTENBERG 7.72 AC EX TR TO  
BISHOP LOT 9 & 10 & LOTS 11, 12 & 13 EX PT PLATTED

TOWNSHIP/CITY: FERGUS FALLS CITY  
SCHOOL DISTRICT: FERGUS FALLS ISD 544

### Tax Information

TAX YEAR: 2019/2020  
PROPERTY CLASSIFICATION 1:  
PROPERTY CLASSIFICATION 2:  
PROPERTY CLASSIFICATION 3:  
ESTIMATED LAND MARKET VALUE:  
ESTIMATED BUILDING MARKET VALUE:  
TOTAL ESTIMATED MARKET VALUE:  
TOTAL LIMITED MARKET VALUE:  
PROPERTY TAX:





## 2021 Parcel Report

Parcel Number: 71002990602000

### General Information

OWNER NAME: OTTER TAIL POWER CO  
TAXPAYER ID: 152271  
OWNER ADDRESS: 216 CASCADE ST S  
FERGUS FALLS MN 56537 2802

ALTERNATE TAXPAYER NAME:  
ALTERNATE TAXPAYER ADDRESS:  
PHYSICAL (E911) ADDRESS:  
PHYSICAL (E911) ADDRESS (ALTS):  
DEEDED ACRES: 6.98  
SECTION/TOWNSHIP/RANGE: 36 133 043  
LEGAL DESCRIPTION: Sect-36 Twp-133 Range-043 GUTTENBERG 6.98 AC PT LOTS  
1 THRU 10 & RES 1: BEG 394' N OF SE COR LOT 10 W 1267',  
NLY 35.4', E 229' N 465.8' E 523' S 176.3' E 535.5' S 339' W 28'  
TO BG EX PT PLATTED  
TOWNSHIP/CITY: FERGUS FALLS CITY  
SCHOOL DISTRICT: FERGUS FALLS ISD 544

### Tax Information

TAX YEAR: 2019/2020  
PROPERTY CLASSIFICATION 1:  
PROPERTY CLASSIFICATION 2:  
PROPERTY CLASSIFICATION 3:  
ESTIMATED LAND MARKET VALUE:  
ESTIMATED BUILDING MARKET VALUE:  
TOTAL ESTIMATED MARKET VALUE:  
TOTAL LIMITED MARKET VALUE:  
PROPERTY TAX:



## 2021 Parcel Report

Parcel Number: 71002990602901

### General Information

OWNER NAME: OTTER TAIL POWER CO  
TAXPAYER ID: 10506  
OWNER ADDRESS: 215 CASCADE ST S  
FERGUS FALLS MN 56537 2897

ALTERNATE TAXPAYER NAME:  
ALTERNATE TAXPAYER ADDRESS:  
PHYSICAL (E911) ADDRESS:  
PHYSICAL (E911) ADDRESS (ALTS):  
DEEDED ACRES: 0  
SECTION/TOWNSHIP/RANGE: 36 133 043  
LEGAL DESCRIPTION: Sect-36 Twp-133 Range-043 GUTTENBERG NLY PT OF LOTS  
1 THRU 10

TOWNSHIP/CITY: FERGUS FALLS CITY  
SCHOOL DISTRICT: FERGUS FALLS ISD 544

### Tax Information

TAX YEAR: 2019/2020  
PROPERTY CLASSIFICATION 1:  
PROPERTY CLASSIFICATION 2:  
PROPERTY CLASSIFICATION 3:  
ESTIMATED LAND MARKET VALUE:  
ESTIMATED BUILDING MARKET VALUE:  
TOTAL ESTIMATED MARKET VALUE:  
TOTAL LIMITED MARKET VALUE:  
PROPERTY TAX:



## 2021 Parcel Report

Parcel Number: 71002500126000

### General Information

OWNER NAME: OTTER TAIL POWER CO  
TAXPAYER ID: 10506  
OWNER ADDRESS: 215 CASCADE ST S  
FERGUS FALLS MN 56537 2897

ALTERNATE TAXPAYER NAME:  
ALTERNATE TAXPAYER ADDRESS:  
PHYSICAL (E911) ADDRESS: 1012 WATER PLANT RD  
PHYSICAL (E911) ADDRESS (ALTS):  
DEEDED ACRES: 41.63  
SECTION/TOWNSHIP/RANGE: 36 133 043  
LEGAL DESCRIPTION: Sect-36 Twp-133 Range-043 41.63 AC STATE SUB LOTS 1 & 3  
EX TRS, ALL OF 4 & 6 & SUB LOT 7 EX TRS & MILL  
RESERVE 2, GL 8 EX PLATTED (HOOT LAKE PLANT) & EX  
TR  
TOWNSHIP/CITY: FERGUS FALLS CITY  
SCHOOL DISTRICT: FERGUS FALLS ISD 544

### Tax Information

TAX YEAR: 2019/2020  
PROPERTY CLASSIFICATION 1:  
PROPERTY CLASSIFICATION 2:  
PROPERTY CLASSIFICATION 3:  
ESTIMATED LAND MARKET VALUE:  
ESTIMATED BUILDING MARKET VALUE:  
TOTAL ESTIMATED MARKET VALUE:  
TOTAL LIMITED MARKET VALUE:  
PROPERTY TAX:



## 2021 Parcel Report

Parcel Number: 71002500140000

### General Information

OWNER NAME: OTTER TAIL POWER CO  
TAXPAYER ID: 10506  
OWNER ADDRESS: 215 CASCADE ST S  
FERGUS FALLS MN 56537 2897

ALTERNATE TAXPAYER NAME:  
ALTERNATE TAXPAYER ADDRESS:  
PHYSICAL (E911) ADDRESS: 2705 MAIN ST  
PHYSICAL (E911) ADDRESS (ALTS):  
DEEDED ACRES: 132.78  
SECTION/TOWNSHIP/RANGE: 36 133 043  
LEGAL DESCRIPTION: Sect-36 Twp-133 Range-043 132.78 AC GL 1-2 EX RR & GL 9-10 EX PLATTED & EX TRS & 100' ABANDONDED RR BOUNDED ON E BY E LN OF SE1/4 NE1/4 & ON W BY LN 968.5' WLY OF E LN SEC 36 EX TR  
TOWNSHIP/CITY: FERGUS FALLS CITY  
SCHOOL DISTRICT: FERGUS FALLS ISD 544

### Tax Information

TAX YEAR: 2019/2020  
PROPERTY CLASSIFICATION 1:  
PROPERTY CLASSIFICATION 2:  
PROPERTY CLASSIFICATION 3:  
ESTIMATED LAND MARKET VALUE:  
ESTIMATED BUILDING MARKET VALUE:  
TOTAL ESTIMATED MARKET VALUE:  
TOTAL LIMITED MARKET VALUE:  
PROPERTY TAX:

CITY ADMINISTRATOR'S OFFICE  
Fergus Falls, Minnesota 56537

Receipt # 220533

Receipt Date March 19, 2021

Received From OTTER TAIL POWER COMPANY

Amount \$500.00

Fund	Account	Description	Amount
101	34103 000	FILING FEE PETITION TO VACATE	500.00

City of Fergus Falls  
Received By ROXANN



215 S. Cascade Street, Fergus Falls MN 56537

12-Mar-21

Check No: **895151**

Invoice	Date	Description	Discount	Net
11-MAR-2021	03/11/21	FILING FEE PETITION TO VACATE HIGHLAND AVE  <i>101-34103-000</i>	0.00	500.00
<b>TOTALS:</b>			<b>\$0.00</b>	<b>\$500.00</b>



## Council Action Recommendation

---

Page 1 of 2

**Meeting Date:**

March 31, 2021 – Committee of the Whole

April 5, 2021 – City Council

**Subject:**

Pioneer Road Land Acquisition

**Recommendation:**

- Authorize the City Attorney and City Engineer to execute the necessary documents to acquire Parcel No. 71003500195007 in the amount of \$30,000.00

**Background/Key Points:**

Recently, City Staff was approached about the potential development of privately held agricultural land (R-A) located east of Village Cooperative of FF and the Stetson Village Apartment adjacent to Pioneer Road. During the discussion we identified the necessary steps, utilities, and City needs to extend Pioneer Road further east to serve the new development.

A 1.3 acre strip of land (Parcel No. 71003500195007) lying immediately east of the east terminus of the existing Pioneer Road was identified as a need to facilitate future street and utility construction and drainage by providing sufficient R/W. This property contains the north ½ of the future right-of-way needed. Currently, the existing R/W is insufficient in width in this vicinity.

City staff contacted Midwest Regional Development (owners) about acquiring this 1.3 acre strip of land. They are willing to sell the entire 1.3 acre parcel to the City for \$30,000 (\$23,075/acre). For comparative purposes, the land located to the southeast of this property was purchased by ISD 544 in 2019 for \$20,000/acre. The land located immediately to the east of this property was listed at \$25,000/acre but recently reduced to \$18,750/acre. Additionally, the City has found it necessary to pay higher rates for other isolated R/W purchases in the past as part of the ongoing public planning process for the City. City staff believes this amount is fair and reasonable and that the City should proceed with the acquisition process.

Regardless if the said development occurs at this time, future R/W and stormwater management property is essential for the easterly extension of Pioneer Road along with its associated City utilities.

**Budgetary Impact:**

The Finance Department recommends we use the existing PIR Fund accumulation as the funding source. It is intended that land purchase price and any survey boundary work that may be needed would be carried forward into a future construction project(s) that involve City street and utilities expansion in the immediate area and therefore it would be recoverable in that manner.

**Originating Department:**

Engineering Department

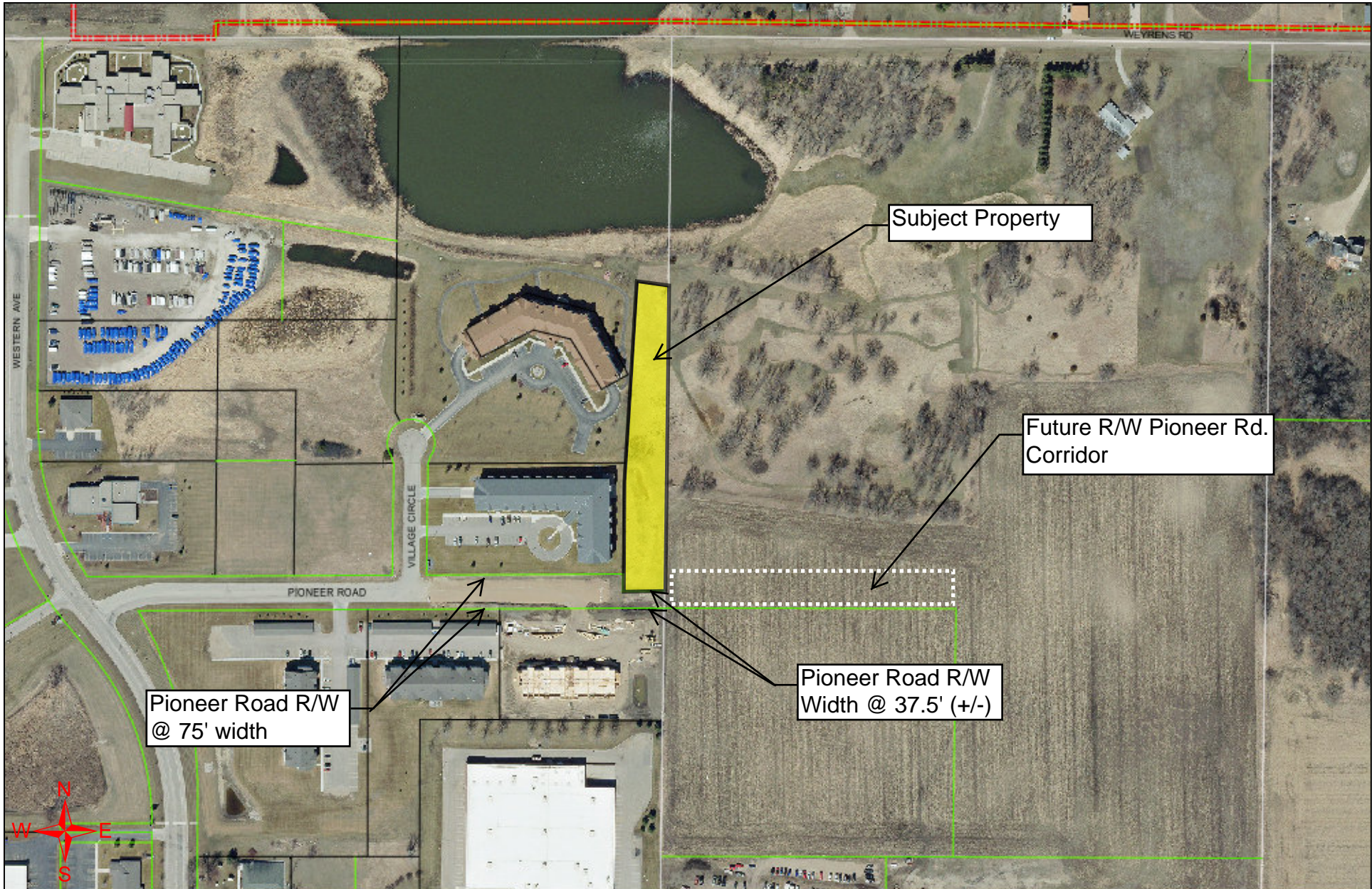
**Respectfully Submitted:**

Brian Yavarow - City Engineer

**Attachments:**

Pioneer Road Exhibit





1 inch = 300 feet



## Pioneer Rd. Aquisition

This map has been compiled from information on file at the City of Fergus Falls Engineering Department. The City of Fergus Falls makes no representation and assumes no liability for errors, omissions, or inaccuracies contained on this map. This map should not be used for boundary survey information.



# Council Action Recommendation

**Meeting Date:**

March 31, 2021 – Committee of the Whole  
 April 5, 2021 – City Council

**Subject:**

PI 6077 – 2021 Sidewalk Program Rates

**Recommendation:**

- Initiate PI No. 6077 – 2021 Sidewalk and Driveway Program
- Approve the 2021 Sidewalk Assessment Rates

**Background/Key Points:**

Staff has reviewed the unit rates from the 2020 Sidewalk and Driveway program. Staff is recommending the following unit rate adjustments for 2021:

	Remove C & G	Remove Concrete	4" Concrete Walk (5 Feet Wide)	4" Concrete Walk (Irregular Width)	6" Concrete Walk/Drive
2020 Rate	\$17.00/L.F.	\$4.25/S.F.	\$20.00/L.F.	\$6.50/S.F.	\$7.50/S.F.
Prop. 2021 Rate	\$18.50/L.F.	\$5.50/S.F.	\$31.00/L.F.	\$6.90/S.F.	\$8.10/S.F.
Change	\$1.50	\$1.25	\$11.00	\$0.40	\$0.60

	Reinforcement	Curb & Gutter	Saw Bituminous	Saw Concrete
2020 Rate	\$1.75/S.F.	\$31.00/L.F.	\$15.00/L.F.	\$16.00/L.F.
Prop. 2021 Rate	\$1.75/S.F.	\$32.00/L.F.	\$15.00/L.F.	\$16.00/L.F.
Change	\$0.00	\$1.00	\$0.00	\$0.00

These rates will be applied to all concrete sidewalk and driveway work within the R/W, which is initiated by a 100-percent (voluntary) petition by the property owner in the 2021 construction season. Each individual petition is written to represent the exact cost of the improvement as agreed upon utilizing the assessment rates noted herein.

These rates were last revised in April, 2020.

**Budgetary Impact:**

The City budgets approximately \$30,000/year to cover its share of these sidewalk projects.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow - City Engineer

**Attachments:**



## Council Action Recommendation

---

Page 1 of 2

**Meeting Date:**

March 31, 2021 – Committee of the Whole  
April 5, 2021 – City Council

**Subject:**

City Project (CP) No. 5955 – 2021 Street and Utility Improvement Project for Whitford Street and Bancroft Avenue Area

**Recommendation:**

- Accept the Preliminary Engineering Feasibility Report for PI No. 5955
- Set the Preliminary Improvement Project Hearing date for **April 19, 2021**

**Background/Key Points:**

The Preliminary Engineering Feasibility Report is completed for the above referenced project. In general from an engineering standpoint, this project is feasible, cost effective, and necessary. Please refer to the attached report for detailed information.

A portion of this public improvement project is proposed to be special assessed per City Policy and MN Statue Chapter 429 requirements. The amount funded by special assessments consists of a portion of the street and sidewalks that abuts the benefitting property. Because of this, property appraisals were completed to assist this Council and staff with the decision making process by determining special benefit reasonableness of the proposed assessments to the individual benefitting properties.

Based on the special benefit appraisal report, prepared by Patchin Messner Dodd & Brumm Valuation Counselors from Burnsville, MN, they feel the City should proceed to the preliminary project hearing.

If acceptable, the next step is to schedule the **Preliminary Improvement Project Hearing for April 19, 2021 at 5:30 P.M. in these Council Chambers**. A legal publication along with individual notices will be sent to all subject properties.

Please note, a project schedule has been developed in attempts to start construction as early as possible. This schedule takes into account holding the Final Cost Hearing and lead time if an assessment appeal was filed in district court (minimum 40-day duration) prior to awarding any construction contract. In the event the no appeals are received within the 30-day appeal notice period, we would adjust the overall schedule accordingly and award bids (if favorable) to start construction as early as possible.

**Budgetary Impact:**

The total preliminary estimated project cost is \$578,000. Tentatively the funding sources are as:

- PIR Bonds (Special Assessment - Active)
- PIR Bonds (City Share – Tax Levy/ State Aid)
- City Sanitary Sewer Fund
- City Water Fund
- City Storm Sewer Fund

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow - City Engineer

**Attachments:**

PI 5955 Preliminary Engineering Report



## Preliminary Engineering Report

### 2021 Street & Utility Improvements Whitford Street and Bancroft Avenue Reconstruction Project City Project No. 5955

Prepared by:  
City of Fergus Falls, Engineering Department

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.

A handwritten signature in blue ink that reads "Brian Yavarow".

Brian P. Yavarow, P.E.  
Registration No. 48363

March 2021  
City Project No. 5955

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2021 Street & Utility Improvements  
City Project No. 5955  
Feasibility Report  
Fergus Falls, Minnesota

Background ..... 1  
Feasibility ..... 1  
Existing Conditions..... 1  
Proposed Improvements ..... 1  
Right of Way ..... 2  
Cost Summary: ..... 2  
Assessments ..... 3

List of Tables

- Table 1 – Opinion of Probable Costs
- Table 2 – Breakdown of Assessable Footage
- Table 3 – Estimated Assessments for Various Size Lots

List of Exhibits

- Exhibit 1 – Project Location  
Map

## **Background**

The City of Fergus Falls has requested the investigation of the sanitary sewer, water main, storm sewer and street improvements for the project area including Whitford Street from Alcott Avenue to Channing Avenue and Bancroft Avenue from Cascade Street to Whitford Street. This project area is hereafter referred to as City Project No. 5955 – 2021 Street and Utility Improvements. A map of the City and proposed project area is included in this report as Figure No. 1.

This report investigates the replacement of existing sanitary sewer, water main, storm sewer utilities and rehabilitation of deteriorated streets throughout the project area. The estimated costs and proposed assessments (if required) are presented to assist the City and affected property owners in deciding the feasibility of the project from an engineering standpoint.

## **Existing Conditions**

City Project No. 5955 improvement area consists primarily of residential housing. The entire service area consists of approximately 3-blocks of urban section roadway with sanitary sewer, water main and storm sewer utilities

The existing sanitary sewer utilities consist of 8-inch vitrified clay pipe (VCP) installed in the early 1900's to 1950's. The existing sanitary sewer has been used well beyond its design life, as documented by the problems identified in the televising reports related to excessive roots which have migrated into the line, mineral deposits, broken sections of the line, sags and offset joints.

The existing water main utilities throughout the area have been in place since the 1930's. The existing water main pipe is primarily 4-inch diameter throughout the project. The current standard for public water main requires a minimum 6- inch diameter pipe. The existing water services consist of a range of copper, lead or iron materials.

The existing storm sewer system consists of 12-inch diameter RCP pipe installed around the 1950's. The storm sewer in the project feeds into a small storm water basin located in the northeast corner of Channing Park. As part of this project, the city would install a storm sewer outlet with a water level control structure to accommodate gravity overflow of storm water from this basin into the existing storm water sewer located in Channing Avenue. This would eliminate the existing need to temporarily pump water from this basin whenever the water level becomes too high.

The existing streets in the service area have deteriorated due to fatigue, are in poor condition and require reconstruction.

## **Proposed Improvements**

The improvements proposed to City Project No. 5955 will consist of the total reconstruction of the sanitary sewer, water main, sewer and water services within the street R/W, storm water (including additional storm sewer in Channing Park), concrete curb and gutter and bituminous streets.



The streets proposed for reconstruction will have a typical section conforming to a 5-ton design for all areas. Soil borings will be performed in the design phase of the project which will provide the information to make a firm determination as to the specific typical section required. For the purpose of estimating costs a 5-ton section is proposed to consist of 4 1/2 inches of bituminous pavement and 6 inches of aggregate base (class 5).

The concrete curb and gutter throughout the project area will be B618 (standard 6" high barrier) curb. The sidewalk throughout the project area will also be replaced where construction requires or replacement is warranted.

The sanitary sewer collection mains and manholes will be replaced throughout the project area at the same size and new pipe installed will be PVC. The existing sanitary sewer services will be replaced throughout the project area within the right-of-way

The water mains, hydrants, and gate valves will be replaced throughout the project area using 6-inch PVC C-900 pipe to meet the current public standards. The existing water services will be replaced throughout the project area within the right-of-way.

The storm sewer collection mains, catch basins and manholes will be replaced throughout the project area at the same size using reinforced concrete pipe.

**Right of Way**

Most of the construction activity can be accommodated within the existing street right-of-way or on public property. Any additional instances where work is identified in final design to be constructed outside of these areas will require the acquisition of additional easements.

**Cost Summary**

The following is a breakdown of the engineer's opinion of probable costs. A detailed breakdown is provided in the appendix.

Table 1 Opinion of Probable Costs Total Project Cost			
	Total Project	City Cost	Assessable Cost
Construction	\$428,000	\$329,000	\$ 99,000
Misc. Costs*	\$150,000	\$115,000	\$ 35,000
Grand Total	\$578,000	\$444,000	\$134,000

\*Misc. Costs include legal, fiscal, admin, engineering, contingency and soil borings.

The City's portion of the assessable costs shown is approximately \$34,000 (Channing Park and alley R/W adjacent to streets).

## Special Assessments

The special assessments were calculated in accordance with the City policy for funding reconstruction projects. This policy allows for a residential property to be assessed on a per lineal foot basis for a 36-foot wide street (standard width with parking on both sides) as follows: Street width=33 feet without curb & gutter of which a 24-foot contributing street width (12' width assessed to each side) assessed to the abutting properties with the City responsible for the center 9-foot width. This is for a 5-ton street design with traffic counts less than 2,000 vehicles per day (vpd) on all streets. Residential corner lots and residential lots with multiple frontage are assessed based on the short side of the lot regardless if the short side is abutting the improvement.

The assessable footage was broken down by parcel and denotes the assessable footage for each parcel as derived from the Otter Tail County records. Additional footage is also accounted for the City in multiple areas. These areas include instances where the City owns property (i.e. Channing Park), at alleys, etc.

The following table breaks down the total assessable footage with respect to the proposed improvements:

Table 2  
Breakdown of Project Footage

Total Project Footage (Residential)	2,027.14
Total Assessable Footage	1,486.14

The residential front foot assessment rate for streets (residential 5-ton design with a traffic count of less than 2,000 vehicles per day) is determined by dividing the total associated street improvement costs (24-foot wide street) by the total benefitting front footage. Based on this methodology, the residential costs per foot yields an estimated \$89.67 per lineal foot of assessable footage.

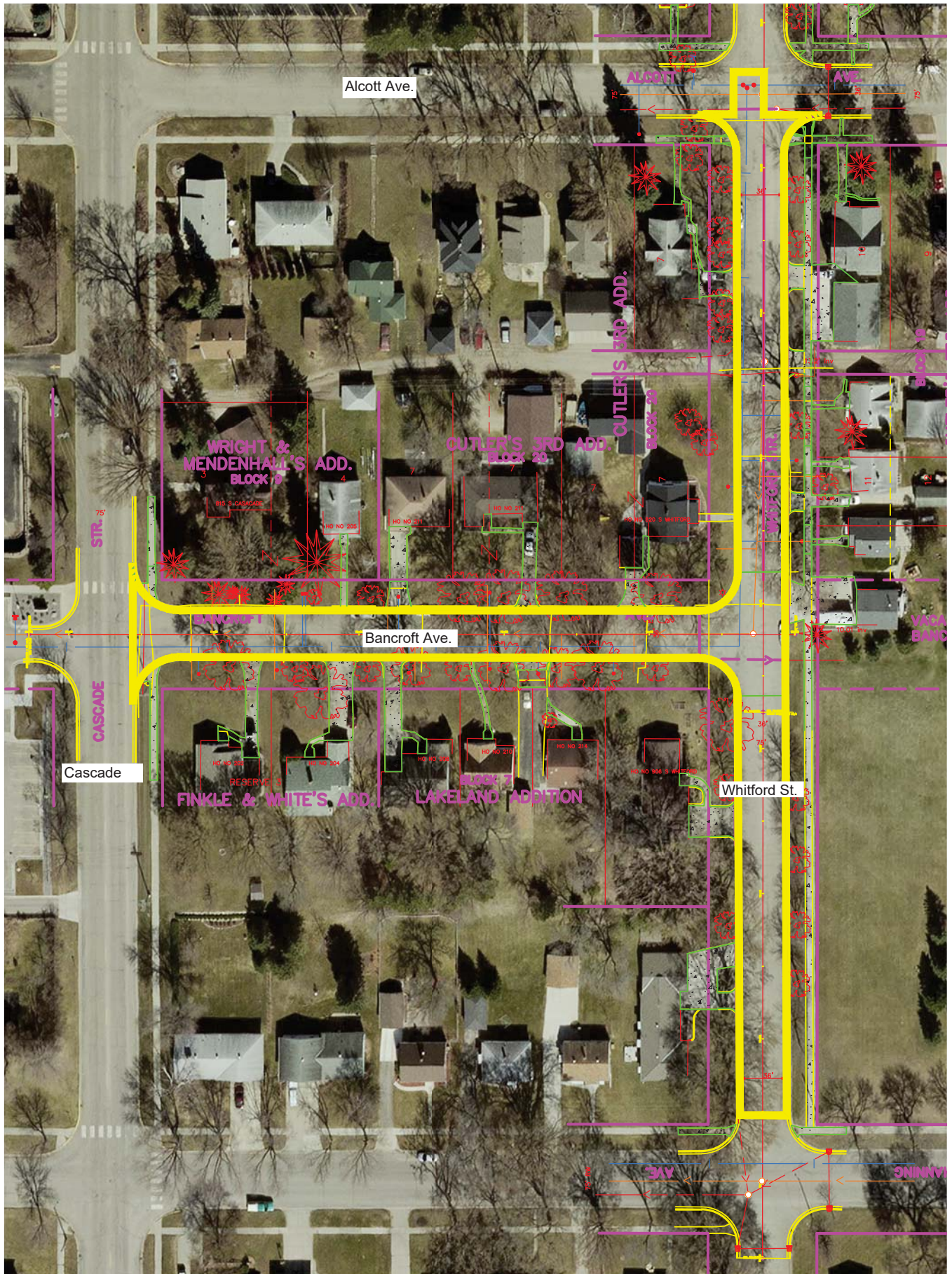
Examples of estimated assessments for various lot widths are as follows:

Table 3  
Estimated Assessments for Various Size Lots

	50' Residential Lot	75' Residential Lot	100' Residential Lot
Estimated Assessment	\$4,484	\$6,725	\$8,967

## Conclusion and Feasibility

Having investigated the facts relating to construction of the proposed improvements, it is my opinion, from an engineering standpoint, this project is feasible, cost effective, and necessary. Feasibility is contingent upon City Council findings with respect to project financing.





## Council Action Recommendation

---

Page 1 of 1

**Meeting Date:**

March 31, 2021 – Committee of the Whole  
April 5, 2021 – City Council

**Subject:**

Victor Lundeen Company Building History Designation

**Recommendation:**

Request the City Council review the recommendation from the Planning Commission and the Heritage Preservation Commission to hold a public hearing and pass a resolution to designate the Victor Lundeen Company Building as a locally designated landmark.

**Background/Key Points:**

On March 3, 2021, the HPC voted to recommend local historic designation of the Victor Lundeen Company Building, located at 126 West Lincoln Avenue. On March 22, 2021, the PC heard the HPC's request and recommended the approval of the recommendation to place the property on Fergus Falls Register of Historic Places. The history and design of the building are a major contribution to the history of the Fergus Falls.

The Victor Lundeen Company's building, especially its facade, represent the early commercial development of Fergus Falls. Known for its eclectic styling, the building was the fourth iteration of the Victor Lundeen Company in the Central Business District. The undertaking and completion of the project was a show of faith of commerce in the recently tornado-ravaged community. It was paid for by Victor Lundeen and built by John Laurensen. Victor Lundeen was the son of Swedish immigrants. At sixteen years of age, he traveled from Fergus Falls to Fargo, North Dakota, while trying to determine his career path. While he was in Fargo, he entered the shop of a disgruntled printer who stated his disenchantment with the printing trade. In response to an impromptu voiced offer of sale, Victor Lundeen purchased the business equipment for \$250. He then shipped it by rail to Fergus Falls and set up operations in the back end of a clothier's building. Therefore, Victor Lundeen's entrepreneurship began in 1914, nearly 107 years ago.

**Budgetary Impact:**

None

**Originating Department & Commissions:**

Community Development, Heritage Preservation Commission, & Planning Commission

**Respectfully Submitted:**

Klara Beck, Community Development Manager

**Attachments:**

Designation Application

# FERGUS FALLS REGISTER OF HISTORIC PLACES

## Nomination Form

Name of Property The Victor Lundeen Company Date Received \_\_\_\_\_

### 1. NAME

Historic The Victor Lundeen Company

And/or Common \_\_\_\_\_

### 2. LOCATION

Number and Street 126 West Lincoln Avenue

Not for publication

### 3. CLASSIFICATION

#### Category

- district
- building
- structure
- site
- object
- landscape

#### Ownership

- public
- private
- both

#### Public Acquisition

- in process
- being considered
- not required

#### Status

- occupied
- unoccupied
- work in progress

#### Accessible

- yes: restricted
- yes: unrestricted
- no

#### Present Function

- agriculture
- commercial
- educational
- entertainment

#### Present Function

- government
- industrial
- military
- museum
- park
- private residence
- religious
- scientific
- transportation
- other

#### Visible from Road

- yes
- no

### 4. OWNER OF PROPERTY

Name Ann L. Lundeen Trust

Street and Number 117 Channing Avenue East

City, Town Fergus Falls State MN 56537

### 5. LEGAL DESCRIPTION

Block 12 Lot 8 Other Sect - 34 TWP - 133 Range -43

N 76' Block 12 Lot 8 Original Plat F.F.

Tax Map \_\_\_\_\_ Zoning Central Business Commercial ( B-3 )

# FERGUS FALLS REGISTER OF HISTORIC PLACES

## Nomination Form

Name of Property The Victor Lundeen Company

### 6. NATIONAL REGISTER DETERMINATION

On Register

### 7. DESCRIPTION/ INTEGRITY

Condition

- excellent
- good
- fair
- deteriorated
- ruins
- buried

Check One

- altered
- unaltered

Check One

- on original site
- moved

Date Moved \_\_\_\_\_

Number of Resources on Property

Contributing

Non-Contributing

One - The Victor Lundeen Company - Printing/Quality Shop

### Architectural Classification

Early 20th Century Downtown Storefront of an Eclectic Styling.

### Narrative Description *(Use additional pages if needed)*

The Victor Lundeen Company building was constructed in 1919 -1920 and retains its original appearance. The two-story building design, including facade appearance with street-level display windows, was greatly influenced by the builder John Laurensen and is best described as eclectically styled. The printing floor design was a product of printing floor employee input. In 1914, at the age of sixteen, Victor Lundeen began the company. After operating in three other downtown locations, the current prime location (which was an open lot) was selected for building. The building was decorated with raised brick, and the company logo, "The Quality Shop," is displayed in lead stained glass above the entrance. The early company began as a shop printing letterheads, envelopes, announcements, menus, etc. It slowly increased its product lines to include books. In conjunction with the print shop, a book shop was operated on site by Victor's sister, Hilma.

# FERGUS FALLS REGISTER OF HISTORIC PLACES

## Nomination Form

Name of Property The Victor Lundeen Company

### 8. STATEMENT OF SIGNIFICANCE

#### Historic Context

Local

State

National

#### Areas of Significance

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Agriculture                        | <input type="checkbox"/> Education                 | <input type="checkbox"/> Landscape Architecture |
| <input type="checkbox"/> Architecture                       | <input type="checkbox"/> Engineering               | <input type="checkbox"/> Law                    |
| <input type="checkbox"/> Archeology                         | <input type="checkbox"/> Entertainment/ Recreation | <input type="checkbox"/> Literature             |
| <input type="checkbox"/> Prehistoric                        | <input type="checkbox"/> Ethnic Heritage           | <input type="checkbox"/> Military               |
| <input type="checkbox"/> Historic--Aboriginal               | <input type="checkbox"/> Black                     | <input type="checkbox"/> Performing Arts        |
| <input type="checkbox"/> Historic--Non-Aboriginal           | <input type="checkbox"/> European                  | <input type="checkbox"/> Philosophy             |
| <input type="checkbox"/> Art                                | <input type="checkbox"/> Hispanic                  | <input type="checkbox"/> Politics/Government    |
| <input checked="" type="checkbox"/> Commerce                | <input type="checkbox"/> Native American           | <input type="checkbox"/> Religion               |
| <input type="checkbox"/> Communications                     | <input type="checkbox"/> Other                     | <input type="checkbox"/> Science                |
| <input type="checkbox"/> Community Planning and Development | <input type="checkbox"/> Exploration/ Settlement   | <input type="checkbox"/> Social History         |
| <input type="checkbox"/> Conservation                       | <input type="checkbox"/> Health/Medicine           | <input type="checkbox"/> Transportation         |
| <input type="checkbox"/> Economics                          | <input type="checkbox"/> Industry                  | <input type="checkbox"/> Other                  |
|   | <input type="checkbox"/> Invention                 |   |

#### Periods of Significance

- |   |   |
|---|---|
| <input type="checkbox"/> prehistoric    | <input checked="" type="checkbox"/> 1881-1900 |
| <input type="checkbox"/> proto-historic | <input checked="" type="checkbox"/> 1901-1920 |
| <input type="checkbox"/> early history  | <input type="checkbox"/> 1921-1940            |
| <input type="checkbox"/> 1860-1880      | <input type="checkbox"/> 1941-1960            |

#### Person of Significance

Immediately preceding and following World War I

#### Architect/Builder

Victor Lundeen financed the construction, which was designed and executed by the builder John Laurentsen. A contractor of Danish ancestry, John Laurentsen worked on many local structures. He had a long, storied career. He was the foreman for the West Detached build on the Fergus Falls State Hospital when the project lead passed away. He finished that project. The River Inn Hotel was another of his projects. In his later years, his office was located at 209 West Stanton Avenue, now commonly known as the "Nordic Gallery".

## FERGUS FALLS REGISTER OF HISTORIC PLACES

### Nomination Form

Name of Property The Victor Lundeen Company

#### Statement of Significance *(One paragraph for each area of significance)*

Commerce: The Victor Lundeen Company's building—and especially its facade—represent the early commercial development of Fergus Falls. Known for its eclectic styling, the building was the fourth iteration of the Victor Lundeen Company in the Central Business District. The undertaking and completion of the project was a show of faith of commerce in the recently tornado-ravaged community. It was paid for by Victor Lundeen and built by John Laurensen. Victor Lundeen was the son of Swedish immigrants. At sixteen years of age, he traveled from Fergus Falls to Fargo, North Dakota, while trying to determine his career path. While he was in Fargo, he entered the shop of a disgruntled printer who stated his disenchantment with the printing trade. In response to an impromptu voiced offer of sale, Victor Lundeen purchased the business equipment for \$250. He then shipped it by rail to Fergus Falls and set up operations in the back end of a clothier's building. Therefore, Victor Lundeen's entrepreneurship began in 1914, nearly 107 years ago.



# FERGUS FALLS REGISTER OF HISTORIC PLACES

## Nomination Form

Name of Property The Victor Lundeen Company

### 9. MAJOR BIBLIOGRAPHIC REFERENCES

- Bridges and Battlements: A Historic Walking Tour of Downtown Fergus Falls. Edited by Marjorie Barton. 1989.
- Definitive Guide to Lake Alice. By Marjorie Barton and James Gray.
- Pictorial History of Victor Lundeen Company 100 Years 1914 - 2014. Compiled by Victor "Buzz" Lundeen, Jr., 2014.
- Interview of Victor "Buzz" Lundeen. By Gordon Hydukovich, 2 pm, January 15, 2021.
- Conversation with Chris Schuelke, Otter Tail County Historical Society Director. Recorder: Gordon Hydukovich, 1 pm, January 23, 2021.

Location of reference material

Internet  
Otter Tail County Museum

### 10. GEOGRAPHICAL DATA

Latitude/Longitude

Give Datum

Lat: 46.28390446061533 Long. -96.07559708101618

OR

UTM References Datum on USGS maps

# FERGUS FALLS REGISTER OF HISTORIC PLACES

## Nomination Form

Name of Property The Victor Lundeen Company

### 11. PHOTOGRAPHS

#### PHOTOLOG:

Number of Photograph #1 - #3

Name of Property The Victor Lundeen Company

City or Vicinity Fergus Falls

County Otter Tail State Minnesota

Photographer #1 - unknown; #2 (black and white) and #3 (color) - Google Earth photographer unknown

Date of Photograph #1 - 1919; #2 - Fall 2019; #3 - Fall 2019

Direction of Photograph Looking north

### 12. ADDITIONAL DOCUMENTATION

Maps

Sketch Maps

# FERGUS FALLS REGISTER OF HISTORIC PLACES

## Nomination Form

Name of Property The Victor Lundeen Company

### 13. PLANNING COMMISSION ACTIONS

approved

Date \_\_\_\_\_

not approved

Comments \_\_\_\_\_

\_\_\_\_\_

### 14. CITY COUNCIL ACTIONS

approved

Date \_\_\_\_\_

not approved

Comments \_\_\_\_\_

\_\_\_\_\_

# Victor Lundeen Company

Since 1914

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**LUNDEEN BUILDING + + PHONE: 218-736-5433 + + FAX: 218-736-7747**

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126 WEST LINCOLN AVENUE  
FERGUS FALLS, MINNESOTA 56537-2100

July 29, 2020

Chairman Chris Schuelke & Darrin Welle,

I approve the designation request to make my property located at 126 West Lincoln Avenue, Fergus Falls, MN a Local Historic Landmark. My property is also known as the "Victor Lundeen Building". Construction of the building began in 1919 by Victor Lundeen.

Sincerely,



Paul Lundeen  
Victor Lundeen & Company  
126 West Lincoln Avenue  
Fergus Falls, MN 56537



Advertising

Stationery

Lundeen's

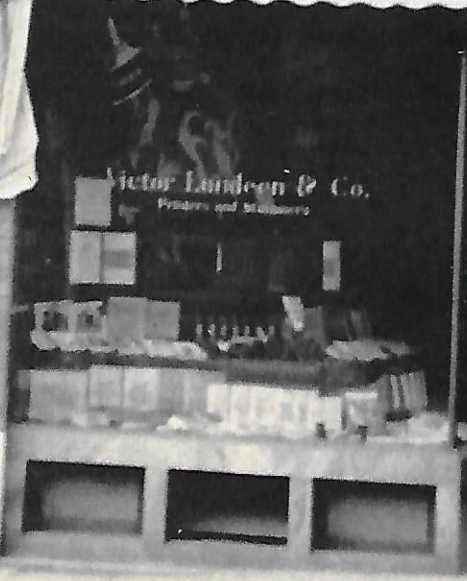
Printing

Blank Stationery

THE QUALITY SHOP

Victor Lundeen & Co.  
Printers and Stationers

Victor Lundeen & Co.



PRINTING

OFFICE SUPPLIES

PRINTERS  
**LUNDEEN'S**  
STATIONERS

Victor Lundeen & Co.

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STATIONERS

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# Council Action Recommendation

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Page 1 of 1

**Meeting Date:**

March 31, 2021 – Committee of the Whole  
April 5, 2021 – City Council

**Subject:**

Northern Pacific Depot Historic Designation

**Recommendation:**

Request the City Council review the recommendation from the Planning Commission and the Heritage Preservation Commission to hold a public hearing and pass a resolution to designate the Northern Pacific Depot as a locally designated landmark.

**Background/Key Points:**

On March 3, 2021, the HPC voted to recommend local historic designation of the Northern Pacific Depot, located at 423 South Cascade Street. On March 22, 2021, the PC heard the HPC's request and recommended the approval of the recommendation to place the property on Fergus Falls Register of Historic Places. The history and design of the building are a major contribution to the history of the Fergus Falls. This local designation furthers the case for the Depot's placement on the National Register of Historic Places.

Congress chartered the Northern Pacific Railway Company on July 2, 1864. Its goal was to connect by rail the Great Lakes with the Puget Sound on the Pacific Coast. The original freight station of the St. Paul, Minneapolis & Manitoba Railway was located just off Bismarck (now Washington) Avenue. The first passenger station was constructed in 1883 on the same location as the present Northern Pacific Depot. It was destroyed by fire sometime between 1890 and 1896. Two subsequent stations also burned down. The fourth Northern Pacific passenger depot and freight station was constructed in 1920 after the previous depot was destroyed in the June 22, 1919 Fergus Falls cyclone.

The Northern Pacific stopped passenger and mail service routes on May 2, 1959. Freight traffic continued until 1981 when the line from Fergus Falls to Battle Lake was closed. The line that extends west from Fergus Falls is still operational. The Northern Pacific became the Burlington Northern Railway in 1970. The depot handled freight until permanently closing in 1984.

The 1920 Northern Pacific Depot is a significant local historical structure. It remains essentially extant and is representative of the post cyclone rebuilding campaign. The Northern Pacific Depot is a historic link to rail service that for decades was the primary form of transportation for Fergus Falls and the outside world. The depot retains its original physical appearance and is a textbook example of how an abandoned historical structure can be restored and reused for a contemporary purpose.

**Budgetary Impact:** None

**Originating Department & Commissions:**

Community Development, Heritage Preservation Commission, & Planning Commission

**Respectfully Submitted:**

Klara Beck, Community Development Manager

**Attachments:** Designation Application



**FERGUS FALLS REGISTER OF HISTORIC PLACES  
Nomination Form**

Name of Property: Northern Pacific Depot Date Received 2-8-2021

**1. NAME**

Historic: Northern Pacific Depot

And/or Common \_\_\_\_\_

**2. LOCATION**

Number and Street: 423 S Cascade

**3. CLASSIFICATION**

Category	Status	Present Function
<input type="checkbox"/> district	<input checked="" type="checkbox"/> occupied	<input type="checkbox"/> government
<input checked="" type="checkbox"/> building	<input type="checkbox"/> unoccupied	<input type="checkbox"/> industrial
<input type="checkbox"/> structure	<input type="checkbox"/> work in progress	<input type="checkbox"/> military
<input type="checkbox"/> site		<input type="checkbox"/> museum
<input type="checkbox"/> object	Accessible	<input type="checkbox"/> park
<input type="checkbox"/> landscape	<input checked="" type="checkbox"/> yes, restricted	<input type="checkbox"/> private residence
	<input type="checkbox"/> yes, unrestricted	<input type="checkbox"/> religious
Ownership	<input type="checkbox"/> no	<input type="checkbox"/> scientific
<input type="checkbox"/> public	Present Function	<input type="checkbox"/> transportation
<input checked="" type="checkbox"/> private	<input type="checkbox"/> agricultural	<input type="checkbox"/> other
<input type="checkbox"/> both	<input checked="" type="checkbox"/> commercial	
Public Acquisition	<input type="checkbox"/> educational	Visible from Road
<input type="checkbox"/> in process	<input type="checkbox"/> entertainment	<input checked="" type="checkbox"/> yes
<input type="checkbox"/> being considered		<input type="checkbox"/> no
<input checked="" type="checkbox"/> not required		

**4. OWNER OF PROPERTY**

Name: Craig and Anna Gantner

Street and Number: 608 N Burlington

City, Town: Fergus Falls State: \_\_\_\_\_

Minnesota

**5. LEGAL DESCRIPTION**

Block 39 Lot 3 & 4 Other \_\_\_\_\_

Tax Map \_\_\_\_\_ Zoning B - 3

## FERGUS FALLS REGISTER OF HISTORIC PLACES

### Nomination Form

Name of Property: Northern Pacific Depot

### 6. NATIONAL REGISTER NOMINATION

On Register

### 7. DESCRIPTION/INTEGRITY

#### Condition

- excellent
- good
- fair
- deteriorated
- ruins
- buried

#### Check One

- altered
- unaltered

#### Check One

- on original site
- moved
- Date moved

Number of Resources on Property

Contributing

Non-contributing

### Architectural Classification

### Narrative Description

Located on the south side of Fergus Falls, the Northern Pacific Depot was constructed in 1920. It is located on its original site on the east side of South Cascade Street. Although empty for a number of years, the building has seen relatively few alterations. Its overall integrity is good.

The NP Depot is a long, narrow building that is approximately 30 feet wide and 180 feet long with the 180 feet running in an east-west direction. Constructed of brick, the building has a double-pitched hip roof with widely overhanging eaves. The roof has two dormers on each side facing north and south. There are two small gables in the western portion. While the roof and windows have been replaced, the roof structure is unaltered as are the windows.

The Depot retains integrity of design within its original footprint and form with no major additions or alterations. While the interior has been altered to accommodate a contemporary restaurant, original materials remain in place. Workmanship is evident in the well-executed brick work. Integrity of feeling and association are present through the physical integrity of the building.

**FERGUS FALLS REGISTER OF HISTORIC PLACES  
Nomination Form**

Name of Property: Northern Pacific Railroad

**8. STATEMENT OF SIGNIFICANCE**

**Historic Context**

Local  State  National

**Areas of Significance**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Agricultural                     | <input type="checkbox"/> Education                | <input type="checkbox"/> Landscape Architectural   |
| <input type="checkbox"/> Architecture                     | <input type="checkbox"/> Engineering              | <input type="checkbox"/> Law                       |
| <input type="checkbox"/> Archaeology                      | <input type="checkbox"/> Entertainment/Recreation | <input type="checkbox"/> Literature                |
| <input type="checkbox"/> Prehistoric                      | <input type="checkbox"/> Ethnic Heritage          | <input type="checkbox"/> Military                  |
| <input type="checkbox"/> Historic – Aboriginal            | <input type="checkbox"/> Black                    | <input type="checkbox"/> Performing Arts           |
| <input type="checkbox"/> Historic – Non Aboriginal        | <input type="checkbox"/> European                 | <input type="checkbox"/> Politics/Government       |
| <input type="checkbox"/> Art                              | <input type="checkbox"/> Hispanic                 | <input type="checkbox"/> Religion                  |
| <input type="checkbox"/> Commerce                         | <input type="checkbox"/> Native American          | <input type="checkbox"/> Science                   |
| <input type="checkbox"/> Communications                   | <input type="checkbox"/> Other                    | <input type="checkbox"/> Social History            |
| <input type="checkbox"/> Community Planning & Development | <input type="checkbox"/> Exploration/Settlement   | <input checked="" type="checkbox"/> Transportation |
| <input type="checkbox"/> Conservation                     | <input type="checkbox"/> Health/Medicine          | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> Economics                        | <input type="checkbox"/> Industry                 |  |
|   | <input type="checkbox"/> Invention                |  |

**Periods of Significance**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> prehistoric    | <input type="checkbox"/> 1881-1900            | <input checked="" type="checkbox"/> 1961-1980 |
| <input type="checkbox"/> proto-historic | <input type="checkbox"/> 1901-1920            |   |
| <input type="checkbox"/> early history  | <input checked="" type="checkbox"/> 1921-1940 |   |
| <input type="checkbox"/> 1860-1880      | <input checked="" type="checkbox"/> 1940-1960 |   |

**Person of Significance**

Architect/Builder: Unknown

## FERGUS FALLS REGISTER OF HISTORIC PLACES

### Nomination Form

### Statement of Significance

The Northern Pacific passenger depot and freight station was constructed in 1920 after the previous depot was destroyed in the June 22, 1919 Fergus Falls cyclone. Construction began in April 1920 and was completed by the end of October 1920.

The Northern Pacific Railway Company was chartered by Congress on July 2, 1864. Its goal was to connect by rail the Great Lakes with the Puget Sound on the Pacific Coast. The Northern Pacific was granted some 47 million acres of land in exchange for building rail transportation. Josiah Perham was selected as the first president.

By mid 1871, the railroad had pushed into east Otter Tail County. The line was scheduled to run through the county seat of Otter Tail City until a single landowner, believing he could hold out for more compensation, refused to grant the Northern Pacific a right of way through his land. Rather than haggle with the recalcitrant landowner, the railroad simply bypassed Otter Tail City going through Perham instead. The loss of the railroad devastated Otter Tail City, and within a year it lost its county seat status to Fergus Falls.

The St. Paul and Pacific Railroad intended to construct a line to Fergus Falls as early as 1872. The company, however, was beset by financial difficulties that prevented this from happening. It was not until November 1879 that a construction train from the renamed St. Paul, Minneapolis & Manitoba Railroad steamed into Fergus Falls. The first passenger train arrived on December 2.

In 1882, major Fergus Falls investor George B. Wright was at the forefront to get a second line to the community. To help bring about construction of a Northern Pacific branch west from Wadena, Otter Tail County bonded \$200,000. Initially known as the Northern Pacific, Fergus Falls & Black Hills Railway Company, it was intended to run west to the Black Hills from the junction with the main Northern Pacific line.

The original freight station of the St. Paul, Minneapolis & Manitoba Railway was located just off Bismarck (now Washington) Ave. The first passenger station was constructed in 1883 on the same location as the present Northern Pacific Depot. It was destroyed by fire sometime between 1890 and 1896. Two subsequent stations also burned down. The fourth was destroyed in the 1919 Cyclone with the current station dating to 1920.

The Northern Pacific stopped passenger and mail service routes on May 2, 1959. Freight traffic continued until 1981 when the line from Fergus Falls to Battle Lake was closed. The line that extends west from Fergus Falls is still operational. The Northern Pacific became the Burlington Northern Railway in 1970. The depot handled freight until permanently closing in 1984.

The 1920 Northern Pacific Depot is a significant local historical structure. It remains essentially extant and is representative of the post cyclone "Bigger and Better Fergus Falls" rebuilding campaign initiated under the direction of Mayor George B. Frankberg. Within days of the depot's destruction, the Northern Pacific hired crews to clean up the site to prepare for a new station. Under the headline "Clean Up After the Cyclone" the July 2, 1919 *Fergus Falls Daily Journal* wrote:

“The Northern Pacific has had a force of 100 men here cleaning up since the storm and doing other necessary work. The station was completely demolished and the debris has now been removed, and a new platform has been built. Two passenger cars have been set out to serve as a waiting room for passengers and a telegraph line runs into one of the cars. Freight cars serve for general station purposes and baggage purposes. The plans for the new station have not been received and Agent G.W. Johnson states that he has not yet been notified as to just what kind of a station the company will build. It is probable that it will be of stone or brick.”

The NP Depot is a historic link to rail service that for decades was the primary form of transportation for Fergus Falls and the outside world. Finally, the depot retains its original physical appearance and is a textbook example of how an abandoned historical structure can be restored and reused for a contemporary purpose.

## 9. MAJOR BIBLIOGRAPHICAL REFERENCES

Otter Tail County Historical Society Archives

“Request for Nomination on the National Register of Historic Places”, Chris and Brooke McConn, May 2008

## 10. GEOGRAPHICAL DATA

Lat. 46.27971494739437, Long. -96.071775745551315

## 11. PHOTOGRAPHS

PHOTOLOG:

Number of Photograph \_\_\_\_\_

Name of Property \_\_\_\_\_

City or Vicinity \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_

Photographer \_\_\_\_\_

Date of Photograph \_\_\_\_\_

Direction of Photograph \_\_\_\_\_

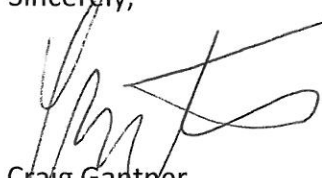
## 12. ADDITIONAL DOCUMENTATION

May 12, 2020

Chairman Chris Schuelke & Darrin Welle,

I approve the designation request to make my property located at 423 South Cascade Street, Fergus Falls, MN a Local Historic Landmark. My property, also known as the "Northern Pacific Railroad Depot", was built in 1920 and has been historically restored.

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Gantner', with a long horizontal line extending to the right across the page.

Craig Gantner  
Cascade Street Station  
423 South Cascade Street  
Fergus Falls, MN 56537



FERGUS FALLS

FERGUS FALLS

OXLEY

N. P. DEPOT FERGUS FALLS, M.









## Memo

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Page 1 of 1

**Meeting Date:**

March 31, 2021 – Committee of the Whole

**Subject:**

United Prairie Request for Property

**Background/Key Points:**

United Prairie Foundation, a 501(c)(3), hopes to establish a Native Prairie Center in Fergus Falls which would employ two full-time employees and offer up to 5 seasonal jobs. Their first location in Enderlin, ND is a partnership between their organization, a private land owner, and the City of Enderlin: “Our Enderlin location is a donated 30 year lease [private land owner]. United Prairie Foundation paid for the water and electric service with the city of Enderlin donating un-metered water for our operation.”

United Prairie contacted the City of Fergus Falls with the hopes that the City could provide 1-10 acres for their use. GIS Coordinator Mark Jorgenson identified several publicly and privately-owned sites that could be a fit and helped United Prairie hone in on a City-owned site on Western Ave. The site is currently host to a stormwater retention basin and could continue to be used as such in conjunction with the native prairie planting/ retail site.

**Recommendation:**

Allow City staff and City Attorney to negotiate a lease with United Prairie Foundation for City owned property on Western Avenue, requesting United Prairie pay property tax on site. Council is requested to discuss utility use on site.

**Budgetary Impact:**

Add property to City tax rolls

**Originating Department:**

Community Development

Respectfully Submitted:

Klara Beck, Community Development Manager

**Attachments:**

UPF LOI  
Property Tax Estimate  
Site map



During the summer of 2019 United Prairie Foundation began a new program to better help implement our mission of building a better prairie. In a partnership with Wildlife Forever Prairie City USA was established with Fergus Falls enrolled as the first. *Prairie City USA*<sup>™</sup> is a community program to integrate prairie habitat restoration, demonstration projects and adoption of conservation best practices. With supported civic leadership and integration of prairie habitat throughout the community, municipalities will benefit from an engaged citizen base supporting local conservation projects and volunteer opportunities for young and old.

Problem statement; no local source for native prairie plants. The closest native prairie nursery is over 50 miles away in Morris.

United Prairie Foundation opened its first Community Garden and Prairie Center located in Enderlin North Dakota. This year we plan on opening our second location in Fergus Falls! The establishment of the Fergus Falls location anticipates employing two full-time employees and hiring of up to 5 seasonal jobs. This would be our plan this year. I feel the future is bright for a Prairie Center and future growth is our goal.

Our need is a retail location, preferably with space to grow educational gardens. A location between 1-10 acres would be preferred.

United Prairie Foundation, Inc. is a Federal 501(c) 3 public non-profit organization, founded in 2004 and headquartered in North Dakota. The Foundation has as its mission building a better prairie. United Prairie Foundation continues to grow and is becoming a leader in the field of habitat restoration. The Foundation, through its mission projects, restore neglected public land habitats and return them to functional grassland-based prairie habitat. The key to our success is partnering with local groups.

Partnerships have developed with help from local family farms, five regional United States Fish & Wildlife Service Wetland Management Districts, Minnesota Department of Natural Resources, North Dakota Game and Fish Department, Enderlin/Sheldon Rural Fire Department, Cass County Soil Conservation, Wildlife Forever, North Dakota Natural Resource & Trust, city of Sheldon, city of Enderlin and the city of Fergus Falls.

United Prairie Foundation prides itself on our community involvement. Our headquarters building, the Sheldon Community Center, 260 Front St., Sheldon ND 58068 is used extensively by local community groups including the 4-H club, Lions, Seniors Club, American Legion and is the monthly meeting location for the City of Sheldon. In our 17 years of operation we have been devoted exclusively to helping the people and habitats of the prairie. The Foundation operates with a Board of Directors and a local seven person steering committee.

Establishing a retail Native Prairie Center in Fergus Falls is our highest priority for 2021. The financial costs of land purchase is the Foundations biggest hurdle. Our Enderlin location is a donated 30 year lease. United Prairie Foundation paid for the water and electric service with the city of Enderlin donating un-metered water for our operation. Our goal is to be a benefit to the community which the Enderlin city council saw when granting us the partnership.

### United Prairie Foundation Community Garden and Prairie Center



A Prairie City USA planting at the golf course



Land Value- \$20,300  
 Building Value- \$80,000  
 Total EMV- \$100,300

**2021 COMMERCIAL-INDUSTRIAL TAX CALCULATION**

PARCEL NUMBER 71003991468003

ESTIMATED MARKET VALUE (EMV) \$100,300

EMV UP TO \$150,000	\$100,300
x 1.5% = TAX CAPACITY	1504.5
EMV OVER \$150,000	\$0
x 2% = TAX CAPACITY	0
TOTAL TAX CAPACITY	1,505
LOCAL TAX RATE	117.5110%
<b>BASE TAX</b>	<b>\$1,768</b>

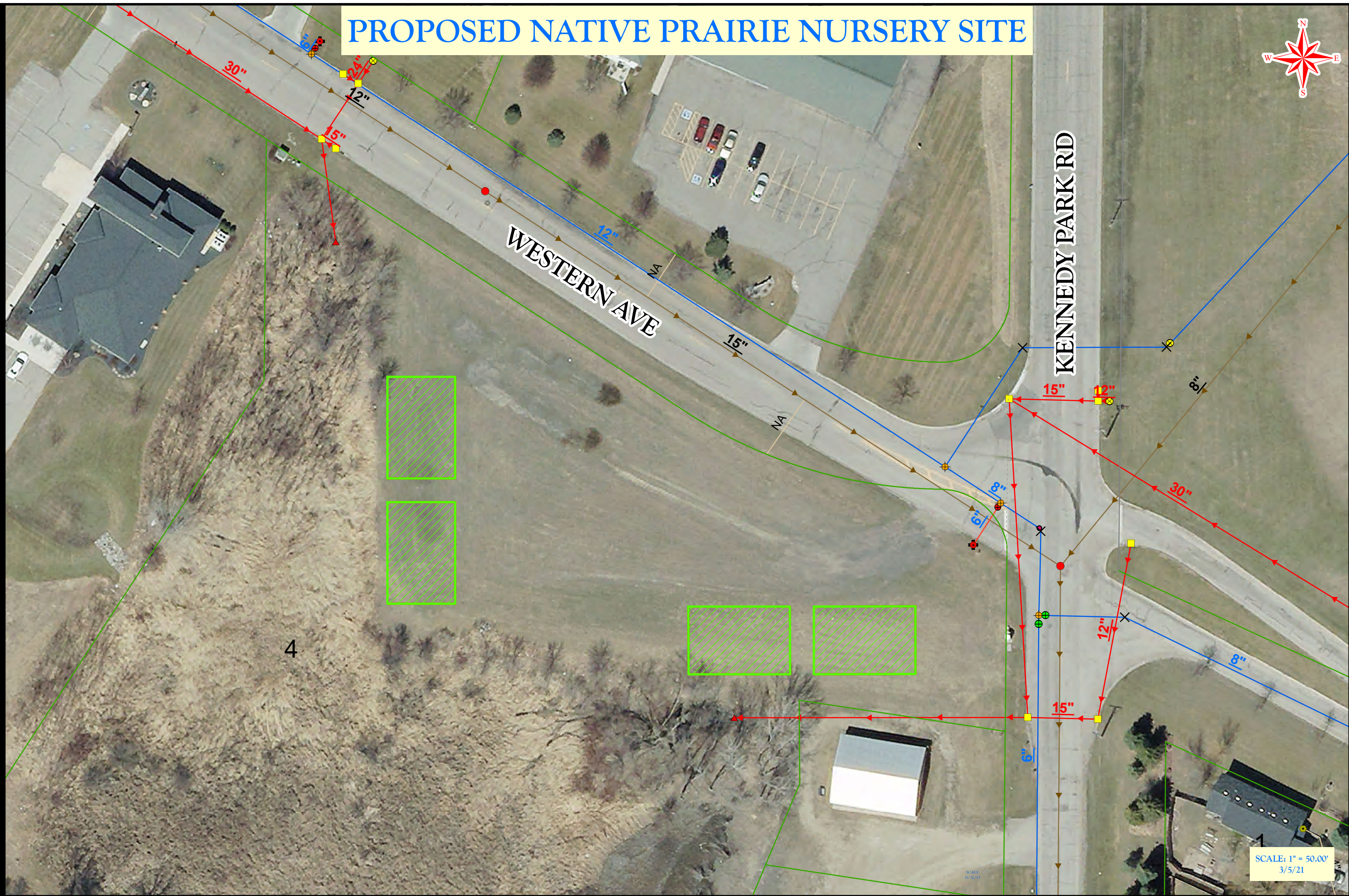
MARKET VALUE RATE (MvR)	0.17179
EMV x MvR =	
<b>MARKET VALUE TAX</b>	<b>\$172.31</b>

TAXABLE MARKET VALUE (EMV-\$100,000):	\$300
TMV BETWEEN \$100,000-\$150,000	\$300
x 1.5% = TAX CAPACITY	5
TMV OVER \$150,000	\$0
x 2% = TAX CAPACITY	-
TOTAL STATE TAX CAPACITY	5
STATE TAX RATE	0.35978
<b>STATE TAX</b>	<b>\$2</b>

SPECIAL ASSESSMENTS  

**TOTAL TAX                    \$1,942**

# PROPOSED NATIVE PRAIRIE NURSERY SITE



4

SCALE: 1" = 50.00'  
3/5/21