



## City of Fergus Falls Committee of the Whole Agenda

---

May 12, 2021

7:00 am

### City Council Chambers

---

Due to the COVID-19 pandemic, some or all members of the Fergus Falls City Council, will participate in the May 12, 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. Rolling Meadows Plat Stormwater Agreement

Brian Yavarow

**Requested Action:** Recommendation to the council to accept the conveyance of a stormwater pond (Outlot A) to the city contingent on the authorization for the City Engineer and City Attorney to prepare the Storm Water Maintenance Agreement and preparation of the ingress/egress easement to allow city access to Outlot A

2. Pebble Lake Golf Course Wetland Delineation

Brian Yavarow

**Requested Action:** Recommendation to the council to initiate PI 7766, the Pebble Lake Golf Course delineation and drainage improvement project and to accept Stantec's professional services proposal for wetland delineation in the amount of \$8,050

3. CP 5955 Project and Hearing

Brian Yavarow

**Requested Action:** Recommendation to the council to set a final cost hearing for CP 5955, the 2021 Street and Utility Improvement Project for Whitford Street and Bancroft Avenue Area for June 21, 2021

4. Pavement Management Overview  
Brian Yavarow

D. Additional Agenda Items

E. Announcements

May 17 5:30 pm City Council Meeting

May 31 Memorial Day holiday. All city offices and facilities will be closed on May 31. Garbage and recycling normally picked up on Monday will be moved to Tuesday June 1. Tuesday pickup will take place on Wednesday June 2.

Adjourn



## Council Action Recommendation

---

Page 1 of 2

**Meeting Date:**

May 12, 2021 – Committee of the Whole

May 17, 2021 – City Council

**Subject:**

Rolling Meadows Plat - Stormwater Agreement

**Recommendation:**

- Accept conveyance of a stormwater pond (Outlot A) to the City contingent on the execution of the following two recommendations
- Authorize the City Engineer and City Attorney to prepare the Storm Water Maintenance Agreement
- Authorize the City Engineer and City Attorney to prepare the Ingress/Egress Easement to allow City access to Outlot A

**Background/Key Points:**

The future owner of Lot 2, located in the Rolling Meadows Plat, is requesting to deed an existing stormwater pond (Outlot A) to the City. This land conveyance could be facilitated by quit claim deed.

If acceptable, the existing and future owners of Lot 1 & 2 will be required to enter into a Stormwater Pond Agreement with the City. In general similar to past arrangements, the existing and future owner of Lot 1 and Lot 2, will assume full responsibility for the “Regular” maintenance of the pond area (Outlot A). “Regular” maintenance being defined as mowing, picking up litter, etc. The City will be responsible for on-going monitoring, necessary repairs, and/or sediment removal to maintain design capacity for water quality purposes. The existing and future owners have consented to the City’s conditions thus far.

Additionally, in order to complete this arrangement, the owner of Lot 1 will dedicate to the City a 20’ wide Ingress/Egress easement along the south side for the entire length of said Lot 1, to provide City access to the pond area (Outlot A). Please refer to the attached exhibit for further detail.

I recommend the City Council authorize staff to execute the recommendations as presented.

**Budgetary Impact:**

General staff is required to complete this request. The Owner(s) will need to agree to reimburse the City for attorney and recording fees.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

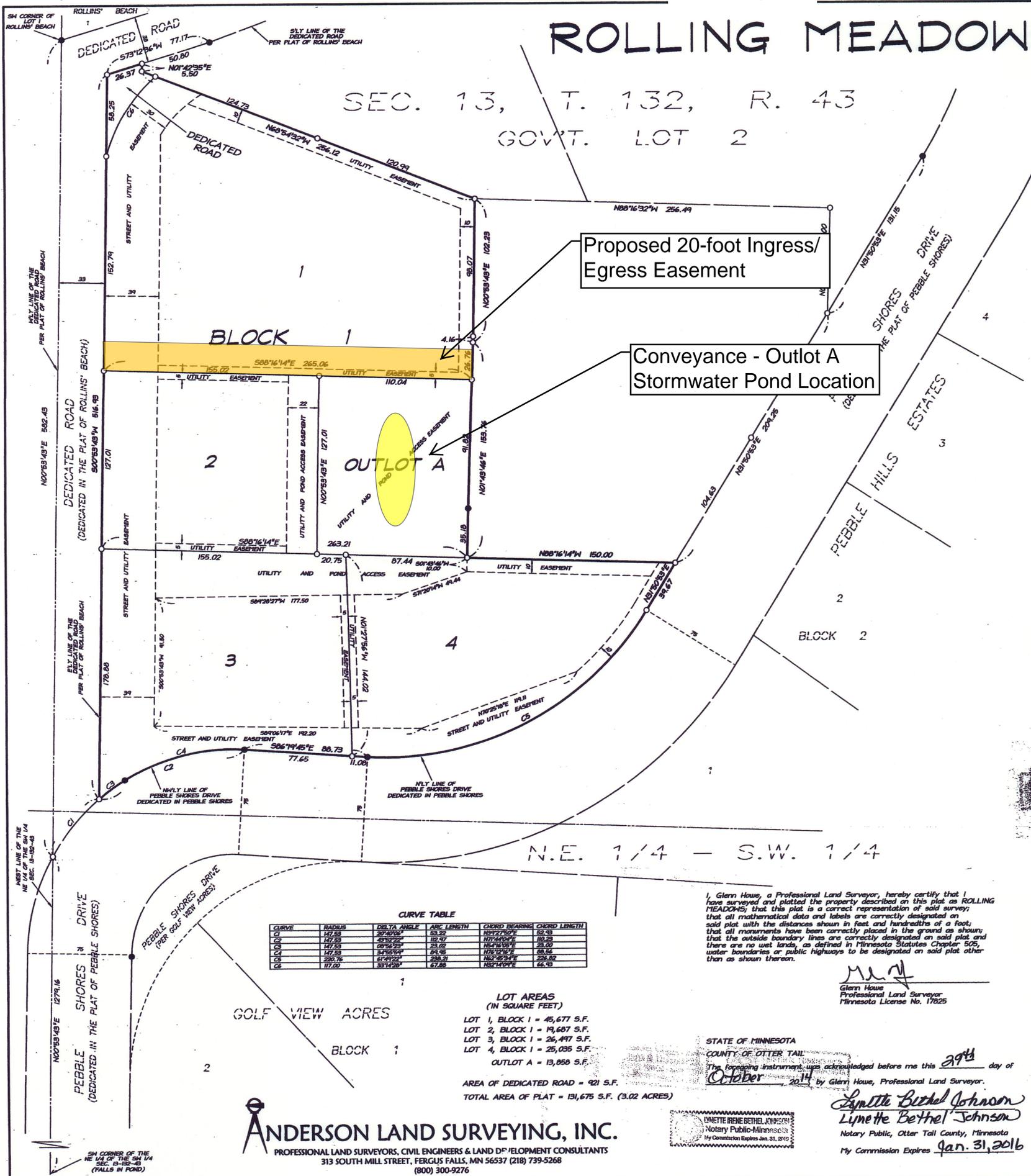
Brian Yavarow, P.E. – City Engineer

**Attachments:**

Exhibit A – Rolling Meadows Plat

EXHIBIT A  
N.T.S

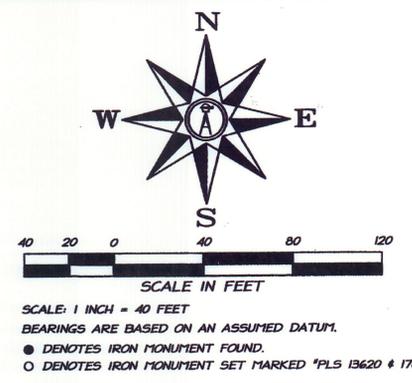
ROLLING MEADOWS



KNOW ALL MEN BY THESE PRESENTS: That Asko Rajaniemi and Teresa Rajaniemi, husband and wife, and Erik Johnson and Kelly Johnson, husband and wife, are the owners and proprietors of the following described property situated in the County of Otter Tail, State of Minnesota, to wit:

That part of Government Lot 2, Section 13, Township 132, Range 43, Otter Tail County, Minnesota, described as follows:

Commencing at the southwest corner of the Northeast Quarter of the Southwest Quarter, said Section 13; thence North 00 degrees 53 minutes 43 seconds East on an assumed bearing along the west line of said Northeast Quarter of the Southwest Quarter, a distance of 1279.16 feet to the northwesterly line of Pebble Shores Drive, as dedicated in PEBBLE SHORES, according to the recorded plat thereof; thence northwesterly, along said northwesterly line, on a non-tangential curve concave to the southeast, having a radius of 147.53 feet, a delta angle of 20 degrees 40 minutes 06 seconds and a chord bearing of North 39 degrees 27 minutes 50 seconds East, for an arc length of 53.22 feet to the easterly line of a Dedicated Road, as dedicated in ROLLING MEADOWS BEACH, according to the recorded plat thereof, the point of beginning of the land to be described; thence northwesterly, continuing along said northwesterly line of Pebble Shores Drive, on a tangential curve concave to the southeast, having a radius of 147.53 feet and a delta angle of 43 degrees 52 minutes 22 seconds, for an arc distance of 112.97 feet to an angle point in said northwesterly line; thence South 86 degrees 19 minutes 45 seconds East along the northerly line of said Pebble Shores Drive, a distance of 88.73 feet to a point of curvature in said northerly line; thence northwesterly, along the northwesterly line of said Pebble Shores Drive, on a tangential curve concave to the northwest, having a radius of 220.76 feet and a delta angle of 39.67 feet; thence North 60 degrees 16 minutes 14 seconds West a distance of 150.00 feet; thence North 01 degree 43 minutes 46 seconds East a distance of 153.76 feet; thence North 00 degrees 53 minutes 43 seconds East a distance of 102.23 feet; thence North 60 degrees 54 minutes 32 seconds West a distance of 256.12 feet; thence North 01 degree 42 minutes 35 seconds East a distance of 5.50 feet to the southerly line of said Dedicated Road, as dedicated in ROLLING MEADOWS BEACH; thence South 73 degrees 12 minutes 36 seconds West along said southerly line, a distance of 26.37 feet to said easterly line of the Dedicated Road, as dedicated in ROLLING MEADOWS BEACH; thence South 00 degrees 53 minutes 43 seconds West along said easterly line, a distance of 516.43 feet to the point of beginning.



PLANNING COMMISSION  
Approved by the Planning Commission of the City of Fergus Falls, Minnesota, this 25<sup>th</sup> day of August, 2014

Signed: Walter Noh Chairman Attest: Kenneth Johnson Secretary

CITY ENGINEER  
Approved by the City Engineer, City of Fergus Falls, Minnesota, this 30<sup>th</sup> day of October, 2014

Signed: Don Edwards City Engineer

Have caused the same to be surveyed and platted as ROLLING MEADOWS and hereby donate and dedicate, to the public, for public use forever, the Dedicated Road as shown on this plat and hereby dedicate the street and utility easements for street and utility purposes as shown on this plat and hereby dedicate the utility and pond access easements as shown on this plat for utility and pond access purposes.

In witness whereof said Asko Rajaniemi and Teresa Rajaniemi, husband and wife, have hereunto set their hands this 20<sup>th</sup> day of October, 2014

Signed: Asko Rajaniemi Teresa Rajaniemi

STATE OF MINNESOTA  
COUNTY OF OTTER TAIL  
The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of October, 2014, by Asko Rajaniemi and Teresa Rajaniemi, husband and wife.



Kristin M. Funkhouser  
Notary Public, Otter Tail County, Minnesota  
My Commission Expires Jan. 31, 2017

CITY COUNCIL  
Approved by the City of Fergus Falls, Minnesota, this 2<sup>nd</sup> day of September, 2014

Signed: Walter Noh Mayor Attest: City Administrator

ATTORNEY  
I hereby certify that proper evidence of title has been presented to and examined by me this 28<sup>th</sup> day of October, 2014

Signed: Jana Chaffey Attorney

COUNTY TREASURER  
I hereby certify that the taxes for the year 2014 for land described within are paid.

Signed: Jon Hillman Deputy County Treasurer

In witness whereof said Erik Johnson and Kelly Johnson, husband and wife, have hereunto set their hands this 20<sup>th</sup> day of October, 2014

Signed: Erik Johnson Kelly Johnson

STATE OF MINNESOTA  
COUNTY OF OTTER TAIL  
The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of October, 2014, by Erik Johnson and Kelly Johnson, husband and wife.



Kristin M. Funkhouser  
Notary Public, Otter Tail County, Minnesota  
My Commission Expires Jan. 31, 2017

COUNTY AUDITOR  
No delinquent taxes and transfer entered. Dated this 30<sup>th</sup> day of October, 2014

Signed: Walter Noh County Auditor Attest: Cindy Thompson Deputy

COUNTY RECORDER  
I hereby certify that the within instrument was filed in this office for record on this 30 day of October, 2014 at 4:15 o'clock P.M., and was duly recorded in Book 5 of Plats on page 87

Signed: Brian Armstrong County Recorder Attest: Ann R. Hanson Deputy

CURVE TABLE

CURVE	RADIUS	DELTA ANGLE	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	147.53	20°40'06"	112.97	N74°20'06"E	152.93
C2	147.53	43°52'22"	112.97	N74°20'06"E	152.93
C3	147.53	43°52'22"	112.97	N74°20'06"E	152.93
C4	220.76	39°67'00"	220.76	N47°20'06"E	220.76
C5	112.97	39°67'00"	112.97	N47°20'06"E	152.93

LOT AREAS  
(IN SQUARE FEET)

LOT 1, BLOCK 1 = 45,677 S.F.  
LOT 2, BLOCK 1 = 19,687 S.F.  
LOT 3, BLOCK 1 = 26,447 S.F.  
LOT 4, BLOCK 1 = 25,035 S.F.  
OUTLOT A = 13,958 S.F.

AREA OF DEDICATED ROAD = 921 S.F.  
TOTAL AREA OF PLAT = 131,675 S.F. (3.02 ACRES)

I, Glenn Howe, a Professional Land Surveyor, hereby certify that I have surveyed and platted the property described on this plat as ROLLING MEADOWS; that this plat is a correct representation of said survey; that all mathematical data and labels are correctly designated on said plat with the distances shown in feet and hundredths of a foot; that all monuments have been correctly placed in the ground as shown; that the outside boundary lines are correctly designated on said plat and there are no wet lands, as defined in Minnesota Statutes Chapter 505, water boundaries or public highways to be designated on said plat other than as shown thereon.

STATE OF MINNESOTA  
COUNTY OF OTTER TAIL  
The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of October, 2014, by Glenn Howe, Professional Land Surveyor.



Lynette Bethel Johnson  
Notary Public, Otter Tail County, Minnesota  
My Commission Expires Jan. 31, 2014

**ANDERSON LAND SURVEYING, INC.**  
PROFESSIONAL LAND SURVEYORS, CIVIL ENGINEERS & LAND DEVELOPMENT CONSULTANTS  
313 SOUTH MILL STREET, FERGUS FALLS, MN 56537 (218) 739-5268  
(800) 300-9276



## Council Action Recommendation

---

Page 1 of 1

**Meeting Date:**

May 12, 2021 – Committee of the Whole

May 17, 2021 – City Council

**Subject:**

Pebble Lake Municipal Golf Course – Wetland Delineation

**Recommendation:**

- Initiate PI No. 7766 - Pebble Lake Golf Course Delineation & Drainage Improvement project
- Accept Stantec professional services proposal for wetland delineation in the amount of \$8,050.00

**Background/Key Points:**

Members from the municipal golf course, staff, and the MN Board of Water & Soil Resources recently met to discuss the on-going golf course water issues that has consistently hindered course use and operations for years if not decades.

Thus far, water mitigation and drainage improvements have been discussed however, a few Golf course wetlands need to be delineated so the City does not violate the Wetland Conservation Act (WCA) regulations with any said future improvements. The delineation report will assist with the dialogue in regards to identifying cost effective course improvements and planning.

**Budgetary Impact:**

I recommend this work be funded thru the pending American Rescue Fund or the Storm Sewer Enterprise fund.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. – City Engineer

**Attachments:**



## Council Action Recommendation

---

Page 1 of 1

**Meeting Date:**

May 12, 2021 – Committee of the Whole

May 17, 2021 – City Council

**Subject:**

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

**Recommendation:**

- Set the final cost assessment hearing date for June 21, 2021 for CP No. 5955

**Background/Key Points:**

The bid opening for the above referenced project is scheduled for Thursday, May 25, 2020 at 2:00 PM.

The overall project delivery schedule accounts for holding the Final Assessment Hearing prior to awarding the construction services contract. If favorable bids are received, the lowest responsible bidder's itemized costs will be utilized to prepare the final assessment roles for each individual property. Final assessment notices along with a publication will be issued prior to this **June 21, 2021** final cost hearing. A recommendation to award the construction contract is contingent on potential objections at the final hearing.

**Budgetary Impact:**

General staff time.

**Originating Department:**

Engineering Department

**Respectfully Submitted:**

Brian Yavarow, P.E. - City Engineer

**Attachments:**